

# MINUTES

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## Seymour Housing Authority

### ➤ 865<sup>th</sup> Meeting

The 865<sup>th</sup> Meeting, a Regular meeting of the Seymour Housing Authority, was held at the Norman Ray House located at 133 Walnut Street, Seymour, Connecticut in the Community Room on Wednesday, April 8, 2009 and was called to order by Commissioner White at 6:15 p.m.

### ➤ Roll Call

Answering the Roll Call were Commissioners Horelick, Skurat, and White

Also present was Secretary and Executive Director David Keyser

### Public Comment

None.

### ➤ Previous Meeting Minutes

Commissioner Zullo joined the meeting already in progress at 6:18 P.M.

863<sup>rd</sup> Regular Meeting, March 4, 2009. Commissioner Skurat motioned to accept minutes. 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 Horelick, Skurat, and White. Commissioner Zullo abstained. Chairperson White declared the motion carried.

864<sup>th</sup> Special Meeting, April 1, 2009. Chairperson White motioned to table the minutes of April 1, 2009 because they were not yet prepared. 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 Horelick, Skurat, White and Zullo. Chairperson White declared the motion carried.

### ➤ Bills & Communications

Commissioner White introduced the bills (See Exhibit I).

After considerable consideration, review and questions relative to the bills listing, Commissioner Zullo motioned to approve the bills as presented and authorize payment of

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the bills. Commissioner Skurat 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 Dota, Horelick, Skurat, Zullo and White. Chairperson White declared the motion carried and the Bills approved for payment as presented.

Explanation and discussion of the pertinent communications followed as below:

At 6:54 pm, Commissioner Skurat motioned to enter executive session to discuss the property management contractual matters and to invite the entire Board of Commissioners and the Executive Director. Commissioner Zullo 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 Horelick, Skurat, White and Zullo. Chairperson White declared the motion carried.

At 7:07 pm Commissioner Zullo motioned to end executive session and resume the order of the Agenda. Commissioner Skurat 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 Horelick, Skurat, White and Zullo. Chairperson White declared the motion carried.

Commissioner Zullo motioned to authorize the Executive to support the Bank Street expansion plan for an additional 20 units as proposed by Architect, Joseph Migani with the stipulation that the population served remains consistent with the mission to preserve elderly housing stock for individuals 55 and older; and, that the Seymour Housing Authority is brought current with invoicing and continued to be paid timely; and, that the plan for expansion is contingent on the Town of Seymour resolving the parking plans for the downtown Seymour area, specifically, the expansion is not to negatively impact the parking issues; and, that the Seymour Housing Authority be compensated 5% of Rental for its services with a negotiated escalation provision. Commissioner Skurat 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 Horelick, Skurat, White and Zullo. Chairperson White declared the motion carried.

At 7:15 P.M. the Board returned to the regular session discussing Communications.

Commissioner Zullo asked about the communication from Mary Blanc, Housing Authority Insurance. The Executive Director responded that we have received complaints from residents of Moderate Rental about campfires. He described the property and the fact that the woods are close to the back yards of the dwelling units. He stated that trees hang over the houses from the woods. He stated the houses are between 15 and 20 feet of each other. Campfires are not a safe practice considering these conditions. He stated that the letter from the insurance company discusses the fact that this is an unsafe practice. He asked the Commissioners to consider adopting a policy to prohibit campfires in individual yards of the Moderate Rental Property.

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The Commissioners instructed the Executive Director to distribute the information to Attorney Stamos to review. It was also discussed that perhaps the land owner adjacent to the property could provide a support letter for this action.

Chairperson White discussed the recent Town Ordinance regarding Blight in relation to condition of some of the yards on Seymour Ave. She inquired if we could get the Blight Officer to assist in getting the yards cleaned. The Executive Director responded that he would very much like the opportunity to correct the problems in house. He commented that the Maintenance Coordinator has been instructed to inspect yards and send out letters starting this week. The Executive Director commented that in this way, we could avoid having fines levied against the property. He added that we will do everything possible to enforce the Lease, then, if we need the help, we would seek assistance from the Town's Blight Officer.

## ➤ **Executive Director's Report**

(Exhibit II) The Executive Director commented that ten staff members went to the Fair Housing Training on April 1, 2009. Great information was given out. Also now there are two certified Public Housing Managers. Donna DeSantis has received her certification.

With the funding from DECD, lead based paint has been detected and in the process of being abated. The residents affected have been notified.

The Septic tank on Seymour Avenue that has been out of commission for over a year will be worked on During April and May using funds from the Housing Sustainability Grant.

## ➤ **Old Business**

None.

## ➤ **New Business**

Chairperson White introduced Resolution # 338 a resolution concerning Board approval to write off \$9,698.45 in Collection Loss (GL #1123.1) for the State Moderate Program, Smith Acres – 019, Smith Acres Extension - 066, & Castle Heights - 19A. (See attached Exhibit III).

After some brief discussion about actions taken to collect this debt, Commissioner Zullo motioned to adopt Resolution # 338 a resolution concerning Board approval to write off \$9,698.45 in Collection Loss (GL #1123.1) for the State Moderate Program,

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Smith Acres – 019, Smith Acres Extension - 066, & Castle Heights - 19A.  
Commissioner Horelick seconded the motion.

Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote that was recorded as follows:

Commissioner	Vote		
	Aye	No	Abstain
Horelick	X		
Skurat	X		
White	X		
Zullo	X		

Chairperson White declared the motion carried and Resolution # 338 duly adopted.

Chairperson White introduced Resolution # 339 a resolution concerning Board approval to write off \$953.94 in Collection Loss (GL #1131) for Smithfield\_Gardens Assisted Living – 014 (see attached Exhibit IV).

After some brief discussion about actions taken to collect this debt, Commissioner Zullo motioned to adopt Resolution # 339 a resolution concerning Board approval to write off \$953.94 in Collection Loss (GL #1131) for Smithfield\_Gardens\_Assisted Living – 014. Commissioner Skurat seconded the motion.

Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote that was recorded as follows:

Commissioner	Vote		
	Aye	No	Abstain
Horelick	X		
Skurat	X		
White	X		
Zullo	X		

Chairperson White declared the motion carried and Resolution # 339 duly adopted.

Chairperson White introduced Resolution # 340 A resolution concerning Board approval to write off \$529.00 in Collection Loss (GL #1123.1) for Norman Ray House – E-76 (see attached Exhibit V).

After some brief discussion about actions taken to collect this debt, Commissioner Zullo motioned to adopt Resolution # 340 A resolution concerning Board approval to write off \$529.00 in Collection Loss (GL #1123.1) for Norman Ray House – E-76. Commissioner Skurat seconded the motion.

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Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote that was recorded as follows:

	Vote		
Commissioner	Aye	No	Abstain
Horelick	X		
Skurat	X		
White	X		
Zullo	X		

Chairperson White declared the motion carried and Resolution # 340 duly adopted.

Chairperson White introduced Resolution # 341 A resolution concerning Board approval to write off \$3,794.35 in Collection Loss (GL #1123) for Rev Callahan House House – CT035001 (see attached Exhibit VI).

After some brief discussion about actions taken to collect this debt, Commissioner Zullo motioned to adopt Resolution # 341 A resolution concerning Board approval to write off \$3,794.35 in Collection Loss (GL #1123) for Rev Callahan House House – CT035001. Commissioner Skurat seconded the motion.

Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote that was recorded as follows:

	Vote		
Commissioner	Aye	No	Abstain
Horelick	X		
Skurat	X		
White	X		
Zullo	X		

Chairperson White declared the motion carried and Resolution # 341 duly adopted.

The Executive Director presented the proposed rent increases for the Smithfield Gardens Assisted Living. Increases proposed as follows:

	Current Rent	Proposed Rent		
One Bdrm (50%)	\$766	\$800	\$34	4.4%
One Bdrm (60%)	\$919	\$960	\$41	4.5%

The Executive Director pointed out that he brought an unbalanced budget for 2009 to the Board for review in September 2008 depicting a sizable loss (\$165,000). He reminded the Board of Commissioners about the budget deficit and the issues with staffing proposed to be disallowed by CHFA. The Executive Director also informed the Board of Commissioners that Smithfield Gardens Assisted Living only gets rent

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increases when the HUD income limits increase and rents are based on 30% of the income limit posted in accordance with the IRS guidelines. He stated that this is the first increase in rent proposed since December 2006 when we opened Smithfield. He informed the Board that CHFA has not finalized their posting of the income limits and we are required to set increases in accordance with that posting.

After some further brief discussion, Commissioner Zullo motioned as for the Seymour Housing Authority as the managing agent for Smithfield Gardens Assisted Living to authorize the Executive Director to implement a rent increase of \$34 for 50% of income residents and \$41 for 60% of income residents to be phased in for 2009 in accordance with the resident's annual recertification pending CHFA's final posting of the income limits, and to communicate notice of this increase to CHFA for review. Commissioner Skurat seconded that motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Horelick, Skurat, White and Zullo. Chairperson White declared the motion carried

### ➤ **Any Other Business**

### ➤ **Adjournment**

Chairperson White asked for a motion to adjourn the 865th meeting of the Seymour Housing Authority. At 8:25 P.M. Commissioner Skurat motioned to adjourn the 865th Meeting of the Seymour Housing Authority. Commissioner Zullo seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor by voting aye. Voting aye were Commissioners Horelick, Skurat and Zullo. Chairperson White declared the motion carried and the 865<sup>th</sup> Meeting, a Regular Meeting, adjourned.

Submitted by  
  
David J. Keyser, Secretary and  
Executive Director