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Lisa Balter  
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## Housing Authority Meeting Minutes

Monday, February 13, 2023

7:00 PM

Via Zoom Videoconference

### 1. Call meeting to order, roll call

Meeting was called to order by clerk at, 7:03pm and roll call was taken.

**Present:** Chairwoman Barbara Natarajan, Anthony Moscato, Michael Enders, Susan Giangreco.

Housing Director, Michelle Benivegna

Clerk, Tina Hedley

**Absent:** Dave Sagnella

### 2. Meeting minutes for approval (4/4/22)

Clerk, Tina Hedley, briefly read through the last meetings minutes from April 4<sup>th</sup> of 2022. A motion was made by Anthony Moscato to accept the meeting minutes as read and posted, 2<sup>nd</sup> by Michael Enders, all in favor, none opposed, no abstentions, motion carries to accept the meeting minutes by previous housing clerk, Linda.

### **3. Meeting dates for year 2023**

A discussion was had regarding the schedule of meeting dates for this year, 2023. Tina Hedley, clerk read through the dates suggested and reminded the board we meet quarterly, first Monday of the month. Scheduling around Holidays, the schedule will be as follows. April 3rd, July 10th, Oct. 2nd, Jan. 8th 2024.

Meeting dates will be submitted to Town Clerk's Office for an official schedule.

Clerk asked for a motion if the board has been satisfied with these dates. A motion was made by Chairwoman Barbara Natarajan, 2<sup>nd</sup> by Michael Enders. all in favor, none opposed, no abstentions, motion carries.

### **4. Director's Report**

Michelle Benivegna prepared a report for the Housing Authority.

Before October of 2022 East Haven Housing Authority HUD approved 46 vouchers, then 3 new vouchers were approved later on in year, HUD did this on their own not at our request, they're incremental vouchers. As of October 1, 2022, East Haven Housing Authority's baseline is 49. Currently, 46 are being utilized, 45 choose to use in East Haven, 1 voucher is choosing New Haven. If said voucher chooses to lease up in New Haven, New Haven will bill East Haven.

58 port-in vouchers in East Haven, they pay East Haven.

Due to the pandemic, rental interruptions in the market across the country which cause us to respond to fluctuations in rents more rapidly, East Haven Housing Authority applied for HUD expedited waiver for settling payment standards at 120% of HUDS fair market rent levels, this is going through imagineers.

1/1/2023 HUD approved East haven Hosing Authority payment standards for each bed room size to be set at 120% fair market rent, this will help families in the program, help offset rent burdens, establish payment standards aligned to current rents are crucial, providing housing to families with children, those with disabilities, and those during homelessness.

Budgeting for East Haven Housing Authority. East Haven Housing Authority was awarded a budget authority of \$554,144 early in 2022, and additional \$39,011 in Oct of 2022 for the three new vouchers mentioned above.

\$977.00 Average monthly rental payment being paid.

Leaving East Haven with a \$100,000 for the year start of 2023 expected reserve. This has been predicted to be a comfortable reserve.

Waitlist history:

Waitlist was opened in 2016 online. 500 applicants received in a 3-day period. 7,012 were received, 500 applicants were randomly selected through a lottery process. 468 active applicants on Waitlist We receive many phone calls in the office, emails, asking for availability. We send these inquires to imagineers; they are very helpful taking everyone through the process.

Imagineers works with other towns, managing their housing authorities, they are resourceful. It's been beneficial to those asking for help.

## **5. Housing Audit 2022**

Director, Michelle Benivegna discussed the Housing Audit in detail.

The town received our housing audit back. As a reminder in 2017, we learned in 2019 that these housing audits were never submitted to HUD. So, we worked this through with Clermont & Associates LLC, the housing authority and the Finance Department, no fines were had. We are now in compliance with HUD. This year's report was on time. Imagineers submits these audits to HUD on our behalf once completed. 2022 report has been submitted and will be emailed to the Housing Authority members and posted to the town's website.

The overall financial position East Haven Housing Authority, Section 8 voucher program is showing net position of

\$185,505 for fiscal year, an increase \$2,499 increase.

Decrease of portability tenants and cost of additional audits. We did have to fund the audits that were not completed.

Director Benivegna asked if anyone had any questions and let all housing authority members know they will receive a copy.

Chairwoman Natarajan asked who did the audits.

Director Benivegna answered, Clermont & Associates LLC and that Imagineers then submits this audit to HUD.

Michelle Benivegna stated the April 3<sup>rd</sup> at 7pm, annual agency plan in review has been posted, 90 days notice, it went in the paper, imagineers posted this for us.

Anthony Moscato had a question, asking who the auditor is initially picked by.

Michelle answered, it went out to Bid. We had one company respond to the bid. Our Finance Director was comfortable with this choice as they have been used in the past. Lots of audits are delayed at this time as audit companies are affected by employee shortages everywhere.

Michael Enders mentioned not many firms specialize in housing, so he would expect we would not get that many interested since its specialized.

Anthony mentioned if you have a company that does well you want to keep them. Michelle said this firm did a great job and got everything in on time. The board was satisfied.

## **6. Old Business**

No old business at this time.

## **7. Adjourn**

Motion made by Michael Enders to adjourn, 2<sup>nd</sup> by Anthony Moscato. All in favor, none opposed, no abstentions, motion carries.

Respectfully submitted,

*Tina Hedley*

Clerk