

HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN
16 ARMISTICE STREET, NEW BRITAIN, CT 06053

BOARD OF COMMISSIONERS

REGULAR MEETING
Ribicoff Apts., 67 Martin Luther King Drive
New Britain, CT

September 19, 2018
6:00 p.m.

The Board of Commissioners of the Housing Authority of the City of New Britain held a regular scheduled meeting on September 19, 2018, at the Ribicoff Apt., 67 Martin Luther King Drive, New Britain, CT.

Present: Chairman Jason O. Gibson
Vice-Chair Arelis Kinard
Treasurer, Frank Marrocco
Commissioner Peter Steele
Commissioner Stanford Lebby

Also present: John T. Hamilton, Executive Director
Felipe Mireles, Property Manager
Joanna LaFland, Property Manager
Damien Allen, Property Manager
Dave Morneault, Director of Operations
Loo Dahlke, Legal Council

Chairman Gibson opened the meeting and called for roll call at 6:05 p.m. Declaring a quorum present he opened the floor for public participation.

PUBLIC PARTICIPATION: Margie Perkins a tenant at the Ribicoff Apartments shared her concerns with security issues at the Ribicoff apartments. She describes the security issues as being on going in the 18 years she has lived here. When she first moved in they had security. She mentioned she lives in fear, people who do not live there enter the building behind tenants. Residents are afraid of being assaulted if they don't let them in. Joe Gergenti, a resident at Ribicoff also shared his concerns regarding security, safety and police participation. He mentioned he spoke with HUD and a Coalition should be in place and that there are funds to administer the coalition. He said his building is a "drug fest". Joe mentioned there are several times when they do call the police and they don't show up. Joe mentioned the concerns the nurses and live in aides have visiting the apartments. He mentioned possibly having a security desk run by tenants to deter drug dealers and prostitutes from entering the building.

Commissioner Lebby reiterated the importance of calling the police whenever there is a security issue and to not be discouraged. Commissioner Lebby also mentioned how difficult it is for the NBHA to take action without a police report. Vice-Chair Kinard made it clear that the Authority

does not want tenants to act as security nor approach anyone that is in question. The message is to please contact the police. Another tenant, Deliah Adams, expressed her concerns as well. She mentioned they had police patrol at one point who would walk around the building and that helped. Mrs. Adam said her biggest concern is people coming in behind her. Vice-Chair Kinard advised the tenants that they will continue to find a resolution to their security concerns and will continue to explore options at the next meeting. She also advised that everyone who is in attendance now be available for further discussion at next month's meeting.

APPROVAL OF MINUTES: Chairman Gibson called for a motion to approve the minutes for June 20, 2018, Regular Meeting. Moved by Commissioner Steele, Seconded by Vice-Chair Kinard. Motion carried.

ACCEPTANCE OF EXECUTIVE DIRECTOR'S & FINANCE EXPENDITURES REPORTS: Chairman Gibson called for a motion to approve the Executive Director's and Finance Expenditures Report for JUNE, JULY & AUGUST 2018. Moved by Commissioner Lebby, Seconded by Vice-Chair Kinard. Motion carried.

Chairman Steele questioned the replacement roof, insulation, the lighting and security cameras and installation of the cameras. We were waiting on a punch list close out in June. Would like to know what's the delay on the close out? Dave Morneault, Director of Operations, responded regarding the lighting and security cameras as follows: there were issue that needed to be addressed with the contractor. They had a meeting last week with the contractor, Executive Director and our Attorney to give them one more shot to fix the issues before going after their bond. The Authority gave the contractor until October 31, 2018 to get the cameras up and running. Dave also mentioned that the roof replacement is in the closeout stage.

VACANCY REPORT: Commissioner Steele questioned the vacancy report for June 2018 and the cost to rehab a unit being in excess of \$5,000.00, way over our normal threshold of \$2500-\$3000. He asked our Attorney if we would have a case requiring tenants to be responsible for some of the cost to rehab a unit after moving out. Attorney Loo Dahlke responded, "Absolutely if damages are beyond wear and tear". Commissioner Steele would like to know how Dave will communicate with the attorney in a timely manner to advise her of tenants that need to be held accountable for any damages beyond wear and tear. Dave advised of the current procedure which includes property managers conducting a full walk through and advising at that time. Executive Director John Hamilton advised the Board that he is in talks with his team in order to establish a method to track this information currently and after the tenant has moved on. Commissioner Steele reiterated that his concerns is that there is no communication with our attorney to decide if this rehab qualifies for the Authority to go after tenants for cost over wear and tear.

UNFINISHED BUSINESS: Chairman Gibson reported no unfinished business.

NEW BUSINESS:

- Commissioner Steele requested to add to the September 19, 2018 agenda No. #13. Security Issues. Moved by Commissioner Lebby, Seconded by Vice-Chair Kinard. Motion carried.

- Chairman Gibson called for a motion to approve Resolution #18-009; to write off uncollectable rents under the Federal Funded Low Rent Housing Program for Quarter Ending June 30, 2018 in the amount of \$8,519.92. Moved by Commissioner Lebby, Seconded by Commissioner Marrocco. Motion carried.

Vice-Chair Kinard questioned if the Authority has a process in place in the event the uncollectable rent is excessive and what our current protocol is. Executive Director John Hamilton responded that he along with his team are not happy with how long the process takes now but that they are all currently working together to come up with a better more efficient way to gauge the excessiveness and length of time it takes to resolve.

Attorney Loo Dahlke responded by saying she emailed a summary to the Commissioners explaining the three largest debt. She mentioned a large portion of the debt is damages and the fact that cost of eviction becomes excessive. Commissioner Steele made a suggestion that we include a break down in the debt on the uncollectable rent report, where it would breakdown the rent portion, eviction portion as well as damages.

- Chairman Gibson called for a motion to approve Resolution #18-010; to ratify the Executor Director's execution of the Annual Support Agreement with Tenmast Software commencing on June 1, 2018. Moved by Commissioner Lebby, Seconded by Vice-Chair Kinard. Motion carried.

Commissioner Steele questioned if all the issues with Tenmast have been resolved. John responded it is not resolved but we have made some steps in our last conference call with Tenmast. We are moving to clean up some of the software issue and be in a place to be cleaned up and look into other options for next year. Vice-Chair Kinard asked if there was any way we can sign an agreement for half the year. John responded by indicating that there is a lot of clean up that needs to be done prior to being able to solicit for a new provider and move from the current software contractor. Moved by Commissioner Lebby, Seconded by Vice-Chair Kinard. Motion carried.

- Chairman Gibson called for a motion to approve Resolution #18-011; to approve the Submission of the Housing Authority of The City of New Britain's Annual Plan for FY2019. Moved by Commissioner Lebby, Seconded by Commissioner Steele. Motion carried.
- Chairman Gibson called for a motion to approve Resolution #18-012; to approve the current 2018 income limits as posted by the U.S. Department of Housing and Urban Development for the Federal Low Rent Program Effective immediately. Moved by Commissioner Steele, Seconded by Treasurer Marrocco. Motion carried.
- Chairman Gibson called for a motion to approve Resolution #18-013; to authorize the Executive Director to establish Section 8 Housing Choice Voucher Program Payments Standards at 100% of HUD's 2018 Fair Market Rent Standards to be Effective October 1, 2018. Moved by Vice-Chair Kinard, Seconded by Commissioner Lebby. Motion carried
- Chairman Gibson called for a motion to approve Resolution #18-014; to approve an extension of the contract agreement with Empire Motors Inc. For the 24-Hour Towing Services for all NBHA designated properties (Resolution #15-015) for the period of

September 1, 2017 through February 28, 2019. Moved by Commissioner Lebby, Seconded by Vice-Chair Kinard. Motion carried.

Commissioner Lebby questioned what Empire Motor's policy is with the Authority because in the past when someone parks in someone's assigned parking spot and you call Empire they do not send a truck to remove the vehicle, and are advised that NBHA has to make the call in order to have a vehicle removed. Executive Director John Hamilton responded that we can explore other options to accommodate tenants to be able to call in directly to Empire Motors.

- Chairman Gibson called for a motion to approve Resolution #18-015; to approve the Flat Rent Rate for federally subsidized housing effective October 1, 2018. Moved by Vice-Chair Kinard, Seconded by Commissioner Lebby. Motion carried.
- Chairman Gibson called for a motion to approve Resolution # 18-016; to approve the Executive Director to enter into a contract agreement with the State of Connecticut Department of Administration Services Master Insurance Program to Administer a Master Insurance Program at no cost to the Housing Authority. Moved by Vice-Chair Kinard, Seconded by Commissioner Lebby. Motion carried.
- Chairman Gibson called for a motion to address item #13; security issues. Moved by Commissioner Steele, Seconded by Vice-Chair Kinard. Motion carried.
- Commissioner Steele called for a motion to go into Executive session. Moved by Vice-Chair Kinard, Seconded by Commissioner Lebby. Motion carried.

ADJOURNMENT: There being no further items for discussion, Chairman Gibson called for a motion to adjourn at 6:54 p.m. Moved by Commissioner Lebby, and Seconded by Vice-Chair Kinard. Motion carried.

Date: _____

John T. Hamilton, Executive Director