



Housing Authority of the Town of Portland 9 Chatham Court, Portland, CT 06480

Executive Officer
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Board of Commissioners
Susan Malecky, Chair
Deborah Hallas, Vice Chair
Matthew Pegolo, Treasurer
Daniel Weeden, Commissioner
Cynthia Ferraro, Tenant Commissioner

Chair S. Malecky called the Regular Board Meeting of the Portland Housing Authority to order on February 21, 2023, at 5:01 p.m. at the Quarry Heights community room.

1. CALL TO ORDER/ ROLL CALL PRESENT: Chair Susan Malecky, Vice Chairperson Deborah Hallas, Commissioner Matt Pegolo, Commissioner Dan Weeden and Tenant Commissioner Cynthia Ferraro.

STAFF: Allen Harrison Executive Director, Dan Rafaniello Staff Accountant, and Carol Diaz Administrative Housing Assistant and Maintenance staff member Owen Piel.

2. ACCEPTANCE OF THE AGENDA

Chair S. Malecky made a motion to approve the agenda as presented. There being no further discussion. Vote was unanimously approved and accepted.

3. PUBLIC PARTICIPATION: None

4. APPROVAL OF THE PUBLIC MEETING MINUTES HELD January 30, 2023.

Chairperson S. Malecky made a motion to approve Public Meeting Minutes held January 30, 2023. There being no further discussion. Vote was unanimously approved and accepted.

5. APPROVAL OF THE SPECIAL MEETING MINUTES HELD January 30, 2023.

Chairperson S. Malecky made a motion to approve Public Meeting Minutes held January 30, 2023. There being no further discussion. Vote was unanimously approved and accepted.

6. REVIEW AND TAKE ACTION OF JANUARY 2023 FINANCIAL REPORTS- PREPARED BY R. FENTON, CPA.

Chairperson S. Malecky made a motion to approve Public Meeting Minutes held January 30, 2023, it was seconded by commissioner C. Ferraro. There being no further discussion. Vote was unanimously approved and accepted.

7. REVIEW AND TAKE ACTION ON THE 2023-2024 BUDGET, PREPARED BY R. FENTON, CPA.

a. RESOLUTION 23-2-1

**ADOPTION OF THE CONVENTIONAL BUDGET FYE MARCH 31, 2024
FEDERAL PROJECTS**

WHEREAS, the Commissioners of the Housing Authority of the Town of Portland have reviewed the Conventional Budget for the Fiscal Year Ending March 31, 2024.

WHEREAS the proposed expenditures are necessary in the efficient and economical operation of the Housing

Authority for the purpose of serving low-income families, and.

WHEREAS no Authority employee has more than 100% of their salary prorated throughout the Programs.

WHEREAS the Financial Plan is reasonable in that it indicates a source of funding under the provisions of the Federal Regulations, and.

WHEREAS it does not provide for use of Federal Funding in excess of that payable under the provisions of the Federal Regulations, and.

WHEREAS all proposed rental charges and expenditures will be consistent with the provisions of law and the Annual Contributions Contract, and.

WHEREAS, pursuant to the rent schedule approved by HUD, the Housing Authority of the Town of Portland certifies that it is in compliance with the requirements of Section 9(b) of the United States Housing Act, and with the provisions of Section 913-106, and 913-107 of the Final Rule published May 21, 1984, in that the aggregate annual gross rent of tenants in occupancy and for all new tenants will not be less than an amount equal to 30%.

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Housing Authority of the Town of Portland, that the Conventional Budget for Federal Projects for the Fiscal Year Ending March 31, 2024, be adopted.

It was moved by Commissioner **D. Weeden** and seconded by Commissioner **D. Hallas** to approve the above Resolution.

Upon roll call, the vote was: Ayes- 5

Nays- 0

Chairperson S. Malecky declared the motion passed unanimously and the resolution adopted.

b. RESOLUTION 23-2-2

ADOPTION OF THE STATE OF CONNECTICUT MANAGEMENT PLAN FOR PROJECT E-69 AND E-170 FOR THE PERIOD APRIL 1, 2023, THRU MARCH 31, 2024

The Housing Authority of the Town of Portland, a duly constituted body with its office and principal place of business at 9 Chatham Court, Portland, Connecticut, a body politic and corporate established under the Housing Authority laws of the State of Connecticut.

WHEREAS, the Housing Authority of the Town of Portland has complied with Department of Housing Regulations on Housing Management for the State Elderly Project, E-69 and E-70 Quarry Heights.

WHEREAS, the Management Plan for the Period April 1, 2023, through March 31, 2024, has been approved for presentation to the Connecticut Housing Finance Authority and Department of Economic Development, State of Connecticut.

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Housing Authority of the Town of Portland that the Management Plan for the Period April 1, 2023, through March 31, 2024, be adopted.

It was moved by Commissioner **M. Pegolo** and seconded by Commissioner **C. Ferraro** to approve the above Resolution.

Upon roll call, the vote was: Ayes-5

Nays-0

Chairperson S. Malecky declared the motion passed unanimously and the resolution adopted.

c. RESOLUTION 23-2-3

**ADOPTION OF THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM BUDGETS
FOR THE FISCAL YEAR ENDING MARCH 31, 2024**

The Housing Authority of the Town of Portland, a duly constituted body with its office and principal place of business at 9 Chatham Court, Portland, Connecticut, a body politic and corporate established under the Housing Authority laws of the State of Connecticut.

WHEREAS, the Housing Authority of the Town of Portland has complied with HUD Regulations on Housing Management for the Section 8 Housing Choice Voucher program; and,

WHEREAS the FYE March 31, 2024, Budgets for the Section 8 Housing Choice Voucher Program, have been approved for presentation to HUD.

WHEREAS no Authority employees has more than 100% of their salary prorated throughout the Programs.

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Housing Authority of the Town of Portland that the Budgets for the Section 8 Housing Choice Voucher Program for the Fiscal Year Ending March 31, 2024, be adopted.

It was moved by Commissioner **M. Pegolo** and seconded by Commissioner **C. Ferraro** to approve the above Resolution.

Upon roll call, the vote was: Ayes-5

Nays-0

Chairperson S. Malecky declared the motion passed unanimously and the resolution adopted.

8. COMMUNICATION/CORRESPONDENCE

Allen Harrison introduced the new temporary Maintenance staff member on board with the PHA, Owen Piel. He has been with us since December 2022 and after 6 month the PHA has the option to hire him as a full-time employee.

Dan Rafaniello staff Accountant reported some allocations have been moved around in the original budget after speaking to Kimberly and Teresa who are our CPA's. In the Chatham Court budget Teresa suggested the reserves need to be paid down before the RAD conversation takes place and to help with the spend down the PHA plans to purchase a generator to service the main office and community room.

9. EXECUTIVE DIRECTORS REPORT: Chatham Court, Quarry Heights, and Section 8 Office

Report: Tar's ending numbers for the month of February 2023.

CC-active tenant's balance: \$0. QH-active tenant's balance: \$ 1094.84

CC-move out balance: \$0 QH-move out balance \$ 1314.77

The PHA currently has 50 regular housing vouchers leased, 25 Project Based Voucher, 2 families that ported out and 13 families looking for units.

10. ADJOURNMENT

At 6:00 pm, Chair S. Malecky made a motion to adjourn the meeting. There being no further discussion. Vote was unanimously, motion carried.

Respectfully Submitted

Allen Harrison

Allen Harrison

Executive Director