

MINUTES

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Seymour Housing Authority

➤ 885th Meeting

The 885th 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, July 7, 2010 and was called to order by Chairperson White at 5:30 p.m.

➤ Roll Call

Answering the Roll Call were Chairperson White, Commissioners Dominick Bellucci, Susan Horelick, and Virginia Dota. 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 884th Regular Meeting.

Commissioner Bellucci motioned to accept the minutes of the 884th Regular Meeting, June 2, 2010. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota, Horelick and White. Chairperson White declared the motion carried.

The Executive Director commented that in the minutes just approved there was a comment about the elevator cleaning efforts. He clarified that our cleaning contractor, Seymour Janitorial, cleans the handrails, walls, bulletin board, doors and buttons every two weeks when the rest of the building is cleaned.

Commissioner Bellucci stated that the Callahan House carpet cleaning has been scheduled. He commented that Seymour Janitorial is upset that SHA did not go back to her, relative to her bid price to negotiate it further, in relation to the number of years she has worked for SHA. The Executive Director responded that our Procurement Policy would not permit us to do that, a bid situation is final once the bids are opened and a low bidder is qualified and selected. He added that to negotiate with the second bidder would be against policy. Attorney Stamos added that there would be some legal problems if we practiced that method.

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Commissioner Dota observed that the non-payment issue is a recurring problem.

Commissioner Horelick asked if we can rescind our management agreement.

The Executive Director responded positively to both questions.

Attorney Stamos commented that the Executive Director could inform the Board of Commissioners about any payments received.

At 6:53 P.M. the Commission returned to the Order of the Agenda.

➤ **Bills & Communication**

Chairperson White introduced the Bills. (See Exhibit I)

After detailed discussion, review and questions Commissioner Dota motioned to approve the bills as presented and authorize payment of the bills. 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 and the Bills approved for payment as presented.

The Executive Director explained and discussed the pertinent correspondence. Discussed were the notice of intent to sue and the letter to the Norman Ray House Residents. The Executive Director thoroughly explained the letter from HUD relative to the Remote Monitoring for the ARRA Fund Grants. He explained that HUD has checked on several of our procedures and found them to be in good order.

➤ **Executive Director's Report**

See Exhibit II

The Executive Director explained the disappointing report from HUD based on the REAC inspection. He reviewed the details of the findings with the Commissioners. He stated that HUD will come out again to inspect the complex in September.

The Executive Director commented that the Contract with Oxford Housing Authority has been expanded until August 31, 2011 and that we are now employing an individual who will be at Oxford Housing Authority 20 hours per week. He stated that the fee has been increased to \$2,500 per month.

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The Executive Director reminded the Board of Commissioners that this funding is to continue with the Ceiling Repairs/Asbestos Abatement project. He also stated that last year we received bids for the work to complete all the units on the second floor. As a result of limited funding, we could not complete more than 8 units. He stated that this funding will permit us to complete approximately ten more units on the second floor for an approximate \$63,000. He stated that we could obligate this round of funding by issuing a change order to the current contractor, who already bid the work with specific alternate deduct pricing. He also stated that an amendment to the Design Engineer is in needed to provide contract supervision.

After some further discussion, Commissioner Beres motioned to authorize the Executive Director to execute a change order with Radovich Builders in an amount not to exceed \$63,000 in accordance with the Alternate Deducts submitted in the original bid for the ceiling repairs/asbestos removal, and to execute an amendment to the contract with Donald W. Smith to provide construction supervision in an amount not to exceed \$4,000. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Beres, Horelick and White. Commissioners Bellucci and Dota abstained from voting to avoid a conflict of interest. Chairperson White declared the motion carried.

➤ Executive Session

At 6:45 P.M. Commissioner Dota motioned to enter Executive Session to discuss an employee contract and to invite the entire Board of Commissioners, Attorney Stamos and the Executive Director. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Beres, Bellucci, Dota, Horelick and White. Chairperson White declared the motion carried.

At 7:31 P.M. Commissioner Beres motioned to end Executive Session and resume Regular Session. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Beres, Bellucci, Dota, Horelick and White. Chairperson White declared the motion carried.

Commissioner Beres motioned to offer David J. Keyser, Executive Director a five year contract as presented and amended to as follows: In lieu of the last sentence to paragraph 4; "The Director's base annual salary, commencing with the first anniversary of this Agreement (July 1, 2011) and continuing through the remainder of this Agreement, shall be annually negotiated, in good faith, by and between the parties; provided, however, that the base annual salary shall be increased each year at a minimum annual increase equivalent to the percentage increase, if any, in the revised Consumer Price Index. All items, for New York, New York, published by the Bureau of Labor Statistics, United States Department of Labor, as of the first day of January for each respective year, for the proceeding calendar year.