

Minutes of Meeting

The Special Meeting of the Housing Authority of the City of Norwalk was held at 6:00 PM Thursday April 23 2020.

LOCATION: **Zoom Meeting Video Call**

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

ATTENDING: Adam Bovilsky, Executive Director
Joe Francis, Acting Director of Maintenance
Greg Lickwola, Construction Manager
Tom Ivers, CNI Director
Wendy Gerbier, Director NHA Learning Center
Kras Carlucci, Director of Operations

Meeting began at 6:04 pm.

Adam Bovilsky opened the meeting.

The following commissioners were present via video Chairman Ingraham, Commissioner Dupervil, Vice Chair Brenda Penn-Williams, 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 health department data regarding number/location of cases at NHA properties.
- Staff is operating at full capacity doing a tremendous job of meeting the needs of residents while at the same time running the Housing Authority and making progress on initiatives such as the Colonial Village modernization.
- In near future Norwalk Housing will begin utilizing ZEGO, an electronic payment software system. This software allows tenants to submit rents electronically or make payments at Walmart. We hope to be up and running by June 1st.
- Due to COVID 19 NHA has seen an increase in expenses and a decrease in income. FEMA will reimbursement the Authority for a percentage of COVID 19 related expenditures.
- Thanks to the generosity of the Norwalk NAACP and Stop and Shop of Ridgefield, NHA staff and volunteers will distribute 4,000 facemasks to NHA residents.
- Tom Ivers stated all Section 3 construction hiring goals for Washington Village Phase 1 & 2 have been met.
- Upcoming meeting dates are May 14th and the Annual Meeting June 11th.

16-87 Commissioner Penn-Williams moved to approve:

- a.** Seeking approval of Colonial Village updated parking plan (151 spaces) from City of Norwalk Planning and Zoning.

Commissioner Dupervil seconded the motion.

Commissioners and staff discussed the merits of additional parking versus quality of life provided by green space.

Ayes

Commissioner Ingraham
 Commissioner Dupervil
 Commissioner Penn-Williams

NO

Commissioner Sheri Brown
 Commission Liza Bermúdez-Montgomery

ABSTAINED

Three in a favor . The revised parking plan will be submitted to Norwalk Planning and Zoning.

16-88 Commissioner Brown moved to approve:

b. Amendment to current towing policy stating all towing activity would be initiated by Housing Authority staff,

Commissioner Penn-Williams seconded the motion.

Adam stated due to COVID 19 towing is currently limited, but when resumed towing requests initiated by staff would allow targeting of problematic areas.

Ayes

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

NO**ABSTAINED**

All in favor. Motion was carried .

16-89 Commission Brown move to:

c. Recommend to Mayor that Kras Carlucci be appointed as NHA Representative to the City of Norwalk Fair Housing Commission.

Commissioner Penn-Williams seconded the motion.

Mr. Bovilsky suggested this appointment to staff member would further facilitate communication with Fair Housing.

Ayes

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

NO**ABSTAINED**

All in favor. Motion was carried .

Adam thanked Commissioners for passing Item **d.** Personnel Policy at the last meeting. He noted the Commissioners requested an opportunity to submit follow up questions. As these questions had not been received Chairman Ingraham suggested a follow up discussion during the May 14th Board Meeting.

Chairman Ingraham opened the Public Hearing portion of the meeting regarding: **Changes to the Administration of Norwalk Housing Mainstream Vouchers.**

Adam noted the public had been given access to this Zoom Meeting both by telephone and specified computer link.

As there were no Public comments, Chairman Ingraham closed the Public Hearing portion of the meeting.

16-90 Commissioner Penn- Williams moved to approve:

a. 16 School Street Management Plan 2020-2021

Commissioner Brown seconded the motion.

Paul Modugno noted this plan did not reflect a rent increase.

Ayes

NO

ABSTAINED

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

All in favor. Motion was carried .

16-91 Commissioner Brown move to:

b. Table b. Ludlow Commons Management Plan 2020-2021

Commissioner Penn-Williams seconded the motion.

Paul Modugno stated due to a delay caused by COVID 19, the Management Plan would be presented next month.

Ayes

NO

ABSTAINED

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

All in favor. Motion was carried.

16-92 Commissioner Brown moved to approve:

c. Changes in NHA administrative plan to reflect adoption of recent HUD guidelines for the administration of Norwalk Housing Mainstream Vouchers.

Commissioner Penn-Williams seconded the motion.

Kras Carlucci confirmed HUD no longer recommends the utilization of a regional resources to administer Mainstream vouchers. They suggest preference be assigned by the Housing Authority maintaining the vouchers. In this case it is NHA.

Ayes

NO

ABSTAINED

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

All in favor. Motion was carried .

Greg Lickwola provided an update regarding **d. Colonial Village Modernization**. The contractor's schedule for existing 200 units will depend on unit vacancy and the contractor's ability to access units. If unable to access the interiors, an alternate schedule would first upgrade exteriors. Regarding the 69 new units: Tonight, the Board provided direction regarding possible parking spaces expansion. This expansion will be presented to Norwalk Planning and Zoning for approval. A traffic study to accommodate new units had been initiated. The financing RFP has been advertised and 75% of the drawings for the 69 new units have been submitted to the City of Norwalk P & Z.

16-93 Commissioner Brown made a motion to approve:

e. Norwalk Housing Learning Center participation in the State funded childcare program Care 4 Kids.

Commissioner Penn-Williams seconded the motion.

Wendy Gerbier stated NHA Learning Center would establish a \$150 weekly attendance fee to be paid with Care 4 Kids reimbursements. LC staff will be available to assist parents with applications. Commissioners were assured receipt of Care 4 Kids funding would have no reflection on a child's ability to attend the Learning Center.

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

All in favor. Motion was carried .

16-94 Commissioner Brown moved to approve:

f. Minutes: February 13, 2020, March 26, 2020, April 9, 2020

Commissioner Penn-Williams seconded the motion.

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

All in favor. Motion was carried .

16-95 Commissioner Brown moved to approve:

b. Department Reports
Treasurers – December, January 2020
Bills / Communications – January, February 2020
Admissions / Occupancy – February, March 2020
Maintenance – February, March 2020
Modernization (MOD) – February, March 2020
Learning Center – February, March 2020
CNI Report – February, March 2020

Commissioner Dupervil seconded the motion.

Chairman Ingraham clarified line a Colonial Village receivables and noticed the increase maintenance department expenses. Jo Francis said the increase in maintenance expense was due to COVID 19.

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

All in favor. Motion was carried .

Rahoul Dupervil moved to go into Executive Session, Commissioner Brown seconded the motion. All in favor.

Mr. Bovilsky turned the meeting over to Donna Lattarulo and Commissioner adjourned to the Executive Session.

The meeting adjourned following the Commissioner's recess of the Executive Session.

Respectfully Submitted,

Adam Bovilsky
Executive Director/ Secretary

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