

Brookfield Housing Authority

3 Brooks Quarry Road

Brookfield, CT 06804-1052

(203) 775-1403 Fax (203) 740-8714

Tuesday, January 17, 2017 - Board Meeting Minutes

Brookfield Town Hall, Rm. 129

1.0 **Call to order:** *The meeting was called to order at 6:04 PM by Michael Steele*

In Attendance:

Commissioners: *Michael Steele - Chairman of the Board, Howard Lasser- Treasurer, Jo-Ann Gargiulo - Resident Commissioner*

By Speaker Phone: *Sherri Garner and Gina Parisi from DeMarco Management Co.*

Resident: *Iris Fiske*

Pledge of Allegiance to the Flag led by Michael Steele.

2.0 **Approval of December 20, 2016 Minutes:**

Jo-Ann motioned to approve the December Minutes. Howard second it. Carried.

3.0 **Treasurer's Report:**

Financial Statements for November and December were distributed.

In addition to the deposits at Savings Bank of Danbury we have \$35,000 deposited in US Savings Bank.

Audit is still in progress. Should be completed by the end of the month.

4.0 **Commissioner's Reports and Comments:**

Chairman –

Capital Needs Project Update - BHA signed the contract with the Paul Bailey, LLC an architectural firm that is a partner with Millennium. Environmental study is underway.

Sewer Project Update - Sewer Project is complete.

Resident Commissioner -

Unit 7-1 will be billed for plumber service call because tenant willfully flushed inappropriate material in the toilet.

Board authorized replacement of the locks on the handicapped units to prevent “lock outs”.

DeMarco will set up a robo call system for broadcast of tenant messages

DeMarco Transition Status –

Transition for Brooks Quarry operational responsibility from the BHA to DeMarco is on schedule for completion by the end of the month.

Gerry Hipp has been hired by DeMarco Management Company and will be on-site Mon – Wed, 9 AM – 1 PM.

6.0 **New Business:**

Jo-Ann made a motion to reinstall the water cooler in the Community Room. Second by Howard. Carried

Michael made a motion to grant DeMarco Management Company authority to sign checks and deposit funds in the BHA account at Savings Bank of Danbury. Second by Howard. Motion Carried.

Michael made a motion to create a Resolution naming Howard as Treasurer and granting him authority for on line access to BHA account at Savings Bank of Danbury. Second by Howard. Motion Carried.

Motion by Michael to scheduled Tenant Meeting to meet with DeMarco and Millennium in the Community Room. Wednesday, February 8, 2017 at 10:00 AM. Second by Howard. Motion Carried.

Motion by Howard to set up a g-mail account for the Brookfield Housing Authority. Second by Michael. Motion Carried.

7.0 **Adjourn:** Motion to adjourn by Howard. Second by Jo-Ann. Motion Carried. The meeting was adjourned at 7:33 PM.

Respectfully submitted by Iris Fiske, Recording Secretary

Brookfield Housing Authority
Balance Sheet for November 2016
Program: Affordable Project: Consolidated

	Period Amount	Balance
ASSETS		
1113.30 Cash	(143,553.93)	13,590.19
1117.00 Petty Cash Fund	0.00	75.00
1122.00 Accounts Receivable-Tenants	(6.00)	26.00
1122.10 Tenant's account receivable	0.00	309.00
1211.000 Pre-Paid Insurance	(272.91)	7,085.61
1405.00 Development Cost	0.00	1,363,691.92
1430.00 Furniture and Equipment	0.00	68,394.00
1440.00 Capital Impr - St Rehab Grant/Lns	0.00	317,974.81
1507.00 RAP Subsidy	2,778.00	13,887.00
TOTAL ASSETS	(141,054.84)	1,785,033.53
LIABILITIES AND SURPLUS		
LIABILITIES		
2110.00 Accounts Payable -Taxes	461.21	15,065.25
2111.000 Accounts Payable-Vendors & Contractors	(139,751.77)	(140,923.43)
2117.00 payroll deductions	0.00	2,157.50
TOTAL LIABILITIES	(139,290.56)	(123,700.68)
SURPLUS		
2810.00 Capital Grants - St of Ct	0.00	988,801.92
2813.00 Valuation of Fixed Assets	0.00	68,394.00
2814.00 Contribution by Municipality	0.00	374,890.00
2814.30 Gifts & Donations	0.00	404.48
2820.000 Rehabilitation Funds Authorized	0.00	92,200.00
2821.00 Capital Grants - St of CT - Rehab	0.00	225,646.65
2827.00 Rental Assist Prog Authorized	0.00	1,496.00
2830.31 Retained Earnings Approp-HASIP	(408.66)	1,802.96
2830.40 Ret Earning - Apropr for R, M & R	(3,500.00)	106,273.94
3900.00 Retained Earnings	0.00	11,727.44
3900.00 Retained Earnings (Current Year)	2,144.38	17,245.36
3900.00 Retained Earnings (Prior Year)	0.00	19,851.46
TOTAL SURPLUS	(1,764.28)	1,908,734.21
TOTAL LIABILITIES AND SURPLUS	(141,054.84)	1,785,033.53
PROOF	0.00	0.00

Brookfield Housing Authority
Operating Statement for the Five Months Ended 11/30/2016

Program: Affordable Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3100.00 Dwelling Rental	14,640.00	14,960.00	(320.00)	73,610.00	74,800.00	(1,190.00)	179,520.00	(105,910.00)
3100.10 Rental Income- Excess	2,368.00	1,623.67	744.33	12,486.00	8,118.33	4,367.67	19,484.00	(6,998.00)
3210.00 Dwelling Vacancy Loss	0.00	(505.67)	505.67	(832.00)	(2,528.33)	1,696.33	(6,068.00)	5,236.00
3510.000 Sales and Service to	918.00	1,001.67	(83.67)	3,726.00	5,008.33	(1,282.33)	12,020.00	(8,294.00)
3610.000 Interest Income	13.68	11.67	2.01	74.69	58.33	16.36	140.00	(65.31)
3620.00 Other Income	297.02	1,159.17	(862.15)	994.65	5,795.83	(4,801.18)	13,910.00	(12,915.35)
3690.000 Other Non-Dwelling	0.00	0.00	0.00	918.00	0.00	918.00	0.00	918.00
TOTAL INCOME	18,236.70	18,250.50	(13.80)	90,977.34	91,252.49	(275.15)	219,006.00	(128,028.66)
EXPENSES								
4120.01 Salary -ED	2,280.00	2,473.33	193.33	11,970.00	12,366.67	396.67	29,680.00	17,710.00
4120.02 Salary-Admin Assistant	1,540.80	1,139.50	(401.30)	5,922.00	5,697.50	(224.50)	13,674.00	7,752.00
4120.03 Bonus	0.00	0.00	0.00	1,000.00	0.00	(1,000.00)	0.00	(1,000.00)
4130.00 Legal Expense	0.00	1,000.00	1,000.00	275.00	5,000.00	4,725.00	12,000.00	11,725.00
4131.10 Fee Accounting	0.00	216.67	216.67	800.00	1,083.33	283.33	2,600.00	1,800.00
4131.20 Audit Fee	3,680.00	300.00	(3,380.00)	4,880.00	1,500.00	(3,380.00)	3,600.00	(1,280.00)
4151.00 Office Supplies	64.97	116.67	51.70	280.52	583.33	302.81	1,400.00	1,119.48
4153.00 Travel	31.32	62.50	31.18	478.52	312.50	(166.02)	750.00	271.48
4159.00 Other Office Expenses	29.95	333.33	303.38	753.91	1,666.67	912.76	4,000.00	3,246.09
4159.1 Postage	7.99	42.92	34.93	18.18	214.58	196.40	515.00	496.82
4159.2 Telephone	79.97	80.00	0.03	399.85	400.00	0.15	960.00	560.15
4159.3 Internet	65.00	65.00	0.00	325.00	325.00	0.00	780.00	455.00
4159.4 Admin Assoc - Minutes	33.82	45.83	12.01	178.56	229.17	50.61	550.00	371.44
4159.5 Advertising/Marketing	0.00	208.33	208.33	1,937.63	1,041.67	(895.96)	2,500.00	562.37
4159.6 Computer & Software	0.00	166.67	166.67	163.21	833.33	670.12	2,000.00	1,836.79
4159.7 Credit/Criminal History	0.00	43.75	43.75	29.95	218.75	188.80	525.00	495.05
4159.8 Membership Fees	0.00	41.67	41.67	0.00	208.33	208.33	500.00	500.00
4159.9 Meetings and	550.00	233.33	(316.67)	3,274.62	1,166.67	(2,107.95)	2,800.00	(474.62)
4161.00 Payroll Taxes	0.00	261.25	261.25	0.00	1,306.25	1,306.25	3,135.00	3,135.00
4310.00 Water	900.00	650.00	(250.00)	3,405.48	3,250.00	(155.48)	7,800.00	4,394.52
4320.00 Electricity	317.27	760.42	443.15	2,511.00	3,802.08	1,291.08	9,125.00	6,614.00
4340.00 Fuel	0.00	12.50	12.50	21.77	62.50	40.73	150.00	128.23
4350.00 Cable TV	882.61	925.00	42.39	4,413.05	4,625.00	211.95	11,100.00	6,686.95
4360.00 Sewer	0.00	316.67	316.67	0.00	1,583.33	1,583.33	3,800.00	3,800.00
4420.00 Maintenance Materials	92.60	258.25	165.65	1,112.07	1,291.25	179.18	3,099.00	1,986.93
4430.10 Extermination General	206.00	166.67	(39.33)	618.00	833.33	215.33	2,000.00	1,382.00
4430.30 Electrical	0.00	208.33	208.33	1,300.00	1,041.67	(258.33)	2,500.00	1,200.00
4430.35 Alarm Monitoring	538.65	166.67	(371.98)	1,077.30	833.33	(243.97)	2,000.00	922.70
4430.40 Plumbing	330.00	791.67	461.67	2,678.38	3,958.33	1,279.95	9,500.00	6,821.62
4430.45 Heating / Cooling	165.37	736.67	571.30	3,135.99	3,683.33	547.34	8,840.00	5,704.01
4430.50 Painting	0.00	314.33	314.33	412.50	1,571.67	1,159.17	3,772.00	3,359.50
4430.70 Landscape & Grounds	939.58	1,833.33	893.75	5,048.32	9,166.67	4,118.35	22,000.00	16,951.68
4430.75 Snow Removal	0.00	200.00	200.00	0.00	1,000.00	1,000.00	2,400.00	2,400.00
4430.80 Contactural Services-	200.00	808.33	608.33	1,573.63	4,041.67	2,468.04	9,700.00	8,126.37
4430.90 Handy Man	82.50	1,050.00	967.50	2,772.50	5,250.00	2,477.50	12,600.00	9,827.50
4440.00 Maintenance Shop &	205.22	443.08	237.86	977.54	2,215.42	1,237.88	5,317.00	4,339.46
4710.00 Refuse Removal	404.70	402.83	(1.87)	2,023.50	2,014.17	(9.33)	4,834.00	2,810.50

Brookfield Housing Authority
Operating Statement for the Five Months Ended 11/30/2016
Program: Affordable Project: Consolidated

	Period	Period	Period	YTD	YTD	YTD	Annual	Remaining
	Amount	Budget	Variance	Amount	Budget	Variance	Budget	Budget
EXPENSES								
4711.00 Insurance	2,464.00	1,375.00	(1,089.00)	7,964.00	6,875.00	(1,089.00)	16,500.00	8,536.00
TOTAL EXPENSES	16,092.32	18,250.50	2,158.18	73,731.98	91,252.50	17,520.52	219,006.00	145,274.02
SURPLUS	2,144.38	0.00	2,144.38	17,245.36	(0.01)	17,245.37	0.00	17,245.36

Brookfield Housing Authority
Balance Sheet for December 2016
Program: Affordable Project: Consolidated

	Period Amount	Balance
ASSETS		
1113.30 Cash	137,130.07	150,720.26
1117.00 Petty Cash Fund	0.00	75.00
1122.00 Accounts Receivable-Tenants	(222.50)	(196.50)
1122.10 Tenant's account receivable	0.00	309.00
1211.000 Pre-Paid Insurance	1,102.01	8,187.62
1405.00 Development Cost	0.00	1,363,691.92
1430.00 Furniture and Equipment	0.00	68,394.00
1440.00 Capital Impr - St Rehab Grant/Lns	0.00	317,974.81
1507.00 RAP Subsidy	2,778.00	16,665.00
TOTAL ASSETS	140,787.58	1,925,821.11
LIABILITIES AND SURPLUS		
LIABILITIES		
2110.00 Accounts Payable -Taxes	(668.92)	14,396.33
2111.000 Accounts Payable-Vendors & Contractors	11,353.49	(129,569.94)
2117.00 payroll deductions	0.00	2,157.50
TOTAL LIABILITIES	10,684.57	(113,016.11)
SURPLUS		
2810.00 Capital Grants - St of Ct	0.00	988,801.92
2813.00 Valuation of Fixed Assets	0.00	68,394.00
2814.00 Contribution by Municipality	0.00	374,890.00
2814.30 Gifts & Donations	0.00	404.48
2820.000 Rehabilitation Funds Authorized	0.00	92,200.00
2821.00 Capital Grants - St of CT - Rehab	0.00	225,646.65
2827.00 Rental Assist Prog Authorized	0.00	1,496.00
2830.31 Retained Earnings Approp-HASIP	0.00	1,802.96
2830.40 Ret Earning - Apropr for R, M & R	(2,500.00)	103,773.94
2830.50 Sewer Grant Capital Expense	123,700.51	123,700.51
3900.00 Retained Earnings	0.00	11,727.44
3900.00 Retained Earnings (Current Year)	8,902.50	26,147.86
3900.00 Retained Earnings (Prior Year)	0.00	19,851.46
TOTAL SURPLUS	130,103.01	2,038,837.22
TOTAL LIABILITIES AND SURPLUS	140,787.58	1,925,821.11
PROOF	0.00	0.00

Brookfield Housing Authority
Operating Statement for the Six Months Ended 12/31/2016
Program: Affordable Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3100.00 Dwelling Rental	14,640.00	14,960.00	(320.00)	88,250.00	89,760.00	(1,510.00)	179,520.00	(91,270.00)
3100.10 Rental Income- Excess	2,368.00	1,623.67	744.33	14,854.00	9,742.00	5,112.00	19,484.00	(4,630.00)
3210.00 Dwelling Vacancy Loss	0.00	(505.67)	505.67	(832.00)	(3,034.00)	2,202.00	(6,068.00)	5,236.00
3510.000 Sales and Service to	918.00	1,001.67	(83.67)	4,644.00	6,010.00	(1,366.00)	12,020.00	(7,376.00)
3610.000 Interest Income	14.79	11.67	3.12	89.48	70.00	19.48	140.00	(50.52)
3620.00 Other Income	0.00	1,159.17	(1,159.17)	994.65	6,955.00	(5,960.35)	13,910.00	(12,915.35)
3690.000 Other Non-Dwelling	0.00	0.00	0.00	918.00	0.00	918.00	0.00	918.00
TOTAL INCOME	17,940.79	18,250.50	(309.71)	108,918.13	109,503.00	(584.87)	219,006.00	(110,087.87)
EXPENSES								
4120.01 Salary -ED	0.00	2,473.33	2,473.33	11,970.00	14,840.00	2,870.00	29,680.00	17,710.00
4120.02 Salary-Admin Assistant	1,027.20	1,139.50	112.30	6,949.20	6,837.00	(112.20)	13,674.00	6,724.80
4120.03 Bonus	0.00	0.00	0.00	1,000.00	0.00	(1,000.00)	0.00	(1,000.00)
4130.00 Legal Expense	0.00	1,000.00	1,000.00	275.00	6,000.00	5,725.00	12,000.00	11,725.00
4131.10 Fee Accounting	0.00	216.67	216.67	800.00	1,300.00	500.00	2,600.00	1,800.00
4131.20 Audit Fee	0.00	300.00	300.00	4,880.00	1,800.00	(3,080.00)	3,600.00	(1,280.00)
4151.00 Office Supplies	31.80	116.67	84.87	312.32	700.00	387.68	1,400.00	1,087.68
4153.00 Travel	0.00	62.50	62.50	478.52	375.00	(103.52)	750.00	271.48
4159.00 Other Office Expenses	100.00	333.33	233.33	853.91	2,000.00	1,146.09	4,000.00	3,146.09
4159.1 Postage	3.77	42.92	39.15	21.95	257.50	235.55	515.00	493.05
4159.2 Telephone	0.00	80.00	80.00	399.85	480.00	80.15	960.00	560.15
4159.3 Internet	65.00	65.00	0.00	390.00	390.00	0.00	780.00	390.00
4159.4 Admin Assoc - Minutes	0.00	45.83	45.83	178.56	275.00	96.44	550.00	371.44
4159.5 Advertising/Marketing	371.00	208.33	(162.67)	2,308.63	1,250.00	(1,058.63)	2,500.00	191.37
4159.6 Computer & Software	0.00	166.67	166.67	163.21	1,000.00	836.79	2,000.00	1,836.79
4159.7 Credit/Criminal History	0.00	43.75	43.75	29.95	262.50	232.55	525.00	495.05
4159.8 Membership Fees	0.00	41.67	41.67	0.00	250.00	250.00	500.00	500.00
4159.9 Meetings and	0.00	233.33	233.33	3,274.62	1,400.00	(1,874.62)	2,800.00	(474.62)
4161.00 Payroll Taxes	0.00	261.25	261.25	0.00	1,567.50	1,567.50	3,135.00	3,135.00
4310.00 Water	325.00	650.00	325.00	3,730.48	3,900.00	169.52	7,800.00	4,069.52
4320.00 Electricity	52.63	760.42	707.79	2,563.63	4,562.50	1,998.87	9,125.00	6,561.37
4340.00 Fuel	0.00	12.50	12.50	21.77	75.00	53.23	150.00	128.23
4350.00 Cable TV	882.61	925.00	42.39	5,295.66	5,550.00	254.34	11,100.00	5,804.34
4360.00 Sewer	1,900.00	316.67	(1,583.33)	1,900.00	1,900.00	0.00	3,800.00	1,900.00
4400.00 Total Maintenance	385.00	0.00	(385.00)	385.00	0.00	(385.00)	0.00	(385.00)
4420.00 Maintenance Materials	0.00	258.25	258.25	1,112.07	1,549.50	437.43	3,099.00	1,986.93
4430.10 Extermination General	0.00	166.67	166.67	618.00	1,000.00	382.00	2,000.00	1,382.00
4430.30 Electrical	0.00	208.33	208.33	1,300.00	1,250.00	(50.00)	2,500.00	1,200.00
4430.35 Alarm Monitoring	0.00	166.67	166.67	1,077.30	1,000.00	(77.30)	2,000.00	922.70
4430.40 Plumbing	0.00	791.67	791.67	2,678.38	4,750.00	2,071.62	9,500.00	6,821.62
4430.45 Heating / Cooling	0.00	736.67	736.67	3,135.99	4,420.00	1,284.01	8,840.00	5,704.01
4430.50 Painting	0.00	314.33	314.33	412.50	1,886.00	1,473.50	3,772.00	3,359.50
4430.70 Landscape & Grounds	939.58	1,833.33	893.75	5,987.90	11,000.00	5,012.10	22,000.00	16,012.10
4430.75 Snow Removal	0.00	200.00	200.00	0.00	1,200.00	1,200.00	2,400.00	2,400.00
4430.80 Contactural Services-	2,550.00	808.33	(1,741.67)	4,123.63	4,850.00	726.37	9,700.00	5,576.37
4430.90 Handy Man	0.00	1,050.00	1,050.00	2,772.50	6,300.00	3,527.50	12,600.00	9,827.50
4440.00 Maintenance Shop &	0.00	443.08	443.08	977.54	2,658.50	1,680.96	5,317.00	4,339.46

Brookfield Housing Authority
Operating Statement for the Six Months Ended 12/31/2016
Program: Affordable Project: Consolidated

	Period	Period	Period	YTD	YTD	YTD	Annual	Remaining
	Amount	Budget	Variance	Amount	Budget	Variance	Budget	Budget
EXPENSES								
4710.00 Refuse Removal	404.70	402.83	(1.87)	2,428.20	2,417.00	(11.20)	4,834.00	2,405.80
4711.00 Insurance	0.00	1,375.00	1,375.00	7,964.00	8,250.00	286.00	16,500.00	8,536.00
TOTAL EXPENSES	9,038.29	18,250.50	9,212.21	82,770.27	109,503.00	26,732.73	219,006.00	136,235.73
SURPLUS	8,902.50	0.00	8,902.50	26,147.86	0.00	26,147.86	0.00	26,147.86