

Bethel Housing Authority
225 Reynolds Ridge
Bethel, CT 06801
Wednesday February 10, 2016
4:00 p.m.

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TOWN OF BETHEL
TOWN CLERK

Commissioner Slifkin called the meeting to order at 4:00 p.m.

Roll Call: Gail Slifkin, Chairman, Claudia Stephan, Beth Cavagna, Lou Walsh, Commissioners were present

Commissioner Linda Ryan absent

Present: Mark Nolan, Stacey Olszewski, NP Rentals & Management, LLC

Commissioner Slifkin welcomed 2 new Board Members Claudia Stephan, and Beth Cavagna.

Motion made to correct last month minutes: New Management effective: 12.28.2015

BHA no longer managed by its staff effective: 12.28.2015 Motion approved by all Board Members

Tenants Association Report:

President Jay O'Fiero thanked the Board for assisting with the Super Bowl Party.

Christine Sleight read the tenants association notes as follows:

We are requesting meeting notices and agenda to be posted in advance of the meeting. We are requesting that the Tenant Commissioner Representative post be limited to 2 years. We are requesting a timely response by March 9, 2016. Comments and question on snow removal. Handicapped spaces will be shoveled out. Resident Association is requesting a copy of the CDBG Grant proposal. A meeting is requested to go over the update. Items recommended for the 2016 CDBG Grant were discussed. Smoking Policy needs to be amended from 20 to 25 feet to meet HUD compliance. Request Policy be followed and warnings given. Visitor parking signs requested. New Community Room keys will now work at both locations. Storm shoveling call list was developed by President Jay O'Fiero.

Mark Nolan responded to Tenants Association notes and updates. Bylaws to amend tenant commissioner term is a state statute and may take a little time to go thru procedures for term changes.

Mark Nolan made a request for copies of the Tenants Association Report prior to our meeting so that a response can be made at the meeting.

Public Input: Lucy Lafferty brought up timing of plowing and concerns with sidewalks. Mark Nolan explained the plowing and shoveling is being done in a timely fashion based on the volume of the storm. Cleaning of the cars is the responsibility of the tenants and must be arranged by the tenants.

Phineas Park Management Report:

Applicants have been identified and in process of placing them.

Discussed MacGray/CSC contract for washers and dryers

New lease for MacGray

Motion made: by Lou Walsh seconded by Beth Cavagna

Reynolds Ridge Management Report

2016 Management Oversight Review results:

State of CT / Dept. of Housing determined E-133 had various missing documents and verifications within tenant's files.

Tenant certification files were incomplete

Vacancy requests received DOH approval but never submitted by BHA for reimbursement

Tenants files on top of office file cabinet for over a year. (Photo taken)

#166 must have new leases drawn up. One's that were used were incorrect

Project E-166 currently using HUD lease – inaccurate and therefore not a valid lease /documentation missing. All 40 units. DOH staff requested new leases be prepared for the program guidelines.

Current budgets E-133 and E-166 need to be revised. A requested copy of the approved budget from CHFA yielded the same budgets as in files which do not balance. New budgets will be prepared and submitted.

Management Oversight Review requires signatures from an authorized representative of the BHA and Chairman. Documents are prepared.

Notice sent to newspaper to close waiting list posted incorrect dates. New notices must be posted.

NP Rentals to place a note in all files stating not responsible for any files prior to 12.29.2015.

Salary allocations to be changed to 50% /E-133 50% /E-166 per audit

An extension of time has been requested/granted by CHFA for yearend reporting.

Bethel Visiting Nurse: Representative Linda discussed her duties and roles. She attended the Tenants Meeting on 1.16.16 to assist with any tenant issues.

Mark Nolan attended the CDBG Round 2 meeting in Hartford to represent the Town of Bethel on 1.28.16. A meeting is planned with Town of Bethel's consultant Larry Wagner regarding current round of funding.

Mark Nolan has made requests for additional financial resources:

Housing Authority City of Danbury (Project base rental assistance for E-166 a meeting/walk through is planned with the Buck Foundation.

It was discussed by Board Member that a forensic audit should be conducted. Commissioners Slifkin and Ryan will head this request.

We discusses the "additional duties and responsibilities for other projects for the enhancement and seeking financial resources of Reynolds Ridge E-133 and E-166" by NP Rentals as Property Manager.

A discussion that the proposed amendment to the Property Management Agreement should be considered. This will be prepared in the near future and submitted for review. This will provide an outside scope on the day to day management of the projects.

Motion to adjourn: Beth Cavagna seconded by Gail Slifkin

7:30 p.m.