

Minutes  
of the  
MERIDEN HOUSING AUTHORITY  
REGULAR BOARD MEETING  
Held on  
September 25, 2017

Chairman Cornelius Ivers called the Regular Board of Commissioners' meeting to order at 5:40 PM. As a quorum was present the meeting commenced.

**1. ROLL CALL:**

**PRESENT:** Cornelius J. Ivers, Chairman  
Carlos Ruiz, Treasurer  
Scott T. Griffith, Vice Chairman

**EXCUSED ABSENCE:** Lawrence Kendzior, Commissioner

**ABSENT:** Emely Morales-Varona, Resident Commissioner

**STAFF PRESENT:** Robert Cappelletti, Executive Director, and  
Jamie Urkevic.

**OTHERS PRESENT:** Hayley Fetrow, HSF Consulting, LLC.

**2. PUBLIC COMMENTS AND WRITTEN COMMUNICATIONS:**

None

**3. RESIDENT ASSOCIATION STATUS:**

**A. Community Towers Tenant Organization:**  
None

**B. Yale Acres Resident Association:**  
None

**C. Mills Memorial Apartments Tenant Organization:**  
None

**4. PREVIOUS MONTH'S MINUTES**

**A. Minutes of the Regular Board of Commissioners' meeting held  
July 24, 2017.**

Vice Chairman Scott Griffith made a motion to approve the minutes of the July 24, 2017 Board of Commissioners' meeting, Carlos Ruiz, Treasurer seconded the motion. A vote was called. The minutes were accepted. The vote was Ayes – 3, Nays – 0.

Ayes - 3

Nays – 0

Cornelius Ivers, Chairman  
Carlos Ruiz, Treasurer  
Scott Griffith, Vice Chairman

## **5. TREASURER'S REPORT:**

### **A. August FYE 9/30/2017**

Ms. Hayley Fetrow delivered financial presentation and discussion. Ms. Fetrow stated that MHA was approaching fiscal year end which is September 30<sup>th</sup>. The current year to date and actuals were provided to the Board. Variances were briefly discussed and an explanation was provided. Current revenues and expenses were provided. Relocation expenses related to Mills Memorial Apartments were reviewed. No further discussion.

## **6. CHAIRMAN'S REPORT:**

None

## **7. MANAGEMENT REPORTS:**

### **A. Executive Director's Report:**

Executive Director R. Cappelletti reported to the Board. Executive Director Cappelletti stated not much change in regards to the Yale Acres SSHP application. It was reported that MHA was currently working with lending services and meeting HUD requirements. The Mills Memorial relocation reported to be in last stage of tenant relocation. Six families remain with Oct 1<sup>st</sup> as move out dates. Clean up of the site will remain. After all moves have taken place units will be broom swept, refrigerators, stoves and unit doors will be removed. The reuse of bricks is discussed. Meriden Commons I construction was reported as on schedule with windows having been installed. Chairman Ivers questioned when the Bond Commission would review MHA request. Executive Director Cappelletti responded that the Bond Commission had authorized bonds and MHA is waiting for CHFA to close on Hanover Place. It was reported a rebid had gone out due to the length of time passed. Hanover Place will be a modular project. No further discussion.

### **B. Resident Services Report:**

Report was submitted by Resident Service Director David Sunshine. The Board congratulated the relocation team; Section 8 Dept., and the Resident Services dept. led by David Sunshine and Sara Vega. Executive Director Cappelletti stated from May – Oct. a mere 6 months involved in the relocation of all residents was deemed very impressive.

Chairman Cornelius Ivers called for a motion to amend the agenda to bring New Business forward before Executive Session. Treasurer Carlos Ruiz made a motion to modify the agenda to move New Business before Executive Session, Vice Chairman Scott Griffith seconded the motion. A vote was called. The vote was unanimous. Ayes - 3, Nays - 0.

## **8. NEW BUSINESS:**

### **A. Resolution 1083: Approval of collection write-off of outstanding debt for Yale Acres and Johnson Farms.**

No discussion. A vote was called. All were in favor. The vote was unanimous.

Ayes - 3

Nays - 0

Cornelius Ivers, Chairman  
Scott Griffith Vice Chairman  
Carlos Ruiz, Treasurer

**B. Resolution 1084: Approval of collection write-off of outstanding debt for Mills Memorial Apartments and Community Towers Apartments.**

No comments made. A vote was called. All were in favor. The vote was unanimous.

Ayes – 3

Nays - 0

Cornelius Ivers, Chairman  
Scott Griffith Vice Chairman  
Carlos Ruiz, Treasurer

**C. Resolution 1085: Approval of collection write-off of outstanding debt for Business Activities.**

Identified Business activities as those privately held properties owned by MHA. Brief discussion followed. A vote was called. All were in favor. The vote was unanimous.

Ayes – 3

Nays - 0

Cornelius Ivers, Chairman  
Scott Griffith Vice Chairman  
Carlos Ruiz, Treasurer

**D. Resolution 1086: Approval of write-off of Section 8 Stale Checks**

N/A No stale checks were reported.

**E. Resolution 1087: Approval of State Operating Budget FY-2018**

**F. Resolution 1088: Approval of Annual Federal Operating Budget FY-2018**

A Motion to approve Resolutions 1087 and 1088 was made by Vice Chairman Scott Griffith, Chairman Cornelius Ivers seconded the motion A vote was called. All were in favor. The vote was unanimous.

Ayes – 3

Nays - 0

Cornelius Ivers, Chairman  
Scott Griffith Vice Chairman  
Carlos Ruiz, Treasurer

**G. Resolution 1089: Approval and Adoption of utility allowances for Tenant-furnished utilities.**

Brief discussion continued. Rates reported as increased. Treasurer Carlos Ruiz made a motion to adopt Resolution 1089, Vice Chairman Scott Griffith seconded the motion. A vote was called. Resolution 1089 was adopted. The vote was unanimous.

Ayes – 3

Nays - 0

Cornelius Ivers, Chairman  
Scott Griffith Vice Chairman  
Carlos Ruiz, Treasurer

**H. Resolution 1090: Approval and Adoption of Fair Market Rents for Housing Choice Voucher Program.**

Brief discussion took place. HUD generated figures. Discussion continued. A vote was called. Resolution 1089 was adopted. The vote was unanimous.

Ayes – 3

Nays - 0

Cornelius Ivers, Chairman  
Scott Griffith Vice Chairman  
Carlos Ruiz, Treasurer

**I. Resolution 1091: Authorization of Procurement Policy.**

HUD modified rules and regulations which must be implemented by Housing Authorities. A brief discussion followed. Treasurer Carlos Ruiz made a motion to adopt Resolution 1091, Vice Chairman Scott Griffith seconded the motion. A vote was called. The vote was unanimous. Resolution 1091 was adopted. The vote was unanimous.

Ayes – 3

Nays - 0

Cornelius Ivers, Chairman  
Scott Griffith Vice Chairman  
Carlos Ruiz, Treasurer

**9. EXECUTIVE SESSION:**

Treasurer Carlos Ruiz made a motion to adjourn into executive session, Vice Chairman Scott Griffith seconded the motion. A vote was called. The vote was unanimous. The board entered into Executive Session at 6:05 PM.

Treasurer Carlos Ruiz made a motion to adjourn from Executive Session, Vice Chairman Scott Griffith seconded the motion. A vote was called. The board adjourned from Executive Session at 6:57 PM.

**10. OLD BUSINESS:**

None

**11. OTHER ITEMS OF BUSINESS:**

None

**12. MATTERS NOT ON THE AGENDA:**

None

**13. ADJOURNMENT:**

Scott Griffith, Vice Chairman made a motion to adjourn, Chairman Cornelius Ivers seconded the motion. A vote was called. The vote was unanimous. The Board of Commissioners meeting adjourned at 6:58 pm.

Respectfully submitted,

Robert Cappelletti  
Executive Director