The Commissioners of the Housing Authority of the Town of Stratford, Connecticut, met at a Special (Annual) Meeting of the Authority at the Baldwin Community Room, Stratford, CT, on Thursday, August 18, 2011.

The Special (Annual) Meeting was called to order at 12:02 p.m. Vice-Chairman Barbara English presided.

**ROLL CALL**

**ITEM #1**

In Attendance: Commissioners Barbara English
Evelyn Garofolo
Marge Voccola

Also in Attendance: Kevin S. Nelson, Executive Director
Shauna Blaze, Interim Director of Maintenance
Attorney John Florek
Liz Sulik, Deputy Director/Finance Director

Absent: Chairman Art Miller

**MINUTES – SPECIAL MEETING OF JUNE 20, 2011**

**ITEM #2**

Motion was made to approve the Minutes of the Special Meeting of June 20, 2011 as presented.

MOTION: Marge Voccola

VOTE: Unanimous

SECOND: Evelyn Garofolo

**APPROVED BILLS FOR THE MONTHS OF JUNE AND JULY 2011**

**ITEM #3**

Motion was made to approve the bills for the months of June and July 2011 as presented.

MOTION: Marge Voccola

VOTE: Unanimous

SECOND: Evelyn Garofolo

**EXECUTIVE DIRECTOR’S REPORT FOR THE MONTHS OF JUNE AND JULY**

**ITEM #4**

Kevin Nelson reported that HUD’s recapture effort is still going strong. They are now holding meetings on how to do it, and out of respect, the industry is participating in the meetings even though it will not preclude any lawsuit that may be filed on behalf of the public housing industry. The original formula looked as if HUD was going to take $2.5 million of our $3 million, which could still happen, but the actual amount may be capped at a one-year’s subsidy, which means they may recapture $1 million and will take it in the form of not sending us any subsidy money next year. Either way, the housing authorities suffer and we will continue to fight it. It is against what HUD is supposed to be doing with asset based management.

Kevin then discussed the letter he received from Shiloh Gardens residents regarding disabled tenants being placed in senior housing. This is the outcome of our efforts which were ignored at the State Legislature where we testified to cap the number of non-elderly disabled that can be placed in senior housing. Because the Federal projects have a cap, we have to place the non-elderly disabled in the State units. As a result, the seniors are becoming very upset and the elderly flavor of the complex that these residents bought into when they moved into their apartments is being destroyed. Kevin scheduled a meeting with the tenants and will urge them to call their State Representatives and Senators and ask them to do something about this situation. In addition to moving in with their younger lifestyle,
the non-elderly disabled come in with less income, as theirs does not increase as Social Security does. As a result, this is lessening the income of that project over time.

Motion was made to accept the Executive Director’s report for the months of June and July.

MOTION: Marge Voccola  VOTE: Unanimous
SECOND: Evelyn Garofolo

FINANCE DIRECTOR’S REPORT

ITEM #5

Liz Sulik began by reviewing the financial report for Shiloh and Lucas Gardens, our state elderly developments. The Rental Income - Base and Excess of Base accounts are up by almost $3,700. The Base is off because of the rental increase which was effective in May, and will be off until the end of the year. Interest Income and Other Income is approximately $1,500.00 lower than budgeted due to lower interest rates. Our Pension and Payroll accounts, in total, are on track. Our Electricity account was $3,800 higher than anticipated and Gas was higher by $5,700, which is normal for this period. In total, our Utility Expense was $10,000 higher than budgeted. Maintenance Wages was $3,500 higher due to overtime worked, especially during the winter months with the snow removal. Materials and Supplies were $4,000 higher, and Contractual Services was $5,800 higher. In total, our Maintenance Expense was approximately $2,000 higher than anticipated. Insurance was $3,600 lower than budgeted. In total, for the period, we had a net loss of $2,239.76.

Liz then reviewed the financial report for Meadowview Manor, our state family development. The Rental Income – Base and Excess of Base is off due to the rental increase. Both accounts are lower, however, by $8,200. According to the Project Manager, when she was doing the tenant recertifications, there was some reported job loss, some job changes for less pay, and others had reduced hours. As a result, tenants’ income was generally lower, and that affects our income. Our Dwelling Vacancy Loss is $6,600 less than anticipated. Interest Income and Other Income is approximately $4,400 lower. In total, our Gross Income was $6,000 lower than anticipated. Our Pension and Payroll accounts, in total, are on track. In total, that management expense is about $6,800 lower than budgeted. Utility Expense was $2,000 lower. Maintenance Wages was $3,800 higher, due to the winter overtime. Materials and Supplies and Contractual Services were about $4,800 higher. It does not look as if we will be required to pay PILOT this year; however, with Governor Malloy’s budget cuts, we may have to pay it next year. For the period, we had a net gain of $29,287.71.

The last financial report was for our federal developments, which include Hearthstone, Elm Terrace, Kennedy, Baldwin and Sedgwick Avenue. Total Operating Receipts were approximately $5,000 higher in AMP 100 and about $1,000 higher in AMP 200. Legal Expenses in AMP 200 is $1,700 higher than anticipated. Sundry in AMP 100 is about $5,000 higher. Total Administrative Expense is on track between what was budgeted and what was actual. For Electricity and Gas, the actual numbers were higher in each category for each AMP, which brought Total Utilities Expense about $20,000 higher in AMP 100 and $31,000 in AMP 200. Materials is $9,600 higher in AMP 200. Insurance was lower in AMP 100 but higher in AMP 200. In total, it was $8,000 less than budgeted. Collection Losses was $2,000 higher in AMP 200, but Extraordinary Maintenance in total was $2,400 higher than planned. Our Total Operating Expenditures in AMP 100 was $18,900 lower, but in AMP 200 were $56,600 higher. In total, for the period, we earned $101,806.63 in AMP 100 and $17,125.09 in AMP 200.

Motion was made to accept the Finance Director’s reports as presented.

MOTION: Marge Voccola  VOTE: Unanimous
SECOND: Evelyn Garofolo

HOUSING AUTHORITY ATTORNEY’S REPORT

ITEM #6

Attorney Florek provided copies of his status report. He explained that because of the economy, we have had to put more cases into eviction recently than we have had to in the past. Many of these tenants live in the State projects, and with the State projects, there is a base rent below which you cannot go.
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If a tenant has a medical situation or loses their job, and therefore loses their income, they are still responsible to pay the base rent. On the contrary, tenants living in Federal projects can have their rent lowered due to a loss or decrease in income. The Authority continues to try to work with the tenants as much as possible.

Motion was made to accept the Housing Authority Attorney’s report dated August 2011.

MOTION: Evelyn Garofolo  VOTE: Unanimous
SECOND: Marge Voccola

TRUST

ITEM #7

Kevin Nelson explained that as part of the recapture problem, at least two housing authorities that he is aware of, have put certain monies in a legal trust that they set up. It is Kevin’s understanding that, legally, once those monies go into the trust and are off the books, it would take a lawsuit for HUD to touch it. On the other hand, if HUD finds out about it, they may hold back that same amount from us the following year. Kevin is asking the Board to allow him and Attorney Florek to consult with some attorneys to see how it is done and if it would be worthwhile for the Authority to do. They would have to look into this matter soon because if the recapture goes into effect, it will happen in the fall.

Motion was made to approve researching a Trust for the Stratford Housing Authority.

MOTION: Marge Voccola  VOTE: Unanimous
SECOND: Evelyn Garofolo

SHA AUDIT REPORT – FYE 12/31/2010

ITEM #8

Kevin Nelson explained that the Board was mailed a copy of the Audit and there were no findings.

Resolution #16-2011

SHA Audit Report

Resolved: That the Audit Report for the Fiscal Year ending December 31, 2010, performed by Ross & Company of Nashua, NH, be approved as submitted.

MOTION: Marge Voccola  VOTE: Unanimous
SECOND: Evelyn Garofolo

HEARTHSTONE APARTMENTS – WINDOW REPLACEMENT

ITEM #9

Kevin Nelson explained that these bids came in a few months ago but because there were two very close bidders and there were some add-ons to be considered, this matter took some time to get resolved. It was decided to go with the original low bidder, Kenneth Thomas, II, LLC.

Resolution #17-2011

Window Replacement – Hearthstone Apartments

Resolved: That the bid of $313,500.00, submitted by Kenneth Thomas, II, LLC of Orange, CT, be accepted, subject to any required HUD approvals. Further, the Executive Director is hereby designated as the Contracting Officer, authorized to execute all aspects of the contract, including rescissions, revisions, change orders and other amendments, employ a Clerk of the Works, and otherwise act as the representative of the Stratford Housing Authority. Further, all prior actions of the Executive Director in this regard are hereby approved.
MOTION: Evelyn Garofolo  VOTE: Unanimous
SECOND: Marge Voccola

SHILOH GARDENS – BATHTUBS ITEM #10

Kevin reminded the Board that several months ago, a survey was sent to the Shiloh Gardens Residents regarding walk-in tubs. The bathrooms are original ones and, if approved, the Authority will replace 57 out of the 60 tubs, with the remaining three being handicap units that don’t require renovations. The total quote is $47,195.00; however, Kevin is asking for approval to use $60,000 in reserves in case of unforeseen circumstances.

Resolution #18-2011

Shiloh Gardens Bathtub Renovations

Resolved: That the Board of Commissioners approves the expenditure of an amount not to exceed $60,000 to install Safeway Step Bathtubs with doors in 57 apartments at Shiloh Gardens per the low quote submitted by Rehab Specialties, Warwick, RI. Further, the Executive Director is hereby designated as Contracting Officer for this project, authorized to execute all aspects of the contract including rescissions, revisions, change orders and other amendments, employ a Clerk of the Works, and otherwise act as the authorized representative of the Stratford Housing Authority. Further, all prior actions of the Executive Director, in this regard, are hereby approved.

MOTION: Marge Voccola  VOTE: Unanimous
SECOND: Evelyn Garofolo

ELECTION OF OFFICERS ITEM #11

In Chairman Art Miller’s absence, Kevin Nelson explained that the Board could either do a nomination series, or, if they do not want to make any changes, approve the existing slate. Motion was made by Commissioner Voccola to approve the existing Chairman and Vice-Chairman of the Stratford Housing Authority. Motion was seconded by Commissioner Garofolo. Motion was approved unanimously.

Commissioner Voccola thanked the Board, on behalf of her son and the South End Community Center, for the Authority’s donation to this year’s bike-a-thon. It was very much appreciated by the children.

ADJOURNMENT ITEM #12

Motion was made to adjourn.

MOTION: Marge Voccola  VOTE: Unanimous
SECOND: Evelyn Garofolo

Adjournment: 12:30 p.m.

Respectfully Submitted By,
KEVIN S. NELSON