

that our health insurance has increased to \$500,000 over the last couple of years. In response to the tenant's question regarding health insurance costs, Kevin responded that the Stratford Housing Authority is a separate corporation with a Board of Commissioners appointed by the Town Council. We are expected to be non-political and run as a private corporation. Kevin stated that the employees of the Authority contribute 16% of the cost of their medical insurance, and we pay taxes to the Town of Stratford.

MOTION: Barbara English VOTE: Unanimous

SECOND: Evelyn Garofolo

Resolution #4-2015

MR-71 (Meadowview Manor) Rent Increase

Resolved: That effective May 1, 2015, as approved by the Connecticut Housing Finance Authority, monthly rents will be based on 32% of tenant's income, up from 31%. The base rents will not be changed and will remain as follows:

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

MOTION: Tom Malloy VOTE: Unanimous

SECOND: Evelyn Garofolo

MINUTES OF REGULAR MEETING OF JANUARY 12, 2015

ITEM #3

Motion was made to approve the Minutes of the Regular Meeting of January 12, 2015 as presented.

MOTION: Ken Bishop VOTE: Unanimous

SECOND: Barbara English

APPROVED BILLS FOR THE MONTH OF JANUARY 2015

ITEM #4

Motion was made to approve the bills for the month of January 2015 as presented.

MOTION: Ken Bishop VOTE: Unanimous

SECOND: Evelyn Garofolo

Commissioner Malloy questioned a HAP payment in the amount of \$8,986. Kevin explained that it is a monthly housing assistance payment made to a landlord who owns many rental units.

EXECUTIVE DIRECTOR'S REPORT FOR THE MONTH OF JANUARY 2015

ITEM #5

In addition to his written report, Kevin Nelson reported that the 2015 Capital Housing Fund allocation for the Authority is \$407,818, which is a slight increase from last year's amount of approximately \$399,000. This increase is due to our high performer status.

The Meadowview Manor \$5 million renovation is experiencing some delays due to the weather conditions and some contractor issues. There was a problem with the stored materials payment so the plumber walked off the job for a short period of time. We convinced the state to allow us to pay for stored materials and the plumber returned. This is a very large, complex job and is going well considering the complexity of it. Kevin added that Joe Ganino and the Project Manager Brenda Rosado are working hard with the residents to minimize relocation problems and are doing a good job.

Motion was made to accept the Executive Director's report for the month of January 2015.

MOTION: Barbara English VOTE: Unanimous

SECOND: Evelyn Garofolo

FINANCE DIRECTOR'S REPORT

ITEM #6

Liz Sulik explained all the Financial Statements for year ending 12/31/2014 in detail and asked the Commissioners if they had any questions after presenting each one.

E5, 179, 201, Shiloh and Lucas Gardens, our state elderly program, had a net gain of \$18,604.35.

MR-71, Meadowview Manor, our state family program, had a net gain of \$92,628.36. Liz noted that our mortgage for this property will be paid in 2015.

AMP 100, our federal family development, had a net gain of \$158,317.24. AMP 200, our federal elderly development, had a net gain of \$2,710.62.

The DSS Program had a net gain of \$28,203.78.

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

MOTION: Barbara English VOTE: Unanimous

SECOND: Evelyn Garofolo

HOUSING AUTHORITY ATTORNEY'S REPORT

ITEM #7

Attorney Florek explained that there is no pending litigation to report on. Approximately fifteen notices to quit were served last month; however, not very many of them were put into suit because the tenants either paid what they owed or made payment arrangements with the office staff.

Attorney Florek added that he has been working with Kevin on two Housing Authority policies, one of which is the Conflict of Interest Policy. The other policy is the Grievance Procedure which was found to be in need of revising after a small controversy arose. When reviewed, it was found that it did not comply in all respects with HUD regulations. That policy will be presented to the Board at some point for their review and approval. Kevin stated that once the policy is finalized, he will most likely have it adopted as a formal policy with our Agency Plan later in the year. In the meantime, we will comply with HUD requirements. Kevin stated that we seldom get a grievance.

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

MOTION: Ken Bishop VOTE: Unanimous

SECOND: Barbara English

STATE MODERATE RENTAL AND STATE ELDERLY 2013 VACATED TENANTS ACCOUNTS RECEIVABLE WRITE-OFFS

ITEM #8

Kevin explained that this is our annual write-off function that we do for accounting purposes. Even though these accounts are written off, we continue to pursue collecting on them.

Resolution #5-2015

2013 Vacated Tenants Accounts Receivable for the State Moderate Rental (Meadowview Manor) and State Elderly Rental (Shiloh Gardens) Programs

Resolved: That, pursuant to the 2013 Vacated Tenants Report presented in writing for the State Moderate Rental (Meadowview Manor) and State Elderly Rental (Shiloh Gardens) Programs, the Vacated Tenants Accounts Receivables are approved to be written off as follows:

State Moderate Rental	\$1,754.86
State Elderly Rental	\$3,257.20
TOTAL PROPOSED STATE WRITE-OFFS	\$5,012.06

MOTION: Ken Bishop VOTE: Unanimous

SECOND: Evelyn Garofolo

SEMAP CERTIFICATION

ITEM #9

Kevin Nelson explained that SEMAP is the Section 8 Management Assessment Program. Every year we get assessed by HUD on both our public housing and Section 8 Program. SEMAP is essentially a self-certification process. We submit a report online and HUD reviews it against data that they have. A sampling of our Section 8 files are reviewed by an independent person and the Section 8 staff prepares the certification for submission. If the Board approves the resolution before them, Kevin will submit the certification to HUD via computer. HUD will sometimes randomly choose a housing authority and visit them to be sure the certification they submitted is truthful.

Resolution #6-2015

SEMAP Certification

Resolved: That the Board approves the SEMAP Certification for Fiscal Year 2014 for submission to HUD by the Executive Director. Further, all prior actions of the Executive Director in this regard are hereby approved.

MOTION: Barbara English VOTE: Unanimous

SECOND: Ken Bishop

EXECUTIVE DIRECTOR ANNUAL COMPARABILITY REVIEW

ITEM #10

Kevin explained that due to the delay in this report, he asked David Dunn to do a review that would combine 2014 and 2015. David Dunn, the Authority's Personnel Consultant, explained that housing authorities are required to perform a comparability review annually and submit it to HUD. The problem with surveys like this is getting timely and accurate information because for many years housing authorities were reluctant to share this information publicly. David explained that he submitted an FOI request to HUD in December 2014 and received the information from them which he used for his review. David added that he only used housing authorities that report 700 or more units, including DSS units, except that he included Milford, our immediate neighbor, because in the past we have used them in similar surveys. David explained that the Meriden and Waterbury housing authorities share one Executive Director, who earns both salaries. The idea of a shared Executive Director is an emerging trend in public housing authorities which the federal government is encouraging and in some cases helping to arrange it. David summed up that the survey shows that for authorities with 700 units or more, including Milford, Kevin's salary is within the comparable range.

Motion was made to accept the Executive Director's Annual Comparability Review, as presented, for the years 2014 and 2015.

MOTION: Ken Bishop VOTE: Unanimous

SECOND: Barbara English

SHA CONFLICT OF INTEREST POLICY

ITEM # 11

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

Commissioner Ken Bishop made a motion to accept the SHA Conflict of Interest Policy as submitted, with the \$100.00 value limit for gifts. Motion was seconded by Commissioner Tom Malloy. Vote was unanimous.

Kevin thanked Attorney Florek and the Board for their efforts and interest. Kevin added that this policy, as all our policies, are living documents and can be changed when and if an issue arises. Attorney Florek added that he believes the current Conflict of Interest Policy is for the better.

NEW BUSINESS

ITEM #12

Commissioner Bishop asked if there was any response to the letter sent to the Mayor regarding property on Main Street. Kevin responded that he and Commissioner Malloy met with the Mayor to express a general interest if the Town were to come across any properties that could potentially be developed for housing. Kevin added that if we see a particular property that we are interested in and would make a good fit for the Town, we will make the inquiry. We want to respect the balance between the Town's interest and our own interest. Other than that, we will wait to see if the Town approaches us.

At this point, a Lucas Gardens tenant in attendance inquired if it was possible for the Authority to look into getting some new thermostats because they are over 30 years old. Kevin explained that he tried to work something out with our utility broker to get the tenants reduced electric rates but it couldn't be done because the tenants pay for their own electric and the accounts are in their names. Kevin added that he did a quick analysis on the electric bills for Lucas Gardens and the average bill was approximately \$120 a month. Kevin told the tenant that we would look into the thermostat issue.

ADJOURNMENT

ITEM #13

Motion was made to adjourn.

MOTION: Tom Malloy

VOTE: Unanimous

SECOND: Ken Bishop

Adjournment: 1:20 p.m.

Kevin S. Nelson, Secretary