

MINUTES

Seymour Housing Authority

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➤ 889th Meeting

The 889th Meeting, a Regular meeting of the Seymour Housing Authority, was held at Smithfield Gardens Assisted Living in the Multipurpose Room located at 26 Smith Street, Seymour, on Wednesday November 3, 2010 and was called to order by Chairperson White at 5: 30 p.m.

➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Beres, Dota, and White. Executive Director David Keyser and Attorney Gregory Stamos were also in attendance.

➤ Public Session

Commissioner Bellucci commented that the recent fire emergency and evacuation of the Callahan House did not go well for the frail elderly. He stated that a discussion was necessary with the Fire Department to identify and assist to implement a plan to evacuate the frail elderly. He recommended a meeting with the Fire Marshall.

➤ Previous Minutes

Chairperson White introduced the previous meeting minutes of the 888th Regular Meeting.

Commissioner Bellucci motioned to accept the minutes of the 888th Regular Meeting, October 6, 2010. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion as amended to vote aye. Voting aye were Commissioners Bellucci, Beres, Dota, and White. Commissioner Beres abstained from voting. Chairperson White declared the motion carried.

➤ Bills & Communication

Chairperson White introduced the Bills. (See Exhibit I)

After detailed discussion, review and questions Commissioner Beres motioned to approve the bills as presented and authorize payment of the bills. Commissioner Belucci seconded the motion. Commissioner Beres asked about the charges for the Payroll. The Executive Director explained the charges for the preparation and filing of the payroll taxes and other responsibilities of the Payroll Company. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Beres, Dota, and White.

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Chairperson White declared the motion carried and the Bills approved for payment as presented.

The Executive Director explained and discussed the pertinent correspondence.

Commissioner White inquired about the letter from Jenifer Gotlieb, HUD Program Center Coordinator. The Executive Director responded to the inquiry by stating that we are late in submitting the Agency Plan and this would be accomplished soon.

Commissioner Dota commented on the no trespass letter sent to Scott Yitts. She asked that if he showed up, residents should not let him in the building. The Executive Director responded that he did not advocate anyone preventing him from entering the building; rather, the Seymour Police Department should be called. He also stated that if he is seen entering the building, the Callahan Block Watch should be made aware, and they should report it to the Seymour Police Department as well.

Commissioner Dota asked about the letter to a Moderate Rental resident regarding their lawn. She commented about the child digging up the lawn. The Executive Director explained his observations regarding the matter, and that he would follow up on the matter.

➤ Executive Director's Report

See Exhibit II

The Executive Director added to the report stating that he is hopeful to start a block watch on Chamberlin Rd. He commented that he has encouraged one of the members of the Seymour Ave. block watch contact a few key people on Chamberlin Rd. and Brothers Court to discuss their success and to encourage the Chamberlin Rd. residents to get started on their own block watch.

The Executive Director also commented that the staff was preparing for a site visit from Spectrum that was considered as serious as a HUD REAC inspection and management review. He stated that over the past several days a unit by unit inspection was completed and work items were ordered. He stated he is preparing to be ready for the inspection. He stated that he has no worries about the paperwork or management review. He stated he has confidence in the integrity of the paperwork.

The Executive Director stated that a Contractor has been ordered to excavate several sidewalks around Smithfield Gardens, because we have experienced trouble with these sidewalks rising in the winter. He stated that these particular sidewalks have not settled down and have resulted in a tripping hazard. He stated that we did not complete replacement to all the sidewalks, and this winter we would have to monitor the situation as the season progresses. Attorney Stamos recommended placing signs that state "Beware of raised sidewalk" in the affected area.

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The Executive Director also discussed the recently implemented "No Smoking" policy for staff and contractors. He stated that certain individuals were displaying unwanted behaviors and abuses regarding smoking. The ban states that there are no designated smoking areas on the property and that worker and contractors would have to smoke off the property.

➤ Old Business

None

➤ New Business

Chairperson White introduced changes to the Personnel Policy. (See Exhibit III)

The Executive Director discussed the proposed changes to the Personnel Policy. He stated that changes were required that were overlooked last month. He stated that the Non-Discrimination section required updating to match current changes to protected classes. He stated other changes to the Health & Safety section. He also stated that a Meal Periods explanation was added, requiring non-exempt employees working more than 7 hours to punch out for a meal break, in accordance with State Law. He also commented that a change was made to the holiday schedule removing two floating holidays and adding one that employees can take off upon request.

Commissioner Beres motioned to adopt the changes to the personnel policy as presented. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Beres, Dota, and White. Chairperson White declared the motion carried.

Chairperson White introduced Resolution # 357, a Resolution concerning Board approval to write off \$6,222.55 in Collection Loss (GL# 1123.1) for the State Moderate Rental Program, Smith Acres MR 19. (See Exhibit IV)

The Executive Director discussed the efforts made to collect the amounts owed. After some further brief discussion, Commissioner Beres motioned to adopt Resolution # 357, a Resolution concerning Board approval to write off \$6,222.55 in Collection Loss (GL# 1123.1) for the State Moderate Rental Program, Smith Acres MR 19 as presented. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked for a Roll Call vote which was recorded as follows:

Commissioner	Aye	No	Abstain
Beres	X		
Bellucci	X		
Dota	X		

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White X

Chairman White declared the motion carried and Resolution # 357 duly adopted.

Chairperson White introduced Resolution # 358, a Resolution concerning Board approval to write off \$1,892.5 in Collection Loss (GL# 1123.1 - \$257.31) (\$1,635.19 from the Expense Account 4820) for the Norman Ray House. (See Exhibit V)

The Executive Director discussed the efforts made to collect the amounts owed. After some further brief discussion, Commissioner Beres motioned to adopt Resolution # 358, a Resolution concerning Board approval to write off \$1,892.5 in Collection Loss (GL# 1123.1 - \$257.31)(\$1,635.19 from the Expense Account 4820) for the Norman Ray House as presented. Commissioner Bellucci seconded the motion. Chairperson White acknowledged the motion and its second and asked for a Roll Call vote which was recorded as follows:

Commissioner	Aye	Vote	
		No	Abstain
Beres	X		
Bellucci	X		
Dota	X		
White	X		

Chairman White declared the motion carried and Resolution # 358 duly adopted.

Chairperson White introduced Resolution # 359, a Resolution concerning Board approval to write off \$3,925.14 in Collection Loss (GL#1123.1) for the Rev. Callahan House. (See Exhibit VI)

The Executive Director discussed the efforts made to collect the amounts owed. After some further brief discussion, Commissioner Beres motioned to adopt Resolution # 359, a Resolution concerning Board approval to write off \$3,925.14 in Collection Loss (GL#1123.1) for the Rev. Callahan House as presented. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked for a Roll Call vote which was recorded as follows:

Commissioner	Aye	Vote	
		No	Abstain
Beres	X		
Bellucci	X		
Dota	X		
White	X		

Chairman White declared the motion carried and Resolution # 359 duly adopted

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Commissioner Dota asked about the \$10.00/month Moderate Rental rent increase. The Executive Director responded that the thirty day comment period concluded and a Public Hearing was scheduled at the end of the thirty days. He stated that the Seymour Housing Authority received no written comments and that no one showed up for the Public Hearing. The Executive Director stated that no further Board action is required since there are no negative comments or objections to the Base Rent increase. The Executive Director stated he would forward the Moderate Rental budget to CHFA for approval.

➤ Any Other Business

The Executive Director stated that Marilyn Ferris, Fee Accountant has discovered that with Board approval, we can transfer operating funds between Federal projects. He recommended that we consider transferring \$25,000 from Callahan House due to the failing financial position the lack of subsidy has caused to the Norman Ray House.

After some further brief discussion, Commissioner Beres motioned to move \$25,000 in cash from Callahan House Operating Funds to the Norman Ray House Operating Funds to cover the lack of subsidy for the fourth quarter of 2010. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor by voting aye. Voting aye were Commissioners Beres, Bellucci, Dota, and White. Chairperson White declared the motion carried.

Chairperson White reminded the Commission of the request from Commissioner Horelick to change the Annual Meeting and Regular Meeting scheduled on December 8, 2010 to December 15, 2010. The Executive Director commented that it would be preferred to be having the full Board available for the Election of Officers.

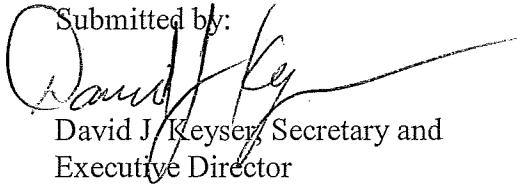
After some further comments, Commission Beres motioned to change the Annual Meeting and Regular Meeting scheduled on December 8, 2010 to December 15, 2010. Commissioner Bellucci seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor by voting aye. Voting aye were Commissioners Beres, Bellucci, Dota, and White. Chairperson White declared the motion carried.

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➤ Adjournment

Chairperson White asked for a motion to adjourn the 889th meeting of the Seymour Housing Authority. At 6:35 P.M. Commissioner Bellucci motioned to adjourn the 889th Meeting of the Seymour Housing Authority. Commissioner Beres seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor by voting aye. Voting aye were Commissioners Bellucci, Beres, Dota, and White. Chairperson White declared the motion carried and the 889th Meeting, a Regular Meeting, duly adjourned.

Submitted by:

A handwritten signature in black ink, appearing to read "David J. Keyser", with a long horizontal flourish extending to the right.

David J. Keyser, Secretary and
Executive Director