The Commissioners of the Housing Authority of the Town of Stratford, Connecticut, met at a Regular Meeting of the Authority in the Baldwin Apartments Community Room, Stratford, CT, on Monday, September 22, 2014.

The Meeting was called to order at 11:32 a.m. Chairman Art Miller presided.

ROLL CALL

ITEM #1

In Attendance: Commissioners Barbara English
Ken Bishop
Evelyn Garofolo
Tom Malloy (Arrived at 12:00 p.m.)

Also in Attendance: Kevin S. Nelson, Executive Director
Attorney John Florek (Arrived approx. 12:20 p.m.)
Liz Sulik, Deputy Director/Finance Director

Absent: Michael Wrigglesworth, Maintenance Supervisor

PUBLIC HEARING – 2015 AGENCY PLAN AND FLAT RENT SIGNIFICANT AMENDMENT/NEW FLAT RENT SCHEDULE

ITEM #2

Two tenants from Lucas Gardens attended the public hearing. Kevin asked if they had any questions regarding the Agency Plan or Flat Rent Significant Amendment/New Flat Rent Schedule and they responded no, but would like to speak at the New Business portion of the meeting.

Resolution #14-2014 (2015 Agency Plan)

RESOLVED: That the PHA 5-Year and Annual Plan for 2015 be approved as presented, which includes form HUD-50075 (Pages 1-11) and changes made and listed in the summary of changes/reason for changes, and that the Chairman be authorized to execute Form HUD-50077, entitled PHA Certifications of Compliance with the PHA Plans and Related Regulation: Board Resolution to Accompany the PHA 5-Year and Annual Plan and Form HUD-50077-CR, entitled Civil Rights Certification.

Commissioner Bishop asked Kevin about our Resident Advisory Board. Kevin responded that we try to have one representative from each of the elderly and family units in the state and federal projects and Section 8, and they usually meet in August during the Agency Plan process.

One of the tenants present asked Kevin about rent increases. He replied that we were going to try not to have to raise rents this year but it is based on our expense ratio on what we need to keep our projects operating.

MOTION: Barbara English VOTE: Unanimous
SECOND: Evelyn Garofolo

Resolution #15-2014 (SHA Flat Rent Significant Amendment)

RESOLVED: That the Stratford Housing Authority adopts the following Flat Rent Significant Amendment to its 2014 Agency Plan pursuant to the Consolidated Appropriations Act of 2014 passed by Congress and direction of the Federal Department of Housing and Urban Development (HUD) including direction contained in HUD Notice PIH 2014-12 issued on May 19, 2014. This will replace 2014 Annual Plan Supporting Document #24.

Flat Rent Significant Amendment

The Stratford Housing Authority hereby amends its flat rent policies to comply with the statutory changes contained within, Public Law 113-76, the Fiscal Year 2014 Appropriation Act.
Minutes of September 22, 2014 Board Meeting
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The Stratford Housing Authority will set the flat rental amount for each public housing unit that complies with the requirement that all flat rents be set at no less than 80 percent of the applicable Fair Market Rent (FMR) adjusted, if necessary, to account for reasonable utilities costs. The new flat rental amount will apply to all new program admissions effective October 31, 2014. For current program participants that pay the flat rental amount, the new flat rental amount will be offered, as well as the income-based rental amount, at the next annual rental option.

The Stratford Housing Authority will place a cap on any increase in a family’s rental payment that exceeds 35 percent, and is a result of changes to the flat rental amount as follows:

- Multiply the existing flat rental payment by 1.35 and compare that to the updated flat rental amount;
- The PHA will present two rent options to the family as follows:
  - the lower of the product of the calculation and the updated flat rental amount; and
  - the income-based rent

MOTION: Barbara English  VOTE: Unanimous
SECOND: Evelyn Garofolo

MINUTES OF ANNUAL MEETING OF JULY 1, 2014
ITEM #3

Motion was made to approve the Minutes of the Annual Meeting of July 1, 2014 as presented.

MOTION: Ken Bishop  VOTE: Unanimous
SECOND: Barbara English

APPROVED BILLS FOR THE MONTHS OF JUNE, JULY AND AUGUST 2014
ITEM #4

Motion was made to approve the bills for the months of June, July and August 2014 as presented.

MOTION: Ken Bishop  VOTE: Unanimous
SECOND: Evelyn Garofolo

EXECUTIVE DIRECTOR’S REPORT FOR THE MONTHS OF JUNE, JULY AND AUGUST 2014
ITEM #5

Kevin Nelson reported that the Housing Authority received a high performer status on its federal annual review, receiving a score of 96 out of 100. The Meadowview Manor renovation work is currently underway and is progressing a little slower than we would like due to a few minor changes. It is hoped to have the work completed by April, 2015.

The 2015 federal congressional budget is still not passed. Both the Senate and House have passed a Continuing Resolution to keep the government running if the House and Senate cannot come to an agreement for the October 1st fiscal year start.

Motion was made to accept the Executive Director’s report for the months of June, July and August 2014.

MOTION: Barbara English  VOTE: Unanimous
SECOND: Evelyn Garofolo

FINANCE DIRECTOR’S REPORT
ITEM #6

Liz Sulik explained all the statements are for the period ending June 30, 2014. The first one is for E5, 179, 201, the state elderly units, which are Shiloh and Lucas Gardens. We ended the period with a net gain of $6,189.77.
The second financial statement presented was for MR-71, Meadowview Manor, our state family units. The period ended with a net gain of $54,155.49.

The third statement was for CT 27-1A, 1B, 2, 3, 5, our federal family and elderly projects. This statement was presented by Asset Management Project (AMP). AMP 100 represents our family units (Heartstone and 496 Sedgewick Avenue, 27-1A and 27-5), which recognized a $48,032.14 gain, and AMP 200, our elderly units (Elm Terrace, Kennedy and Baldwin, 27-1B, 27-2 and 27-3) ended the six month period with a gain of $43,413.83.

The final financial statement was for our DSS Program, which recognized a gain of $45,844.99.

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

MOTION: Barbara English
VOTE: Unanimous
SECOND: Ken Bishop

HOUSING AUTHORITY ATTORNEY’S REPORT

ITEM #7

Kevin Nelson indicated that he had received a message that Attorney Florek was in housing court on one of the Authority’s matters and was unsure if he would be able to attend the meeting.

SIDEWALK REPAIR AND REPLACEMENT AT KENNEDY, BALDWIN, ELM TERRACE AND HEARTSTONE APARTMENTS – BID SELECTION

ITEM #8

Kevin Nelson explained that this is part of our Capital Fund Program. The Authority went out to bid for this project and received only one bid, which was approximately $30,000 less than the architect’s estimate for the work. The bidder has done work in the past for us and we have been very happy with him. Based on this, we have decided to accept the one bid rather than go through the expense of another bid opening.

Resolution #16-2014

Resolved: That the Board of Commissioners approves the low bid of Stanley Construction, LLC of Seymour, CT in the amount of $199,442.00 for sidewalk repair and replacement at Kennedy, Baldwin, Elm Terrace and Hearthstone Apartments. Stanley Construction, LLC was the sole bidder for this project.

Further, the Executive Director is hereby named Contracting Officer, authorized to execute and administer a contract on behalf of the Authority, including any rescissions or revisions thereto, and to otherwise act as the Authority’s official representative. Further, all prior actions of the Executive Director in this regard are hereby approved.

MOTION: Barbara English
VOTE: Unanimous
SECOND: Evelyn Garofolo

SECTION 8 WAIT LIST OPENING

ITEM #9

Kevin Nelson explained that our Section 8 wait list has not been opened in approximately ten years. Based on the experience of some other similarly sized housing authorities, we can expect thousands of applicants. We are going to follow the procedures of other authorities to make it as easy and smooth as possible including placing the application in the newspaper with the advertisement, which will save a lot of people coming to the office. An application will also be available on our website.

Resolution #17-2014

Resolved: That the Executive Director be authorized to open the Section 8 Wait List at a date and time he deems appropriate, between October 1, 2014 and December 1, 2014, in accordance with governing policies and guidelines, limit the number of applications accepted and be authorized to close such wait list upon a determination that, based upon the number of applicants who are already on the wait list, the
anticipated number of project admissions, and the number of applicants expected to qualify from the opening of the wait list, there is expected to be an adequate pool of applicants who qualify for the program.

MOTION: Tom Malloy VOTE: Unanimous
SECOND: Ken Bishop

DISPOSAL OF ASSETS

ITEM #10

Resolution #18-2014

Resolved: That the following assets be disposed of to the dump as they are determined to have no scrap, salvage or sale value:

FEDERAL: Hearthstone

<table>
<thead>
<tr>
<th>Asset Number</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>012901</td>
<td>Hotpoint Refrigerator (462 Woodend Road)</td>
</tr>
<tr>
<td>012160</td>
<td>Hotpoint Refrigerator (51 Gregory Circle)</td>
</tr>
</tbody>
</table>

Robert F. Kennedy

<table>
<thead>
<tr>
<th>Asset Number</th>
<th>Item</th>
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</thead>
<tbody>
<tr>
<td>012834</td>
<td>Hotpoint 20” Stove (509 Birch Drive)</td>
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</table>

STATE ELDERLY: Shiloh Gardens

<table>
<thead>
<tr>
<th>Asset Number</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>11889</td>
<td>Hotpoint Refrigerator (22 Shiloh)</td>
</tr>
</tbody>
</table>

MOTION: Tom Malloy VOTE: Unanimous
SECOND: Ken Bishop

NEW BUSINESS

ITEM #11

At this point, the Lucas Gardens tenant asked about utility allowances. Kevin explained that he knows Lucas Gardens has electric heat, which can run high. He explained that the Authority installed, as a pilot project, heat pumps in several of the units. As a result of a recent visit from the State, we are going to be looking at installing heat pumps for all the units, which have been shown to reduce utility costs significantly.

The Lucas Gardens tenant complained about the lack of parking due to the number of cars belonging to aides. Kevin explained that many years ago the complexes were designed allotting only ½ parking space per unit, with Lucas having one space per unit. Never taken into account were visitors, aides, etc. As a result there is not sufficient parking to accommodate everyone. Kevin told the tenant that he would be happy to speak with her in the office about parking problems with specific units to see what can be done.

Commissioner Malloy mentioned that the Town is looking at possibly acquiring some underutilized and potentially blighted properties throughout Stratford. He asked if the Authority would have any interest to potentially acquire some property on which we could put a mid-density housing project. Stratford has many senior citizens who have lived and supported this town for many years who are looking to downsize and are finding there is nothing for them. He suggested we send a letter to the Town expressing an interest to enter into meaningful discussions regarding this type of project. He feels we can make a very compelling case because we do not have enough housing in this Town and have not for many years.

Motion was made by Commissioner Malloy for Kevin Nelson to send a letter to the Town of Stratford on behalf of the Authority expressing an interest in looking at and discussing the potential for additional housing development within the Town. Motion was seconded by Commissioner Bishop. Vote was unanimous.
ADJOURNMENT

ITEM #12

Motion was made to adjourn.

MOTION: Ken Bishop  VOTE: Unanimous
SECOND: Tom Malloy

Adjournment: 12:31 p.m.

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Kevin S. Nelson, Secretary