



The President has signed the 2016 Omnibus Budget Act, which gives permanent authorization for the 9% Low Income Housing Tax Credit, and every account within the HUD budget either maintained current funding or received an increase. The Section 8 admin fees are funded at an estimated 75.3% proration, which is low but better than the 68% previously anticipated. The bill also contains a 100 agency expansion of Moving to Work, a program which was experimental but very successful years ago, and something we may consider applying for. Under this program, housing authorities receive a special dispensation from some of the HUD regulations. In the housing industry, it is widely thought that everyone should be in Moving to Work because it gives authorities more flexibility in working with HUD budget cuts.

Eliminated from the budget was the lifting of the restriction on reserves, which is supposed to be put in an authorization bill next year. Discussion took place regarding establishing a trust account, as has been done by the Middletown Housing Authority. Kevin Nelson will keep the Board apprised of the possibility of having funds recaptured, and, if so, further discussion of a trust will take place.

### **FINANCE DIRECTOR'S REPORT**

#### **ITEM #6**

Liz Sulik explained the 2016 Operating Budget for our Federal units, which is broken down into AMPs, because this is the way we are funded. AMP 100 represents our 101 family units (Hearthstone Apartments and 496 Sedgewick Avenue) and AMP 200 is our elderly units (Kennedy, Baldwin Apartments and Elm Terrace).

The Income portion, known as Operating Receipts, includes Dwelling Rental, Interest and Other Income, and is projected at \$1,280,010.

Our Operating Expenditures for Administration include admin salaries (main office personnel), legal expense, staff training, travel, accounting and auditing fees and other admin expense such as phone, fax, copier, archives and credit reports, and total \$385,710 for AMPs 100 and 200.

Utilities, in total, are budgeted at \$530,250. Following that is our Ordinary Maintenance and Operations, which includes labor (our expense category for our Maintenance Department personnel), materials and contract costs, for a total of \$478,310.

General Expense, including insurance, PILOT (which is paid in Federal) employee benefit contributions and collection losses, is budgeted at \$2,101,020.

Nonroutine Expenditures, which is Extraordinary Maintenance, is budgeted at \$2,000, for a total Operating Expenditure for both AMPs of \$2,103,020. This leaves a deficit for both AMPs of \$823,010.

The figures for AMP 100 and 200, which include our projected operating subsidy, are based on 2015 actual numbers because the information is not ready to submit subsidy for 2016. This year was prorated at 85.36%, and the numbers shown are at that same proration. Liz is projecting a net gain of \$105,610 in AMP 100, and \$21,870 in AMP 200.

Commissioner Malloy asked if the funds we receive from CDBG are shown in this budget. Liz explained that those numbers are kept separate. Kevin explained that in years past we used to receive more money but there have been cuts in that area as well. This past year, the Authority received approximately \$10,000.

Motion was made to accept the 2016 Federal Budget as presented and was assigned Resolution #21-2015.

MOTION: Barbara English

VOTE: Unanimous

SECOND: Ken Bishop

Liz next explained the 2016 budget for the DSS Program, which we are contracted through J. D'Amelia and Associates for the State Section 8 portfolio. For the 2016 year, our Income, which includes the receipts from John D'Amelia, and other income, is projected at \$413,665.

Expenses include salaries of four full-time employees, legal and personnel costs, travel, office supplies, accounting and auditing fees, office rent, sundry, materials, contract costs, insurance and employee benefit contributions for a total of \$379,665. We are projecting a gain for this program of \$34,000.

**HOUSING AUTHORITY ATTORNEY'S REPORT**  
**ITEM #7**

Attorney Florek reported that we have one CHRO complaint pending which is scheduled for mediation on January 7, 2016. This involves a tenant's claim of racial discrimination over the use of the Baldwin Apartments Community Building. The Housing Authority has denied any liability in this case. Kevin Nelson and John Florek explained the facts of the complaint, the CHRO process and where the Authority stands in this matter. Also, HAI is expected to provide coverage.

**2015 PROPOSED VACATED TENANTS ACCOUNTS RECEIVABLE WRITE-OFFS**  
**ITEM #8**

Kevin Nelson explained that this is an action we take at the end of the year for accounting purposes to reduce our accounts receivable. This is a very small number compared to the total annual rent we collect. Kevin explained that these are cases where tenants leave for various reasons owing rent to the Authority, and are written off even though we continue to try to collect on these accounts.

**Resolution #22-2015**

**Proposed 2015 Vacated Tenants Accounts Receivable for Federal Public Housing AMP 100, AMP 200 (CT 27-1A, 1B, 2, 3, 5) and Section 8 Housing Choice Voucher**

Resolved: That, pursuant to the Proposed 2015 Vacated Tenants Report presented in writing for Federal Public Housing AMP 100 (Federal Family), AMP 200 (Federal Elderly), and Section 8 Housing Choice Voucher, the Vacated Tenants Accounts Receivables are approved to be written off as follows:

FEDERAL PROGRAMS:	Federal Family (AMP 100)	\$10,412.94
	Federal Elderly (AMP 200)	<u>5,790.54</u>
<b>Federal Public Housing Total.....</b>		<b>\$16,203.48</b>
Section 8 – Housing Choice Voucher .....		<b>\$ 1,810.00</b>

MOTION: Joseph Crudo, Jr. VOTE: Unanimous

SECOND: Ken Bishop

**RFP SELECTION FOR ACCOUNTING SERVICES**  
**ITEM #9**

**Resolution #23-2015**

**Accounting Services**

Resolved: That pursuant to the Stratford Housing Authority's RFP dated October 15, 2015, BDO PHA Finance, of Philadelphia, PA, has been selected to perform Accounting Services.

The Executive Director is hereby designated as Contracting Officer, authorized to execute a contract, not to exceed a total of five (5) years in the aggregate, with BDO PHA Finance on behalf of the Authority. Further, the Executive Director is authorized to execute all aspects of the contract, including rescissions, revisions and other amendments, and otherwise act as the authorized representative of the Stratford Housing Authority. Further, all prior actions of the Executive Director in this regard are hereby approved.

MOTION: Ken Bishop VOTE: Unanimous

SECOND: Barbara English

**RFP SELECTION FOR CAPITAL FUND SERVICES**  
**ITEM #10**

**Resolution #24-2015**

**Capital Fund Consulting Services**

Resolved: That pursuant to the Stratford Housing Authority's RFP dated October 15, 2015, J. D'Amelia & Associates, LLC, of Waterbury, CT, has been selected to perform Capital Fund Consulting Services.

The Executive Director is hereby designated as Contracting Officer, authorized to execute a contract, not to exceed a total term of five (5) years in the aggregate, with J. D'Amelia & Associates, LLC, on behalf of the Authority. Further, the Executive Director is authorized to execute all aspects of the contract, including rescissions, revisions and other amendments, and otherwise act as the authorized representative of the Stratford Housing Authority. Further, all prior actions of the Executive Director in this regard are hereby approved.

MOTION: Joseph Crudo, Jr.

VOTE: Unanimous

SECOND: Barbara English

**RFP SELECTION FOR LEGAL SERVICES**  
**ITEM #11**

**Resolution #25-2015**

**Legal Services**

Resolved: That pursuant to the Stratford Housing Authority's RFP dated October 15, 2015, Florek & O'Neill, of Stratford, CT, has been selected to perform Legal Services.

The Executive Director is hereby designated as Contracting Officer, authorized to execute a contract, not to exceed a total term of five (5) years in the aggregate, with Florek & O'Neill on behalf of the Authority. Further, the Executive Director is authorized to execute all aspects of the contract, including rescissions, revisions and other amendments, and otherwise act as the authorized representative of the Stratford Housing Authority. Further, all prior actions of the Executive Director in this regard are hereby approved.

MOTION: Ken Bishop

VOTE: Unanimous

SECOND: Joseph Crudo, Jr.

**RFP SELECTION FOR PERSONNEL SERVICES**  
**ITEM #12**

**Resolution #26-2015**

**Personnel Services**

Resolved: That pursuant to the Stratford Housing Authority's RFP dated October 15, 2015, DJ Dunn, of Stratford, CT, has been selected to perform Personnel Services.

The Executive Director is hereby designated as Contracting Officer, authorized to execute a contract, not to exceed a total term of five (5) years in the aggregate, with DJ Dunn on behalf of the Authority. Further, the Executive Director is authorized to execute all aspects of the contract, including rescissions, revisions and other amendments, and otherwise act as the authorized representative of the Stratford Housing Authority. Further, all prior actions of the Executive Director in this regard are hereby approved.

MOTION: Barbara English

VOTE: Unanimous

SECOND: Ken Bishop

**2016 SECTION 8 PAYMENT STANDARD – FAIR MARKET RENTS**  
**ITEM #13**

**Resolution #27-2015**

**Section 8 Payment Standard**

Resolved: That the Authority sets the Section 8 Payment Standard at between 100% - 110% of the Fair Market Rents published by HUD on December 11, 2015. Further, the Board understands this will allow a fair rent to the Section 8 Program landlords while extending Section 8 financial resources to voucher holders, and will be implemented February 1, 2016.

MOTION: Joseph Crudo, Jr.

VOTE: Unanimous

SECOND: Barbara English

Kevin Nelson explained that every year HUD comes out with new fair market rents for a certain area and a particular size unit. The Housing Authority has the right to run its Section 8 Program at a range up to 110% without HUD approval. We have decided this year to go up to a range between 100% and 110% based on bedroom size. Basically, we are keeping our payment standard rents the same as last year, which will help to rent the units because the landlord will receive a fair amount and the tenant's share is still affordable to them.

**NEW BUSINESS**

**ITEM #14**

There was no new business to report.

**ADJOURNMENT**

**ITEM #15**

Motion was made to adjourn.

MOTION: Joseph Crudo, Jr.

VOTE: Unanimous

SECOND: Ken Bishop

Adjournment: 12:52 p.m.

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Kevin S. Nelson, Secretary