

Minutes of Meeting

The Special Meeting of the Housing Authority of the City of Norwalk was held at 6:00 PM Thursday May 14, 2020.

LOCATION: **Zoom Video Conference**

PRESENT: Jeffery A. Ingraham, Chairman
Brenda Penn-Williams, Vice Chair
Sheri Brown, Treasurer
Rahoul Dupervil, Commissioner
Liza Bermúdez-Montgomery, Commissioner

STAFF ATTENDING: Adam Bovilsky, Executive Director
Greg Lickwola, Construction Manager
Tom Ivers, CNI Director
Kras Carlucci, Director of Operations
Donna Lattarulo, Attorney

PUBLIC ATTENDING: Leigh Morfoot, Kinobserver

Meeting began at 6:04 pm.

Adam Bovilsky opened the meeting.

The following commissioners were present via Zoom video Chairman Ingraham, Commissioner Dupervil, Vice Chair Brenda Penn-Williams, Treasurer Sheri Brown, and Commissioner Liza Bermúdez- Montgomery. The presence of a quorum was established.

Report of the Secretary:

Mr. Bovilsky presented updates on the following:

- COVID-19 – NHA continues to receive aggregate health department data regarding number of cases at NHA properties by development.

- NHA has contracted with ZEGO, an electronic payment software which will be up and running for the June rent cycle. ZEGO allows for credit/debit payments via the internet as well as cash payments to be made at Walmart. Although this service comes with a fee for the tenants, it is not mandatory they use the service and allows for additional options for how our tenants pay their rent. The traditional check by mail system will also be available without any fee.

Staff is also working on creating a Kiosk to facilitate self- service scanning of essential documents at the front entrance of the Central Offices.

- Thanks to the generosity of the Norwalk NAACP and Stop and Shop of Ridgefield, NHA Maintenance staff successfully distributed 4,200 facemasks, updated CDC tips and Census information to all residents.

- The City of Norwalk and Norwalk Housing have established a food giveaway site at Colonial Village. This along with Meals on Wheels and regular Commodity distributions are continued attempts to feed Norwalk Housing Residents and the local community.

- Wendy is obtaining feedback daily as to the viability of opening the NHA learning centers. This is still undecided.

- Tom Ivers stated Dimeo is wrapping up Phase 2. If all goes as planned Phase 3 will begin in August. Both Commissioners and Mr. Ivers noted that though Section 3 hiring goals had been met, it was unfortunate that there was a limited amount of local or tenant interest in these construction jobs.

- Upcoming meeting dates - June 11th, the Annual Meeting and August 14th. Due to the progress on Colonial Village and extent of board approvals it may be necessary to hold a meeting on July 9th.

Old Business:

- a. Personnel Policy Follow-up

No formal vote or action was taken regarding the Personnel Policy. Adam noted this item had been passed at the 3/26/2020 meeting. Commissioners had requested an opportunity to submit follow up questions. As these questions had not been received Chairman Ingraham suggested a follow up again be submitted.

Addendum:

16-96 Commissioner Penn-Williams moved to approve:

a. Approval of Purchase Order submitted by Villa Gesell in the amount of \$47,095, for Renovations of Central Office Lobby.

Commissioner Dupervil seconded the motion.

Greg Lickwola stated this renovation will comply with strict guidelines taken to protect the public and staff.

Ayes	NO	ABSTAINED
Commissioner Ingraham		
Commissioner Sheri Brown		
Commissioner Dupervil		
Commissioner Penn-Williams		
Commission Liza Bermúdez-Montgomery		

All in favor. Motion was carried.

16-97 Commissioner Brown moved to approve:

b. Colonial Village Tenant Participation Plan

Commissioner Dupervil seconded the motion.

Mr. Bovilsky stated this Plan facilitates and meets statutory regulations regarding resident participation during the Colonial Village modernization process. Chairman Ingraham noted this serves as an Important voice for the residents. He also stated that whether a formal Tenant Participation Plan or an active Resident Advisory Board (RAB), either serves an essential opportunity for Norwalk Housing resident to be involved in their community.

Ayes	NO	ABSTAINED
Commissioner Ingraham		
Commissioner Sheri Brown		
Commissioner Dupervil		
Commissioner Penn-Williams		
Commission Liza Bermúdez-Montgomery		

All in favor. Motion was carried.

New Business:

16-98 Commissioner Dupervil moved to approve:

a. Ludlow Commons Management Plan 2020-2021.

Commissioner Brown seconded the motion.

Paul Modugno stated this management plan does not reflect a rent increase. There is a small increase the fees for Congregate Services that will be picked up by the State and not passed on to the tenants.

Ayes	NO	ABSTAINED
Commissioner Ingraham		
Commissioner Dupervil		
Commissioner Penn-Williams		
Commissioner Sheri Brown		
Commission Liza Bermúdez-Montgomery		

All in favor. Motion was carried .

16-99 Commission Brown move to:

c. Approve appointment of the following Sound Community Directors:

President – Adam Bovilsky
Vice President – Kras Carlucci
Secretary/Treasurer – Paul Modugno

Commissioner Dupervil seconded the motion.

Adam noted this Board would be responsible for day to day decisions, but the Norwalk Housing Board of Commissioners must approve major decisions.

Ayes

NO

ABSTAINED

Commissioner Ingraham
Commissioner Dupervil
Commissioner Penn-Williams
Commissioner Sheri Brown
Commission Liza Bermúdez-Montgomery

All in favor. Motion was carried .

17-00 Commissioner Brown moved to approve:

d. Minutes of the 4/23/2020 Board Meeting

Commissioner Dupervil seconded the motion.

Ayes

NO

ABSTAINED

Commissioner Ingraham
Commissioner Dupervil
Commissioner Penn-Williams
Commissioner Sheri Brown
Commission Liza Bermúdez-Montgomery

By a show of hands - all in favor. Motion was carried.

17-01 Commissioner Dupervil moved to approve:

e. Department Reports

Commissioner Brown seconded the motion.

By a show of hands - all in favor. Motion was carried .

After confirming with Attorney Lattarulo, Mr. Bovilsky stated that the inclusion of an Executive Session on the agenda was a mistake and there were no matters to be discussed in an Executive Session.

Commissioner Dupervill moved to adjourn the meeting. Commissioner Brown seconded the motion.

All in favor.

Meeting adjourned at 7:05.

Respectfully submitted,

Adam Bovilsky
Executive Director / Secretary