

**MILFORD REDEVELOPMENT & HOUSING PARTNERSHIP**  
**BOARD OF COMMISSIONERS**

**MINUTES REGULAR MEETING**  
**Digitally Conducted - Emergency Preparedness Protocol**  
**Tuesday, September 17, 2024**

The Regular Meeting of the Milford Redevelopment & Housing Partnership was digitally conducted with electronic means of participation for the public at Catherine McKeen Village, 95 Jepson Drive in the Community Room on September 17, 2024. The meeting was called to order by Chairman Bergami III at 12:07 p.m..

**PRESENT**

Commissioner Samuel S. Bergami III (Zoom attendance)  
Commissioner Jake M. Joseph (Zoom attendance)  
Commissioner Charles Montalbano (Zoom attendance)  
Commissioner Richard Borer, Jr. (Phone attendance)

**ALSO PRESENT**

Anthony J. Vasiliou, Executive Director (Zoom attendance)  
Christopher M. Cody, Attorney (Zoom attendance)  
Leonora C. Rodriguez, Executive Director, Milford Senior Center

**MOTION TO ACCEPT MINUTES - REGULAR MEETING August, 2024**

MOTION: Commissioner Montalbano  
SECOND: Commissioner Joseph  
YEAS: 4  
NAYS: 0  
MOTION PASSED UNANIMOUSLY

**RESOLUTION # 1581 - ACCEPTANCE OF DISBURSEMENTS FROM THE MONTH OF August, 2024**

MOTION: Commissioner Borer  
SECOND: Commissioner Montalbano  
YEAS: 4  
NAYS: 0  
MOTION PASSED UNANIMOUSLY

**RESOLUTION # 1582 - APPROVAL FOR DISBURSEMENT OF ACCRUED PAYABLES FOR THE MONTH September, 2024**

MOTION: Commissioner Montalbano  
SECOND: Commissioner Joseph  
YEAS: 4  
NAYS: 0  
MOTION PASSED UNANIMOUSLY

## **REPORT OF EXECUTIVE DIRECTOR** -

Mr. Vasiliou presented to the Commissioners the newly installed audio/visual equipment installed at the Catherine McKeen Village Community Room. The new digital system is to promote communications with the public and provide an informational tool in the event of an emergency. The equipment can also be used to hold building meetings to specifically address building wide tenant concerns or announce upcoming projects. The Executive Director provided an update on the Alan Jepson Manor Bathroom Remodeling project. The remodeling includes grab bars, steel tubs, shower surrounds, green board drywall, 12 x 24 swanstone tiles. Ahova Home Improvement is contracted to complete the project within 150 days, however the contract completion date is anticipated to be extended. Mr. Vasiliou discussed the Foran Towers Kitchen Remodeling project, stating that it is currently out for bid. The architect will be using the same specifications as the last kitchen remodeling project at this property. The Executive Director noted that MRHP is undertaking a large-scale tree and brush pruning project at three developments. MRHP experienced difficulty finding contractors to bid on open RFP's. It is believed that a lack of bids may be due to the amount of paperwork required, lower compensation than the private sector and the higher standards we must adhere to meet the standards of public RFP's. Mr. Vasiliou spoke to the commissioners about our newest staff members, Doug Boyle, in the position of Finance and Accounting Manager and Kathy Mercado, in the position of Accounting Assistant/Work Center Coordinator. Both employees are very capable and an asset to the entire MRHP team. The annual independent audit has begun with the auditor performing remote report retrieval from our system. The remote assessment from last month is yet to be completed. Teresa Ewald took responsibility for submitting some of our reports late. HUD is requiring more reports than ever before and we anticipate they will utilize AI to create exception reports triggering more requests in the future. Commissioner Montalbano asked about a unit that has been vacant for over a year to which Mr. Vasiliou explained that the unit in question is a PBV unit. We have had challenges finding tenants who will exchange a resident-based Section 8 voucher for a project-based voucher. Our Public Housing Department is going to create a separate PBV only list of tenant candidates to overcome this problem. Commissioner Joseph suggested utilizing AI for certain tasks which is something MRHP leadership will definitely be researching for future use.

**OLD BUSINESS** - None Scheduled

**NEW BUSINESS** -

**RESOLUTION #1583** - BE IT RESOLVED: The Board of Commissioners authorizes the Executive Director as the contracting officer of the Partnership to negotiate and enter into an agreement satisfactory to MRHP with MERCURY ELECTRIC, the lowest, responsive and responsible bidder.

The contract will authorize the MRHP to procure Electrical Services in accordance with the RFP dated August 13, 2024. Award of the Agreement is contingent on successful negotiations with the most responsive and responsible bidder, otherwise the Executive Director shall initiate negotiations with the next responsive and responsible bidder.

MOTION: Commissioner Montalbano  
SECOND: Commissioner Joseph  
YEAS: 4  
NAYS: 0  
MOTION PASSED UNANIMOUSLY

**RESOLUTION #1584** -\_BE IT RESOLVED: The Board of Commissioners authorizes the Executive Director as the contracting officer of the Partnership to negotiate and enter into an agreement satisfactory to MRHP with D and D LAWN SERVICES, the lowest, responsive and responsible bidder.

The contract will authorize the MRHP to procure Landscaping Services in accordance with the RFP dated August 13, 2024 Award of the Agreement is contingent on successful negotiations with the most responsive and responsible bidder, otherwise the Executive Director shall initiate negotiations with the next responsive and responsible bidder.

MOTION: Commissioner Montalbano  
SECOND: Commissioner Joseph  
YEAS: 4  
NAYS: 0  
MOTION PASSED UNANIMOUSLY

**PUBLIC TIME** - Ms. Rodriguez was in attendance at Catherine McKeen Village Community Room. She introduced herself and let everyone know that it's Senior Citizen Month. She informed the Commissioners of the various services offered by the Senior Center and invited MRHP to refer senior tenants in need of services to them. Mr. Vasiliou referred to our Everbridge Tenant Notification System. In the event of emergencies or time sensitive matters, MRHP would consider using the system for the benefit of our senior tenants.

## **ADJOURNMENT**

Chairman Bergami III called for the meeting to be adjourned.

MOTION: Commissioner Montalbano  
SECOND: Commissioner Joseph  
YEAS: 4  
NAYS: 0  
MOTION PASSED UNANIMOUSLY

Meeting was adjourned at 12:54 p.m.

Respectfully submitted,

Anthony J. Vasiliou  
Corporate Secretary