

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

**MINUTES OF REGULAR MEETING  
HELD JUNE 23, 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, June 23, 2014.

The Meeting was called to order at 12:08 p.m. Chairman Art Miller presided.

**ROLL CALL**

**ITEM #1**

In Attendance:                      Commissioners    Barbara English  
   Evelyn Garofolo  
   Ken Bishop

Also in Attendance:    Kevin S. Nelson, Executive Director  
   Attorney John Florek  
   Michael Wrigglesworth, Maintenance Supervisor

Absent:    Commissioner Tom Malloy  
   Liz Sulik, Deputy Director/Finance Director

**MINUTES OF REGULAR MEETING OF MAY 19, 2014**

**ITEM #2**

Motion was made to approve the Minutes of the Regular Meeting of May 19, 2014 as presented.

MOTION:    Barbara English    VOTE:            Unanimous

SECOND:    Evelyn Garofolo

**APPROVED BILLS FOR THE MONTH OF MAY 2014**

**ITEM #3**

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

MOTION:    Ken Bishop    VOTE:            Unanimous

SECOND:    Evelyn Garofolo

**EXECUTIVE DIRECTOR'S REPORT FOR THE MONTH OF MAY 2014**

**ITEM #4**

Kevin Nelson reported that the MR-71 construction is underway, with the contractor beginning with the roofs.

The 2015 federal budget has still not passed as the Senate cannot come to an agreement.

Kevin reported that the auditor finished the audit with no findings. Kevin must submit the audit electronically but has been having a problem because our IE version and HUD's version do not match up. We are working with HUD and our IT consultant to correct the problem.

Joe Schiff, the Authority's consultant for the annual Agency Plan will be coming in this Wednesday and Thursday to work on the 2015 Plan. This is usually advertised in early August for a public hearing in September to solicit public comment, and is then submitted to HUD by October 18, 2014. The Authority also publishes any changes to the state programs at this time.

Kevin added that he has been asked to serve on the East Hartford non-profit board by the East Hartford Housing Authority and would be glad to serve if there are no objections by the Board. The Board meets once a month at noon in East Hartford. Their non-profit will be dealing with housing development. The Board had no objections.

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

MOTION: Barbara English VOTE: Unanimous

SECOND: Evelyn Garofolo

**FINANCE DIRECTOR'S REPORT**

**ITEM #5**

There was no report this month.

**HOUSING AUTHORITY ATTORNEY'S REPORT**

**ITEM #6**

Attorney Florek explained that it was a slow month with regard to Notices to Quit and evictions put into suit. During the past month we have had to physically evict two tenants, which were handled by the Marshal. There are no new litigation matters other than the normal evictions, which will be reported on in a couple of months as they are reported on every six months now.

He reported that construction has begun at Meadowview Manor. As advances are requested from the grant to pay the contractor, we need to get involved because we need to do a title rundown, issue an endorsement to the title insurance policy, and get some lien waivers signed every time that happens, which should be approximately once a month for the duration of the project.

MOTION: Barbara English VOTE: Unanimous

SECOND: Ken Bishop

**SHA PROJECT BASED VOUCHERS (TABLED)**

**ITEM # 7**

Kevin Nelson explained that this item will remain tabled.

**SHA ETHICS POLICY (TABLED)**

**ITEM # 8**

A motion was made by Commissioner Bishop to remove the SHA Ethics Policy from the table. Motion was seconded by Commissioner English. Vote was unanimous.

Kevin Nelson reported that Attorney Florek prepared a draft Conflict of Interest Policy for the Board's review. This does not have to be acted on today. Kevin explained that the policy we had was not bad but a situation came to light where we had a maintenance staff member renting an apartment to a Section 8 tenant from the State program that we help administer. While that is not against the law, we do not want that conflict of interest to exist.

Attorney Florek suggested that the board members read the draft, come up with any questions, and it will be addressed at the September meeting.

A motion was made by Commissioner English for the SHA Ethics Policy to be placed back on the table. Motion was seconded by Commissioner Garofolo. Vote was unanimous.

**DISPOSAL OF ASSETS**

**ITEM # 9**

**Resolution #10-2014**

**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:  
DSS OFFICE

| <u>Asset Number</u> | <u>Item</u>     |
|---------------------|-----------------|
| 012726              | Brother Printer |

MOTION: Barbara English VOTE: Unanimous

SECOND: Evelyn Garofolo

**SHA AUDIT – FYE DECEMBER 2013**

**ITEM # 10**

Kevin Nelson asked if anyone had any questions on the audit, which they previously received a copy of. Kevin added that there were no findings. Commissioner Bishop had several questions regarding the audit. Kevin explained that he would get the answers to the questions from Liz Sulik and get back to him. In the meantime, if the Board could accept it as presented because it has to be in by June 30<sup>th</sup> and the answers to the questions are not expected to result in any substantive change to the audit. Commissioner Bishop agreed with this.

**Resolution #11-2014**

**SHA Audit Report**

Resolved: That the audit of the Stratford Housing Authority for the FYE December 31, 2013, performed by Ross & Company of Nashua, NH, be accepted by the Board of Commissioners.

MOTION: Ken Bishop VOTE: Unanimous

SECOND: Evelyn Garofolo

**SHA 2012 VACATED TENANTS ACCOUNTS RECEIVABLE WRITE-OFFS (STATE PROGRAMS)**

**ITEM # 11**

Kevin Nelson explained that this is our annual accounting function where we write off the tenants accounts receivable but still attempt to collect the ones that are collectable. In terms of the amount of money we collect for rent, the write off amount is small. Kevin added that we are very strict with our rent collection policy.

Commissioner Bishop asked several questions about the rent collection policy and write offs. Kevin Nelson and Attorney Florek answered the questions.

**Resolution #12-2014**

**2012 Vacated Tenants Accounts Receivable (State Programs)**

Resolved: That, pursuant to the 2012 Vacated Tenants Report presented in writing for the State Elderly Programs (E5, 179, 201) and Moderate Rental Family (MR-71), the Tenants Accounts Receivables are approved to be written off as follows:

|                                  |                    |
|----------------------------------|--------------------|
| State Elderly (E5, 179, 201)     | \$ 3,865.30        |
| State Family (MR-71)             | <u>\$ 6,441.92</u> |
| State Public Housing Total ..... | \$10,307.22        |

MOTION: Ken Bishop VOTE: Unanimous

SECOND: Evelyn Garofolo

**ELDERLY/DISABLED WAIT LIST OPENING**

**ITEM # 12**

Kevin Nelson explained that we give a broad window for opening the list because it gives us plenty of time to react to the list getting low, such as advertising, preparing the forms, etc. He explained the wait list opening process to Commissioner Bishop.

**Resolution #13-2014**

**Elderly/Disabled Wait List Opening**

Resolved: That the Executive Director be authorized to open the Elderly/Disabled Wait List at a date and time he deems appropriate, between July 1, 2014 and November 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: Barbara English

VOTE: Unanimous

SECOND: Evelyn Garofolo

**ANNUAL MEETING / ELECTION OF OFFICERS – SCHEDULE DATE**

**ITEM #13**

Kevin Nelson explained that the annual meeting is coming up. We will get in touch with the Commissioners to schedule a mutually convenient date. He then asked if July 1<sup>st</sup> was good for everyone, we could schedule the annual meeting for that date at noon. Everyone was in agreement.

**NEW BUSINESS**

**ITEM #14**

There was no new business.

**ADJOURNMENT**

**ITEM #15**

Motion was made to adjourn.

MOTION: Barbara English

VOTE: Unanimous

SECOND: Evelyn Garofolo

Adjournment: 12:54 p.m.

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Kevin S. Nelson, Secretary