

**Board of Commissioners Annual Meeting  
150 Highland Avenue  
Conference Room  
Bridgeport, CT 06608**

The Board of Commissioners of the Housing Authority of the City of Bridgeport met at 150 Highland Avenue, Bridgeport, CT, on the 19<sup>h</sup> day of February 2019, for its Annual Meeting the place, date and hour duly established for the holding of such meetings Chairperson Andrews called the meeting to order at 5:30 p.m.

The Recording Secretary stated that this meeting is being conducted in conformity with the Open Public Meeting Act. Notice of this Board Meeting was faxed to the City Clerk Office.

**BHA Staff Present**

Maureen Merlo, Finance Manager

Dave Ghio, Director of Planning and Development

Caroline Sanchez, Director of Procurement

Darlene Perez, Director of Human Resources

Coreen Toussaint, Director of Housing Choice Voucher

Tony Manley, Assistant Director Asset Management

Tracy Norris, Legal, In House Attorney

Ralph Villegas, Chief of Security

Deborah Woodson, Executive Operations Administrator

The Bridgeport Housing Authority also known as Park City Communities Meeting will come to order. We are ready for the Roll.

Roll Call:

Commissioner Andrews	Present
Commissioner Garcia	Absent
Commissioner Nelson	Present
Commissioner Luna	Present
Commissioner Cook	Present

[James Slaughter] Chairman you have a Quorum.

[Cowlis Andrews] Is there any old business?

[James Slaughter] No, Chairman there is no old business.

[Cowlis Andrews] Is there a motion on the floor to approve the minutes from January 14, 2019.

Motion: Steve Nelson

Seconded: Carmen Luna

Motion Approved and properly Seconded

Can we do this by affirmation? All in favor say Aye

Commissioner Nelson, Cook. Luna and Andrews said Aye. Minutes were approved.

[Cowlis Andrews] Are there any subcommittee reports. For Finance the developer provided us with a portion of the money they owe us.

[James Slaughter] Yes, they provided a little over  $\frac{3}{4}$  of the money that they owe us 971,000. They still owe us a few thousand more for 1B and the balance of this check. We will be sending them a letter basically asking for them to pay us for the balance of 1B. The time has passed for them to pay us.

[Commissioner Nelson] When are they talking about paying us? I would recommend that they pay us for 1B, but they also owe us for 1A as well.

[Cowlis Andrews] Contracts and Real Estate: We are working on the last phase with DECD to get the financing in place. It's not done yet, but it will be done,

**[Cowlis Andrews] Let's call Finance and IT for their report.**

**[Maureen Merlo]** Alan was not able to be here this evening. So, he asked me to come and sit in; answer any questions that you may have and respond. Does everyone have their reports?

[Cowlis Andrews] So, one of the questions that I have is, if you look at his report on page 1 of his report it appears in the narrative that we have 5.7 million dollars of revenue and 4.4 million in expenses. So, it would appear there would be a surplus of 1.3 million and I didn't get that, maybe I am wrong.

[Maureen Merlo] This is under the LIPH its an accumulation of all the grants, so those are delineated individually from the report.

[Cowlis Andrews] I imagine. On page 5 his variance is 1.5 million. Okay, so 1.3 million is not that far off. It's not as far off as I thought.

[Maureen Merlo, Finance Manager] Okay.

[Cowlis Andrews] We need to understand what the Congressional project means to us.

[James Slaughter] As far as the latest bill, no we do not. When will our next allocation be?

It usually comes in the fall. As far as the operating subsidy and allocation.

[Cowlis Andrews] Are there any other questions by anyone else?

**[Dave Ghio, Modernization, Planning and Development]**

Good Evening Everybody, a quick update on the following:

Charles F Greene Homes

Stair Tower Fire Doors the only remaining buildings are 4 and 5. They should be completed this month. Parapet Walls are scheduled to start in the spring. We are considering, and pricing new EPDM Roof Replacement will start in the summer in the five buildings. This will play into our Section 8 team applications with the cost to renovate the existing structure.

Fireside Apartments

We will be putting out a bid for UFAS Compliance Development Wide. We will start at 655 Palisade Avenue and we have been working with Asset Management to coordinate with the temporary relocation of the individual residents.

Trumbull Gardens

Stair Tower Fire Doors have been completed at Trumbull Gardens. Both Town Home Front and Rear Door and Frame Replacement have been completed last Tuesday. We collected bids on February 11<sup>th</sup> for each of the Hi-Rise Roof 8 story Drain Liners. As you know, we replaced the roofs last summer. When we did the roofs, we unclogged the drains. Since then there have been numerous reports of water leaking in certain units that happen to be along the path that these interior leaders rot themselves through the building We hired a company to do a chem survey of 50% of the drains. Some were leaking worse than others, some were creating other problems. We hired one of our IQC engineers and developed a replacement for 16 drains and a liner system. One of the individuals that was experiencing leaks and we couldn't get into the unit, yet, they called HUD and HUD hoped that we could step up the process and repair those drain lines. This was not intended to be on this month, but to help expedite the project, I was thankful to get it in a week later since the board meeting had been rescheduled. You will be asked to review that as we go through the resolutions.

Harborview Tower

We are waiting on the new elevator gear and equipment. It should arrive in this month.

PT Barnum

Replaced, inspected and sanitized 360 Ventilation Systems including duct work and stair treads.

Albion

We are going to have to replace the roof at Albion. We have been dealing with roof leaks since the beginning. We have done several investigative analysis of the roof work and on my own and

have come to the conclusion that the roof must be replaced. In the next couple of months we will get pricing and bring it to the board for review.

[Cowlis Andrews] How old are the buildings? Is it under warranty?

The buildings are 6 – 7 years old. The warranty company has gone out there and they have not been able to identify the problem. Apparently, they have been having problems since day one.

#### Hanover Street

The 3 units that burned in 2025, we are experiencing some difficulties. The zones have changed. There were 9 units on those 3 lots. But because of the fire and the nature and relationship to each other the zone requirements have changed and the maximum amount of units that we can put on that lot is 3 units, which is a hit to the agency.

#### Baldwin Holding Property

We continue to do work at Beardsley Street and Beatrice Street.

Angela is doing a wonderful job with our scattered sites and unit renovations.

Are there any questions?

[Bettie Cook] I have a question. So there are 60 units and you will be working with 30.

Where will the tenants go?

I have been working with the Asset Management Department with Vicky and Jose and an effort to decide where we will place tenants. The easy answer is to renovate 5 at a time and place people right back into their homes.

#### [Cowlis Andrews] Procurement\

Ms. Sanchez was not present. However, Dave volunteered to answer any questions, that the board may have.

[Cowlis Andrews] No questions, the report stands.

#### **[Cowlis Andrews} Asset Management**

[Tony Manley, Assistant Director of Asset Management]

Diedra is not here tonight, So I will speak on Her behalf.

From an Asset Management standpoint, our vacancies are at 4%. From a REAC standpoint we have been monitoring all sites daily to ensure compliance with REAC PREP PLAN.

#### **GREENE HOMES:**

REAC CREW OF 6 STAFF HAVE COMPLETED REPAIRS IN 250 UNITS  
PAINTED ALL HALLWAYS AND COMMON AREAS IN PREPARATION FOR REAC  
CLEANED AND ORGANIZED BASEMENT STORAGE AREAS  
REHABBED 3 UNITS FOR REOCCUPANCY  
ALL STAIRWELLS HAVE BEEN POWER WASHED IN THE COMMON AREAS

**PT BARNUM:**

REHABBED 4 UNITS FOR REOCCUPANCY  
HIRED PRECISION CONCRETE TO REPAIR TRIP HAZARDS THROUGHOUT DEVELOPMENT  
REAC CREW OF 5 STAFF HAVE COMPLETED REPAIRS IN 320 UNITS  
CLEANED AND ORGANIZED BASEMENT STORAGE AREAS  
CONSTRUCTION OF NEW MAIL ROOM/ LAUDRY ROOM HAS BEEN COMPLETED. AWAITING  
EQUIPMENT INSTALLATION

**SCATTERED SITES 1 AND 2:**

ONGOING VACANCY REHAB WORK ON 4 UNITS IN SCATTERED 2  
ONGOING PAINTING IN THE COMMON AREAS OF THE MULTIFAMILY HIGH-RISE  
BUILDINGS  
REAC CREW IS CURRENTLY WORKING IN SCATTERED 1 & 2. 120 UNITS HAVE BEEN  
COMPLETED TO DATE

**TRUMBULL GARDENS**

REAC CREW TO DATE HAS REPAIRED ALL 414 UNITS  
PAINTING OF HALLWAYS IN COMON AREAS IN THE HIDHRISE BUILDINGS

**FIRESIDE APARTMENTS:**

PERFORMED MOLD REMEDIATION REPAIRS ON SEVERAL UNITS

**HARBORVIEW TOWERS:**

REHAABED 2 UNITS FOR REOCCUPANCY

[Cowlis Andrews] What are the other general expenses in Public Housing and I am trying to figure out where the salaries are for the temps.

**[Cowlis Andrews] Housing Choice Voucher:**

**{Coreen Toussaint, Director of HCV}**

CVR has conducted one on one interviews with staff to make assessments of staff understanding on day to day operations and job functions. In addition, meet with staff to access knowledge of the 50058-family report to determine training needs.

Staff has attended Yardi Training and will be in another session in March. CVR will also be providing additional Yardi training to staff along with Training manuals.

CVR will be conducting a comprehensive training March 18<sup>th</sup> to March 22, 2019.

In an effort to address the backlog. The section 8 department will be hosting a recertification workshop for participants with upcoming recertification dates for February 13<sup>th</sup> to the 22<sup>nd</sup>. This would allow the department to obtain required documents expeditiously. As well as addressing clients concerns.

In an effort to address ongoing customer services issues within the department in HCV will begin using the reception tool. This would allow us to better serve clients that are coming in as a walk in or by appointment. It will allow for us to run reports to determine how to better serve clients coming into the office.

HCV has been having regular and ongoing meetings with Finance to review budget  
HCV department is still pending response from HUD regarding approval of Administrative Plan.  
With the assistance of CVR we are working to develop standard operating procedures for all daily functions. This would ensure the staff will all be completing functions the same as well as correctly.  
Corrections to the 89 Enhanced vouchers have been made and submitted to pic and to HUD on recovery agreement. Pending their approval to close out the item.

### **[Cowlis Andrews, Human Resources**

[Darlene Perez, Director of HR] Just as an update, there's about 125 head count.

There were three new hires for the month of January 2019.

There are two (2) new work related claims filed in 12/1/2018.

There are Five (5) new staff members out of FMLA and there are 14 active cases of employees out on FMLA.

Temps have been hired to assist our Asset Management Department with REAC PREP. Temps were hired for 90 days and they are being extended to continue working until August.

### **Legal**

[Tracy Norris, In- House Legal Analyst]

Tars are at 29% which is kind of high. The legal department continues to handle the Court Stip case as mandated by HUD. Rent collections are down from the holidays but we are confident that the collections

### **Security**

[Ralph Villegas, Chief of Security]

During the month of February 2019, I have continued to monitor activities throughout our properties, responding to assist all the sites as required.

During this past month I have continued to address liability claims, speaking with Lawyers, Adjusters, and following up on these cases. This type of case load continues to keep increasing. Many hours are spent by me answering, investigating and submitting paperwork these cases.

I have also continued to along with our IT Tech in assisting the Police Department with requested video surveillance copies, and information requested regarding numerous investigations at our sites as required. These are ongoing investigations.

**Action Items: (Resolutions)**

- 1. RESOLUTION AUTHORIZING AN AMENDMENT TO THE CURRENT AGREEMENT WITH CONSTRUCTION MANAGEMENT SYSTEM OF AMERICA (CMSA) FOR THREE TAB ROOF REPLACEMENT AT VARIOUS SITES FOR AN ADDITIONAL 2,000 SQUARE FEET AT \$250.00 PER SQUARE FOOT AT TRUMBULL GARDENS AND FIRESIDE APARTMENT FOR A TOTAL NOT TO EXCEED \$500,000.00.**

Roll Call:

Commissioner Nelson	Aye
Commissioner Cook	Aye
Commissioner Andrews	Aye

Motion passed 4 - 0

- 2. 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 \$294,264.00 FOR A PERIOD OF ONE YEAR**

Roll Call:

Commissioner Nelson	Aye
Commissioner Cook	Aye
Commissioner Andrews	Aye

Motion passed 4 - 0

- 3. RESOLUTION AUTHORIZING RENOVATIONS FOR UFAS COMPLIANCE OF FIRESIDE UNITS A4 TO CONTRACT WITH E & H CONSTRUCTION, LLC. IN THE NOT-TO-EXCEED AMOUNT OF \$74,100.00**

Roll Call:

Commissioner Nelson	Aye
Commissioner Cook	Aye

Commissioner Andrews      Aye

Motion passed 3 - 0

4. **RESOLUTION AUTHORIZING THE THIRD YEAR OPTION IN THE CURRENT CONTRACT WITH SILVER PETRUCELLI & ASSOCIATES, LLC FOR A&E CONTRACT ROSTER SERVICES IQC IN THE NOT-TO-EXCEED AMOUNT OF \$100,000.00.**

Roll Call:

Commissioner Nelson      Aye

Commissioner Cook      Aye

Commissioner Andrews      Aye

Motion passed 3 - 0

5. **RESOLUTION AUTHORIZING RENOVATIONS FOR UFAS COMPLIANCE OF FIRESIDE UNITS A4 TO CONTRACT WITH E & H CONSTRUCTION, LLC. IN THE NOT-TO-EXCEED AMOUNT OF \$74,100.00**

Roll Call:

Commissioner Nelson      Aye

Commissioner Cook      Aye

Commissioner Andrews      Aye

Motion passed 3 - 0

6. **RESOLUTION AUTHORIZING THE **THIRD** YEAR OPTION IN THE CURRENT CONTRACT WITH FREEMAN COMPANIES, LLC FOR A&E CONTRACT ROSTER SERVICES IQC IN THE NOT-TO-EXCEED AMOUNT OF \$100,000.00.**

Roll Call:

Commissioner Garcia      Aye

Commissioner Nelson      Aye

Commissioner Cook      Aye

Commissioner Andrews      Aye



Motion passed 4 - 0

**7. RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT IN THE NOT-TO-EXCEED AMOUNT OF \$236,160.00 FOR A PERIOD OF TWELVE MONTHS, WITH A-PREFERRED CONSTRUCTION, LLC FOR TRUMBULL GARDENS ROOF DRAINAGE**

Roll Call:

Commissioner Garcia	Aye
Commissioner Nelson	Aye
Commissioner Cook	Aye
Commissioner Andrews	Aye

Motion passed 4 - 0

Meeting Adjourned 6:20 p.m.

d.woodson