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3/3/09
TOWNSHIP CLERK'S OFFICE
3:57 p.m.

Seymour Housing Authority

➤ **861st Meeting**

The 861st Meeting was cancelled due to scheduling issues.

➤ **862nd Meeting**

The 862nd Meeting, a Special meeting of the Seymour Housing Authority, was held at the Rev. Callahan House located at 32 Smith Street, Seymour, Connecticut in the Community Room on Wednesday, February 11, 2009 and was called to order by Commissioner White at 6:18 p.m.

➤ **Roll Call**

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

Also present was Secretary and Executive Director David Keyser

Public Comment

Chairperson White opened the floor to Public Comments.

None.

➤ **Previous Meeting Minutes**

860 Special meeting, January 14, 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 White, Zullo, Skurat and Horelick. Commissioner Dota abstained. 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 Skurat motioned to approve the bills as presented and authorize payment of the bills. Commissioner Zullo seconded the motion. Chairperson White acknowledged

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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:

Executive Director Keyser brought attention to the board showing that Seymour Housing Authority is now completely in compliance with the environmental standings relative to Radon in the sprinkler pit at Callahan House.

Executive Director Keyser also mentioned to the board the upcoming Legislative session in regards to the Pilot Program. Discussion occurred as to whether or not Seymour Housing could provide a bus so residents could testify at the session. The board's response was to verify head count and that perhaps a van would facilitate rather than a bus.

Executive Director Keyser discussed the correspondence to staff relative to confidentiality and past employees of the Seymour Housing Authority.

The Executive Director discussed a proposed legislation that Representative Theresa Conroy was co-sponsoring with Representative Linda Scofield from Simsbury relative to criminal background checks for CNA's and PCA's entering Public Housing units for services. The Executive Director stated that the legislation was coming up for Public Hearing on February 18, 2009 and that he probably would be attending to testify.

At 6:37 p.m. Commissioner Dota made the motion to go out of order on the Agenda to discuss new business to accommodate a presentation by Mr. Migani, Architect. 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 White, Zullo, Skurat and Horelick. Chairperson White declared the motion carried.

➤ **New Business**

Mr. Migani mentioned to the board that currently 5 out of the 12 apartments are rented. He is focusing the advertising in the Fairfield County area through Connecticut Post and ApartmentFinder.com. His proposal would be to open up the apartments to all ages because of the slowness of occupancy. Mr. Migani would offer tight screening on all applicants. The board had concerns because the initial agreement was for 62 and up. After further discussion Mr. Migani agreed to leave it at 62 and up at his time.

Mr. Migani also presented the board with Phase II of 16 Bank Street. A design for building with 20 units above a parking area. The design allows for 14 parking spaces.

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They would be 1 bedroom apartments and implement green energy ideas. Approximate finish time would be in six years.

At 8:25 pm completed discussion with Mr. Migani and the Board decided to remain in New Business.

Chairperson White introduced the 2008 HUD Management Certification.

Executive Director Keyser discussed the 2008 Public Housing Management Certification. (See Exhibit II.) It's required every two years and he discussed each rating factor. After considerable discussion of the indicators, Commissioner Zullo made the motion to accept the management certification as presented and to authorize the Executive Director to submit the results to HUD. Commissioner Dota 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 White, Dota, Zullo, Skurat and Horelick. Chairperson White declared the motion carried.

Chairperson White introduced the Town of Seymour's Blight Ordinance.

Executive Director Keyser made the Board aware of the Town of Seymour Blight Ordinance, specifically the recent revision dated 2/10/2009 (See Exhibit III) indicating that fines will be assessed to the land owner. He explained that Seymour Housing Authority would be fined, possibly \$100 per day, if any of their properties are in violation of the town's blight ordinance. Commissioner Zullo made the motion to authorize Executive Director David Keyser to pursue any relevant cost and pass the costs to the residents after completion of a communication to the residents regarding this issue. Commissioner Dota 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 Dota, Zullo, Skurat and Horelick. Chairperson White abstained from voting to avoid a conflict of interest. Chairperson White declared the motion carried.

Chairperson White introduced the 12/31/2008 financial reports.

The financial reports for the properties (See Exhibit IV) of Seymour Housing Authority were reviewed. The Norman Ray House was at a loss of \$7,660. The Rev. Callahan House was at a plus \$35,579.49. Moderate Rental is at a loss of \$43,224. Contract services were the highest loss. The reserves for Moderate Rental are down to \$25,000. Smithfield Gardens was at a loss of \$14, 531.

Chairperson White introduced the amendments to the Smithfield Gardens Tenant Selection and Continued Occupancy Policy.

The Executive Director explained that upon review of the Smithfield Gardens Tenant Selection and Continued Occupancy Policy that there were several required updates. The Executive Director briefly reviewed the summary of changes (See Exhibit V) Commissioner Zullo made the motion to adopt the revised Smithfield Garden tenant

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selection policy as presented in summary. Commissioner Dota 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 White, Dota, Zullo, Skurat and Horelick. Chairperson White declared the motion carried.

Chairperson White introduced the contract amendment to the design contract with Donald W. Smith, Jr. P.E. for the Housing Sustainability Funds project at the Norman Ray House for the installation of HVAC.

The Executive Director explained that due to some client difficulties experienced during installation of the range hoods and the result of ordering of equipment and delivery that there was a considerable time extension granted to the Contractor. As such the design engineer had incurred additional construction phase monitoring expense. As such, Mr. Smith is asking for an additional amount of \$3,960 in fees. (See Exhibit VI) The Executive Director explained that there is sufficient contingency in the operating budget to provide for this added expense.

After some further brief discussion, Commissioner Zullo motioned to authorize the Executive Director to amend the contract with Donald W. Smith, Jr. to increase by \$3,960.00 and to revise the HSAF budget to reduce contingency and increase the line item for design by \$3,960 contingent on DECD review and approval. 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 White, Dota, Zullo, Skurat and Horelick. Chairperson White declared the motion carried.

Chairperson White introduced the IRS Release of Information form, 4506T.

Executive Director Keyser discussed implementing a new IRS release form 4506T in to the recertification process. He stated that the use of this form would make the recertification easier for the residents and the staff relative to third party verification of income. The IRS release form is to verify actual income. Executive Director Keyser pointed out that the W-2's that are used for income verification often don't match to the individuals living situation. Commissioner Zullo made the motion to implement the IRS release form 4506T into the recertification process beginning in 2010. 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 White, Dota, Zullo, Skurat and Horelick. Chairperson White declared the motion carried.

The Board continued with the agenda in the regular order.

➤ **Executive Director's Report**

The Executive Director reported that the turn around time with rentals at the Rev. Callahan House has to do with keeping the Rev. Callahan waiting list up to date. Office procedures have been revisited and the waiting list will be updated.

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The delay with renting apartments at Smithfield Gardens is due to an exaggerated delay in processing Medicaid applications at the department of social services. State approval must be in hand prior to admitting to Smithfield Gardens.

The Executive Director also mentioned that he published bids for a digital recording device and three new security cameras to go up at the Rev. Callahan House. He stated that an electrical outage caused irreparable damage to the VHS recording device on the camera system.

Executive Director Keyser also brought the 98 HUD REAC physical inspection score to the board's attention.

➤ **Old Business**

None.

➤ **Any Other Business**

At 9:15 pm, Commissioner Dota motioned to enter executive session to discuss current litigation and to invite the entire Board of Commissioners 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 White, Dota, Zullo, Skurat and Horelick. Chairperson White declared the motion carried.

At 9:17 pm Commissioner Skurat motioned to end executive session and resume the order of the Agenda. Commissioner Dota 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 White, Dota, Zullo, Skurat and Horelick. Chairperson White declared the motion carried.

➤ **Adjournment**

Chairperson White asked for a motion to adjourn the 862nd meeting of the Seymour Housing Authority. At 9:18 P.M. P.M. Commissioner Skurat motioned to adjourn the 862nd 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 Zullo, Dota, Horelick, Skurat, and White. Chairperson White declared the motion carried and the 861st Meeting, a Regular Meeting, adjourned.

Submitted by:

David J. Keyser, Secretary and
Executive Director