

MHA



Housing Authority of the City of Meriden
22 Church Street
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Meriden, CT 06451

Phone (203) 235-0157
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Cornelius J. Ivers
Chairman
Scott T. Griffith
Vice Chairman
Carlos Ruiz
Treasurer
Nancy Rosado
Resident Commissioner

Hayley Fetrow, Interim Executive Director

TO: MHA Board of Commissioners
FROM: Cornelius J. Ivers, Chairman
DATE: August 25, 2025
RE: BOC Regular Meeting

This is to advise the Board that there will be a Regular Board of Commissioners meeting held on **Monday, August 25, 2025 at 5:30 PM** located at 22 Church Street.

AGENDA

1. ROLL CALL:
2. PUBLIC COMMENTS & WRITTEN COMMUNICATIONS:
3. PREVIOUS MONTH'S MINUTES:
 - A. Minutes of the Special Board of Commissioners' meeting held July 28, 2025.
 - B. Minutes of the Regular Board of Commissioners' meeting held July 28, 2025.
4. TREASURER'S REPORT:
 - A. July 2025 FYE 12/31/2025
5. CHAIRMAN'S REPORT:

6. MANAGEMENT REPORTS:
 - A. Interim Executive Director Report
 - B. Procurement
 - C. Community Towers/Security Report
 - D. Resident Services
 - E. Johnson Farms
 - F. HCV Program
7. EXECUTIVE SESSION:
 - A. Pending Legal Matters.
8. NEW BUSINESS:
9. OLD BUSINESS:
10. OTHER ITEMS OF INTEREST:
11. MATTERS NOT ON THE AGENDA:
12. ADJOURNMENT:

CC: City Clerk
Record Journal
City Manager
Mayor

**Minutes of the
MERIDEN HOUSING AUTHORITY
SPECIAL BOARD MEETING
Held on
July 28, 2025**

Chairman Cornelius Ivers called the Special Board of Commissioners' meeting to order at 4:00 PM. The meeting was held at 22 Church St., Meriden. As a quorum was present the meeting commenced.

1. ROLL CALL:

PRESENT: Cornelius J. Ivers, Chairman
Scott Griffith, Vice Chairman
Carlos Ruiz, Treasurer

ABSENT: Nancy Rosado, Resident Commissioner

STAFF PRESENT: Hayley Fetrow, Interim Executive Director and Jamie Urkevic

OTHERS PRESENT: Connie Staudinger

2. EXECUTIVE SESSION:

- A. Potential Acquisition of Real Property**
- B. Pending Legal Matters**

Chairman Cornelius Ivers asked for a motion to adjourn into Executive Session. Treasurer Carlos Ruiz made the motion that the Board of Commissioners enter into Executive Session pursuant to Connecticut General Statutes Section 1-200(6)(B) and (D) to discuss pending legal matters and the potential acquisition or disposition of real property, where public discussion would adversely affect the Housing Authority's legal or negotiating position. Vice Chairman Scott Griffith seconded the motion. No discussion. A vote was taken. Ayes - 3 Nays - 0. The Board adjourned to Executive Session at 4:02 PM.

Treasurer Carlos Ruiz made a motion to return to regular session. Vice Chairman Scott Griffith seconded the motion. The Board of Commissioners returned to regular session at 5:35 PM.

- 3. ADJOURNMENT:** Treasurer Carlos Ruiz made a motion to adjourn the meeting; Vice Chairman Scott Griffith seconded the motion. The Board adjourned the meeting at 5:37 PM.

**Minutes of the
MERIDEN HOUSING AUTHORITY
REGULAR BOARD MEETING**

**Held on
July 28, 2025**

Chairman Cornelius J. Ivers called the Regular Board of Commissioners' meeting to order at 5:39 PM. The meeting was held at 22 Church St., Meriden. As a quorum was present the meeting commenced.

1. ROLL CALL:

PRESENT: Cornelius Ivers, Chairman
Scott Griffith, Vice Chairman
Carlos Ruiz, Treasurer

ABSENT: Nancy Rosado, Resident Commissioner

STAFF PRESENT: Hayley Fetrow, Interim Executive Director and Jamie Urkevic

2. PUBLIC COMMENTS AND WRITTEN COMMUNICATIONS:

Dan Zaborowski 39 Fiesta Heights, Meriden CT: Mr. Zaborowski stated he would like to see Public Comments moved on the agenda. He also stated why can't MHA give the neighborhood initiation officers part of that building at Meriden Commons I and II that overlooks the green and give the space free of charge. Mr. Zaborowski commented on boarded up windows on West Main and Maple Street. In addition, Mr. Zaborowski stated he would like to see a forensic accountant and the FBI be brought in to study MHA much like Groton Housing Authority reported to have done.

John Malavenda West Main St., Meriden CT: Mr. Malavenda suggested MHA engage a forensic accountant. He also commented on 143 West Main St building having boarded up windows which he described as blight. Mr. Malavenda stated he would like to see posting of agendas in a timely manner on MHA website as he stated this would assist with agency transparency.

Jennifer Addy 55 Willow St., Meriden CT: Ms. Addy stated she was both pleased and appreciative with the appearance of the Community Towers neighborhood area due to a recent neighborhood clean-up. Ms. Addy also stated she was pleased with the ongoing Security at Community Towers as she reported the ability to enjoy the property outdoors, which she stated had not been possible in the past.

3. PREVIOUS MONTH'S MINUTES

A. Minutes of the Regular Board of Commissioners meeting held June 23, 2025.

Vice Chairman Scott Griffith made a motion to approve the minutes of the Regular Board of Commissioners' meeting held June 23, 2025. Treasurer Carlos Ruiz seconded the motion. A vote was called. The vote was Ayes 3 - Nays - 0. The minutes were approved.

Ayes - 3

Nays - 0

Cornelius J. Ivers, Chairman
Scott Griffith, Vice Chairman
Carlos Ruiz, Treasurer

4. TREASURER'S REPORT:

A. June 2025 FYE 12/31/2025

Interim Executive Director Hayley Fetrow summarized the financial statements. All programs reported as performing well.

5. CHAIRMAN'S REPORT:

None

6. MANAGEMENT REPORTS:

A. Interim Executive Director's Report:

Interim Executive Director Hayley Fetrow provided a brief overview of all individual staff management reports.

7. EXECUTIVE SESSION:

None

8. NEW BUSINESS:

A. Resolution 1175: Approval of Personnel Policy

Treasurer Carlos Ruiz made a motion to adopt Resolution 1175, Vice Chairman Scott Griffith seconded the motion. Discussion followed. Chairman Cornelius Ivers stated he would like to table the Resolution to allow more time for review. Additionally, Chairman Ivers stated that there may be changes to the Board in the next month or two and that it may be more prudent to leave this for the newly constituted board. Chairman Ivers wanted to consider upcoming union negotiations/agreements. Resolution 1175 was tabled.

B. Resolution 1176: Approval of IT Resources and Communications Systems Policy.

Treasurer Carlos Ruiz made a motion to table Resolution 1176. Vice Chairman Scott Griffith seconded the motion. A vote was called. Resolution 1176 was tabled.

9. OLD BUSINESS:

None

10. OTHER ITEMS OF INTEREST:

None

11. MATTERS NOT ON THE AGENDA:

None

12. ADJOURNMENT:

Treasurer Carlos Ruiz made a motion to adjourn. Chairman Cornelius Ivers seconded the motion. A vote was called. The vote was unanimous. The meeting adjourned at 6:07 PM.

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TO: Meriden Housing Authority Board of Commissioners
FROM: Hayley Fetrow, HSF Consulting LLC – Acting, Executive Director
DATE: August 22, 2025
RE: July 2025 Management Reports Summary

Please find below a summary of the major highlights and updates presented in the June 2025 management reports for Meriden Housing Authority. These updates will be discussed in detail at the monthly Board Meeting scheduled for **Monday, August 25, 2025**.

1. Procurement Updates (*Reported by Marianne Monarca*)

- **Paving Parking Lot:** Solicitation released 8/1/2025.
- **Fire Doors:** Solicitation will be advertised in two weeks
- **Snow Removal:** Solicitation for all properties will be released by 9/30/2025

Community Towers:

- Door magnets, fire doors (68 units), parking lot paving, flooring, painting, and Co-Gen replacement projects are in planning or solicitation stages.
- Environmental review and Capital Needs Assessment updates planned.

Johnson Farms:

- Roof replacement project remains on hold pending funding.
-
-

2. Community Towers - Operations (*Reported by Madeline DeJesus*)

- **Occupancy:** 96.8% (209 of 216 available units occupied); 96 applicants on the waitlist with 10 applications in process
- **Security:** Strong performance by on-site guards—visible presence, low crime, reduced homeless activity, clear stairwells, and high tenant satisfaction.

Equal Opportunity Housing

3. Community Towers - Resident Services (*Reported by Evette Nava*)

- **Food Insecurity:** Monthly food box distribution to 56 residents; 152 households supported via summer food assistance programs.
 - **Resident Support:** Assistance with state benefits and recertifications provided.
 - **Programming:** Upcoming LEP classes, successful bimonthly birthday celebrations and chair yoga along with crafting events.
-

4. Johnson Farms (*Reported by Evette Nava*)

- **Occupancy:** 94.2% (49 of 52 units).
 - **Waitlist:** Re-opening process to begin in September 2025 with advertisement placed.
 - **Collections:** Nine residents with outstanding balances; one on a court-mandated repayment plan.
 - **Compliance:** City inspection scheduled for September 2025; recertifications set for completion by May 2026.
-

5. Housing Choice Voucher Program (*Reported by Imagineers, Inc*)

- **Leased Vouchers:** 839 HCV, 39 Mainstream
 - **Inspections:** 74 total, 60% passing
 - **Recertifications:** 68 due, 99% complete
-

**Board Report by Marianne Monarca, Procurement Officer
Meriden Housing Authority
Monthly Board Meeting – Monday, August 25, 2025**

PROCUREMENT UPDATES: Open/Upcoming Solicitations/Contracts

COMMUNITY TOWERS:

- **Paving Parking Lot** – repave 68 space parking lot and associated work. *SOLICITATION RELEASED 8/18/2025. Bids due 9/3/2025.*
- **Door Magnets** – for emergency doors – proprietary to current alarm company - waiting for proposals.
- **Fire Doors** - 68 Fire Doors to be replaced – will be advertised over next 2 weeks.
- **Flooring and Painting** – procuring proposals for lobby and community room.
- **Co-Gen** – procuring proposals to replace system.
- **Environmental Review** – procuring proposals.
- **Capital Needs Assessment** – procuring proposals.

ALL PROPERTIES:

- **Snow plowing removal** – will be advertising for upcoming season over the next couple weeks.

**Board Report by Madeline DeJesus, Asset Manager
 Meriden Housing Authority
 Monthly Board Meeting – Monday, August 25, 2025**

COMMUNITY TOWERS – Site Operations Update

Occupancy Summary

Total Units	#Inactive	#Occupied	#Vacant	% Occupied	% Vacant
[221]	[5]	[212]	[7]	[96.8%]	[3.2%]

- 96 applicants on the waiting list
- A total of 15 applicants were contacted via mail
- 10 applicants are in process
- 2 applicants were placed on the waiting list

Security Summary

The guards continue to perform their duties effectively and professionally, maintaining a strong and visible presence throughout the building.

- **Crime Levels:** There is a high level of homeless presence and drug activity along Casimir Drive (near the Shelter and Salvation Army). This situation creates additional challenges for the security guards, as homeless individuals and drug users are frequently attempting to enter the building. While the guards do an effective job of keeping them out during their shifts, after 3:00 a.m. they often manage to gain access and use the stairwells as a place to sleep and consume drugs.
- **Homeless Activity:** There has been a notable decrease in the number of homeless individuals entering or loitering within the building. Although considerable activity continues to occur near the shelter, conditions inside the building have improved significantly compared to the past. This progress is largely the result of the consistent presence and proactive efforts of the security team.
- **Stairwell Areas:** The stairwells in both the North and South Towers remain clean and secure. However, we have observed that some of the homeless individuals and drug users who congregate near the shelter on Casimir Drive enter the building after hours. Morning guards have found food, cigarettes, and drug-related materials left behind in the stairwells, indicating that this activity is taking place overnight.
- **Tenant Satisfaction:** Tenant feedback has been overwhelmingly positive. Many residents have noted that they feel safer and more comfortable since the guards have been on-site.
- **Professionalism:** The guards have demonstrated reliability, responsiveness, and a courteous attitude, which has contributed to a more secure and welcoming environment. In summary, the security team is doing an excellent job, and their continued presence is making a meaningful difference to the overall quality of life within the property.

**Board Report by Evette Nava
Meriden Housing Authority
Monthly Board Meeting – Monday, August 25, 2025**

Resident Opportunities and Self-Sufficiency

Food Insecurity

- Worked with Community Towers maintenance and management staff to distribute Connecticut Food Bank boxes onsite to residents in need of additional food assistance. We have a total of 56 residents and distribution is scheduled for every 3rd Wednesday of the month.
- MHA continues to work closely with the Department of Agriculture who provide additional food assistance in the summer months. There are currently 152 households who have received their shop cards.
- Assisted Community Towers residents in obtaining information online for DMV, social security, SNAP and DSS benefits. Assisted with transportation trip set up. Many residents need assistance to navigate online systems in order to obtain the information they need. Other duties include assistance with the yearly recertification process and advocating for them to get the benefits they qualify for.

Resident Programming

- NOGM has confirmed that LEP classes at Community Towers are pending. NOGM had committed previously to provide LEP classes (for English and Spanish language learners) onsite for our residents at Community Towers. We are waiting for confirmation on a new date.
- Birthday Celebrations was held for tenants whose birthdays were July and August where 14 residents assisted and enjoyed time with each other and cake. Celebrations will be held every 2 months. The plan is to get donations from local stores for goodies such as cupcakes or find someone who is willing to bake.
- Chair Yoga classes started at the beginning of August, once a week. Classes are being performed by a resident who is passionate about yoga and very knowledgeable. Residents who attended enjoyed themselves and benefited from the classes.
- We held a vase craft event where 14 residents attended and enjoyed making their own artwork using recycled bottles and wood pieces.
- MHA staff continues to seek agencies and local organizations to provide in-house workshops and referrals in order to make connections with our residents. We have a couple of agencies that are scheduled to Community Towers in the next couple of months to provide information on their health insurance services.

**Board Report by Evette Nava, Asset Manager
 Meriden Housing Authority
 Monthly Board Meeting – Monday, July 28, 2025**

Johnson Farms – Site Operations Update

Occupancy Summary

<u>Total Units</u>	<u>#Occupied</u>	<u>#Vacant</u>	<u>% Occupied</u>	<u>% Vacant</u>
[52]	[49]	[3]	[94.2%]	[5.8%]

- Vacancies: There are 3 vacant units, 1 of which need extensive repairs. Units are being worked on by our maintenance dept.
- Waitlist: The waitlist remains closed and advertisement for re-opening will be placed in September 2025.
- Rent Collections: There are 9 residents with balances: Of which, 9 tenants owe past/current rents and other charges, 1 tenant has a repayment agreement through court and 6 new Notices to Quit were served this month.
- Inspections: Certificate of Compliance with the City of Meriden have been scheduled and confirmed for September 2025.
- Recertification: Process will begin January 2026 to be completed effective May 1, 2026

Meriden Housing Authority - HCV Program Monthly Management Report

Housing Choice Voucher Program – Monthly Management Report

Reporting Period: July 2025

This report provides an overview of key HCV program metrics including the requested leased vouchers, inspection outcomes, annual recertifications, HAP expenditures, and Port-In activity for the most recently reviewed month of July 2025.

Program Highlights & Updates

- **Annual Plan Preparation**

Preparations are underway for the Meriden Housing Authority's Annual Plan, which must be submitted to HUD through the Public Housing Portal by October 18, 2025. A draft plan has already been provided to MHA for review, and the public notice was published in the Record-Journal on August 20, 2025. The public hearing is scheduled for October 2, 2025.

- **Portability Payments to Meriden HA**

In April and June, we contacted the agencies that continue to send portability payments directly to MHA. We requested that all future payments be sent to Imagineers instead. However, some paper checks and direct deposits are still being sent directly to MHA. We are continuing to follow up with these agencies until the issue is fully resolved.

HCV Program Key Metrics

Leased Vouchers

Monthly total of leased vouchers:

Month	Total Leased Vouchers	HAP Expenditures
July	All Other	839
	Mainstream	39

Inspections

Monthly inspection activity, including outcomes and abatements/holds:

Month	Total	Pass	Fail	Abatements Placed	Holdings Placed
July	74	45	29	4	9

Annual Recertifications

Monthly status of annual recertifications:

Month	Due	Completed	Timely	Late
July	68	67	67	1

HAP Expenditures

Monthly Housing Assistance Payments (HAP) disbursed:

Month	Total HAP Paid
July	All Other \$1,158,450
	Mainstream \$25,145

Port-In Reporting

Monthly status of port-in activity:

Month	Active Port-Ins	Total HAP for Units Administered	New Port-Ins	Terminated Port-Ins
July	92	\$134,730	3	2

FSS

Monthly status of port-in activity:

Month	Mandatory Slots	Families Enrolled	% of Families Enrolled
July	74	74	100

**Meriden Housing Authority
Housing Choice Voucher Program
HUD Budget Authority & Program Enrollment Level**

Assumptions:

1/1/25 HHR	596,790
1/1/25 RNP	(613,912)
1/1/25 UNP	966,148

Avg. Average HAP: 1,311.23
 Projected Monthly Aver HAP Increase Factor: prev. month + 1.0075%
 ACC Baseline Program Size (maximum allowable): 861
 ACC Baseline Program Size (minimum allowable): 10,572
 Average HAP Provided by Budget Authority: 1,319.57

Scheduled BA Funding From HUD	Additional Disbursement	Total Received from HUD	Act/Proj HAP	Act/Proj Units on Program	PBV (Max. 32)	FUP Set-Aside (Max. 4)	VASH Set-Aside (Max. 10)	FSS (Min. Pgm Size 7)	Total Vouchers	Total HAP Disbursements	Over/Under for the Month	RNP	UNP Balance	Fraud Recovery	Cash Balance	HHR
Jan-25 \$ 1,196,466	\$ (83,348)	\$ 1,113,118	\$ 1,310.83	528	317	4	8	0	857	\$ 1,123,381	\$ (10,263)	\$ (524,175)	\$ 966,148	\$ -	\$ 341,973	\$ 680,138
Feb-25 \$ 1,196,466	\$ (93,348)	\$ 1,103,118	\$ 1,307.21	528	311	4	8	0	855	\$ 1,117,668	\$ (4,550)	\$ (628,729)	\$ 966,148	\$ -	\$ 337,423	\$ 763,485
Mar-25 \$ 1,196,466	\$ (67,746)	\$ 1,128,720	\$ 1,323.86	529	308	4	8	0	849	\$ 1,123,958	\$ 4,762	\$ (623,963)	\$ 966,148	\$ -	\$ 342,185	\$ 831,231
Apr-25 \$ 1,196,466	\$ (67,746)	\$ 1,128,720	\$ 1,327.30	532	298	4	8	0	842	\$ 1,117,986	\$ 11,134	\$ (612,829)	\$ 966,148	\$ -	\$ 353,319	\$ 898,976
May-25 \$ 1,196,466	\$ (67,746)	\$ 1,138,721	\$ 1,356.40	423	405	4	8	0	840	\$ 1,139,374	\$ (653)	\$ (613,482)	\$ 966,148	\$ -	\$ 257,248	\$ 956,721
Jun-25 \$ 1,196,466	\$ (57,745)	\$ 1,138,721	\$ 1,373.22	405	308	4	8	0	845	\$ 1,160,374	\$ (21,653)	\$ (633,135)	\$ 966,148	\$ 551	\$ 331,964	\$ 1,014,465
Jul-25 \$ 1,196,466	\$ -	\$ 1,196,466	\$ 1,383.52	517	316	4	8	0	845	\$ 1,169,077	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Aug-25 \$ 1,196,466	\$ -	\$ 1,196,466	\$ 1,393.90	517	316	4	8	0	845	\$ 1,177,845	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sep-25 \$ 1,196,466	\$ -	\$ 1,196,466	\$ 1,404.95	517	316	4	8	0	845	\$ 1,186,679	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oct-25 \$ 1,196,466	\$ -	\$ 1,196,466	\$ 1,414.89	517	316	4	8	0	845	\$ 1,195,679	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nov-25 \$ 1,196,466	\$ -	\$ 1,196,466	\$ 1,425.80	517	316	4	8	0	845	\$ 1,204,946	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec-25 \$ 1,196,466	\$ -	\$ 1,196,466	\$ 1,436.19	517	316	4	8	0	845	\$ 1,213,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Total \$ 14,357,566	\$ -	\$ 14,357,566	\$ 1,436.19	5594	3527	48	96	0	10158	\$ 13,928,646	\$ (21,223)	\$ -	\$ -	\$ -	\$ -	\$ -

1/2025 HHR	3	596,790	
1/2025 RNP	3	(613,912)	
2025 BA	3	14,357,566	
2025 HAPS	3	(13,929,846)	
Est. Reserve Balance	\$	410,818	
Budget Utilization	97.02%		
% of Annual Budget Authority	3.71%		
unit utilization	96 DB%		

Of the 861 units under ACC (M=FUP, 9=VASH, and balance is 868 (including Reg HCV, FSS, Homeownership, TPV, PBV)
The Mainstream Housing Vouchers (40) is funded ad accounted for separately.

2025 Renewal Funding \$ 14,357,566
Change from 2024 BA 126,56%

Project Based Properties	Max PBV	Managed By
Chamberlain Heights	67	Westmount Management Inc
Colony residences	24	Westmount Management, Inc
Yale Acres LLC	161	Maynard Road Corporation Inc some are
Meriden Mills I LLC	26	FSS Meriden Commons
Meriden Mills II LLC	27	Meriden Commons
11 Crown Street Assoc. LLC	25	11 Crown Street Assoc
Women and Family Center	6	WYSH House for Youth
Maynard Road Corporation	9	Hanover Place for VASH
TOTAL	339	