

**HOUSING AUTHORITY OF THE TOWN OF STRATFORD, CONNECTICUT
P.O. BOX 668
STRATFORD, CT 06615**

**MINUTES OF REGULAR MEETING
HELD MARCH 24, 2014**

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, 75-A Griffen Street, Stratford, Connecticut, on Monday, March 24, 2014.

The Meeting was called to order at 12:00 p.m. Chairman Art Miller presided.

ROLL CALL

ITEM #1

In Attendance: Commissioners Barbara English
Evelyn Garofolo

Also in Attendance: Kevin S. Nelson, Executive Director
Liz Sulik, Deputy Director/Finance Director

Absent: Tom Malloy, Commissioner
Michael Wrigglesworth, Maintenance Supervisor
Attorney John Florek

MINUTES OF REGULAR MEETING OF FEBRUARY 24, 2014

ITEM #2

Motion was made to approve the Minutes of the Regular Meeting of February 24, 2014 as presented.

MOTION: Barbara English VOTE: Unanimous

SECOND: Evelyn Garofolo

APPROVED BILLS FOR THE MONTH OF FEBRUARY 2014

ITEM #3

Motion was made to approve the bills for the month of February 2014 as presented.

MOTION: Barbara English VOTE: Unanimous

SECOND: Evelyn Garofolo

EXECUTIVE DIRECTOR'S REPORT FOR THE MONTH OF FEBRUARY 2014

ITEM #4

Kevin Nelson reported that our annual CDBG application for vacant unit work in the amount of \$90,000 was approved by the CDBG subcommittee to the Town Council in the amount of \$20,000 - \$5,000 for painting and \$15,000 for labor. This is a cut of approximately \$40,000 from 2013. The Community Development allocation has been cut over the last several years, so the Authority understands that difficult choices must be made among an abundance of requests and is grateful for any funding it receives. Community Development has been extremely generous over the years. Although vacancies can fluctuate dramatically without notice, they were lower last year, approximately 9%, so we should be fine.

Our Capital Fund Allocation for 2014 has increased approximately \$39,000 from close to \$360,000 to \$399,000.

The Meadowview Manor grant will hopefully close with CHFA no later than April 30th so we can get this work started, which will take approximately one year. Due to the abatement and the attempt to avoid relocation of the tenants, the architect did a thorough scope of work review with the low bidder and we allowed him several days to make sure his numbers were correct. Everything seems good on our end and now we want to expedite the contract signing for the work and the closing documents for the state grant.

Kevin also reported that he and John Florek will be reviewing the conflict of interest policy for the Authority. Apparently there is a tenant from the DSS program leasing an apartment from one of our employees. Research has to be done to see if this is a conflict, as this is the state program administered by John D'Amelia but utilizing employees of the Authority, and how to best revise the policy to suit the interests of the Authority. Kevin explained that something can be legal but still not in the best interests of the Authority. He hopes to have a recommendation for the next Board meeting.

Motion was made to accept the Executive Director's report for the month of February 2014.

MOTION: Barbara English VOTE: Unanimous

SECOND: Evelyn Garofolo

FINANCE DIRECTOR'S REPORT

ITEM #5

Liz Sulik stated there was no report this month.

HOUSING AUTHORITY ATTORNEY'S REPORT

ITEM #6

There was no Housing Authority Attorney's report as Attorney Florek was not present for the meeting.

DISPOSAL OF ASSETS

ITEM #7

Resolution #7-2014

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:

AMP 200 – Administrative Building

<u>Asset Number</u>	<u>Item</u>
11773	Dell Inspiron Laptop

MOTION: Barbara English VOTE: Unanimous

SECOND: Evelyn Garofolo

NEW BUSINESS

ITEM #8

There was no new business to report.

ADJOURNMENT

ITEM #9

Motion was made to adjourn.

MOTION: Barbara English VOTE: Unanimous

SECOND: Evelyn Garofolo

Adjournment: 12:10 p.m.