

**HOUSING AUTHORITY OF THE TOWN OF STRATFORD, CONNECTICUT
P.O. BOX 668
STRATFORD, CT 06615**

**MINUTES OF REGULAR MEETING
HELD ON JUNE 22, 2020**

The Commissioners of the Housing Authority of the Town of Stratford, Connecticut, met at a regular meeting of the Authority via Zoom on Monday, June 22, 2020.

The Meeting was called to order at 12:07 p.m. Chairman Joseph Crudo, Jr. presided.

ROLL CALL

ITEM #1

In Attendance: Commissioners Chairman Joseph Crudo, Jr.
Vice-Chairman Sonja Devitt
George Grom (left meeting at 12:30 p.m.)
Melissa Dempsey

Also in Attendance: Elizabeth Sulik, Executive Director
Lucia Smith, Finance Director
Lisa Mastro, Administrative Assistant
Paul Hoydick, Maintenance Director
Attorney John Florek

Absent: Commissioner Janet Findlay

PUBLIC COMMENT

ITEM #2

No members of the public attended the meeting via dial-in.

AMENDED MINUTES – REGULAR MEETING OF APRIL 27, 2020 (via Zoom)

ITEM #3

Motion was made to accept the amended minutes of the April 27, 2020 regular meeting as presented.

MOTION: Sonja Devitt VOTE: 4-0
SECOND: George Grom

MINUTES – REGULAR MEETING OF MAY 18, 2020 (via Zoom)

ITEM #4

Motion was made to accept the minutes of the May 18, 2020 regular meeting as presented.

MOTION: George Grom VOTE: 4-0
SECOND: Melissa Dempsey

APPROVED BILLS FOR MONTH OF MAY 2020

ITEM #5

Motion was made to approve the bills for the month of May 2020 as presented.

MOTION: Melissa Dempsey VOTE: 4-0
SECOND: George Grom

EXECUTIVE DIRECTOR'S REPORT FOR THE MONTH OF APRIL 2020

ITEM #6

Liz asked the commissioners how they liked using the new iPads for the board meeting and most responded that they loved it. Vice-Chairman Devitt commented that it may take some time getting used to and would like to receive a paper copy of the board packets for a while. Liz thanked Lucia and Commissioner Dempsey for their input in obtaining and setting up the iPads.

Liz Sulik reported that eleven employees attended the Conn Nahro fair housing training via Zoom and it was seamless. The minutes from the CDBG meeting held on May 7th have not yet been posted so Liz does not have final numbers to report. Also, we have not heard anything regarding the Shiloh grant. We are hoping to receive some word on both matters soon.

The grocery bags for our senior residents are coming to an end. We just delivered week 8 and have two weeks remaining. At this time, July 2nd is the final delivery for the bags which were provided with funding from the CARES Act. Liz acknowledged the MRC volunteers who were coordinated and sent by the Health Department, and George Grom for his help in this weekly effort.

Liz was invited to be part of the weekly discussions with Stratford Strong and the Housing Partnership. Stratford Strong is a team of community members who meet virtually to discuss Stratford’s long term recovery efforts and covers topics including food, mental and physical health, child care, unemployment and business support. The Housing Partnership has been revitalized and holds virtual meetings as well. Planimetrics is the consultant to the Town, and discussions will be centered around the long term housing plan for Stratford.

Liz provided an update on the paving project at Shiloh. Work has not yet begun, but we anticipate it starting in the next few weeks. She also provided an update on the fence on McLean Street. The old fence has been removed and the stump grinding completed, with the new fence expected to be installed by the end of this week.

Liz asked Lucia Smith to report on the Authority’s accounts receivables status. Lucia reported that the federal accounts are not experiencing a problem with delinquency; however, the state family base rent accounts showed a \$12,000 deficit between April 30, 2020 and May 31, 2020, and a \$3,000 deficit for the elderly tenant accounts. Attorney Florek stated that the current moratorium prohibiting us from taking any action on non-payment of rent is July 1st, unless the Governor extends it. Liz added that tenants were sent notices regarding rent payments and the Project Managers make telephone calls to those tenants with delinquent accounts. We are trying to stay on top of this as best we can.

HOUSING AUTHORITY ATTORNEY’S REPORT
ITEM #7

Attorney Florek explained that we are still in a period where we cannot do much from an enforcement standpoint; however, that will end on July 1st, barring any further Executive Orders from the Governor. Attorney Florek will meet with Liz and the Project Managers to discuss their course of action if the ability to serve Notices to Quit and bring evictions opens up on July 1st. However, the courts are still not hearing these cases and have indicated that they will not issue any executions until August 1st.

FINANCE DIRECTOR’S REPORT
ITEM #8

Lucia Smith indicated there was no report this month.

DISPOSAL OF ASSETS
ITEM #9

Resolution #13-2020

Resolved: That the following assets be disposed of to the dump as they are determined to have no scrap, salvage or sale value:

Federal:

<u>Asset Number</u>	<u>Item</u>	<u>Model/Brand</u>
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State:

<u>Asset Number</u>	<u>Item</u>	<u>Model/Brand</u>	
12760	Refrigerator	Hotpoint	Removed from Lucas Gardens - #25

MOTION: Melissa Dempsey VOTE: 4-0
SECOND: George Grom

SHA MAIN OFFICE CLEANING SERVICES
ITEM #10

As was recommended by Commissioner Dempsey, Liz stated that the Authority received three quotes for the cleaning of our administrative office. The low bid was from Sparkle & Shine in the amount of \$78.00 per week, with the other two quotes being \$115 and \$120. Sparkle & Shine currently cleans our vacant units, for which the Authority receives CDBG funds. Until last week, our Laborer was performing these duties, but went out on workers compensation last Friday.

Resolved: That the Stratford Housing Authority enter into a one-year agreement with Chris Zahor, Owner of Sparkle & Shine, for the cleaning of the administrative offices at the rate of \$78.00 per week.

MOTION: Sonja Devitt VOTE: 4-0
SECOND: George Grom

SHA TELEPHONE SYSTEM

ITEM #11

Lucia Smith provided a summary of telephone system quotes from five contractors, which was summarized on the spreadsheet included in the board meeting packets. She is recommending we contract with Connecticut Communications for the new system because they are the only company willing to provide us with installation plus a maintenance service contract. Liz stated that Connecticut Communications is our current vendor.

George Grom suggested that even though Connecticut Communications is our current vendor, we would be hiring them for a system with very different technology. Because of this, Commissioner Grom suggested we contact some references to get their feedback on this specific type of telephone system.

Attorney Florek suggested tabling this item pending the vetting of Connecticut Communications.

Resolved: That the updated telephone system for the Stratford Housing Authority be tabled pending the vetting of Connecticut Communications.

MOTION: Melissa Dempsey VOTE: 4-0
SECOND: Sonja Devitt

Commissioner Grom left the meeting at 12:30 p.m.

VIDEO SURVEILLANCE SYSTEMS AT RAYMOND E. BALDWIN, ROBERT F. KENNEDY AND ELM TERRACE APARTMENTS (Tabled Item)

ITEM #12

Vice-Chairman Devitt made a motion to remove this item from the table. Motion seconded by Commissioner Dempsey. Motion passed 3-0.

Liz reported that this project will be re-bid this week. We will need to hold a special meeting over the summer to approve the selected bidder so as not to risk losing the \$250,000 Safety and Security award.

Commissioner Dempsey made a motion to put this item back on the table. Motion seconded by Vice-Chairman Devitt. Motion passed 3-0.

STRATEGIC PLAN (Tabled Item)

ITEM #13

Motion was made by Vice-Chairman Devitt to remove this item from the table. Motion seconded by Commissioner Dempsey. Motion passed 3-0.

Vice-Chairman Devitt expressed that some of the language in the Plan was not clear as to its meaning and the board should be able to understand and articulate exactly what it means and what our goals are. She suggested forwarding her re-wording to the commissioners for their review, and once the revisions are agreed upon, the board can vote on approving the Plan.

Chairman Crudo stated that we should not be approving a document that we do not understand or is unclear. He added that this Plan will be passed on to future commissioners and Executive Directors and should be a seamless transition.

Resolved: That the Strategic Plan be tabled pending the approval of language changes in the document.

MOTION: Sonja Devitt VOTE: 3-0
SECOND: Melissa Dempsey

SHA WORKPLACE SAFETY PROGRAM

ITEM #14

Motion was made by Commissioner Dempsey to remove this item from the table. Motion seconded by Vice-Chairman Devitt. Motion passed 3-0.

Commissioner Dempsey and Vice-Chairman Devitt stated this document was very well written. Chairman Crudo stated that it was revised as a group effort several months ago and he is anxious to finalize it. He asked Paul Hoydick when he anticipates holding his kick-of meeting, and Paul responded July. Chairman Crudo added that he would like this to be a monthly agenda item. Commissioner Dempsey suggested reporting on this in the Executive Director's report with the work order summary.

Resolved: That the SHA Workplace Safety Program be adopted as presented.

MOTION: Melissa Dempsey
SECOND: Sonja Devitt

VOTE: 3-0

NEW BUSINESS

ITEM #15

There was no new business to discuss.

ADJOURNMENT

ITEM #16

Motion was made to adjourn.

MOTION: Melissa Dempsey
SECOND: Sonja Devitt

VOTE: 3-0

Adjournment: 12:56 p.m.

Respectfully submitted by,

Elizabeth Sulik

Elizabeth Sulik
Executive Director / Secretary

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**MINUTES OF ANNUAL MEETING
HELD ON JUNE 22, 2020**

The Commissioners of the Housing Authority of the Town of Stratford, Connecticut, met at the annual meeting of the Authority via Zoom on Monday, June 22, 2020.

The Meeting was called to order at 12:58 p.m. Chairman Joseph Crudo, Jr. presided.

ROLL CALL

ITEM #1

In Attendance: Commissioners Chairman Joseph Crudo, Jr.
Vice-Chairman Sonja Devitt
Melissa Dempsey

Also in Attendance: Elizabeth Sulik, Executive Director
Lucia Smith, Finance Director
Lisa Mastro, Administrative Assistant
Paul Hoydick, Maintenance Director
Attorney John Florek

Absent: Commissioner Janet Findlay
Commissioner George Grom

PUBLIC COMMENT

ITEM #2

No members of the public attended the meeting via dial-in.

ELECTION OF OFFICERS

ITEM #3

Vice-Chairman Devitt nominated Chairman Joseph Crudo for another term as Chairman and thanked him for a job well done. Commissioner Dempsey seconded the nomination. Chairman Crudo asked three times if there were any other nominations. There were no other nominations. Nominations were closed. Vote passed 3-0.

Commissioner Dempsey nominated Vice-Chairman Sonja Devitt for another term as Vice-Chairman. The nomination was seconded by Chairman Crudo and Vice-Chairman Devitt. Chairman Crudo asked three times if there were any other nominations. There were no other nominations. Nominations were closed. Vote passed 3-0.

ADJOURNMENT

ITEM #4

Motion was made to adjourn.

MOTION: Melissa Dempsey
SECOND: Sonja Devitt

VOTE: 3-0

Adjournment: 1:02 p.m.

Respectfully submitted by,

Elizabeth Sulik
Executive Director / Secretary