



## FINANCE DIRECTOR'S REPORT

### ITEM #5

Liz Sulik explained the 2015 Federal budget for CT 27-1A, 1B, 2, 3 and 5, also known as the Operating Budget. AMP 100 represents our Federal Family units (Hearthstone Apartments and 496 Sedgewick Avenue) and AMP 200 is our Federal Elderly units (Kennedy, Baldwin Apartments and Elm Terrace).

The first section is our Income portion, known as our Operating Receipts, and includes Dwelling Rental, Interest and Other Income. We are projecting a total of \$1,151,550.

Our Operating Expenditures for Administration include admin salaries, legal expense, staff training, travel, accounting, auditing fees and other admin expense, and are budgeted at \$398,125. Utilities include water, electricity, gas and labor and are budgeted for \$489,640. Ordinary Maintenance and Operations, which includes Maintenance labor, materials and contract costs is projected at \$430,660. General Expense items, including insurance, PILOT, employee benefit contributions, collection losses and other general expense are budgeted at \$2,018,635. All salary and corresponding benefits were calculated using 2014 numbers due to union negotiations. Non-Routine Expenditures are budgeted at \$4,000 in total. Our total Operating Expenditures are budgeted at 2,022,635, which leaves a deficit of \$871,085.

Our Operating Subsidy, computed using 2014 numbers because the submission for 2015 dollars is not yet available by HUD, is budgeted at \$1,048,910, which leaves a net gain of \$113,415 in AMP 100 and \$64,410 in AMP 200, for a net gain total of \$177,825. This is assuming 100% proration, but, as Kevin explained earlier, the proration is likely to be between 80-85%, so our net gain numbers may be reduced. Commissioner Bishop asked if we will be operating in the red. Liz responded that the gain would drop to \$20,500 at 85% proration, but everything depends on the proration, salaries, health premium renewals, etc. Kevin explained that we budget the Federal program with a reserve, and are usually able to sustain cuts here better than in other areas. He added that the Federal government cannot continue to be so short sighted that they don't want to fund this program, cut the Operating Subsidy, stop us from raising the minimum rents and increasing the medical deduction allowance for our tenants. Kevin added that we will sustain layoffs if we have to, but that will not happen unless absolutely necessary.

Motion was made to accept the 2015 Federal Budget as presented and was assigned Resolution #20-2014.

MOTION: Ken Bishop VOTE: Unanimous

SECOND: Barbara English

Liz next explained the 2015 budget for the DSS Program. For this program, our Income is projected at \$396,380. Expenses include salaries (computed at 2014 levels), legal and personnel costs, travel, office supplies, accounting and auditing fees, office rent, sundry, materials, contract costs, insurance and employee benefit contributions (computed at 2014 levels as appropriate) for a total of \$366,950. The projected gain for this program is \$29,430.

Motion was made to accept the 2015 Budget for the DSS Program as presented.

MOTION: Barbara English VOTE: Unanimous

SECOND: Ken Bishop

## HOUSING AUTHORITY ATTORNEY'S REPORT

### ITEM #6

Attorney Florek explained that in Kevin's written report, there is a category entitled "Tenants in Possession" which shows a figure of \$33,000. He clarified that one case he is handling involves a possible \$13,000 in back rent, based on unreported income by someone possibly living in a unit. We are in the midst of sorting this matter out and he will keep the Board posted on this matter.

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

MOTION: Barbara English VOTE: Unanimous

SECOND: Ken Bishop

**2014 VACATED TENANTS ACCOUNTS RECEIVABLE WRITE-OFFS**

**ITEM # 7**

Kevin Nelson explained that this is an accounting function we perform each year for our Federal programs. Liz Sulik explained that we need to wait one full year before we are able to write off the State Vacated Tenants Accounts Receivables, and the Federal write-offs are done based on the current year activity.

Attorney Florek added that some of the names on the report are people that have been evicted and have vacated owing the Housing Authority money. We continue to try to collect the money although many of them are judgment-proof. Many of the individuals are elderly residents who have gone into long term convalescence or have passed away.

**Resolution #21-2014**

Resolved: That, pursuant to the 2014 Vacated Tenants Report presented in writing for the Federal Public Housing AMP 100 (Federal Family), AMP 200 (Federal Elderly) and Housing Choice Voucher Programs, the Vacated Tenants Accounts Receivables are approved to be written off as follows:

FEDERAL PROGRAMS:	Federal Family (AMP 100)	\$5,251.65
	Federal Elderly (AMP 200)	\$3,597.15
<b>Federal Public Housing Total.....</b>		<b>\$8,848.80</b>
HOUSING CHOICE VOUCHER		\$1,698.20
OVERPAYMENTS AND COLLECTION OF PREVIOUSLY		
WRITTEN OFF HCV VACATED TARS		(\$2,244.00)
<b>Housing Choice Voucher Total .....</b>		<b>(\$ 545.80)</b>

MOTION: Ken Bishop

SECOND: Barbara English

VOTE: Unanimous

**AGREEMENT BETWEEN THE SHA AND THE FEDERATION OF STRATFORD HOUSING AUTHORITY EMPLOYEES, LOCAL 134 INTERNATIONAL FEDERATION OF PROFESSIONAL AND TECHNICAL ENGINEERS, AFL-CIO**

**ITEM # 8**

Kevin Nelson suggested this matter be taken up in Executive Session before adjournment of the meeting. Attorney Florek advised the Board to make a motion to go into Executive Session at the conclusion of the meeting.

Motion was made by Commissioner Bishop to go into Executive Session at the conclusion of the meeting, to address Item #8 on the agenda. Motion was seconded by Commissioner English. Vote was unanimous.

Chairman Art Miller explained that Item #8, Agreement Between the SHA and the Federation of Stratford Housing Authority Employees, Local 134 International Federation of Professional and Technical Engineers, AFL-CIO, will be handled in Executive Session at the end of the meeting.

**SHA CONFLICT OF INTEREST POLICY**

**ITEM # 9**

Commissioner Ken Bishop made a motion to take this matter off the table for purposes of discussion. Motion was seconded by Commissioner English. Vote was unanimous.

Commissioner Bishop questioned a phrase in the Policy regarding *gifts reasonably expected in normal social relationships*. Attorney Florek responded that he and Kevin spent a lot of time on this topic and tried to establish a standard which allowed some discretion in order to reflect normal human relationships and common sense. Kevin explained that usually there are no gifts but in the rare case when there is, a staff person will tell Kevin that they were given something and Kevin advises them to return it to the giver. Much discussion took place regarding this matter and it was decided that the Policy would be looked at again with more definitive dollar limits set on gifts.

Commissioner Bishop made a motion to table the Conflict of Interest Policy for further discussion before the full Board. Motion was seconded by Commissioner English. Vote was unanimous.

**DISPOSAL OF ASSETS**

**ITEM #10**

**Resolution #22-2014**

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

<u>Asset Number</u>	<u>Item</u>
012058	Hotpoint Refrigerator (94 Birch Drive)

Kennedy

<u>Asset Number</u>	<u>Item</u>
011292	Wheelbarrow (Maintenance Garage)

MOTION: Ken Bishop VOTE: Unanimous

SECOND: Barbara English

**NEW BUSINESS**

**ITEM #11**

Kevin stated that he had no new business to discuss. The tenant in attendance at the meeting thanked Kevin Nelson for answering all her questions from the last meeting she attended. She added that there is an issue with "tenant only" parking signs at Lucas Gardens. Kevin responded that he went to Lucas Gardens and counted the spaces and will review the situation with the Maintenance Director and get back to her. She added that some tenants will be attending the February board meeting.

**AGREEMENT BETWEEN THE SHA AND THE FEDERATION OF STRATFORD HOUSING AUTHORITY EMPLOYEES, LOCAL 134 INTERNATIONAL FEDERATION OF PROFESSIONAL AND TECHNICAL ENGINEERS, AFL-CIO**

**ITEM # 8**

The Board went into Executive Session at 12:59 p.m. The regular board meeting resumed at 1:10 p.m.

**Resolution #23-2014**

Resolved: That the Union Agreement changes are approved as presented. All non-union employees will receive the same raise percentage and benefit package as the union employees. Further, the Authority will provide a contribution to the 401 (a) ICMA Money Purchase Plan as a key employee retention incentive in the amount of 2% for 2015, 2016 and 2017, per Section 20d. of the SHA Personnel Policy.

Further, the Executive Director is authorized to effect all necessary changes to the Union Agreement and the Chairman and Executive Director are authorized to sign the agreement.

MOTION: Ken Bishop VOTE: Unanimous

SECOND: Barbara English

**ADJOURNMENT**

**ITEM #12**

Motion was made to adjourn.

MOTION: Ken Bishop VOTE: Unanimous

SECOND: Barbara English

Adjournment: 1:11 p.m.

  
Kevin S. Nelson, Secretary