



BHA Regular Meeting of the Board of Commissioners
December 16, 2024
4:45 PM
Willowbrook Community Room
Minutes

BOARD MEMBERS PRESENT: Sandy Bessette- Chair, Sharyn Brush- Vice Chair, Paul Walden; Lindsay Vajda- Secretary/Executive Director

BOARD MEMBERS ABSENT: Rose Morrison and Nancy Balconis

ALSO PRESENT: Dack Lauzon; Penny Taylor; Jade Taylor

TENANTS PRESENT: Scott Fox

A quorum being present, the Chair called the meeting to order at 4:53 PM.

1. Minutes of Prior Board Meetings

The minutes for the November 2024 Board meeting having been circulated in advance, and there being no further discussion or corrections, it was, upon motion by Sharon, seconded by Paul, unanimously

RESOLVED, that the Minutes from the November 18, 2024 Board meeting are hereby approved as submitted to be a permanent part of the records of the corporation, attached hereto as Exhibit A.

2. Executive Director Report

Lindsay reported that Eighty-Nine (89) reminder letters were sent, which was an expected increase, and that housekeeping inspections are continuing.

There was a Bench Trial last week relative to one tenant. A Writ was issued, as well as a judgment which included court costs and attorneys fees. It is expected that the tenant will get in touch with Legal Aid, and that a Stay petition may be filed.

In another Termination proceeding, the tenant has been avoiding service. The Court there issued a “tack” order, which requires service of the notice to be posted on the tenant’s door; if the tenant does not respond by the deadline date the locks can be changed. The tenant may still return to get a key and claim their belongings for a certain period of time.

There was discussion of the many speeding complaints on the roadways in Willowbrook. Currently there is only one 25 mph speed limit sign, and it has been partially destroyed. Lindsay called the Town to ask that more signs be put up, since the roadways are actually Town property. The Town said they would put up new signs, in the hope that it will reduce speeding incidents.

Lindsay also notified St Francis of Assisi Center that the Board has approved and is encouraging their trap/neuter/release program in Willowbrook. There will be another meeting with St Francis' staff in the new year which will be publicized to all tenants.

BHA's health insurance policy is changing, which will save the BHA money every month. Instead of the approximately Twenty Thousand (\$20,000.00) Dollars per month that BHA has been paying, the amount will be reduced to approximately Fifteen Thousand (\$15,000.00) per month. This is still a Blue Cross program, but has adjusted deductibles to help defray costs for the BHA.

Lindsay also noted that there is currently more than Fifty Thousand (\$50,000.00) Dollars in delinquent accounts. She also explained that approximately Six Thousand (\$6,000.00) Dollars are currently in escrow with the Court and will soon be released to BHA. She also explained that some of that delinquency will be paid by BROCC, and BHA is just awaiting those payments as well.

3. Staff Reports

Section 8 Report. Penny noted that there are currently Two Hundred and Eight (208) Section 8 tenants leased up as of today. There are currently One Hundred and Eighty-eight (188) Project Based Voucher tenants leased up. As to Mainstream Vouchers, there are Forty-Three (43) tenants leased up as of today.

Annual reviews for PBV vouchers at Willowbrook are finishing up.

Payments to landlords as of 12/16/2024 were Two Hundred and Thirty-Seven Thousand, Six Hundred and Three (\$237,603.00) Dollars.

As to vouchers on the street, Penny reported that there are Six (6) HCV vouchers; Seven (7) Mainstream vouchers and One (1) vacancy at Brookside.

Penny continues to process the RAD and Section 8 Annual reviews, as well as Interim Recertifications.

The Section 8 waiting list opened on December 1, 2024; many applications have already been sent in for Section 8 and Mainstream vouchers.

As to programs, DREAM and SVSU Family engagement continue at both Willowbrook and Beech Court Community Rooms. Easter Seals also continues at the Willowbrook Community Room.

Facilities Report. Dack confirmed that there are no vacant apartments which need work, so the Facilities team continues with work orders and housekeeping inspections. Housekeeping inspections have increased since the last Annual Inspections were completed.

He also noted that the bedbug/roach problems in Walloomsac and Beech Court have been remedied. Willowbrook only has a few units with bug problems, and those kinds of problems are improving at the Brookside campus as well

4. Financial Reports:

The Financial Reports having been circulated in advance of the meeting and attached hereto as Exhibit B, and there being no unusual spending, it was, upon motion by Sharyn seconded by Paul, unanimously

RESOLVED that the financial reports submitted as Exhibit B be accepted as submitted to be a permanent part of the minutes and records of the corporation.

5. Public Questions- Scott brought up the outdoor cat problem continuing. Lindsay noted that BHA hopes the St Francis of Assisi program will help remedy this. She suggested that Scott come to the next event in case he can provide the team with any information about particular cats. Scott said he would do so. The Board thanked Scott for his comments and concerns.

Scott also brought up the various tenant verbal “infighting” increasing. Lindsay stressed the importance of filing an actual written complaint form in each instance, to establish a paper trail.

6. Other Business - None

7. Next Meeting: The next Board of Commissioners meeting will take place on January 21, 2025, in person, at the Willowbrook Community Room at 5:00 PM.

There being no further business to be conducted, the meeting was, upon motion of Sharyn seconded by Paul, adjourned at 5:22 PM.

Respectfully Submitted

Lindsay Vajda, Secretary