

COVENTRY HOUSING AUTHORITY

MINUTES

JULY 18, 2012

The Chairman, Paul Pasch, called the meeting to order at 4:30 and the following commissioners were present: Robert DiPadua, Rosalie Jalbert, Rebecca Parenteau and Maurice DeGraide. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.

MINUTES:

Motion was made by Commissioner Parenteau and seconded by Commissioner Jalbert to approve the minutes of the May 16, 2012 meeting as presented. Motion carried with all in favor.

TREASURER'S REPORT:

After review of expenditures, motion was made by Commissioner DiPadua and seconded by Commissioner Parenteau to approve the Treasurer's Report as submitted. Motion carried with all in favor.

Year To Date Financials through April 30, 2012 show Public Housing reserves at 102%, with receipts 2.5% higher than projected

due to increase in operating subsidy. Total routine expenses are \$2,200 greater than budgeted, mainly due to the seasonal gas expense.

Section 8 admin expenses are \$17,000 greater than anticipated due to an error in the payroll template for the allocation of salary expense.

The fee accountant made corrections in the month of May. Admin fee receipts through April were funded at 75%, however HUD increased the proration to 80% during May, reflected back to January 1st.

In the Management Program, the budget was made to reflect a twelve-month, 100% lease up at all managed properties (Crossroads, Meadows, Golden Ridge) with the understanding that 100% lease up would not take place until mid-year.

EXECUTIVE DIRECTOR'S REPORT:

1) **Flood Update:** Julie reported that on Saturday, June 16 she received a call reporting that water was coming out of the main door of the offices at the Housing Authority. When Julie arrived, the fire department was on site and the source of water was from a break in the main. The fire department was able to shut off the water at Knotty Oak and Golden Ridge. There was eight inches of water in the office. Cinco Plumbing was called for repair; Enviro-Clean for mitigation and the insurance carrier was notified. Four fire trucks pumped out the water from the basement and crawl spaces. Cinco located the problem and Kent County Water Authority had the part and delivered

it. Enviro-Clean was on-site removing water from the office.

Due to exposed wiring in the basement, the building inspector determined that the electricity could not be turned back on. At 12:30 a.m. repair was complete and water turned back on slowly. Airhart Electric inspected the basements and gave approval to turn electricity back on.

Heating and drying of offices continued for an entire week, with office staff working a couple of hours a day packing boxes of files for drying. The reconstruction and mitigation teams continued for the following week as well as an inspection by the insurance adjuster.

There will be a claim for contents, all flooring will be torn out and replaced, walls were dried out successfully and will be repainted. Final approvals should be made the week of July 16th. It has not been determined if the entire Community Hall flooring will need to be replaced. Commissioner DiPadua requested that the board give some consideration to doing something for the staff after this problem is resolved.

2) Applications were accepted for the Maintenance position but interviews were delayed due to the flood. Interviewing has begun and it is expected that the position will be filled by the 1st of August.

3) All employees have now received certificates in Fair Housing

training. This training will be updated on an annual basis.

4) The FYE 2011 audit has begun and while the report is not yet in final form, Coventry Housing is in compliance with the tenant file review.

5) Boiler inspections were performed on the expiring certificates at NRT and Julie is waiting for recommendations. Insurance inspections were performed at Golden Ridge and Coventry Meadows and the reported recommendations are included for the board's reference. All employees who may use their personal vehicle for company use have been asked to provide copies of their certificates of insurance.

6) A meeting was held with the telephone service contractor and a proposal was received to upgrade the current server to a VOIP system. This system has unlimited expansion capabilities and will provide digital phones as well as interconnection between all sites. Total cost of the upgrade is \$6,000.

7) The application to HUD for CV set aside funds was accepted and approved in the amount of \$3,060. This money will be retained in the cash management account with HUD.

8) The ribbon cutting ceremony for the official open of Coventry Meadows was held on June 20 at 10 a.m. All 44 units are under lease

as of 6/30 and Julie had the honor of having the Community Hall named for her.

9) Julie received 45 scholarship applications to review for the Annual NERC/NAHRO \$5,000 scholarship. Additionally, there is a \$1,000 scholarship available for Housing Authority staff and/or immediate family members.

10) Included in tonight's packet is a special report of the Employee's Retirement System benefit changes effective 7/1/12, a spread on the HUD FY 2013 budget proposals from the Administration, House and Senate, PHARI April minutes, two thank you notes from the Older American's celebration and the ten year staff recognition and a sympathy acknowledgement.

11) The following list of conferences for the last six months of 2012 are as follows:

NAHRO 7/29 – 7/31 San Francisco, CA

NAHRO 10/28 – 10/31 Nashville, TN

PHADA 09/09 – 09/11 Washington, DC

Dower September Martha's Vineyard

MAINTENANCE REPORT:

Ron thanked the board for their kind wishes and prayers while he was sick.

HOUSING REPORT:

Public Housing is 99% leased up, HCV is 99.9% leased up and Crossroads has one vacancy.

RESIDENT SERVICE COORDINATOR:

May and June reports are included in today's packet. Deirdre attended a program that reviewed the current trend of smoke free housing and ways of enforcing the policies. Many of the local housing authorities have implemented a smoke free housing policy with great support from most of the tenants. Deirdre is putting together a report for Julie.

FAMILY SELF-SUFFICIENCY:

Erin included reports for May and June. Eighteen current participants are receiving escrow.

A Professional Clothing Drive was held in April and it was very successful. Erin is sorting through the clothes and will hold an event soon where FSS clients can come by to shop for interview/employment professional clothing, shoes and handbags.

COMMITTEE REPORTS:

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Building Committee:

Plans and specs are complete for the NRT Garage project and it will go out to bid during the month of July with proposals due back prior to the August meeting.

The final selection for requirements includes a 30-foot X 26 foot garage with an 8-foot and a 10-foot overhead door.

Work will be proposed start to finish under one general contractor and includes all utility connection. This will not be a Morton type building; it will be a wood structure and will be sided to match the residential siding. Bids are anticipated in the amount of \$65,000. Commissioner DiPadua brought up discussion about putting an alarm on the building.

UNFINISHED BUSINESS: None

NEW BUSINESS:

1) PHADA Legislative Conference: One of the two EDEP classes that

Julie needs to complete her certification will be held during this conference. Julie is requesting authorization for herself and maintenance management to register. Motion was made by Commissioner DiPadua and seconded by Commissioner Jalbert to approve registration. Motion carried with all in favor.

2) NRT Flooring/Painting Contract: Requests for proposal were received for the replacement of flooring and painting in the common areas of Buildings 2, 3, 5 and 6 at North Road Terrace. Bids were received as follows:

Coletta Contracting \$69,000

Legacy General Contracting \$74,700

Motion was made by Commissioner Parenteau and seconded by Commissioner DiPadua to award the bid to Coletta Contracting. Motion carried with all in favor.

3) Salary Increase: Julie stated that the Coventry Housing Authority has exceeded their goals for the last twelve months and she is requesting authorization to grant salary increases to all eligible employees in a total amount not to exceed \$8,500. This pool will be utilized based on job performance. After further discussion, motion was made by Commissioner DiPadua and seconded by Commissioner Jalbert to approve this recommendation with a 3% cap not to exceed \$8,500. Motion carried with all in favor.

OPEN DISCUSSION:

Decision was made to move the August 15th meeting to August 22nd.

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There being no further business to discuss, motion was made by Commissioner DiPadua and seconded by Commissioner Jalbert to adjourn. Motion carried with all in favor.

GAIL T. WOODWARD
RECORDING SECRETARY