



# Housing Authority of the Town of Portland 9 Chatham Court, Portland, CT 06480

Executive Officer  
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Board of Commissioners  
Susan Malecky, Chair  
Deborah Hallas, Vice Chair  
, Treasurer  
Daniel Weeden, Commissioner  
Cynthia Ferraro, Tenant Commissioner

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Chair S. Malecky called the Regular Board Meeting of the Portland Housing Authority to order on March 18, 2024, at 5:04 p.m. at the Chatham Court Community room.

**1.CALL TO ORDER/ ROLL CALL PRESENT:** Chair S. Malecky, Vice Chairperson Deborah Hallas, Commissioner Dan Weeden and Tenant Commissioner Cynthia Ferraro.

**STAFF:** Allen Harrison Executive Director, Dan Rafaniello Staff Accountant and Carol Diaz Administrative Housing Assistant.

**ABSENT:** None

**2.ACCEPTANCE OF THE AGENDA**

Chair S. Malecky made a motion to add agenda line-item b. Personnel Policy under Old Business/ New Business. There being no further discussion. The vote was unanimously approved and accepted.

**3.PUBLIC PARTICIPATION:** None

**4.APPROVAL OF THE REGULAR MEETING MINUTES HELD February 20, 2024.**

Chairperson S. Malecky made a motion to approve Regular Board Meeting Minutes held February 20, 2024, and it was then moved by commissioner C. Ferraro and seconded by Commissioner D. Weeden. There being no further discussion. The vote was unanimously approved and accepted.

**5.REVIEW AND TAKE ACTION OF February 2024 FINANCIAL REPORTS- PREPARED BY T. Ewald, CPA.**

Chairperson S. Malecky made a motion to approve the Master Accounts, Section 8 Accounts, all bank accounts, and Credit Cards; it was first moved by D. Weeden seconded by commissioner D. Hallas. There being no further discussion. The vote was unanimously approved and accepted.

**6.REVIEW AND APPROVE WRITE-OFFS FOR FYE 2024 FOR CHATHAM COURT & QUARRY HEIGHTS**

**a. RESOLUTION 24-3-1**

**RESOLUTION 24-03-01  
QUARRY HEIGHTS -WRITE OFFS**

WHEREAS, the Housing Authority has made diligent collection efforts and has found no income or assets that can be attached.

NOW THEREFORE, the Commissioners of the Portland Housing Authority hereby authorize the write-off of \$999.77 for uncollected debts from Quarry Heights vacated Tenant Account Receivables pending approval from DECD if required.

*Quarry Heights- S. Mitscherlich*

\$999.77

It was moved by D. Weeden and seconded by C. Ferraro to adopt the above Resolution as introduced and read. Upon roll call, the “Ayes” and “Nays” were as follows:

Ayes-4

Nays-0

Susan Malecky, Chair, Deborah Hallas, Commissioner Daniel Weeden, Commissioner Cynthia Ferraro, Tenant Commissioner

## **7. EXECUTIVE DIRECTORS REPORT: Chatham Court, Quarry Heights, and Section 8**

**Office Report:** Tar’s ending numbers for the month of February 2024.

CC-active tenant’s balance:	\$6,653.75	QH-active tenant’s balance:	\$ 1269.84
CC- active tenant’s credit balance:	(\$10,604.23)	QH-active tenant’s credit balance:	(\$1,162.00)
CC-move out balance:	\$0	QH-move out balance:	\$ 999.77

The PHA currently has 49 regular housing vouchers leased, 25 Project Based Voucher, 3 families that ported out for a total of 77 with 41 families shopping for units, the goal is to fulfill 89 vouchers.

Chair S. Malecky made a motion to approve Executive Directors Report. There being no further discussion. The vote was unanimously approved and accepted.

## **8. OLD BUSINESS/NEW BUSINESS**

### **a. Approve IMAGINEERS proposal to administer the section 8 Program for the PHA.**

Chair S. Malecky made a motion to approve the recommendation of Imagineers’ proposal to administer the Section 8 Program for the PHA. There being no further discussion. The vote was unanimously approved and accepted.

### **b. PERSONNEL POLICY**

A. Harrison explained some of the main categories of the personnel policy that were updated for clarity such as probation period, extended leave, insurance contributions, vacation time, and approved holiday list that were modified.

### **c. SOLAR PANELS**

A. Harrison reported there will be an upcoming presentation with more information which will include the analysis of their most recent investigation.

### **d. RENT INCREASE FOR SRAP**

A. Harrison reported there will be a rent increase for the State Rental Assistance Program (SRAP), he mentioned it does not increase the tenant portion of payment.

## **9. ADJOURNMENT**

At 6:08 pm, Chairperson S. Malecky made a motion to adjourn the meeting. There being no further discussion. The vote was unanimous, motion carried.

Respectfully Submitted

Allen Harrison

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Executive Director