

TOWN OF COVENTRY HOUSING AUTHORITY

MINUTES

SEPTEMBER 17, 2014

PUBLIC HEARING - FIVE YEAR PLAN; CAPITAL FUND FIVE YEAR ACTION PLAN

ROLL CALL

The Public Hearing was called to order by the Chairman, Robert DiPadua at 4:15 p.m. and the following commissioners were present: Maurice DeGraide, Rosalie Jalbert and David Jervis.

Rebecca Parenteau was absent. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.

NEW BUSINESS

A. Resolution 2014-03; 5 Year Plan

Julie reported that the 5 Year Plan is based on goals and objectives, which mirror HUD's goals and objectives and includes strategies for meeting these goals. It also reports on progress made by the Authority in the last five years. The plan was sent to the state and approval was received.

Commissioner Jalbert said that she looked at Warwick's Plan and

they have more attachments with it than Coventry's Plan has. Julie explained that the only required attachments are the budget, the audit and all of the policies. Commissioner Jalbert asked if the Authority has a resident advisory board and Julie said that the Town Council has never appointed one.

Resolution 2014-03 was introduced by Chairman DiPadua, read in full and considered: Resolved to accept the 5 Year Plan of the Coventry Housing Authority. Commissioner Jervis moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner DeGraide. Upon roll call Commissioners DeGraide, Jalbert, Jervis and Chairman DiPadua voted in favor of the motion.

B. Resolution 2014-04; Capital Fund 5 Year Action Plan

Julie explained that in this Plan, the Authority states what work is going to be done. If changes come up and they amount to more than 20% of the total grant, another Public Hearing would have to be held. HUD basically states that nothing can be done with capital funds unless it is in the 5 Year Capital Fund Plan, unless it's an emergency. Julie discussed the details of the plan with the board.

Resolution 2014-04 was introduced by Chairman DiPadua, read in full and considered: Resolved to accept the 5 Year Capital Fund Action Plan of the Coventry Housing Authority. Commissioner Jalbert moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner DeGraide.

Upon roll call Commissioners DeGraide, Jalbert, Jervis and Chairman DiPadua voted in favor of the motion.

ADJOURNMENT

COVENTRY HOUSING AUTHORITY 9/17/2014

PAGE 2

Motion was made by Commissioner Jervis and seconded by Commissioner DeGraide to close the Public Hearing. Motion carried with all in favor.

REGULAR MEETING

ROLL CALL

The meeting was called to order by the Chairman, Robert DiPadua at 4:45 p.m. and the following commissioners were present: Maurice DeGraide, Rosalie Jalbert and David Jervis.

Rebecca Parenteau was absent. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.

APPROVAL OF MINUTES

Motion was made by Commissioner Jalbert and seconded by Commissioner DeGraide to accept the minutes of the August 20 meeting as presented. Motion carried with all in favor.

APPROVAL OF TREASURER'S REPORT

Motion was made by Commissioner DeGraide and seconded by Commissioner Jervis to accept the Treasurer's Report. Motion carried with all in favor.

The Financials through July 31, 2014 show that in Public Housing, revenues continue to exceed the budget at a rate of 3% and reserves are at 64%. Routine expenses are down to 3% over budget and non-routine expenses will remain over budget for the year due to snow removal and timing of payments for KOV walkway work.

In the Section 8 program, lease ups pushed forward to 96%, with 100% being achieved in September. HUD has announced an increase in the earned admin fee pro-ratio from 75% to 79% for the year; HUD will reconcile shortly from the first of the year. Routine expenses are now 2% under budget year to date, which includes the funds spent on fraud investigations.

The Management Program is on target for the first seven months of the year, while keeping the properties at 96% leased up.

DIRECTOR'S REPORT

Projects

1. **Knotty Oak Village/Building Entrance Walkways - complete; final invoice approved for processing.**
2. **Restriping of NRT has been completed and a contract was secured for fall clean ups at all properties. Pricing has been received to replace the fencing at all trash areas.**
3. **One quote was received for the replacement of the main entrance sign at Manchester Circle for \$4,055. Julie is attempting to procure one additional quote prior to making a recommendation.**
4. **An initial meeting was held with M & J Construction, the contractor selected for the replacement of main building entrance doors at NRT. The contractor is securing the payment bond as well as preparing submittals and installation schedules. All HUD contract forms were issued for signing as well.**

COVENTRY HOUSING AUTHORITY

9/17/2014

PAGE 3

Vacancies (as of 9/1)

- a. **Public Housing 1**
- b. **Management Portfolio 2**

General

1. **Summer lawn care held has ended with both boys returning to college. This work produced a savings of approximately \$10,000 in lawn care expenses for the season.**
2. **An excellent educational presentation on bed bugs was provided to**

residents of Knotty Oak Village with approximately 41 residents in attendance. Residents were given educational materials and all residents not in attendance were mailed the information. This presentation will also be provided to residents at all other properties. Additionally, the Coventry Department of Human Services staff attended a presentation at the Authority.

3. Management Portfolio News: A “Family Day” was held at Crossroads to celebrate the end of summer. It was a pot luck day and families played games. The Authority had a successful Compliance Audit with Redstone Corp., the investor at Coventry Meadows, and the Golden Ridge Housing Board of Directors appointed a resident of Golden Ridge to their Board.

4. Julie attended a meeting at RI Housing to learn about a free energy benchmarking pilot program to assist properties in reducing operational costs through utility savings. This pilot project is being funded entirely for one year by a grant from the JPB Foundation, National Resource Defense Fund, the National Housing Trust and National Grid for 200 buildings. All energy consumption would be uploaded to the Wego Wise software system, which would allow the Authority to identify poor energy performing buildings, identify where energy improvements could be made and provide a refined utility management program. Julie added the Authority buildings to the list to be eligible to participate. The project would cost \$6.00 per building after the first year.

5. The Authority is beginning the planning for the 2015 fiscal year.

6. Attached is a good briefing provided by PHADA on the reduction of

earned admin fees in the Housing Choice Voucher Program.

7. Julie suggested Thursday, December 11, 2014 for the Christmas party.

MAINTENANCE REPORT

Julie said that the maintenance department is still down one staff person who is out on Worker's Comp.

Railings removed from the front of the apartments will be installed at the back doors for added safety.

HOUSING REPORT

In Public Housing , all is well and units are staying leased up. Housing Choice Voucher is at 278 for September and Julie is hoping to exceed that number for the last quarter of the year. The Management program is down to 107 leased, there is now only one more to lease.

COVENTRY HOUSING AUTHORITY

9/17/2014

PAGE 4

RESIDENT SERVICE COORDINATOR

Webster Bank provided an educational program on Preventing Elder Financial Abuse. This seminar included ways to protect against the financial abuse and how to report the abuse as well as contact information of elder resources.

Coventry Health Centre provided an ice cream social, along with an informational session on “How to tour a Care Facility.” This seminar empowered the resident to become informed on rehab options before there is a need for care.

FAMILY SELF SUFFICIENCY

The Defending Yourself and Your Boundaries program was a great success. They not only learned great defending moves, but focus, self-respect, respect of others, kindness and how to handle bullying situations. The children and their parents attended for six weeks with a 90% attendance rate. The Authority was funded to bring the program back one more time, possibly in the fall.

CORRESPONDENCE

A. HUD - Administrative fees will increase from 75% to 79%

NEW BUSINESS

A. Trash Area Fencing

Three proposals were received as follows:

Ventura Fence \$13,050

K. C. Fence \$14,400

Fence Tech \$ 8,770

Julie reported that Ron called the lowest bidder. They manufacture their own products, therefore are able to offer a lower price. Based on this information, Julie is recommending the award of the work to Fence Tech in the amount of \$8,770. Motion was made by Commissioner DeGraide and seconded by Commissioner Jalbert to give the job to Fence Tech. Motion carried with all in favor.

B. Resolution 2014-05; Administering Voucher in another jurisdiction

West Warwick Housing Authority has undergone an extensive audit and it has been found that there exists a conflict of interest in the administration of one of the vouchers in their jurisdiction.

After review, HUD states that the voucher holder may continue to reside in the present residence as long as another Housing Authority provides the administration of that voucher. Hud has recommended and approved that the Coventry Housing Authority provide this administration.

West Warwick Housing Authority has moved the attached resolution at the meeting of September 10, 2014 and Julie is recommending passage of the resolution to the board. Resolution 2014-05 was introduced by Chairman DiPadua resolved that the Housing Authority of the Town of Coventry shall be permitted to

operate one voucher, namely

COVENTRY HOUSING AUTHORITY

9/17/2014

PAGE 5

voucher recipient, Mary Plant, in the Town of West Warwick, Rhode Island until such time as said voucher recipient remains a participant of the Town of West Warwick Housing Authority residing at 75 Lenox Avenue, West Warwick, Rhode Island. Motion was made by Commissioner Jalbert and seconded by Commissioner Jervis to adopt the Resolution effective 10/1/2014. Motion carried with all in favor.

ADJOURNMENT

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

GAIL T. WOODWARD
RECORDING SECRETARY