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Seymour Housing Authority

➤ 877th Meeting

The 877th Meeting, a Regular meeting of the Seymour Housing Authority, was held at Smithfield Gardens Assisted Living in the Private Dining Room located at 26 Smith Street, Seymour, Connecticut in the Community Room on Wednesday, December 2, 2009 and was called to order by Chairperson White at 6: 21 p.m.

➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Horelick (via telephone), and White.

Also present was Secretary and Executive Director David Keyser.

➤ New Business

Chairperson White introduced Resolution # 350, a resolution concerning PHA Certification of Compliance with PHA Plans and Related Regulations. (See Exhibit I)

Commissioner Bellucci motioned to adopt Resolution # 350, a resolution concerning PHA Certification of Compliance with PHA Plans and Related Regulations.
Commissioner Horelick seconded the motion.

The Executive Director explained and discussed the proposed Agency Plan for fiscal year beginning 1/1/2010. (See Exhibit II)

The Executive Director began discussion by reviewing the five year plan, Form HUD - 50075. He summarized sections 1.0 to 4.0 as being descriptive of the property and identifying the Seymour Housing Authority.

The Executive Director described section 5.1 and reviewed the Mission Statement. He then discussed the goals under section 5.2 as follows: Maintain Viable Housing Supply, Affordable Housing Planning, Supportive Housing, Resident Opportunities and Self Sufficiency, Security and Safety Issues, Market Affordable and Fair Housing Opportunities, and Fair Housing.

The Executive Director described the Plan Update section 6.0 (a) by reminding the residents that we recently adopted the substantial change to Federalize the State Elderly, Norman Ray House. He mentioned the other updates recently done including provisions for VAWA, and the ARRA updates to the Procurement Policy. He informed in response to 6.0 (b) the locations the Seymour Agency Plan is available for viewing.

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The Executive Director explained the response to 7.0 by stating that there is no detailed planning for Hope IV, Mixed Finance Modernization or Development, Demolition and/or disposition, Conversion of Public Housing, Home Ownership, or Project-based Vouchers. He stated that his reply hopefully kept this option open should funds become available. He mentioned that some of this funding or planning may be relative to the Housing Authority's phased plan for improvements to the elderly housing stock.

The Executive Director explained that sections 8.0, 8.1, 8.2, & 8.3 were all related to Capital Fund. He stated that we will be participating in the Capital Fund Program and that he would explain the five year Capital Fund Program Plan further along in the agenda.

The Executive Director reviewed section 9.0 and stated that the Seymour Housing Authority complies with the State of Connecticut's Consolidated Plan. He described the needs listed based on the research of the demographic statistics for the Town of Seymour and the residents the Seymour Housing Authority serves. The Executive Director briefly commented and summarized the statistics relative to America's senior population and the affordability of housing. He explained the importance of subsidized housing to individuals on fixed and limited income. He quoted the Harvard study assumption that an individual on SSI of approximately \$623 per month can only afford a rent of \$191 per month. He stated that these statistics indicate the need for the programs provided by the Seymour Housing Authority.

The Executive Director continued with explanation of the 2010 Agency Plan by discussing the seven identified goals and the strategies to achieve these goals.

The Executive Director continued to speak about the goals and strategies for maintaining the housing supply, develop or plan for more affordable housing, supportive housing, resident opportunities and self sufficiency, security and safety issues, marketing affordable and fair housing opportunities, and furthering fair housing.

The Executive Director explained responses to section 10 (a) relative to goals and objectives of past agency plans including the success of keeping Seymour's public housing stock viable, completing the development and successful closing and operation of Smithfield Gardens Assisted Living, the partnership with local Architect, Joseph Migani to develop and operate the 12 affordable senior units downtown Seymour, and the achieved and sustained HUD High Performer status for the management of the LIPH Program, as well as the other goals achieved and sustained by the Seymour Housing Authority. He also commented on the staff training that was achieved and commented that the training resulted in an increased level of staff awareness of guidelines and ability to serve the residents and public.

The Executive Director concluded discussion of form HUD 50075 and explained the provision of section 10 (b) by discussion the Seymour Housing Authority's definition of a significant amendment and substantial deviation or modification to the Agency Plan.

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The Executive Director briefly discussed the Annual Statements for the Capital Fund Program Years CT26P03550107, CT26P03550108, CT26S03550109, and CT26P03550109. He also described and explained the work items in the five-year capital fund plan.

After some further brief discussion, Chairperson White asked if there was any further discussion relative to Resolution # 350 or the five year Agency Plan. Hearing none, Chairperson White asked for a Roll Call Vote which was recorded as follows:

	Vote		
Commissioner	Aye	Nay	Abstain
Bellucci	X		
Horelick	X		
White	X		

Chairperson White declared the motion carried.

Chairperson White introduced the Callahan House Laundry Room Policy. (See Exhibit III)

The Executive Director explained that this policy was discussed as a result of a great deal of breaches in laundry room diplomacy and rules. He stated that it has been revised with the Resident Advisory Board's participation.

After some brief discussion, Commissioner Bellucci motioned to adopt the Callahan House Laundry Room Rules. 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, Horelick, and White. Chairperson White declared the motion carried.

Chairperson White introduced the Callahan House and Norman Ray House Parking Policy. (See Exhibit IV)

The Executive Director stated that the Parking Policy changes centered around enabling residents with assigned spaces to be able to park an alternate vehicle in their assigned space. He stated the change also added a hold harmless clause.

After some brief discussion, Commissioner Horelick motioned to adopt the Callahan House Laundry Room Rules. 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, Horelick, and White. Chairperson White declared the motion carried.

Chairperson White introduced the Public Internet Use Policy. (See Exhibit V)

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The Executive Director explained that this policy was discussed also as a result of a great deal of breaches in internet use diplomacy. He stated that it has been drafted and discussed with the Resident Advisory Board.

After some brief discussion, Commissioner Bellucci motioned to adopt Public Internet Use Policy. 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, Horelick, and White. Chairperson White declared the motion carried.

Chairperson White Introduced the Personnel Policy. (See Exhibit VI)

The Executive Director stated that the Personnel Policy revisions were presented to facilitate the electronic data collection necessary to accrue for paid time off benefits. He also stated that the policy has been written to be more clearly understood. He commented that a uniform provision for maintenance employees and housekeeping was included in this revision.

Discussion followed relative to another change as a result of a disparity created in loss of accrued benefits for employees working 32 hours up to 39 hours. He commented that the hourly accrual should be .125 per hour worked. He stated that this would provide that three current employees would not lose time granted in the old policy. He stated that these should be grandfathered in for these three employees. (See exhibit VII)

Discussion also followed and Lisa Sanchez and Brittany Hannon commented that the new personnel policy removes holiday pay and longevity pay for employees working between 32 and 39 hours. The Executive Director stated that the old policy provided that only 40 hour per week employees were to be paid for the holidays. He stated that thru a misunderstanding of the policy those employees were paid. Discussion followed regarding tenure of these three employees.

Chairperson White and Commissioners Bellucci and Horelick commented that the Holiday pay and longevity pay should be permitted and grandfathered in for the three employees.

After some further brief discussion, Commissioner Horelick motioned to adopt the Personnel Policy as presented with a revision to the Holiday and Longevity Pay as discussed. 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, Horelick, and White. Chairperson White declared the motion carried.

Chairperson White introduced the Reasonable Accommodations Policy (See Exhibit VIII)

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The Executive Director stated that even though the Seymour Housing Authority endeavors to make reasonable accommodations for any requests made, that a formal Policy is recommended so that it may be administered clearly and consistently.

After some further brief discussion, Commissioner Horelick motioned to adopt the Reasonable Accommodations Policy 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, Horelick, and White. Chairperson White declared the motion carried.

Chairperson White introduced contractor selection, Capital Funds Program – Callahan House Ceilings.

The Executive Director presented the results of the public bid for the ceiling replacement project at the Rev. Callahan House which represents obligating the funding received by HUD Capital Funds CT26S03550109 and CT26P03550109. He discussed the bid tabulation sheet (See Exhibit IX). He stated that the due diligence was completed on the low bidder, GL Group and what was found that the bid was not complete relative to the Auto Insurance and past related performance. He stated that the company was not able to demonstrate similar projects completed. He also discussed the recommendations of Donald Smith, Jr. PE, (See Exhibit X).

After some further brief discussion, Commissioner Bellucci motioned that in the best interest of the Seymour Housing Authority and in accordance with the Bid Specifications, that the Board of Commissioners reject the bid from GL Group and accept the bid from Radovich Builders, General Contractors LLC in the amount of \$159,991 to complete the Callahan House ceiling replacements with the funding available from CT26S03550109 and CT26P03550109 and to authorize the Executive Director to negotiate to enter into contract. 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, Horelick, and White. Chairperson White declared the motion carried.

➤ Any Other Business

Commissioner Bellucci commented about the job completed by the new Snow Plow contractor and some details that need to be addressed before the next storm. The Executive Director responded that he has already addressed the first storm with the new Contractor.

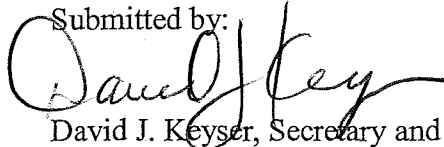
Chairperson White also commented about the Seymour Ave. vacancies that must be plowed. The Executive Director stated that those driveways would be completed by work order issuance as well.

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➤ Adjournment

Chairperson White asked for a motion to adjourn the 877th meeting of the Seymour Housing Authority. At 6:50 P.M. Commissioner Horelick motioned to adjourn the 876th Meeting of the Seymour Housing Authority. 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 Bellucci, Horelick and White. Chairperson White declared the motion carried and the 877th Meeting, a Regular Meeting, adjourned.

Submitted by:


David J. Keyser, Secretary and
Executive Director

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