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Seymour Housing Authority

➤ 954th Meeting

The 954th Meeting, a Regular Meeting of the Seymour Housing Authority, was held on November 4, 2015 at the **Smithfield Gardens Assisted Living Facility**, in the **Multipurpose Room** located at **26 Smith Street** Seymour, Connecticut and was called to order at 5:37 P.M. by Chairperson White.

➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Dota, Golebieski, and White. Also present was Executive Director David Keyser and Attorney Gregory Stamos.

➤ Public Comment Session

None

➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 953rd Regular Meeting held on October 7, 2015.

Commissioner Bellucci motioned to accept the minutes of the 953rd Regular Meeting. Commissioner Golebieski 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, Golebieski and White. Chairperson White declared the motion carried.

➤ Bills & Communications

Chairperson White introduced the Bills. (See Exhibit I).

Commissioner Bellucci motioned to approve the bills as presented and authorize payment of the bills. 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, Dota, Golebieski and White. Chairperson White declared the motion carried and the bills approved for payment as presented.

The Executive Director discussed and explained the more pertinent communications including the letter from HUD's Real Estate Assessment Center (REAC) announcing that Seymour Housing Authority has been designated as a High Performer for the evaluation

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performed in 2014. The letter goes on to state that the overall score is 93%. As such, our properties will not be evaluated for another 3 years.

He also pointed out some letters sent to the Vendors/Contractors of Smithfield Gardens Assisted Living to clean up some motor vehicle issues that employees have been performing. Two of the major issues include driving up Smith Street the wrong way and speeding through our parking lot. Both hazards that the Executive Director brought to the Vendor/Contractor attention and asked for their management to address.

➤ **Executive Director's Report**

The Executive Director discussed occupancy results for all properties (See Exhibit II).

➤ **Old Business**

None

➤ **New Business**

Chairperson White introduced Parking Policy for Rev. Callahan House.

The Executive Director discussed the changes made to the Parking Lot Policy as well as discussed the meetings held with the resident's Parking Lot committee. (See Exhibit III) He distributed the draft policy which detailed the proposed changes.

After some further brief discussion and clarification of the changes, Commissioner Bellucci motioned to accept the proposed Parking Lot Policy and adopt the updates made to the policy. 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, Dota, Golebieski and White. Chairperson White declared the motion carried.

Chairperson White introduced Annual Gutter Cleaning, Moderate Rental, Ray House, Smithfield and Callahan House. He discussed the bids and the bid tabulation sheet. (See Exhibit IV). He recommended awarding the work to the low bidder, Dr. Roof N Shine. He further stated that Dr. Roof N Shine has worked on this project for the past two years and is capable of completing the work.

After some further brief discussion, Commissioner Golebieski motioned to accept the bid from Dr. Roof N Shine in the amount of \$3,350 and to award the work item to Dr. Roof N. Shine to complete the annual gutter cleaning at the Moderate Rental Properties, Norman Ray House, Smithfield Gardens and Rev. Callahan House and to authorize the Executive Director to execute the agreement. Commissioner Bellucci seconded the motion. Chairperson White acknowledged the motion and its second and asked all those

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in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Golebieski and White. Chairperson White declared the motion carried.

Chairperson White introduced Resolution # 401 concerning the Designated Housing Plan for Rev. Albert Callahan House and the Designation Plan. (See Exhibit V)

Commissioner Bellucci motioned to adopt Resolution # 401 concerning the Designated Plan for the Rev. Albert Callahan House as presented. Commissioner Dota seconded the motion. Discussion followed and the Executive Director briefly described the plan to designate Rev. Callahan House as elderly only. After further brief discussion, Chairperson White acknowledged the motion and its second and asked for a Roll Call vote which was recorded as follows:

Commissioner	Vote		
	Aye	Nay	Abstain
Bellucci	X		
Dota	X		
Golebieski	X		
White	X		

Chairperson White declared the motion carried and Resolution 401 duly adopted.

Chairperson White introduced Resolution #402, a resolution concerning Board approval to write off \$846.00 in collection loss (GL # 1123) for the Rev. Callahan House. CT035-000001. (See Exhibit VI)

Commissioner Dota motioned to adopt Resolution # 402 A resolution concerning Board approval to write off \$846.00 in collection loss (GL # 1123) for the Rev. Callahan House. CT035-000001 as presented. Commissioner Belucci seconded the motion. Discussion followed and Commissioner Dota asked about the Housing Authority's effort to collect this money. Attorney Stamos commented about the Summary Process. He commented that most times these cases go court and result in a court stipulated agreement for repayment. The Executive Directed added that some of the people on the list eight skipped town on us, or passed away during occupancy. He also added that as part of our efforts to collect, these files will be forwarded to Small Claims Court. After further brief discussion, Chairperson White acknowledged the motion and its second and asked for a Roll Call vote which was recorded as follows:

Commissioner	Vote		
	Aye	Nay	Abstain
Bellucci	X		
Dota	X		
Golebieski	X		
White	X		

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Chairperson White declared the motion carried and Resolution 402 duly adopted.

Chairperson White introduced Resolution #403, a resolution concerning Board approval to write off \$5,200.09 in collection loss (GL # 1123) for the Hofmann Heights, Castle Heights, Smith Acres and, Smith Acres Ext., Moderate Rental Program. (See Exhibit VII).

Commissioner Golebieski motioned to adopt Resolution # 403 A resolution concerning Board approval to write off \$5,200.09 in collection loss (GL # 1123) for the Hofmann Heights, Castle Heights, Smith Acres and, Smith Acres Ext., Moderate Rental Program. Commissioner Bellucci seconded the motion. After further brief discussion, Chairperson White acknowledged the motion and its second and asked for a Roll Call vote which was recorded as follows:

Commissioner	Vote		
	Aye	Nay	Abstain
Bellucci	X		
Dota	X		
Golebieski	X		
White	X		

Chairperson White declared the motion carried and Resolution 403 duly adopted.

Chairperson White introduced Resolution #404, a resolution concerning Board approval to write off \$3,710.29 in collection loss (GL # 1131) for the Smithfield Gardens Assisted Living Program. (See Exhibit VIII).

Commissioner Golebieski motioned to adopt Resolution # 404 A resolution concerning Board approval to write off \$3,710.29 in collection loss (GL # 1131) for the Smithfield Gardens Assisted Living Program Commissioner Dota seconded the motion. After further brief discussion, Chairperson White acknowledged the motion and its second and asked for a Roll Call vote which was recorded as follows:

Commissioner	Vote		
	Aye	Nay	Abstain
Bellucci	X		
Dota	X		
Golebieski	X		
White	X		

Chairperson White declared the motion carried and Resolution 404 duly adopted.

➤ **Any Other Business**

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None

➤ **Adjournment**

At 5:59 P.M. Chairperson White asked for a motion to adjourn the 954th meeting of the Seymour Housing Authority. Commissioner Dota motioned to adjourn the meeting. 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, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried and the 954th Meeting, a Regular Meeting, duly adjourned.

Submitted by:


David J. Keyser,
Secretary and Executive Director