



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
Daniel Weeden, Treasurer
Maura Dillon, Commissioner
Cynthia Ferraro, Tenant Commissioner

Chair S. Malecky called the Regular Board Meeting of the Portland Housing Authority to order October 21, 2024, at 5:00 p.m. at the Quarry Heights community room.

1.CALL TO ORDER/ ROLL CALL PRESENT: Chair S. Malecky, Vice Chairperson Deborah Hallas, Commissioner Dan Weeden, Tenant Commissioner Cynthia Ferrar and Commissioner, Maura Dillon .

STAFF: Allen Harrison Executive Director, Carol Diaz Deputy Director and Dan Rafaniello Staff Accountant .

ABSENT:
None

2.REQUEST FOR ADDITIONAL AGENDA ITEMS
None

3.ACCEPTANCE OF THE AGENDA

Chair S. Malecky made a motion to approve the agenda, and it was then moved by commissioner D. Hallas and seconded by Commissioner D. Weeden. There being no further discussion. The vote was unanimously approved and accepted.

4.PUBLIC PARTICIPATION:
None

5.APPROVAL OF THE REGULAR MEETING MINUTES HELD SEPTEMBER 16, 2024.

Chairperson S. Malecky made a motion to approve the Board Meeting Minutes held September 16, 2024, and it was then moved by commissioner D. Weeden and seconded by Commissioner C. Ferraro. There being no further discussion. The vote was unanimously approved and accepted.

6.REVIEW AND TAKE ACTION ON SEPTEMBER 2024 ACCOUNTING REPORTS- PREPARED BY T. Ewald, CPA.

Commissioner C. Ferraro inquired about Period Variance for Chatham Court Landscaping. D. Rafaniello explained there is a difference due to some months the company may mow 2 times versus every week for a different month but overall, we are in the positive and within budget.

D. Hallas inquired about the fraud receipts regarding Section 8 and what it meant.

D. Rafaniello explained if the PHA has a fraud claim (unreported income) that's how its reported on the financials.

Commissioner D. Weeden inquired about the revolving fund legal cost and why the cost fluctuated between the 3 tenants in legal.

A. Harrison explained one of the tenants had 3 cases, 1 that went to trial and 2 that got dismissed, and the other 2 settled with attorney (stipulated agreement) and out of court.

Para una traduccion en espanol por favor llame a la oficina (860) 342-1688
The Portland Housing Authority is an Equal opportunity Affirmative Action Employer

Commissioner C. Ferraro inquired about the revolving fund, First Advantage and Online Systems Inc. C. Diaz explained we have 2 companies for background checks, one for employees and a second one for applicants that gives detailed information on the background's checks required for admissions.

Chairperson S. Malecky made a motion to approve the September 2024 Accounting Reports, and it was then moved by commissioner D. Weeden and seconded by Commissioner D. Hallas. There being no further discussion. The vote was approved.

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

Office Report: Tar's ending numbers for the month of September 2024.

CC-active tenant's balance:	\$7,462.44	QH-active tenant's balance:	\$ 385.35
CC- active tenant's credit balance:	(\$3,108.00)	QH-active tenant's credit balance:	(\$1010.00)
CC-move out balance:	\$ 0	QH-move out balance:	\$ 0

The PHA currently has 50 regular housing vouchers leased, 25 Project Based Voucher, 12 families that ported out for a total of 87 with 8 families shopping for units, the goal is to fill 89 vouchers.

Chair S. Malecky made a motion to approve Executive Directors Report. There being no further discussion. The vote was unanimously approved and accepted.

9. OLD BUSINESS/NEW BUSINESS

a. Update Gas lines

E. D. A. Harrison reported the project started on August 26, 2024, and it is still an ongoing project but some physical lines have been laid down on the property. PHA will report when the project has been completed.

b. Audit Update

E. D. A. Harrison reported the field work for the Annual Audit was finalized and Jason Geel plans to present his final audit report on November 18, 2024, at our next board meeting.

c. Eagle Environmental

Soil pesticides have been removed from the property and it's been retested to make sure project has been completed to standards.

10. ADJOURNMENT

At 5:24 pm, Chairperson S. Malecky made a motion to adjourn the meeting. There being no further discussion. The vote was unanimous, motion carried.

Respectfully Submitted

Allen Harrison

Allen Harrison
Executive Director