

MINUTES

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Seymour Housing Authority

➤ 968th Annual Meeting

The 968th Meeting, an Annual 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 December 7, 2016 and was called to order by Chairperson White at 5:36 p.m.

➤ Roll Call

Answering the Roll Call were Commissioners Dota, Golebieski, Horelick and White.

Also present was Secretary and Executive Director David Keyser and Attorney Gregory Stamos.

➤ Election of Officers

At this point, Commissioner White stepped down to vacate the seat of Chairman and turned the meeting over to Vice-Chairperson Horelick.

Vice-Chairperson Horelick announced the vacancy in the seat of Chairman and opened the nominations for Chairman of the Seymour Housing Authority.

Commissioner Golebieski nominated Commissioner White as Chairman of the Seymour Housing Authority.

Commissioner Dota seconded the nomination.

Vice-Chairperson Horelick acknowledged the nomination and its second and asked if there were any further nominations for Chairman?

Hearing none, Vice-Chairperson Horelick again asked if there were any other nominations for Chairman?

Hearing none, Vice-Chairperson Horelick asked a third time if there were any other nominations for Chairman.

Hearing none, Vice-Chairperson Horelick declared the nominations closed and asked the Secretary to cast one unanimous vote for Commissioner White as Chairperson of the Seymour Housing Authority. Vice-Chairman Horelick declared Commissioner White as Chairman and turned the meeting back over to her.

Chairperson White opened the nominations for Vice-Chairperson of the Seymour Housing Authority.

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Commissioner Dota nominated Commissioner Horelick as Vice-Chairperson of the Seymour Housing Authority.

Commissioner Golebieski seconded the nomination.

Chairperson White acknowledged the nomination and its second and asked if there were any further nominations for Vice-Chairman?

Hearing none, Chairperson White again asked if there were any other nominations for Vice-Chairman?

Hearing none, Chairperson White asked a third time if there were any other nominations for Vice-Chairman?

Hearing none, Chairperson White declared the nominations closed and asked the Secretary to cast one unanimous vote for Commissioner Horelick as Vice-Chairperson of the Seymour Housing Authority. Chairperson White declared Commissioner Horelick as Vice-Chairperson.

Chairperson White opened the nominations for Treasurer of the Seymour Housing Authority.

Commissioner Golebieski nominated Commissioner Dota as Treasurer of the Seymour Housing Authority.

Commissioner Horelick seconded the nomination.

Chairperson White acknowledged the nomination and its second and asked if there were any further nominations for Treasurer?

Hearing none, Chairperson White again asked if there were any other nominations for Treasurer?

Hearing none, Chairperson White asked a third time if there were any other nominations for Treasurer?

Hearing none, Chairperson White declared the nominations closed and asked the Secretary to cast one unanimous vote for Commissioner Dota as Treasurer of the Seymour Housing Authority. Chairperson White declared Commissioner Dota as Treasurer.

Chairperson White opened the nominations for Assistant Treasurer of the Seymour Housing Authority.

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Commissioner Dota nominated Commissioner Bellucci as Assistant Treasurer of the Seymour Housing Authority.

Commissioner Golebieski seconded the nomination.

Chairperson White asked if there were any other nominations for Assistant Treasurer.

Hearing none, Chairperson White again asked if there were any other nominations for Assistant Treasurer?

Hearing none, Chairperson White asked a third time if there were any other nominations for Assistant Treasurer?

Hearing none, Chairperson White declared the nominations closed and asked the Secretary to cast one unanimous vote for Commissioner Bellucci as Assistant Treasurer of the Seymour Housing Authority. Chairperson White declared Commissioner Bellucci as Assistant Treasurer.

➤ **Annual Report**

See Exhibit 1

The Executive Director discussed and explained the pertinent facts from the Annual Report.

➤ **2017 Meeting Schedule**

Chairperson White introduced the 2017 Meeting Schedule and asked the Commissioners if there were any conflicts, comments or questions relative to the proposed schedule. (See Exhibit II).

After a brief moment of review, Commissioner Golebieski motioned to adopt the 2017 Meeting Schedule as presented. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor to signify by voting aye. Voting aye were Commissioners Dota, Golebieski, Horelick, and White. Chairperson White declared the motion carried.

➤ **Adjournment**

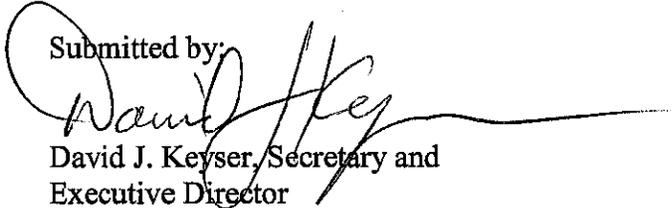
Chairperson White asked for a motion to adjourn the 968th meeting, an Annual Meeting of the Seymour Housing Authority.

At 5:53 P.M. Commissioner Golebieski motioned to adjourn the 968th Meeting of the Seymour Housing Authority. Commissioner Dota seconded the motion. Chairperson

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White acknowledged the motion and its second and asked all those in favor by voting aye. Voting aye were Commissioners Dota, Golebieski, Horelick, and White. Chairperson White declared the motion carried and the 968th Meeting, an Annual Meeting adjourned.

Submitted by:


David J. Keyser, Secretary and
Executive Director

2016

Housing Authority of the Town of Seymour

Annual Report

MISSION STATEMENT

It is the mission of the Housing Authority of the Town of Seymour to: affirmatively further fair housing; assist low and moderate-income families to meet their housing or housing assistance needs; provide safe, decent and affordable housing; and, to advocate and promote housing opportunities in the rental, homeownership and assisted living affordable housing markets for the Seymour community and the jurisdiction for which it serves.

Occupancy Trending

Year	# of Vacancies	Vacancy days	# days/vacancy	Vacancy %
2016	8	80	10	0.2739
2015	17	121	7.06	0.414
2014	9	56	6.22	0.1917
2013	11	66	6.0	0.2260
2012	14	177	12.64	0.6061
2011	14	222	15.86	0.7602
2010	10	209	20.90	0.7157

Our goal is to manage the unit turnaround time to average less than 20 days per vacancy. We also keep a watchful eye on unit days available to ensure we do not exceed the 348 days per year that we are allotted for the Rev Callahan House Elderly LIPH Housing. As you can see from the trending, we have been reaching and exceeding those goals for the past 7 years. In this way we are able to state with confidence that we are achieving the goals stated in our Mission Statement and fulfilling the standards mentioned in our five year and annual plan. We are affirmatively furthering fair housing by maximizing occupancy in an efficient manner by maintaining low turnover objectives.

Occupancy Trending

Year	# of Vacancies	Vacancy days	# days/vacancy	Vacancy %
2016	4	64	16	0.4384
2015	5	109	21.80	0.7465
2014	10	196	19.80	1.3424
2013	9	315	35.00	2.1575
2012	2	6	3.00	0.0205
2011	9	200	22.20	1.3698
2010	10	246	24.60	1.6849

Our goal is to manage the unit turnaround time to average less than 20 days per vacancy. We also keep a watchful eye on unit days available to ensure we do not exceed the 164 days per year that we are allotted for Norman Ray House Elderly LIPH Housing. We will continue to improve performance at the Norman Ray House to get the numbers below the standard and maintain them there.

2012	10	316	31.60	1.0688
2011	8	238	29.75	0.8050
2010	12	526	43.83	1.7791

Occupancy Trending

Year	# of Vacancies	Vacancy days	# days/vacancy	Vacancy %
2016	17	703	41.35	3.439
2015	18	665	39.64	3.253
2014	22	1,276	54.86	6.242
2013	14	1,278	82.79	6.252
2012	9	284	31.56	1.389
2011	21	662	24.79	3.238
2010	19	1,034	54.42	5.058

General Information

Fair Housing

Each year we affirmatively market to senior centers, community organizations, public libraries. We participate in major senior Fairs such as Boomers and Beyond and the Crisco Fair. We participated in those this year as well.

We had received a challenge during 2015 year, a claim were discriminating against an applicant for our senior housing based on her disability and race. She claimed she was denied a reasonable accommodation as well. After several weeks of HUD inquiries and response, we have received notice that there was no basis to the complaint and that we acted accordingly to the Federal Fair Housing Law. Upon appeal, HUD found a discrepancy in our Reasonable Accommodations Policy referring to pets. In an effort to comply, the Seymour Housing Authority entered into a Voluntary Corrective Action Plan. We revised the Reasonable Accommodations Policy to remove the terms "Pet" when referring to Service or Special Purpose Animals. We also removed any requirements asking for certifications required for such animals. We updated the Pet Policy with the same provisions.

By maintaining our occupancy standards in both Federal and State housing programs and advertising our waiting lists, we are affirmatively furthering fair housing.

Staff has attended fair housing training as we do on an annual basis.

Waiting Lists

We did not open our Moderate Rental

The Elderly Low Income Public Housing waiting list remained open during 2016. During this period we received 76 applicants and have determined 65 applicants eligible. There are 14 pending applicants and 11 applicants were determined ineligible. There are 82 applicants currently on the elderly waiting list of these applicants, 68 household incomes are extremely low at or below \$19,650 of AMI. There are 13 household incomes that are very low or between \$22,450 and \$32,750. And, there is 13 households with income that is considered low income or between \$37,400 and \$46,100. 85% of the households are Caucasian and 10% are Black, 1% are Indian, 3% are Aisian and no other races were indicated. Of these applicants 91.67% are non-Hispanic and 8.33% are Hispanic. 60% of the families are elderly and 40% are disabled.

Where the elderly/disabled applicants are applying from: Applicants from Out of State: CA 1, MA 1, NH 1, RI 1, ME 1, NY 1, FL 2. Applicants from In State: Ansonia 12, Bloomfield 1, Beacon Falls 4, Derby 3, Marion 1, Middletown 1, Milford 1, Monroe 1, Seymour 9, Shelton 5,

Southbury 1, New Haven 2, Hamden CT 1, West Haven 2, New Haven 1, Bethany 1, Bridgeport 1, Trumbull 1, Stratford 2, Waterbury 2, Prospect 1, Naugatuck 6, Watertown 1, Fairfield 2

During 2016 we housed 8 people in the Rev. Callahan House and 4 people in the Norman Ray House. Of those, 9 household incomes are extremely low at or below \$19,650 of AMI. There is 1 household incomes that are very low or between \$19,650 and \$32,750. And, there are 2 households with income that is considered low income or between \$32,750 and \$46,100. 6 of those households were Elderly and 6 were disabled households. Of the 12 households, 9 were caucasian, 5 were black and all 12 were non-hispanic.

Smithfield Gardens waiting list remained open during 2016. We received 26 applicants and 9 applicants were withdrawn for reasons of the applicant entering Skilled Nursing Facility, Nonresponse, asked to be withdrawn or unfortunately death.

ROSS Grant Resident Services Coordinator (RSC)

We have been providing fiduciary services as partner to the Callahan House Tenants Association to support the RSC program. This is a very beneficial program to the Residents of Callahan House and Norman Ray House and to the Seymour Housing Authority's Management. Our Resident Services Coordinator is doing a great job making linkages with social services agencies, municipalities and the community.

The Resident Services Coordinator program continues to flourish concluding another year. The resident services coordinator continues to connect residents with necessary supports in the community such as home care for elders, food stamps and Medicare savings plans. Additionally, recreational programs continue such as arts and crafts, and chair yoga. Partnerships continue with community providers such as the CT Foodbank partnering to offer residents supplements boxes of food, Team Inc. working hand in hand to continue the Senior Café, and Griffin Hospital providing monthly free blood pressure screenings, education and health awareness to our community. Additionally, education continues to be provided through Team Inc. and the University of Saint Joseph Snap ed program providing monthly education. The resident association remains strong and continues to engage with all the residents enhancing the amounts of available recreational programs.

She provides great services benefiting our Community and following is just a few of the achievements she has accomplished"

E-Logic Model achievements in the past 12 months:

Activity	Participants
Case Management	77 cases
Outreach – Outreach to elderly persons With Disabilities	120
Health – Activities of daily living	60
Education Adult Basic	2
Employment Training	5
Case Management Contract	15

Additional partnerships and outreach programs.

- Partnership with CT Food Bank – Commodity Food Supplement Program (CSFP) – continues providing elderly residents with a monthly food package consisting of juice, milk, cereal, cheese, rice, apple sauce and canned vegetables. This is a result from a gap in service identified. Nutritional education also included as a component of program.
- Bread and Pastry program has been continued with the help from partnering churches in which all residents are offered weekly bread, pastries and occasional fruit and vegetables.
- Partnership with Good Sheppard church in which an “Adopt a Family” program was created providing needy families Christmas gifts for children.
- Monthly education provided to tenants through local partners such as BH Care, University of St. Joseph, Valley Senior Services council (a program of Valley Council) and Team Inc.
- Senior Café continues through partnership with Team
- Transportation need decreased through partnership with the town continuing to offer the senior bus to disabled and elderly residents continues
- Partnership with Seymour Public Library in which tenants now can utilize “mobile” program in which books are hand delivered for individuals
- Partnership with Seymour Arts and Cultural Society to provide monthly recreational events for tenants
- Partnership with Seymour Lions Club who provide annual ice cream social, bingo event and annual fruit baskets during the holidays
- Partnership with the Ladies Auxiliary continues
- Partnership with local police department in which community police officer remains in place who provides education and assistance with Block Watch program
- Active tenant associations with active committees such as welcome package committee and events committee.
- Additional committees such as block watch and parking committee
- Partnership with Griffin Hospital who provide outreach on a weekly basis for questions or concerns for tenants. Also provide monthly blood pressure screenings
- Partnership with Valley United Way and Team Inc, to provide quarterly financial literacy education to tenants
- Contact has been made to Valley Regional Adult Education and New Haven Literacy Volunteers in which programs and services such as GED classes and ESL-English as a Second Language has been offered. Existing and incoming tenants are provided with updated catalogue
- Held a clothing drive to raise money and collected nearly \$200
- Sought funding from a private foundation for the CPR and First aid program

- Communicates Management goals and needs to the residents and acts as Liaison between the residents and Management. RSC also helps to educate tenants.

We have been able to address a great number of social needs in the Callahan House and Norman Ray House communities because of this grant.

Rev. Callahan House

- 80 Annual Dwelling Inspections were completed in 2016 in accordance with HUD's Uniform Physical Conditions Standards (UPCS). 342 work orders have been generated as a result of this round of inspections. These work orders have averaged a 4.52 day completion time. Work items vary by apartment most common items is caulking of windows and bathtubs, loose toilets, adjusting doors to latch properly, replacing cracked bathroom sink tops, as well as other routine and preventive maintenance. The labor costs for the work generated is approximately \$20,000.00 based on the closed work order reports.
- Callahan House experienced 8 move outs during 2016. Vacant unit inspections were completed in all 8 dwelling units in accordance with HUD's Uniform Physical Conditions Standards (UPCS). 69 work orders have been generated as a result of these inspections. Cycle painting, carpet replacement, door, electrical and plumbing repairs were completed as part of the unit turn over. These work orders averaged 3.58 days to complete. All the apartments were cleaned including counters, appliances, cabinets, bath fixtures and flooring. The 8 vacancies resulted in 80 total vacancy days. We averaged 10 days per vacancy total turnaround time. The units were in downtime an average of .50 days. They were in make ready time of 5.50 days and they were 3.5 days in lease up time.
- The annual building & site inspections resulted in revealing a problem with the parking lot. The lower portion of the parking lot near Smith Street reported as badly cracked, alligator like, and the area it affected was greater than 5% of the entire lot square footage. Was repaired this year. This would have result in points off of the next REAC inspection as well as further deterioration of the parking lot. After review of the damaged area we found that water puddles in the area fairly severely after storms. A design specification was drafted by our contract site engineer and the work item which included adding a storm drain at the end of the driveway and excavating the affected area and repaving was put out to bid. At the same time as this work was being planned, the Seymour Housing Authority adopted a smoking designated area adjacent to the parking lot. This required a patio area to be installed which included regarding and a retaining wall, as well as a concrete pad. Total costs of this project was approximately \$39,000.00.
- 2016 Capital Fund Program work items were completed. A contract was signed with Seimens. The work items include smoke detector replacement on the first, third and fourth floors as well as the system panel and hall monitor station. We also cycle painted 10 dwelling apartments.

Norman Ray House

- **40 Annual Dwelling Inspections were completed in 2016 in accordance with HUD's Uniform Physical Conditions Standards (UPCS). 121 work orders have been generated as a result of this round of inspections. The work orders were closed on average in 3.14 days. Work items vary by apartment most common items is caulking of windows and bathtubs, loose toilets, adjusting doors to latch properly, replacing cracked bathroom sink tops, replacing burned countertops, replacing bathtub strainers and replacing refrigerators that have signs of the gasket failing from age. The labor costs for the work generated is approximately \$7,726.30 based on the closed work order reports.**
- **Norman Ray House experienced 4 move outs during 2016. Vacant unit inspections were completed in all 4 dwelling units in accordance with HUD's Uniform Physical Conditions Standards (UPCS). 34 work orders have been generated as a result of these inspections. Cycle painting, carpet replacement, door, electrical and plumbing repairs were completed as part of the unit turn over. All the apartments were cleaned including counters, appliances, cabinets, bath fixtures and flooring. The total labor costs of the vacancy turnaround were approximately \$3,369.00. The 4 vacancies resulted in 64 total vacancy days. We averaged 16 days per vacancy total turnaround time. The units were in downtime an average of .50 days. They were in make ready time of 6.50 days and they were 6.5 days in lease up time.**

Moderate Rental

- 70 Annual Dwelling unit inspections were through December 6, 2016. The remaining 11 inspections are scheduled over the next two weeks and all 81 will be completed by December 31, 2016. 526 work orders have been generated as a result of this round of inspections. The work orders were closed on average in 18 days. The labor cost of these work orders is approximately \$44,000.
- The Moderate Rental Program experienced 8 move outs during 2016. Vacant unit inspections were completed in all 8 dwelling units in accordance with HUD's Uniform Physical Conditions Standards (UPCS). 105 work orders have been generated as a result of these inspections. Cycle painting, a few units required cabinet and countertop replacements, door, flooring and baseboard heaters replacements, electrical and plumbing repairs were completed as part of the unit turn over. All the apartments were cleaned including counters, cabinets, bath fixtures and flooring. The total labor costs of the vacancy turnaround were approximately \$36,000.00. These 105 work orders were completed in an average of 10 days. The 8 vacancies resulted in 101 total vacancy days. We averaged 12.625 days per vacancy total turnaround time.

Smithfield Gardens Assisted Living

Occupancy Statistics:

- 93% (52 of 56 units) occupied as of 12/01/2016
- Five applications in processing
- No move-ins in November; two move-outs in November
- 8 applicants on waiting list for 60% units (\$985 rent)
- 11 applicants on waiting list for 50% units (\$825 rent)
- Average age is 84.5
- Age range is 66 - 97
- Average length of tenancy is 28.71 months

Budgeting Statistics:

- 18 of 19 units rented at \$825
- 34 of 37 units rented at \$985
- 52 of 52 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings held 11/2, 11/9, 11/16, 11/22, 11/30 (attended by MRC Director, RSC & RNs)

57 residents' statuses reviewed each week; four residents out at rehab as of 11/30/2016

- Resident Council Meeting held 09/29/16 – minutes follow; next meeting 10/27/16
- November Fire Drill completed 11/28/16 (first shift)
- Spectrum triennial review completed on 09/16/16; no findings
- NDC annual site visit completed for 11/03/16; no findings

Minutes
Exhibit II

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

28 SMITH STREET
SEYMOUR, CONNECTICUT - 06483



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December 2, 2016

The following is the schedule of Meetings of the Seymour Housing Authority to be held during 2017. The meetings are generally scheduled on the first Wednesday of each month located at the Smithfield Gardens Assisted Living, Multi-Purpose Room located at 26 Smith Street and the time of the meetings is set for 5:30 P.M.:

Date	Meeting
January 4, 2017	Regular Meeting
February 8, 2017	Regular Meeting
March 8, 2017	Regular Meeting
April 5, 2017	Regular Meeting
May 3, 2017	Regular Meeting
June 7, 2017	Regular Meeting
July 5, 2017	Regular Meeting
August 9, 2017	Regular Meeting
September 6, 2017	Regular Meeting
October 4, 2017	Regular Meeting
November 8, 2017	Regular Meeting
December 6, 2017	Annual & Regular Meetings

Brenda A. White - *Chairperson/Tenant Commissioner*
Susan Horelick - *Vice Chairperson*
Virginia Dota - *Treasurer/Tenant Commissioner*
Dominick Bellucci - *Assistant Treasurer/Tenant Commissioner*
Rebecca L. Golebieski - *Commissioner*

David J. Keyser, PHM
*Executive Director
and Secretary*



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