



**Resolution #2-2014**

**MR-71 (Meadowview Manor) Rent Increase**

Resolved: That effective May 1, 2014, as approved by the Connecticut Housing Finance Authority, monthly rents will be based on 31% of tenant's income, up from 30%. The base rents will not be changed and will remain as follows:

One (1) Bedroom:	\$405.00	Three (3) Bedrooms:	\$435.00
Two (2) Bedrooms:	\$420.00	Four (4) Bedrooms:	\$450.00

MOTION: Tom Malloy VOTE: Unanimous

SECOND: Barbara English

**MINUTES OF REGULAR MEETING OF DECEMBER 16, 2013**

**ITEM #3**

Motion was made to approve the Minutes of the Regular Meeting of December 16, 2013 as presented.

MOTION: Tom Malloy VOTE: Unanimous

SECOND: Evelyn Garofolo

**APPROVED BILLS FOR THE MONTHS OF DECEMBER 2013 AND JANUARY 2014**

**ITEM #4**

Commissioner Malloy questioned a check made payable to Barnum Rugby, LLC. Liz Sulik explained that this was a payment made to a Section 8 landlord.

Motion was made to approve the bills for the months of December 2013 and January 2014 as presented.

MOTION: Barbara English VOTE: Unanimous

SECOND: Evelyn Garofolo

**EXECUTIVE DIRECTOR'S REPORT FOR THE MONTHS OF DECEMBER 2013 AND JANUARY 2014**

**ITEM #5**

Kevin Nelson reported that the bids for the Interior/Exterior Renovations at Meadowview Manor were opened and will be reported on later in the agenda.

On the federal level, the President signed HR 3547, known as the Consolidated Appropriations Act. It only allows for a 75% proration in Administrative Fees to run the Section 8 Program (about an \$18,000 increase over last year, but still short approximately \$68,000 if funded at 100% based on a lease-up of 260 units) which is making it very difficult to pay salaries and benefits for this program. The Housing Assistance Payment funding, the money used to pay landlords, is expected to be funded at approximately 99%. The subsidy proration for our own units, known as Operating Subsidy, for the first month is running at about 85% (of an expected \$1 million) but according to HUD, all subsidies are subject to change throughout the year. Presently, this would translate to about a \$150,000 reduction. Capital Fund is about level funded but there is a chance we may see a \$20,000 increase. In summary, budgeting and running the Authority has become increasingly more difficult with the budget cuts and the inability to plan due to constant dollar fluctuations and lack of information.

Motion was made to accept the Executive Director's report for the months of December 2013 and January 2014.

MOTION: Tom Malloy VOTE: Unanimous

SECOND: Evelyn Garofolo

**FINANCE DIRECTOR'S REPORT**

**ITEM #6**

Liz Sulik explained the Financial Statement for year ending 12/31/2013 for E5, 179, 201, our state elderly units, which are Shiloh and Lucas Gardens. For the period, this program had a net gain of \$46,883.71.

The second financial statement presented was for MR-71, Meadowview Manor, our state family units. In total, our net gain for this program was \$85,895.98.

The third statement was for CT 27-1A, 1B, 2, 3 and 5, our federal family and elderly projects. AMP 100 represents our federal family units (Hearthstone Apartments and 496 Sedgewick Avenue) and AMP 200 is our federal elderly units (Kennedy and Baldwin Apartments and Elm Terrace). In AMP 100, we had a net gain of \$60,981.12, but a net loss in AMP 200 in the amount of \$139,823.40. The breakdown of extraordinary maintenance charges (Account 4610) are broken down on page 3, Analysis of Nonroutine Expenditures, which contributed to the net loss in AMP 200.

The final financial statement was for our DSS Program, which had a net gain of \$30,847.82.

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

MOTION: Tom Malloy

VOTE: Unanimous

SECOND: Barbara English

**HOUSING AUTHORITY ATTORNEY'S REPORT**

**ITEM #7**

Attorney Florek explained that next month he will have a report prepared in the new format and which will more accurately reflect the trends and legal condition of the Authority now as opposed to six months ago.

The closing of the MR-71 grant will probably take place the beginning of April, and this matter will be discussed in more detail under Item #8 on the agenda.

Over the last month, Attorney Florek has served eight new Notices to Quit and put another four matters into actual suit for eviction. This number is a little higher than normal but some of them have been resolved with the SHA office and will not be processed further.

Attorney Florek added there was a CHRO complaint brought against the Authority which is being dealt with. Interviews with CHRO will take place later this week and he hopes the matter will be resolved satisfactorily.

Attorney Florek added that the SHA, through Kevin's proactive approach, has resolved the matter with the Bridgeport Housing Authority over the unpaid Section 8 payments.

Motion was made to accept the Housing Authority Attorney's report as presented.

MOTION: Barbara English

VOTE: Unanimous

SECOND: Evelyn Garofolo

**MEADOWVIEW MANOR INTERIOR AND EXTERIOR RENOVATIONS – 1<sup>ST</sup> \$30M (aka First Year \$30 Million)**

- **Contract Award**
- **Authorizing Resolution**

**ITEM #8**

Kevin Nelson explained that he will be presenting two resolutions today regarding this matter.

We had the bid opening last week and have included a list of all bids with the board packages. BRD Builders, the low bidder, has done work here before on a much smaller scale and has done, and continues to do, million dollar contract work in Hartford and other public housing authorities. Kevin explained that he normally presents the Architect's recommendation with the resolution awarding the contract, however, because the bids were open so recently, he does not yet have it. He explained that the Board can accept

the resolution as prepared without the architect's recommendation so we can work toward our grant closing deadline of March 31<sup>st</sup> with CHFA, and Kevin can provide it to them when he receives it, or they can wait to approve the award until Kevin receives the architect's recommendation. The closing with the State, which, Attorney Florek explained, is like a big, commercial refinance, and requires considerable documents from all parties involved.

**Resolution #3-2014**

**Meadowview Manor Renovations – 1<sup>st</sup> \$30M (aka First Year \$30 Million)**

**Invitation to Bid (Re-advertised January 16, 2014) for the Interior and Exterior Renovations at Meadowview Manor Apartments**

Resolved: That the Board of Commissioners approves the bid submitted by BRD Builders, LLC, of Hartford, CT in the amount of \$4,173,000.00, subject to a written recommendation of the Architect, Antinozzi Associates, based on a reference and qualifications check, and which is received and approved by the Executive Director.

Further, the Executive Director is hereby designated as the Contracting Officer and is 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: Tom Malloy VOTE: Unanimous

SECOND: Barbara English

**Resolution #4-2014**

**Meadowview Manor Renovations – 1<sup>st</sup> \$30M (First Year \$30 Million)**

Resolved: That the Stratford Housing Authority Board of Commissioners approves the terms and conditions of the commitment to provide financial assistance issued by the Connecticut Housing Finance Authority for purposes of the revitalization of Meadowview Manor as set forth in the Commitment Letter dated October 8, 2013, as amended and extended on December 23, 2013. Further, the Executive Director is authorized to execute any documents as may be required by the Connecticut Housing Finance Authority in order to secure such financial assistance including, but not limited to, an Assistance Agreement, mortgage deeds and other security agreements, a Declaration of Restrictive Covenants and such other documents deemed necessary by the Connecticut Housing Finance Authority.

Further, all prior actions of the Executive Director in this regard are hereby approved and ratified.

MOTION: Tom Malloy VOTE: Unanimous

SECOND: Evelyn Garofolo

**SEMAP CERTIFICATION**

**ITEM #9**

Kevin Nelson explained that this is HUD's Section 8 Management Assessment Program. This is a self-assessment and reporting that we attest to on our Section 8 Program. In order for Kevin to enter and sign this document online, the Board must approve it, in accordance with CFR 985.101.

**Resolution #5-2014**

**SEMAP Certification**

Resolved: That the Board approves the SEMAP Certification for Fiscal Year 2013 for submission to HUD by the Executive Director. Further, all prior actions of the Executive Director in this regard are hereby approved.

MOTION: Tom Malloy VOTE: Unanimous

SECOND: Evelyn Garofolo

**DISPOSAL OF ASSETS**

**ITEM #10**

**Resolution #6-2014**

**Disposal of Assets**

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

**FEDERAL:**

**98 Gregory Circle**

<u>Asset Number</u>	<u>Item</u>
11690	Blue Task Chair

**Kennedy Apartments Garage**

<u>Asset Number</u>	<u>Item</u>
012709	Earthway Spreader

**Hearthstone Apartments**

<u>Asset Number</u>	<u>Item</u>
012146	Hotpoint Refrigerator (418 Woodend Road)

MOTION: Tom Malloy VOTE: Unanimous

SECOND: Barbara English

**NEW BUSINESS**

**ITEM #11**

There was no new business to report.

**ADJOURNMENT**

**ITEM #12**

Motion was made to adjourn.

MOTION: Barbara English VOTE: Unanimous

SECOND: Evelyn Garofolo

Adjournment: 1:21 p.m.

---

Kevin S. Nelson, Secretary