

Brookfield Housing Authority

3 Brooks Quarry Road

Brookfield, CT 06804-1052

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

Tuesday, March 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, Howard Lasser - Treasurer and Masarrat Quaisar- Secretary and Commissioner.

Sherrie Garner from DeMarco Management Co

Guest: Cydonie Fukami from Weir Farm in Weston, CT

Residents: Iris Fiske, Beverly Bartram and Helen Allegretta

Pledge of Allegiance to the Flag led by Michael Steele.

2.0 **Approval of February 21, 2016 Minutes:**

Jo-Ann motioned to approve the February minutes. Masarrat second it. 2 for. 1 abstain. Carried.

3.0 **Treasurer's Report:**

Howard presented the Financial Statements, (Balance Sheet and P&L). It does not include Current Capital Reserve funding requirements or prior year underfunding of Capital Reserve.

4.0 **Property Manager Report:**

Re-certifications - Residents do not need tax returns to complete Re-certifications.

Answering Service - On April 1st, DeMarco will set up Edwards Answering Service to be available for residents to call after hours. There phone number will be posted.

Sav-Mor completed their inspection of the AC/Heat units inside and the heat pumps outside. Four units needed extra cleaning due to dust and cat hair.

5.0 **Commissioner's Reports and Updates:**

Chairman - Michael reserved his report for Discussion Items.

Secretary - Masarrat reserved his report for the Discussion Items

Resident Commissioner –

(1) Walkway outside Community Room not well lit. Sherrie to send information onto Gina Parisi.

(2) Locking Community Room between hours, 11 PM - 7 AM. DeMarco will look into various options to accomplish this.

(3) Resident Meeting Dates. 10 AM in the Community Room on June 14th, September 13th and December 13th, 2017.

6.0 **New Business:**

Discussion Items -

1. Michael made a motion to open the discussion about the "Friends of Brooks Quarry" 501(c)3 Corporation, a Non-Profit Organization. Howard second it. Carried. Discussion: Masarrat will continue with the application process. Recruiting Board Members is going to be a challenge. The Board should operate independently and should not be interlocking with BHA Board. No action proposed. Michael made a motion to close discussion. Howard second Discussion closed.
2. Michael motioned to open the discussion on DeMarco review of operational documents, rules and regulations of Brooks Quarry to insure compliance with CHFA and State regulations and requirements. Howard second it. Carried. Discussion: Audit of documents and processes is almost complete. DeMrco will bring forward any recommended changes or revisions. No action proposed. Michael closed discussion. Howard second it. Discussion closed
3. Michael made a motion to discuss a conversion of Brooks Quarry operating platforms and systems to standardized DeMarco platforms. Howard second it. Carried. Discussion: The DeMarco platforms are now installed and functioning properly. No action proposed. Michael motioned to close discussion. Howard second. Discussion closed.

4. *Michael made a motion to discuss Feb. 22nd Capital Needs Pre-development Meeting with CHFA, DOH, Millennium, Paul Bailey, LLC, & Maria DeMarco. . Discussion: This NOFA will be a very competitive round. It will not include ERAP. Applications should include architectural drawings at the 90% level. Will discuss further at Strategic Planning Meeting. No action proposed. Michael motioned to close discussion. Howard second. Discussion closed.*

Action Items -

1. *Howard moved the resolution to authorize Gina Parisi, Property Manager and Sherrie Garner, Vice President of Operations for DeMarco Management Company to sign and submit documents related to the operation and management of Brooks Quarry on behalf of the Housing Authority of the Town of Brookfield.. Jo-Ann and Masarrat second it. Carried.*
 2. *Michael made a motion to authorize the Resident Commissioner to schedule and to moderate quarterly Resident Forums in 2017 at a time and place of her choosing. Howard second it. Carried.*
 3. *Howard made a motion to schedule a Strategic Planning Workshop for Wednesday, April 26th at 6:00 PM. Michael and Jo-Ann second it. Carried.*
 4. *No Executive Session.*
- 7.0 **Adjourn:** *Motion to adjourn by Michael. Jo-Ann second it. Carried. The meeting was adjourned at 7:19 PM.*

Respectfully submitted by Iris Fiske, Secretary for the minutes

Brookfield Housing Authority

Balance Sheet

As of February 28, 2017

	<u>Dec 31, 16</u>	<u>Jan 31, 17</u>	<u>Feb 28, 17</u>
ASSETS			
Current Assets			
Checking/Savings			
1120 Checking	150,720.26	164,507.33	169,250.87
Petty Cash	75.00	75.00	75.00
Total Checking/Savings	<u>150,795.26</u>	<u>164,582.33</u>	<u>169,325.87</u>
Other Current Assets			
Other Receivable	112.50	136.50	710.00
Rehabilitation Funds Receivable	546,106.95	541,538.92	541,538.92
Unexpired Insurance	8,187.62	6,812.62	907.50
Total Other Current Assets	<u>554,407.07</u>	<u>548,488.04</u>	<u>543,156.42</u>
Total Current Assets	<u>705,202.33</u>	<u>713,070.37</u>	<u>712,482.29</u>
Fixed Assets			
1405 - Development Cost	1,363,691.92	1,363,691.92	1,363,691.92
Furniture & Equipment	68,394.00	68,394.00	68,394.00
Capital Improvements	317,974.81	317,974.81	317,974.81
Total Fixed Assets	<u>1,750,060.73</u>	<u>1,750,060.73</u>	<u>1,750,060.73</u>
Other Assets			
Rehab Program Expenditures	127,096.05	127,096.05	127,096.05
RAP Subsidy Payments	16,665.00	19,443.00	22,221.00
Total Other Assets	<u>143,761.05</u>	<u>146,539.05</u>	<u>149,317.05</u>
TOTAL ASSETS	<u>2,599,024.11</u>	<u>2,609,670.15</u>	<u>2,611,860.07</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2110 Accounts Payable	0.00	1,835.77	16,429.16
Total Accounts Payable	<u>0.00</u>	<u>1,835.77</u>	<u>16,429.16</u>
Other Current Liabilities			
Accounts Payable Manual	14,396.33	18,322.37	12,177.24
Payroll Liabilities	2,157.50	2,157.50	2,157.50
Total Other Current Liabilities	<u>16,553.83</u>	<u>20,479.87</u>	<u>14,334.74</u>
Total Current Liabilities	<u>16,553.83</u>	<u>22,315.64</u>	<u>30,763.90</u>
Total Liabilities	<u>16,553.83</u>	<u>22,315.64</u>	<u>30,763.90</u>
Equity			
Capital Grant by State of CT	988,801.92	988,801.92	988,801.92
Valuation of Fixed Assets	68,394.00	68,394.00	68,394.00
Contribution by Municipality	374,890.00	374,890.00	374,890.00
Gifts and Donations	404.48	404.48	404.48
Rehab Funds Authorized #1	92,200.00	92,200.00	92,200.00
Capital Grant/State Rehab.	225,646.65	225,646.65	225,646.65
Opening Balance Equity	-5,158.25	-5,158.25	-13,063.91
R.E. for APTS	2,038.56	2,038.56	2,038.56
R.E. for RM&R	103,933.47	103,933.47	103,933.47
RAP Grant Authorized	31,086.00	31,086.00	31,086.00
RAP Grant Unissued	-29,590.00	-29,590.00	-29,590.00
Rehab Funds Authorized #2	673,203.00	673,203.00	673,203.00
Unappropriated R.E.	30,472.59	30,472.59	30,472.59
Net Income	26,147.86	31,032.09	32,679.41
Total Equity	<u>2,582,470.28</u>	<u>2,587,354.51</u>	<u>2,581,096.17</u>
TOTAL LIABILITIES & EQUITY	<u>2,599,024.11</u>	<u>2,609,670.15</u>	<u>2,611,860.07</u>

Brookfield Housing Authority Profit & Loss Budget Performance February 2017

	Feb 17	Budget	\$ Over Budget	Jul '16 - Feb 17	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Rental Income - Tenant	15,056.00	15,056.00	0.00	118,362.00	119,296.00	-934.00	179,520.00
Rental Income - Excess of Base	2,368.00	1,623.67	744.33	19,590.00	12,989.36	6,600.64	19,484.04
Dwelling Vacancy Loss	-221.50	-505.67	284.17	-1,053.50	-4,045.36	2,991.86	-6,068.04
3510 Sales & Service to tenants	945.00	1,001.67	-56.67	6,561.00	8,013.36	-1,452.36	12,020.04
Interest Income	0.00	11.67	-11.67	89.48	93.36	-3.88	140.04
Other Income	10.00	145.83	-135.83	2,580.78	1,166.64	1,414.14	1,749.96
Total Income	18,157.50	17,333.17	824.33	146,129.76	137,513.36	8,616.40	206,846.04
Expense							
Office Salaries-Other Comp	0.00	0.00	0.00	6,949.20	0.00	6,949.20	0.00
Salaries - Office	2,158.27	3,612.83	-1,454.56	18,514.50	28,902.64	-10,388.14	43,353.96
Fiscal and Other Fees	3,135.00	516.67	2,618.33	9,690.00	4,133.36	5,556.64	6,200.04
Other Outside Services	250.00	1,000.00	-750.00	525.00	8,000.00	-7,475.00	12,000.00
Management Fee	2,800.00	0.00	2,800.00	2,800.00	0.00	2,800.00	0.00
Other Office Expense	312.33	1,219.92	-907.59	8,346.57	9,759.36	-1,412.79	14,639.04
Office Supplies	53.66	116.67	-63.01	526.92	933.36	-406.44	1,400.04
Travel	115.95	62.50	53.45	594.47	500.00	94.47	750.00
Pensions and Other Funds	781.75	0.00	781.75	781.75	0.00	781.75	0.00
Payroll Taxes	234.33	261.25	-26.92	615.13	2,090.00	-1,474.87	3,135.00
Electricity	288.77	760.42	-471.65	3,852.40	6,083.36	-2,230.96	9,125.04
Water	325.00	650.00	-325.00	4,380.48	5,200.00	-819.52	7,800.00
Fuel	0.00	12.50	-12.50	21.77	100.00	-78.23	150.00
Cable	1,013.20	925.00	88.20	7,248.97	7,400.00	-151.03	11,100.00
Sewer	0.00	316.67	-316.67	2,340.00	2,533.36	-193.36	3,800.04
Maintenance Wages	0.00	0.00	0.00	385.00	0.00	385.00	0.00
Materials & Supplies	575.40	116.67	458.73	1,901.70	933.36	968.34	1,400.04
Contractual Services	3,607.73	5,445.17	-1,837.44	29,968.26	43,561.36	-13,593.10	65,342.04
Equipment Expense	0.00	443.08	-443.08	977.54	3,544.64	-2,567.10	5,316.96
Refuse Removal	404.70	402.83	1.87	3,237.60	3,222.64	14.96	4,833.96
Insurance	454.09	1,375.00	-920.91	9,793.09	11,000.00	-1,206.91	16,500.00
Total Expense	16,510.18	17,237.18	-727.00	113,450.35	137,897.44	-24,447.09	206,846.16
Net Ordinary Income	1,647.32	95.99	1,551.33	32,679.41	-384.08	33,063.49	-0.12
Net Income	1,647.32	95.99	1,551.33	32,679.41	-384.08	33,063.49	-0.12

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**RESOLUTION BY THE COMMISSIONERS OF THE BROOKFIELD HOUSING
AUTHORITY**

I hereby certify that at a meeting of the Brookfield Housing Authority, on 21st day of March 2017, at which said meeting a quorum was present and acting throughout, the following resolution was adopted and ever since has been and now is in full force and effect:

ON MOTION duly made and carried, **BE IT RESOLVED THAT:**

1. Gina Parisi, Property Manager and Sherrie Garner, Vice President of Operations for DeMarco Management Company are authorized to sign and submit documents related to the operation and management of Brooks Quarry on behalf of the Housing Authority of the Town of Brookfield.

The Commissioners Adopting said Resolution:

Jo-Ann Gargiulo
Howard Lasser
Masarrat Quaisar
S. Michael Steele

I, Masarrat Quaisar, Secretary of the Brookfield Housing Authority, do hereby certify this to be a true copy of the resolution duly adopted by the of Board of Commissioners on March 21, 2017 and that it has not been rescinded, amended or altered in any way, **and that it remains in full force and in effect.** I further certify that the authority thereby conferred is not inconsistent with the By-Laws of Brookfield Housing Authority., and that the above is a true and correct list of the Commissioners of the Brookfield Housing Authority as of the present date.

Masarrat Quaisar
Secretary, Brookfield Housing Authority