

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
REGULAR MEETING MINUTES
Housing Authority Office
April 26, 2011
8:00 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy; Secretary and Treasurer; Ms Hall, Assistant Treasurer; Ms Christison-Lagay Assistant Secretary; and Ms Fields, Executive Director.

The meeting was called to order at 8:05 a.m. by the Chairperson.

MINUTES

A motion was made by Mr. Simonsen and seconded by Ms Hall to accept the minutes of the March 17, 2011 Regular Meeting. Motion approved unanimously

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

A Freedom of Information Act Request was received from McElroy, Deutsch, Mulvaney & Carpenter/PH, LLP requesting copies of all union contracts and salary/wage information for each position/title. These records are not considered Exempt under C.G.S. 1-210. Ms Fields provided the information as required under C.G.S. 1-206.

A Freedom of Information Act request was received from James M. Findley. The request and each of the subsequent letters were responded to by Chairman Long.

A second Freedom of Information Act Request was received from James M. Findley. Ms Fields requested information from the Town regarding Freedom of Information requests.

REPORTS OF THE DIRECTOR

Bills

The finance committee recommended approval of the March bills. Motion approved unanimously.

Financial Reports –A (General)

The finance committee recommended approval of the February Financial Reports with a change to the Holinko Estates Year to Date Variable for the Total Operating Expense from a positive to a negative. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

The finance committee recommended approval of the March Section 8 Statistical Report and creating two checking accounts for the money wired from HUD; one for HAP payments and the other for Administrative Fees. Motion approved unanimously.

REPORT FROM TENANT REPRESENTATIVE

Mr. Eddy reported that he had been appointed to the Human Services Advisory Committee as the Housing Authority's representative. The organizational meeting was held April 20, 2011.

Mr. Eddy expects the survey to be delivered to the Wright's Village residents this week or early next week.

Mr. Eddy reported that the sidewalks at Wright's Village need to be assessed and repaired prior to next winter.

COMMITTEE REPORTS

Finance Committee

The finance committee was formed as an ad hoc committee and has completed its original mandate. Mr. Simonsen suggested that a standing finance committee be considered. With many topics and issues before the Board, it was agreed that a Special Meeting be set for May 12, 2011 at 11:00 am at the Housing Authority to discuss forming ad hoc committees to address each specific issue.

UNFINISHED BUSINESS

ARRA Weatherization Program

Ms Fields reported that the engineer came out to look at units to determine the placement of heat pumps. Ms Roberts with the Access Agency has stated that once this is done, the contractors have 7 days to return bids to the Access Agency; the bid will be awarded; equipment will be ordered; and the actual work should take one to two weeks.

Removal of Call for Aid at Wright's Village

Ms Fields had no update to report.

Eslin v Mansfield Housing Authority

A letter was received from Attorney John McGrath stating his opinion regarding the previous vote by the Board to obtain legal guidance from HUD on the payment of \$3,000 to a landlord from Housing Assistance Funds.

Ms Fields emailed HUD – Hartford requesting legal guidance on three issues: (1) Payment to the landlord when the landlord has not renewed the lease. HUD confirmed that Housing Authority was "correct in not continuing to pay HAP for a unit where the lease was not renewed or a new HAP agreement in place." (2) Placing Ms Eslin back on the program in front of those on the waiting list. HUD stated that "In complying with a court order, or agreement you are not necessarily violating your waiting list, you are carrying out the agreement reached upon before the Judge" (3) Payment to the Landlord in the amount of \$3,000. HUD has not specifically stated that the \$3,000 could or could not be paid as a HAP payment.

Depositions for Ms Karyn Eslin and Ms Leila Eslin are scheduled for May 2nd and 3rd at Gordon, Muir and Foley in Harford. A conference with the Magistrate Judge has been scheduled for May 23, 2011 at Hartford Federal Court. Ms Vangsness and Ms Fields will attend both depositions as well as the conference.

A letter from the Board will address the issues and will be given to our attorney to present to the Magistrate Judge on May 23, 2011.

NEW BUSINESS

Section 8 Administrative Fees

The bill that passed reduced the administrative fees to 8% below the 2010 level. Because the continuing resolution was previously in place, the fees being paid to the Housing Authority were at the 2010 level, a rate higher than that which has been appropriated. To make up the difference, the administrative fees will be reduced from May through December to 71.75% of what we currently receive on a monthly basis. This will have a significant impact our Section 8 program. With the reduction in the payment standard the Housing Authority should be able to issue more vouchers thereby increasing its administrative fees.

Holinko Estates Paving Project

Ms Fields would like to reactivate this project. In addition to the original project, Ms Fields suggested we consider including some additional work due to damage over the winter and consider patios. Ms Fields stated that she believes the project will be over \$100,000 which will no longer qualify it for the Small Purchase Procedure. A construction management company will need to be hired to handle all the state and federal regulations. The Board agreed to set up an ad hoc committee to address the paving project. This is will done at the May 12, 2011 Special Meeting.

Properties for Sale (Orchard Acres and Renwood)

Ms Fields received a call Jim Swan at BB&T Bank - Capital Markets concerning a couple of properties for sale in Storrs. If we were interested, he was interested in putting a bond financing package together. He put Ms Fields in touch with the Chozik Realty. Ms Fields received information on the properties and forwarded it the Board members as well as CHFA for review. Ms Fields has not been able to do a full review and the Board agreed to set up an ad hoc committee to consider options for creating additional moderate income housing. This is will done at the May 12, 2011 Special Meeting.

Snow Plowing Policy

Due to time constraints, this item was not addressed. It will be tabled on this time.

Spending Authorization Policy

A draft spending authorization policy was emailed to Board member for review and discussion. Due to time constraints, this item was not addressed.

Meeting Schedule Changes

A Special meeting was set for May 12, 2011 at 11:00 am at the Housing Authority.

The June 16, 2011 Board Meeting has been changed to June 15, 2011.

OTHER BUSINESS

None

ADJOURNMENT

The Chairperson declared the meeting adjourned at 11:02 a.m.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson