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, Stratford, CT, on Monday, September 26, 2016.

The Meeting was called to order at 11:30 a.m. Vice-Chairman Barbara English presided.

ROLL CALL

ITEM #1

In Attendance: Commissioners
Ken Bishop
Joseph Crudo, Jr.
Barbara English
Evelyn Garofolo

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

Absent: Chairman Thomas Malloy
Attorney John Florek

PUBLIC HEARING – SHA ANNUAL PLAN FOR 2017

ITEM #2

There were 17 individuals in attendance at the Public Hearing. Kevin Nelson explained that the Annual Plan was advertised for at least 45 days and the Plan was available for review by anyone interested. Kevin asked those in attendance if they had any questions or concerns. A lengthy discussion took place regarding topics such as Capital Fund projects planned for Lucas Gardens, the camera system being installed for security and to help prevent theft, crime and vandalism, rent calculation and rent increases, outdoor lighting, availability of community rooms and the possibility of holding activities for the children.

Commissioner Bishop asked for an explanation of “…Prior to admission, every family household member must provide the Stratford Housing Authority with a complete and accurate Social Security Number unless they do not contend eligible immigration status.” This phrase is located in a number of places in the ACOP. Kevin indicated that he would ask our consultant for an explanation of this wording.

Commissioner Bishop questioned Page 38 g. of the ACOP regarding the Indian National Gaming Commission. Kevin Nelson responded that this applies to Indian Housing.

In response to Commissioner Bishop’s suggestion, Kevin Nelson stated that in the Grievance Procedure, all PHAs will be changed to SHA. Also, in Section 6d. of the Personnel Policies, wording will be changed from “shall” to “may”.

Resolution #15-2016

SHA ANNUAL PLAN FOR 2017

RESOLVED: That the SHA Annual Plan for 2017 be approved as presented, including form HUD-50075-HP, changes made and listed in the Summary of Significant Changes and amendments/changes from written comments submitted and comments offered at the Public Hearing held on September 26, 2016, and Capital Fund Program (5 Year Action Plan and Performance and Evaluation Reports) Capital Fund Program, Capital Fund Program Replacement Housing Factor and Capital Fund Financing Program (FFY 2013-2017). Also, the Chairman is authorized to execute Form HUD-50077-ST-HCV-HP, entitled PHA Certifications of Compliance with PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs) and Form HUD-50077-CR, entitled Civil Rights Certification (Qualified PHAs).
Minutes of September 26, 2016 Board Meeting
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MOTION: Ken Bishop  VOTE: Unanimous
SECOND: Evelyn Garofolo

MINUTES OF ANNUAL MEETING OF AUGUST 9, 2016
ITEM #3

Motion was made to approve the Minutes of the Annual Meeting of August 9, 2016 as presented.

MOTION: Ken Bishop  VOTE: Unanimous
SECOND: Joseph Crudo, Jr.

APPROVED BILLS FOR THE MONTH OF JULY 2016
ITEM #4

Motion was made to approve the bills for the month of July 2016 as presented.

MOTION: Evelyn Garofolo  VOTE: Unanimous
SECOND: Joseph Crudo, Jr.

APPROVED BILLS FOR THE MONTH OF AUGUST 2016
ITEM #5

Motion was made to approve the bills for the month of August 2016 as presented.

MOTION: Joseph Crudo, Jr.  VOTE: Unanimous
SECOND: Ken Bishop

EXECUTIVE DIRECTOR’S REPORT FOR THE MONTHS OF JULY AND AUGUST
ITEM #6

In addition to the body of the written report, Kevin Nelson reported that the Low Income Public Housing wait list was opened on September 6th and 7th. The Authority received approximately 722 pre-applications, and a lottery draw placed 300 applicants on the waiting list. The Senior/Disabled wait list will be opened on October 4th and 5th, and the State Family wait list on November 1st and 2nd.

The contract for the camera system is underway and hopefully will be completed by November. At Hearthstone, all wiring was done on the outside of the units under the soffits.

Kevin stated that Chairman Malloy asked him to announce that the Executive Director’s search committee will consist of Tom Malloy and Ken Bishop. The search committee will utilize advisers as deemed necessary, such as the current Executive Director and Human Resource personnel with special expertise in the screening and evaluation process. The search will be coordinated by David Dunn, our personnel consultant. Chairman Malloy stated that other commissioners are welcome to participate in the search process, but it was felt that two commissioners could represent the Authority in the initial effort to recruit and pare down a list of qualified candidates to bring before the Board. Also, a panel of three might require a formal meeting as it represents a majority of the Board.

HOUSING AUTHORITY ATTORNEY’S REPORT
ITEM #7

Attorney Florek informed Kevin that he had to attend court in Branford and may not make the meeting.

FINANCE DIRECTOR’S REPORT
ITEM #8

Liz Sulik stated there was no report this month.
SHA AUDIT FOR FYE DECEMBER 31, 2015  

ITEM #9

The Authority has been informed that the audit has been accepted by HUD with no findings. It now requires Board approval.

Resolution #16-2016

SHA Audit Report – FYE 12/31/2015

Resolved: That the audit of the Stratford Housing Authority for the FYE December 31, 2015, performed by Ross & Company of Nashua, NH, be accepted by the Board of Commissioners.

MOTION: Evelyn Garofolo  VOTE: Unanimous
SECOND: Joseph Crudo, Jr.

SECTION 8 PAYMENT STANDARD – FAIR MARKET RENTS  

ITEM #10

Kevin Nelson explained that the federal government performs an annual Fair Market Rent Study and establishes the rents for the entire country. Based on the Standard Metropolitan Statistical Area (SMSA), fair rent structures are set. Our Section 8 Program is allowed to work within that range; however, if the rents don’t exactly fit our area, we are allowed to adopt rents within 100% to 120% of that number. Maritza Javier, the Section 8 Program Manager, has come up with the figures stated on the resolution, which we feel are fair to both our Section 8 landlords and tenants.

Resolution #17-2016

Section 8 Payment Standard

Resolved: That the Authority sets the Section 8 Payment Standard at 100% of the Fair Market Rents for zero bedroom and four bedroom apartments and between 100% - 110% of the Fair Market Rents for one, two and three bedroom apartments, effective December 1, 2016.

MOTION: Ken Bishop  VOTE: Unanimous
SECOND: Joseph Crudo, Jr.

STATE MODERATE RENTAL (MR) PUBLIC HOUSING WAIT LIST OPENING  

ITEM #11

Resolved: That the Executive Director be authorized to open the State Moderate Rental (MR) Public Housing Program wait list at a date and time he deems appropriate, between October 1, 2016 and December 1, 2016, 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: Ken Bishop  VOTE: Unanimous
SECOND: Joseph Crudo, Jr.

DISPOSAL OF ASSETS  

ITEM #12

Resolved: That the following assets be disposed of to the dump as they are determined to have no scrap, salvage or sale value:
FEDERAL:

<table>
<thead>
<tr>
<th>Asset Number</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>12134</td>
<td>Hotpoint Refrigerator – Model #Rg831556 (81 Birch Drive)</td>
</tr>
</tbody>
</table>

MOTION: Joseph Crudo, Jr.  VOTE: Unanimous
SECOND: Ken Bishop

NEW BUSINESS

ITEM #13

There was no new business to report.

ADJOURNMENT

ITEM #14

Motion was made to adjourn.

MOTION: Ken Bishop  VOTE: Unanimous
SECOND: Joseph Crudo, Jr.

Adjournment: 12:45 p.m.

Respectfully submitted by,

Kevin S. Nelson

Kevin S. Nelson, Secretary