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Seymour Housing Authority

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➤ 888th Meeting

The 888th 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, October 6, 2010 and was called to order by Chairperson White at 5: 35 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

None

➤ Previous Minutes

Chairperson White introduced the previous meeting minutes of the 887th Regular Meeting.

Commissioner Bellucci motioned to accept the minutes of the 887th Regular Meeting, September 8, 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, Dota, Horelick 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 Horelick motioned to approve the bills as presented and authorize payment of the bills. Commissioner Beres 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, Horelick and White. Chairperson White declared the motion carried and the Bills approved for payment as presented.

The Executive Director explained and discussed the pertinent correspondence.

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➤ Executive Director's Report

See Exhibit II

➤ Old Business

None

➤ New Business

Chairperson White introduced the Section 3 Plan. (See Exhibit III)

The Executive Director discussed the proposed Section 3 Plan. He stated that this has been a requirement of the Federal Government and that the proposal will provide that the Seymour Housing Authority is in compliance with the federal guidelines. He explained the plan in detail to the Commissioners as well as the intent of the Plan. Commissioner Beres motioned to adopt the Section 3 Plan as presented. Commissioner Horelick 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, Horelick and White. Chairperson White declared the motion carried.

Chairperson White introduced the Procurement Policy. (See Exhibit IV)

The Executive Director discussed the changes made in the Procurement Policy as a result of the Section 3 Plan. He described the manner of the Section 3 Clause and the goal to select Section 3 compliant bidders. Commissioner Horelick motioned to adopt the Procurement Policy amendments as presented. Commissioner Bellucci 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, Horelick and White. Chairperson White declared the motion carried.

Chairperson White introduced the Personnel Policy. (See Exhibit V)

The Executive Director discussed changes to the Personnel Policy as a result of the Section 3 Plan as well as other changes to clarify rules for breaks, overtime, double shifts and separations. The Executive described and explained all the proposed changes. After brief discussion, Commissioner Belucci motioned to adopt the amended Personnel Policy as presented. Commissioner Beres 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, Horelick and White. Chairperson White declared the motion carried.

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Chairperson White introduced the Callahan House Lobby Conduct Policy. (See Exhibit V)

The Executive Director discussed the Callahan House Lobby Conduct Policy. He stated that this policy was a result of the mediation conducted between Callahan House residents over the use of the lobby. He stated that he included the resident council in the discussion and drafting of the Policy. After some brief discussion, Commissioner Dota motioned to adopt the Callahan House Lobby Conduct Policy as presented. Commissioner Horelick 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, Horelick and White. Chairperson White declared the motion carried.

Chairperson White Introduced Resolution 356 a Resolution concerning Board Certification of the 2011 Annual Agency Plan. (See Exhibit VII)

Commissioner Horelick Motioned to adopt Resolution 356 a Resolution concerning Board Certification of the 2011 Annual Agency Plan. Commissioner Beres seconded the motion.

The Executive Director explained that the certification of the 2011 Agency Plan was required by HUD. He briefly described what the Board was certifying to. He also reviewed the 2011 Annual Agency Plan with some detail. (See Exhibit VIII) He explained the public hearing minutes and resident participation. He then reviewed the year end reports for CFP for 2008, 2009 and 2010. He explained the five year modernization plan.

After some further brief discussion, Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote which was recorded as follows:

	Vote		
Commissioner	Aye	Nay	Abstain
Bellucci	X		
Beres	X		
Dota	X		
Horelick	X		
White	X		

Chairperson White declared the motion carried and Resolution 356 duly adopted.

Chairperson White introduced the Lease Addendum - Common Area Lawn & Yard Maintenance.

The Executive Director explained that as a result of resident complaints and several resident meetings that this lease addendum was drafted to address the lawn care for the

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three unit complex at Hofmann Heights. He explained that the draft addendum is based on resident practices since 1996 whereby, the residents take turns mowing the entire property assigned to the three units.

After some further explanation, Commissioner Horelick motioned to adopt the Lease Addendum-Common Area Lawn & Yard Maintenance as presented and to authorize the Executive Director to distribute it to the residents of Hofmann Heights for endorsement by all parties. 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, Horelick and White. Chairperson White declared the motion carried.

➤ Any Other Business

Commissioner Dota remarked about the proposal for the security cameras. The Executive Director responded that he is waiting for a contract proposal from Dr. Thermos to present to Attorney Stamos for review. He stated that the investment of \$6,000 would be well spent if we were to get a grant to install the surveillance cameras.

➤ Adjournment

Chairperson White asked for a motion to adjourn the 888th meeting of the Seymour Housing Authority. At 6:47 P.M. Commissioner Bellucci motioned to adjourn the 888th Meeting of the Seymour Housing Authority. Commissioner Horelick 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, Dota, Horelick and White. Chairperson White declared the motion carried and the 888th Meeting, a Regular Meeting, duly adjourned.

Submitted by:

David J. Keyser, Secretary and
Executive Director