

Brookfield Housing Authority

3 Brooks Quarry Road

Brookfield, CT 06804-1052

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

Tuesday, February 21, 2017 - Board Meeting Minutes

Brookfield Town Hall, Rm. 129

1.0 **Call to order:** *The meeting was called to order at 6:01 PM by Michael Steele*

In Attendance:

Commissioners: *Michael Steele - Chairman of the Board, Jo-Ann Gargiulo - Resident Commissioner and Masarrat Quaisar-Secretary
Howard Lasser - Treasurer, was absent.*

Gina Parisi, DeMarco Property Co.

Resident: *Iris Fiske*

Pledge of Allegiance to the Flag led by Michael Steele.

2.0 **Approval of January 17, 2016 Minutes:**

Jo-Ann motioned to approve the January minutes. Masarrat second it. Carried.

3.0 **Treasurer's Report:**

Presented Operating Statement as of Jan 31, 2017.

4.0 **Property Manager Report:**

Re-certifications - Current with 120 day notices and scheduling appointments.

Status of work orders - Work orders are up to date.

Setting up After Hours Call Service with Edward's Answering Service, effective March 1, 2017.

Incident report was taken regarding a resident that fell outside while walking. She was taken via an ambulance to the hospital. Thankfully, nothing serious and she has since returned home.

Notices to residents reminding them of the Snow Plow procedures will be sent as a follow up of the complaints received after last storm.

Representatives from Millennium and DeMarco Management attended a Resident Forum and held a question and answer session in the Community Room for all residents on Feb. 8th and it was well attended.

Accurate Lock on White Street in Danbury is the vendor to replace the handicapped locks.

5.0 Commissioner's Reports and Updates:

Chairman -

Sewer Project - Construction complete.

Capital Needs Project – Michael, Millennium and DeMarco will be attending a Predevelopment meeting with CHFA in Rocky Hill on 2/22/17.

Resident Commissioner -

Gray cat is gone.

Jo-Ann said the residents were feeling better after attending the Resident Forum. Some residents expressed an interest in having an exercise class with Jo-Ann in the Community Room.

6.0 New Business:

1. Motion by Michael to authorize creation of a Non-Profit Section 501(c)3 Corporation, "Friends of Brooks Quarry", as a vehicle to solicit donations to help support Brooks Quarry. Expenses related to this for this project may not exceed \$1500 The Secretary was authorized to expenditures for this project not to exceed \$1500. Second by Jo-Ann. Motion carried 3 – 0.

2. Motion by Michael to authorize the Treasurer to acquiring a Visa Credit Card in the name of Brooks Quarry. Second by Jo-Ann second it. Motion carried 3-0.

3. Motion by Michael to approve regularly scheduled BHA Commissioners Meetings for 2017 for the third Tuesday of every month at 6:00 PM at Town Hall. Second by Masarrat. Motion carried, 2 yes 1 abstain.

4. Motion by Michael to approve purchase of "Nest Aware" Security Camera Monitoring Subscription Service to record a continuous 10 day loop of events for one year at a cost of \$150. Second by Jo-Ann. Motion carried 3-0.

5. Motion by Michael to appoint Masarrat Quaisar as the Corporate Secretary of the BHA. Second by Jo-Ann Motion Carried 3-0

6. Motion by Michael to hire Iris Fiske as Recording Secretary for the BHA. Second by Masarrat. Motion Carried 3-0.

7. Motion by Michael to accept the Audit for Years Ending 2015 and 2016. Second by Jo-Ann. Motion Carried 3-0.

7.0 **Adjourn:** Motion to adjourn by Michael. Second by Jo-Ann. Motion carried 3-0. The meeting was adjourned at 7:17 PM.

Respectfully submitted by Iris Fiske, Recording Secretary

Brookfield Housing Authority
Profit & Loss Budget vs. Actual
January 2017

	Jan 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Rental Income - Tenant	15,056.00	15,056.00	0.00	100.0%
Rental Income - Excess of Base	2,368.00	1,623.67	744.33	145.8%
Dwelling Vacancy Loss	0.00	-505.67	505.67	0.0%
3510 Sales & Service to tenants	972.00	1,001.67	-29.67	97.0%
Interest Income	0.00	11.67	-11.67	0.0%
Other Income	658.13	145.83	512.30	451.3%
Total Income	19,054.13	17,333.17	1,720.96	109.9%
Expense				
Salaries - Office	3,386.23	3,612.83	-226.60	93.7%
Fiscal and Other Fees	875.00	516.67	358.33	169.4%
Other Outside Services	0.00	1,000.00	-1,000.00	0.0%
Other Office Expense	413.56	1,219.92	-806.36	33.9%
Office Supplies	160.94	116.67	44.27	137.9%
Travel	0.00	62.50	-62.50	0.0%
Payroll Taxes	380.80	261.25	119.55	145.8%
Electricity	1,000.00	760.42	239.58	131.5%
Water	325.00	650.00	-325.00	50.0%
Fuel	0.00	12.50	-12.50	0.0%
Cable	940.11	925.00	15.11	101.6%
Sewer	440.00	316.67	123.33	138.9%
Maintenance Wages	0.00			
Materials & Supplies	214.23	116.67	97.56	183.6%
Contractual Services	4,254.33	5,445.17	-1,190.84	78.1%
Equipment Expense	0.00	443.08	-443.08	0.0%
Refuse Removal	404.70	402.83	1.87	100.5%
Insurance	1,375.00	1,375.00	0.00	100.0%
Total Expense	14,169.90	17,237.18	-3,067.28	82.2%
Net Ordinary Income	4,884.23	95.99	4,788.24	5,088.3%
Net Income	4,884.23	95.99	4,788.24	5,088.3%

Brookfield Housing Authority
Profit & Loss Budget Performance
 January 2017

	Jan 17	Budget	Jul '16 - Jan 17	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Rental Income - Tenant	15,056.00	15,056.00	103,306.00	104,240.00	179,520.00
Rental Income - Excess of Base	2,368.00	1,623.67	17,222.00	11,365.69	19,484.04
Dwelling Vacancy Loss	0.00	-505.67	-832.00	-3,539.69	-6,068.04
3510 Sales & Service to tenants	972.00	1,001.67	5,616.00	7,011.69	12,020.04
Interest Income	0.00	11.67	89.48	81.69	140.04
Other Income	658.13	145.83	2,570.78	1,020.81	1,749.96
Total Income	<u>19,054.13</u>	<u>17,333.17</u>	<u>127,972.26</u>	<u>120,180.19</u>	<u>206,846.04</u>
Expense					
Office Salaries-Other Comp	0.00		6,949.20		
Salaries - Office	3,386.23	3,612.83	16,356.23	25,289.81	43,353.96
Fiscal and Other Fees	875.00	516.67	6,555.00	3,616.69	6,200.04
Other Outside Services	0.00	1,000.00	275.00	7,000.00	12,000.00
Other Office Expense	413.56	1,219.92	8,034.24	8,539.44	14,639.04
Office Supplies	160.94	116.67	473.26	816.69	1,400.04
Travel	0.00	62.50	478.52	437.50	750.00
Payroll Taxes	380.80	261.25	380.80	1,828.75	3,135.00
Electricity	1,000.00	760.42	3,563.63	5,322.94	9,125.04
Water	325.00	650.00	4,055.48	4,550.00	7,800.00
Fuel	0.00	12.50	21.77	87.50	150.00
Cable	940.11	925.00	6,235.77	6,475.00	11,100.00
Sewer	440.00	316.67	2,340.00	2,216.69	3,800.04
Maintenance Wages	0.00		385.00		
Materials & Supplies	214.23	116.67	1,326.30	816.69	1,400.04
Contractual Services	4,254.33	5,445.17	26,360.53	38,116.19	65,342.04
Equipment Expense	0.00	443.08	977.54	3,101.56	5,316.96
Refuse Removal	404.70	402.83	2,832.90	2,819.81	4,833.96
Insurance	1,375.00	1,375.00	9,339.00	9,625.00	16,500.00
Total Expense	<u>14,169.90</u>	<u>17,237.18</u>	<u>96,940.17</u>	<u>120,660.26</u>	<u>206,846.16</u>
Net Ordinary Income	<u>4,884.23</u>	<u>95.99</u>	<u>31,032.09</u>	<u>-480.07</u>	<u>-0.12</u>
Net Income	<u><u>4,884.23</u></u>	<u><u>95.99</u></u>	<u><u>31,032.09</u></u>	<u><u>-480.07</u></u>	<u><u>-0.12</u></u>

Brookfield Housing Authority
Balance Sheet
 As of January 31, 2017

	Jun 30, 16	Sep 30, 16	Dec 31, 16	Jan 31, 17
ASSETS				
Current Assets				
Checking/Savings				
Checking	143,501.88	143,501.88	150,720.26	164,507.33
Petty Cash	75.00	75.00	75.00	75.00
Total Checking/Savings	143,576.88	143,576.88	150,795.26	164,582.33
Other Current Assets				
Other Receivable	778.00	778.00	112.50	136.50
Rehabilitation Funds Receivable	546,106.95	546,106.95	546,106.95	541,538.92
Unexpired Insurance	544.50	544.50	8,187.62	6,812.62
Total Other Current Assets	547,429.45	547,429.45	554,407.07	548,488.04
Total Current Assets	691,006.33	691,006.33	705,202.33	713,070.37
Fixed Assets				
1405 - Development Cost	1,363,691.92	1,363,691.92	1,363,691.92	1,363,691.92
Furniture & Equipment	68,394.00	68,394.00	68,394.00	68,394.00
Capital Improvements	317,974.81	317,974.81	317,974.81	317,974.81
Total Fixed Assets	1,750,060.73	1,750,060.73	1,750,060.73	1,750,060.73
Other Assets				
Rehab Program Expenditures	127,096.05	127,096.05	127,096.05	127,096.05
RAP Subsidy Payments	29,642.00	29,642.00	16,665.00	19,443.00
Total Other Assets	156,738.05	156,738.05	143,761.05	146,539.05
TOTAL ASSETS	<u>2,597,805.11</u>	<u>2,597,805.11</u>	<u>2,599,024.11</u>	<u>2,609,670.15</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accounts Payable Manual	9,058.68	9,058.68	14,396.33	20,158.14
Payroll Liabilities	2,157.50	2,157.50	2,157.50	2,157.50
Total Other Current Liabilities	11,216.18	11,216.18	16,553.83	22,315.64
Total Current Liabilities	11,216.18	11,216.18	16,553.83	22,315.64
Total Liabilities	11,216.18	11,216.18	16,553.83	22,315.64
Equity				
Retained Earnings	0.00	15,308.77	0.00	0.00
Capital Grant by State of CT	988,801.92	988,801.92	988,801.92	988,801.92
Valuation of Fixed Assets	68,394.00	68,394.00	68,394.00	68,394.00
Contribution by Municipality	374,890.00	374,890.00	374,890.00	374,890.00
Gifts and Donations	404.48	404.48	404.48	404.48
Rehab Funds Authorized #1	92,200.00	92,200.00	92,200.00	92,200.00
Capital Grant/State Rehab.	225,646.65	225,646.65	225,646.65	225,646.65
Opening Balance Equity	0.00	0.00	-5,158.25	-5,158.25
R.E. for APTS	2,631.23	2,631.23	2,038.56	2,038.56
R.E. for RM&R	116,623.06	116,623.06	103,933.47	103,933.47
RAP Grant Authorized	31,086.00	31,086.00	31,086.00	31,086.00
RAP Grant Unissued	-17,764.00	-17,764.00	-29,590.00	-29,590.00
Rehab Funds Authorized #2	673,203.00	673,203.00	673,203.00	673,203.00
Unappropriated R.E.	15,163.82	15,163.82	30,472.59	30,472.59
Net Income	15,308.77	0.00	26,147.86	31,032.09
Total Equity	2,586,588.93	2,586,588.93	2,582,470.28	2,587,354.51
TOTAL LIABILITIES & EQUITY	<u>2,597,805.11</u>	<u>2,597,805.11</u>	<u>2,599,024.11</u>	<u>2,609,670.15</u>

Brookfield Housing Authority
Profit & Loss Budget vs. Actual
January 2017

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Brookfield Housing Authority
Profit & Loss Budget vs. Actual
July 2016 through January 2017

	<u>Jul '16 - Jan 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Rental Income - Tenant	103,306.00	104,240.00	-934.00	99.1%
Rental Income - Excess of Base	17,222.00	11,365.69	5,856.31	151.53%
Dwelling Vacancy Loss	-832.00	-3,539.69	2,707.69	23.51%
3510 Sales & Service to tenants	5,616.00	7,011.69	-1,395.69	80.1%
Interest Income	89.48	81.69	7.79	109.54%
Other Income	2,570.78	1,020.81	1,549.97	251.84%
Total Income	<u>127,972.26</u>	<u>120,180.19</u>	<u>7,792.07</u>	<u>106.48%</u>
Expense				
Salaries - Office	16,356.23	25,289.81	-8,933.58	64.68%
Office Salaries-Other Comp	6,949.20			
Fiscal and Other Fees	6,555.00	3,616.69	2,938.31	181.24%
Other Outside Services	275.00	7,000.00	-6,725.00	3.93%
Other Office Expense	8,034.24	8,539.44	-505.20	94.08%
Office Supplies	473.26	816.69	-343.43	57.95%
Travel	478.52	437.50	41.02	109.38%
Payroll Taxes	380.80	1,828.75	-1,447.95	20.82%
Electricity	3,563.63	5,322.94	-1,759.31	66.95%
Water	4,055.48	4,550.00	-494.52	89.13%
Fuel	21.77	87.50	-65.73	24.88%
Cable	6,235.77	6,475.00	-239.23	96.31%
Sewer	2,340.00	2,216.69	123.31	105.56%
Maintenance Wages	385.00			
Materials & Supplies	1,326.30	816.69	509.61	162.4%
Contractual Services	26,360.53	38,116.19	-11,755.66	69.16%
Equipment Expense	977.54	3,101.56	-2,124.02	31.52%
Refuse Removal	2,832.90	2,819.81	13.09	100.46%
Insurance	9,339.00	9,625.00	-286.00	97.03%
Total Expense	<u>96,940.17</u>	<u>120,660.26</u>	<u>-23,720.09</u>	<u>80.34%</u>
	31,032.09	-480.07	31,512.16	-6,464.08%