

**Board of Commissioners Meeting  
150 Highland Avenue  
Bridgeport, CT**

Regular Meeting of November 13, 2017

The Board of Commissioners of the Housing Authority of the City of Bridgeport met in a Regular Meeting at 150 Highland Avenue, Bridgeport, CT, on the 13<sup>th</sup> day of November 2017, the place, date and hour duly established for the holding of such meetings Chairperson Andrews called the meeting to order at 5:40 p.m.

The Recording Secretary stated that this meeting is being conducted in conformity with the Open Public Meeting Act.

**Present:**

Deborah Woodson, Executive Operations Administrator  
Sean Bagot, Director of Legal Services  
Dave Ghio, Interim Director of Planning and Development  
Tiffany Maldonado, Director of Asset Management  
Caroline Sanchez, Director of Procurement  
Coreen Toussaint, Director of HCV Program

**Absent:**

James A. Slaughter, Interim Executive Director  
Richard Garcia, Commissioner

**Asset Management Staff:**

Monica Ratley, Manager, Harborview Towers  
Greg Johnson, Housing Manager. C.F. Greene  
Mayra Ramirez, Manager Trumbull Gardens  
Loretta Fuller, Manager PT Barnum

The Meeting of the Bridgeport Housing Authority also known as Park City Communities will come to order. Meeting is called to order.

[Cowlis Andrews] Public Comments.

**Public Comments #1 Sade King, 38McKinley Avenue**

I contacted HUD in Hartford back in September for work orders which she had put in numerous times that have not been completed. Apparently, someone arrived from maintenance the day she called HUD, but did not finish the work orders. I placed a bucket collecting water under my sink and also has many rodents. I called CT Pest myself to schedule my own pest control due to the rodents in my unit. I also gave CT Pest access to the basement because, I could not get ahold of anyone at the office or the maintenance staff. My son has respiratory issues as a result of the conditions of the unit.

**Public Comment #2 Bettie Cook, 1810 Stratford Avenue**

I received numerous calls on Friday regarding lack of heat from Fireside Apartments, Trumbull Gardens and Scattered Sites. I reached out to the CT Post.

I am having issues with my bathroom. I don't want another contractor to go behind the wall to resolve the issue of alleged "mold". I do not want the contractor Jay had originally sent to enter my unit and I was not satisfied with our response time or remedy for the issue.

**Public Comment #3 Catherine Stewart**

I received some calls from residents that did not have sufficient heat in their apartments. We also have security issues.

**Public Comment # 4 Sandra Lee, 131 Center St.**

I have been putting work orders in since 2008 for removal of the rugs in my apartment. My cabinets are falling apart and dangerous to use. Apparently, trees were cut down in the back of my building and the contractor never came to remove the logs. I am experiencing a major problem with mice.

**Public Comments #5 Doris Reese, 531 Hallet St.**

Good Evening my name is Doris Reese. my vehicle was tagged and they said within 24 hours it would be towed from the parking lot. My car was registered and insured but was not able to move. I have been trying to get ahold of someone at the site for days regarding her vehicle which was ultimately towed. I am requesting reimbursement for \$350.00.

**Public Comment #6 Yamini Menon, Attorney at Law**

"Connecticut Legal Services has been hearing from our clients that when they apply for housing in scattered sites residences, they are being told that there is a minimum income requirement that they must meet in order to qualify to live in scattered sites.

This concerns Legal Services since Legal Services has ongoing agreements in place with Park City Communities, the Father Panick Agreement and the Pequonnock Agreement, which both deal with the resettlement of residents who live in public housing.

Based on these agreements, any minimum income requirement for residents to live in scattered sites that PCC imposes would violate the Father Panick and Pequonnock Agreements.

Also, we have clients who previously lived in Marina Village and have been resettled at Crescent Crossing and other scattered sites residences and these clients do not meet the minimum income threshold, but they are able to pay their rent and utilities and are not having problems managing finances in scattered sites.

So, this minimum income requirement does not make sense to us and seems inconsistent with what we are finding with our clients as well."

**Public Comment #7 Sharise Bacon (PT Barnum)**

My name is Sharise Bacon. I am the Vice - President of the RAB. I came to the last Commissioner's Meeting about our gutters and parking would be fixed. (Ms. Bacon supplied pictures of the gutters for the Board of Commissioners to look at) We still have leads that are missing and we still have trees in our gutters. They are using tape to hold together the gutters. We need assigned parking at PT. There are enough parking spaces that they can be assigned to residents. Alfredo, when you worked here didn't PT

have assigned parking. The RAB has to view the ACOP before it can be passed by the Board of Commissioners.

Let's do Approval of the Minutes from October 11, 2017.

Motion: Stephen Nelson  
Seconded: Hadassah Nightingale

Ready for the Roll Call

Commissioner Nightingale Aye  
Commissioner Andrews Aye  
Commissioner Nelson Aye

[James Slaughter] The minutes have been approved 3 - 0.

[Cowlis Andrews] Okay. Let's do reports. Bills and Communications

### **Finance**

[Alan Cashmore] The Finance Department is still in the process of closing the year end books. We are on schedule to have the unaudited FDS submitted on time. The Auditors have started their preliminary work and are scheduled to be here on November 14<sup>th</sup> to continue testing. They will go back in April to finish the and have it submitted on time.

You will find the monthly financial statements behind my report through September 2017. An explanation for significant line items variances has been provided. Also included in this report is the quarterly FASS scores. These are preliminary year end scores and may change as we make final year end adjustments.

COCC is over budget by (\$640,000). This is mainly due to legal fees over budget by \$264,000. HUD repayment agreements (\$140,000) and Temp employees (\$135,000).

Currently, LIPH has an operating surplus of \$1,430,000 compared to a projected surplus of \$398,000. This is largely due to the use of capital funds of \$1,397,000 or \$300,000 more than was anticipated to be used through September as well as operating subsidy coming in higher than anticipated by \$1,400,000.

The Section 8 Department is showing an operating deficit of \$470,000 for the year. As noted, Above the biggest reason for the loss is the write off of prior year port in accounts receivable that were determined to be incorrectly booked and therefore, written off this year.

[Cowlis Andrews] Thank you.

### **Housing Choice Voucher**

[Coreen Toussaint] Good Evening Everyone. I will give you just a quick update on the Section 8 department. The team has been working very hard to get caught up on all of our pass due annuals. We have developed and implemented procedures for tracking SEMAP indicators, including Quality Control and ensure timely and accurate submissions of SEMAP on an annual basis and maintain records as required. We have also developed and implemented procedures for the timely and accurate submission of PIC and VMS data. We will maintain records as required.

[Cowlis Andrews] Thank you. You may go home now.

**Modernization, Planning and Development**

[Dave Ghio] 8 Units of scattered site have been bid and awarded to 4 section 3 contractors  
3 under building parking ceilings have been bid and awarded to 2 contractors.  
16 units at CFG have been assigned to 4 IQC contractors and will be completed on a 28-day schedule.  
1 Unit at PT Barnum (12 205) will be completed this month of Nov.  
2 units at Kossuth street will be turned over to Asset Mgmt. this month of Nov.  
1 unit at MV will be turned over to Asset Mgmt. this month of Nov.  
Design professionals have been hired to develop bid packages for CFG and TG hi-rise stair tower fire doors. Re-roofing bids for TG and Fireside Apt. are due on Dec 7,  
Ventilation for 20 units at Fireside Apts. Has begun this makes 80 units that have retrofit with solar powered and motion activated passive ventilation. The above is an abbreviated activity list for PD&M for month of October 2017.

**Asset Management**

[Tiffany Maldonado] I am following up on our meeting with HUD, I wanted to highlight some of the positive things that we have achieved collectively in the Asset Management Department:

- 10% increase in rent collection over the course of the past year
- Trumbull Gardens was reported at 99% rent collection rate
- 1% increase in occupancy in one month
- Favorable REAC scores at the following developments:
- Park City Supportive 2016- 96b (previous scored 96b)
- Park City Elderly-96b (previous scored 61c)
- Albion St -80c (previous scored 77b)
- PT Barnum-71c

I requested an update on Scattered Sites scores, and James Staunton of HUD reported that they are most likely being held in Washington because he suspects they had high score.

- Our HUD Occupancy Action Plan well exceeded our originally stated goals
- HUD representatives gave us a round of applause for these achievements although recognizing we are severely understaffed in terms of our maintenance team.
- HUD stated that we can achieve 96% occupancy by turning over and housing an additional 60 units/applicants as of today.
- I plan on beginning to meet with our sites to set goals to achieve this benchmark within the next two weeks.

Site Development	Goal	Accomplished
Trumbull Gardens	5	13
Scattered Sites (1 & 2)	5	11

Charles F. Greene Homes	5	6
Marina Village	2	3
<b>TOTAL</b>	<b>17</b>	<b>33</b>

[Cowlis Andrews] Thank you.

**Security**

[Ralph Villegas] Good Evening you will see in my monthly report, this report is from the last two months. I continue to handle numerous liability claims past and present, meeting with adjusters, contacting and completing assorted paperwork for Attorneys etc. I have supplied all requested information. I have also meet with staff along with adjusters to supply any required information or investigation. These cases can continue for years, due to the many steps involved through the legal process, including lawsuits.

CCTV Cameras are now operational at Charles Greene Homes, Trumbull Gardens, PT Barnum, and Marina Village. The PD currently can monitor these cameras as needed. Other work continues on monitoring from remote locations, and Police Posts.

Quotes for cameras and equipment have been obtained for Fireside and Harborview Towers and we will begin on these as soon as possible. We have also requested quotes for several of the larger scattered sites, Marlboro Court, 408 Poplar Street, 557 Atlantic Street, Norman Court, Boston Commons, and 1810 Stratford Ave. We are waiting on the quotes from A Plus.

As I stated for the past, we will need to have maintenance done on all our fleet. Currently we have several vehicles down. The lack of repairs has forced some of the sites to park their vehicles because they are not safe to operate. Many of the repairs have not occurred, due to budget issues. We need to get a service contract in place as soon as possible for the fleet maintenance. This problem continues, and repairs must be done. We will now have to prepare for the winter season.

**Action Items:**

**1. RESOLUTION ESTABLISHING A POINT SYSTEM FOR THE ADMISSION PREFERENCES IN THE PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY.**

Motion Submitted: Nelson  
 Seconded: Nightingale  
 Roll Call:

Commissioner Andrews	Aye
Commissioner Nightingale	Nay
Commissioner Nelson	Aye

Resolution passed 2 - 0

**2. RESOLUTION AUTHORIZING THE ADDING OF ADDITIONAL SERVICES TO THE CURRENT CONTRACT WITH REAC READY, LLC FOR HUD REAC ESCORT SERVICES IN AN AMOUNT NOT TO EXCEED \$19,800.00**

Motion Submitted: Nelson  
Seconded by: Nightingale

Roll Call:

Commissioner Andrews	Aye
Commissioner Nightingale	Aye
Commissioner Nelson	Aye

Resolution passed 3 - 0

**3. RESOLUTION AUTHORIZING AN EXTENSION OF THE EXISTING CONTRACT WITH ADP, LLC FOR PROFESSIONAL PAYROLL PROCESSING & HUMAN DATA MANAGEMENT SERVICES IN AN AMOUNT NOT TO EXCEED \$44,460.00 FOR A PERIOD OF ONE YEAR.**

Motion Submitted: Nelson  
Seconded by: Nightingale

Roll Call:

Commissioner Andrews	Aye
Commissioner Nightingale	Aye
Commissioner Nelson	Aye

Resolution passed 3 - 0

**4. RESOLUTION AUTHORIZING AN EXTENSION OF THE CURRENT CONTRACT WITH ARON SECURITY FOR SECURITY GUARD SERVICES FOR IN AN AMOUNT NOT TO EXCEED \$115,000.00 FOR AN ADDITIONAL THREE MONTHS**

Motion Submitted: Garcia  
Seconded by: Nelson

Roll Call:

Commissioner Andrews	Aye
Commissioner Nightingale	Aye
Commissioner Nelson	Aye

Resolution passed 3 - 0

**5. RESOLUTION AUTHORIZING AN EXTENSION OF THE CURRENT CONTRACT WITH CONNECTICUT PEST ELIMINATION, INC. FOR INTEGRATED PEST CONTROL MANAGEMENT SERVICES AGENCY WIDE IN THE NOT-TO-EXCEED AMOUNT OF \$288,494.00 FOR A PERIOD OF ONE YEAR**

Motion Submitted: Nelson  
Seconded by: Nightingale

Roll Call:

Commissioner Andrews	Aye
Commissioner Nightingale	Aye
Commissioner Nelson	Aye

Resolution passed 3 - 0

**6. RESOLUTION AUTHORIZING AN EXTENSION OF THE EXISTING CONTRACT WITH FOUR STAR MOVERS, INC. FOR PROFESSIONAL MOVING AND STORAGE SERVICES FOR AN ADDITIONAL THREE MONTHS AT NO ADDITIONAL COST**

Motion Submitted by: Nelson  
Seconded by: Nightingale

Roll Call:

Commissioner Andrews	Aye
Commissioner Nightingale	Aye
Commissioner Nelson	Aye

Resolution passed 3 - 0

**7. RESOLUTION AUTHORIZING THE AWARD OF A CONTRACTS TO VARIOUS CONTRACTORS TO PERFORM SCATTERED SITES UNIT RENOVATIONS, IN THE NOT TO EXCEED AMOUNT OF \$193,000.**

Motion Submitted by: Nelson  
Seconded by: Nightingale

Roll Call:

Commissioner Andrews	Aye
Commissioner Nightingale	Aye
Commissioner Nelson	Aye

Resolution passed 3 - 0

**8. RESOLUTION AUTHORIZING AND APPROVING THE ANNUAL PLAN FOR  
FY 2017 FOR SUBMISSION TO THE UNITED STATES DEPARTMENT OF  
HOUSING AND URBAN DEVELOPMENT**

Motion Submitted by: Nelson  
Seconded by: Nightingale

**Roll Call:**

Commissioner Andrews	Aye
Commissioner Nightingale	Aye
Commissioner Nelson	Aye

Resolution passed 3 – 0

Meeting adjourned 7:35 p.m.