



Advertisements for the Executive Director search have been placed in several housing publications including the national PHADA and NAHRO newsletters. To date, a few responses have been received by David Dunn. The deadline is November 18<sup>th</sup>.

Kevin Nelson explained that Chairman Malloy spoke to State Representative Laura Hoydick about the existing Ella Grasso Center in Stratford which is currently vacant. Tom Malloy has suggested that we look at this property for possible private senior housing for Stratford residents. It is a large site with an old design, but may be perfectly adequate for this purpose. He asked an architect to join us in looking at this site next week. Additionally, there is some privately owned land adjacent to this property that may be developable for the same purpose. Mayor Harkins and his staff will also be present as this could potentially become a project where we work with the Town for their benefit as well. It is very exploratory at this point. Commissioner Malloy extended the invitation for anyone who was interested to join them on November 1<sup>st</sup>.

Discussion took place regarding affordable housing and elderly housing in Stratford. Kevin Nelson added that now that the Meadowview Manor project is completed, this is a good time to seek other opportunities and continue with the mission to house people and benefit the Town at the same time.

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

#### **ITEM #6**

Liz Sulik explained the September 30, 2016 Financial Statements in detail.

The first statement was for E5, 179, 201, Shiloh and Lucas Gardens, our state elderly program. For the period, this program had a net gain of \$23,970.17.

The second statement was for MR-71, Meadowview Manor, our state family program. It was noted that we budgeted for PILOT this year, although were not required to pay it. We may be required to pay it next year, so we will continue to include it in our budget. For the period, this program had a net gain of \$107,421.63.

The DSS Program had a net gain of \$50,489.11.

Motion was made to accept the Finance Director's reports for E5, 179, 201; MR-71; and the DSS Program as presented.

MOTION: Barbara English

VOTE: Unanimous

SECOND: Evelyn Garofolo

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

#### **ITEM #7**

Attorney Florek provided everyone with a copy of his report covering April 1, 2016 through September 30, 2016, noting there was little deviation between each six-month period. Comparing this time frame of 2016 to the same one of 2015 shows we have served, during this period, nine less notices to quit; however, we have put five more cases into suit. During this most current period, evictions outnumber repayment agreements made through stipulated judgements. In most of these eviction cases, the tenants were given repayment agreements in the past. Discussion took place regarding vacated tenant accounts receivable, which are written off at the end of the year.

Commissioner Crudo questioned the approximately \$31,000 in outstanding balances owed from vacated tenants and asked if this number is average. Attorney Florek explained that it was in the same range in the last report, but if he goes back to September 2015, the vacated tenant accounts receivables was approximately \$18,000. He added that the fact that the Authority evicted five tenants during the last period added partially to that number. Kevin Nelson noted that the tenant accounts receivables are in line with the amount of rental income and are written off at the end of the year for accounting purposes. He also noted that HUD grades us on our tenant accounts receivables and we sometimes get penalized for incurring legal fees in aggressive collections as HUD includes them as part of the receivables. Attorney Florek explained that in looking at the debt owed, the ratio is usually 2 to 1, with the debt usually around two times the legal fees and costs of collection. Kevin added that there is a system in place where if a tenant left owing us money and tries to move into another housing authority, that tenant will be required to pay us what they owe before they can rent at another authority.

**SHA FLAT RENT SCHEDULE FOR 2016/2017**

**ITEM #8**

Kevin Nelson explained that we update this schedule yearly after the Section 8 Fair Market Rents are established. He stated that if tenants are earning a good income and are paying a very high rent, we develop a flat rent schedule by taking 80% of the FMRs and adding the utility allowance to come up with a flat rent as an incentive to stay. We must ensure that the flat rent is at or higher than the 80% of the FMRs.

**Resolution #20-2016**

**SHA Flat Rent Schedule for 2016/2017**

RESOLVED: That the Stratford Housing Authority adopts the following new Flat Rent Schedule to be implemented in accordance with HUD regulations.

<u>Location</u>	<u>Unit Type</u>	<u>FMR</u>	<u>80% of FMR</u>	<u>Flat Rent</u>
Baldwin Apts.	Efficiency	\$ 834	\$ 667	\$ 709
Baldwin Apts.	1 Bedroom	\$ 990	\$ 792	\$ 834
Baldwin Apts.	H / 1 Bedroom	\$ 990	\$ 792	\$ 834
RFK Apts.	Efficiency	\$ 834	\$ 667	\$ 709
RFK Apts.	1 Bedroom	\$ 990	\$ 792	\$ 834
RFK Apts.	H / Efficiency	\$ 834	\$ 667	\$ 709
Elm Terrace Apts.	Efficiency	\$ 834	\$ 667	\$ 709
Elm Terrace Apts.	1 Bedroom	\$ 990	\$ 792	\$ 834
Elm Terrace Apts.	H / 1 Bedroom	\$ 990	\$ 792	\$ 852
Hearthstone Apts.	2 Bedroom	\$1,243	\$ 994	\$1,244
Hearthstone Apts.	3 Bedrooms	\$1,572	\$1,258	\$1,423
Hearthstone Apts.	4 Bedroom	\$1,878	\$1,502	\$1,602

MOTION: Joseph Crudo, Jr.

VOTE: Unanimous

SECOND: Ken Bishop

**ACOP CORRECTION – SHA 2017 ANNUAL PLAN**

**ITEM #9**

Kevin Nelson explained that this is a part of the Annual Plan approved last month. The subject of Security Deposits is addressed in one section of the ACOP and alluded to in another section. The wording added to Section 20.4 at the last meeting is not necessary in that it is covered in Section 10.8. Our consultant advised that we make the correction by undoing the change to Section 20.4 approved at the September 26, 2016 meeting.

**Resolution #21-2016**

**SHA Annual Plan for 2017 - ACOP**

RESOLVED: That, because existing language exists in Section 10.8 of the current Admission and Continued Occupancy Policy (ACOP), and pursuant to a recommendation of the Schiff Group, the Authority correct the Admission and Continued Occupancy Policy change made to Section 20.4 at the September 26, 2016 Board Meeting by deleting the entire change.

MOTION: Barbara English VOTE: Unanimous

SECOND: Ken Bishop

**NOVEMBER BOARD MEETING**

**ITEM #10**

Kevin Nelson suggested changing the November board meeting from November 28, 2016 to November 21, 2016 so as to not interfere with the Thanksgiving holiday. Attorney Florek noted that the November 28<sup>th</sup> meeting will be a Special Meeting.

MOTION: Joseph Crudo, Jr. VOTE: Unanimous

SECOND: Evelyn Garofolo

**DISPOSAL OF ASSETS**

**ITEM #11**

**Resolution #22-2016**

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

Federal:

<u>Asset Number</u>	<u>Item</u>
012240	Hotpoint Refrigerator (Model #GTE15CTHCWW)

<u>State:</u> 012864	Hotpoint Refrigerator (Model #Gtr12haxrww)
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MOTION: Joseph Crudo, Jr. VOTE: Unanimous

SECOND: Barbara English

**NEW BUSINESS**

**ITEM #12**

There was no new business to report.

**ADJOURNMENT**

**ITEM #13**

Motion was made to adjourn.

MOTION: Ken Bishop VOTE: Unanimous

SECOND: Joseph Crudo, Jr.

Adjournment: 1:03 p.m.

Respectfully submitted by,

*Kevin S. Nelson*

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Kevin S. Nelson, Secretary