

Trumbull Housing Authority
State of Connecticut

MEETING AGENDA

DATE: February 24, 2014

TIME: 4 PM

LOCATION: STERN VILLAGE (COMMUNITY HALL)
200 HEDGEHOG CIRCLE
TRUMBULL, CT 06611

1. Roll Call and Pledge of Allegiance.
2. Approval of Minutes for January 13, 2014 - Regular Meeting of the THA
3. Bills & Communications
4. Report of the Executive Director
5. Unfinished Business
6. New Business
 - Discussion/resolution for HVAC maintenance contract for the congregate
 - Discussion/resolution for THA Bylaws
7. Public Speaking

Stern Village Residents (only) may speak for a maximum of 3 minutes. Stern Village Residents (only) must sign-up to speak prior to the start of the meeting.
8. Executive Session to discuss personnel issue
9. Adjournment

HVAC Maintenance for the Congregate (only) – 2/24/14

Fall & Spring Maintenance Fee

Includes, but not limited to: routine cleaning, checking and inspecting all equipment. Testing for efficiencies and making recommendations if repairs are needed.

Company 1

Fee: \$2,165

Hourly Rate: \$105

Company 2

Fee: \$1,484

Hourly Rate: \$108 for first ½ hour, \$27 per 15 minutes. (M-F) Exorbitant overtime rate

Company 3

Fee: \$1,800

Hourly Rate: \$100

(Belts and filters replaced at no charge)

Company 4

Fee: \$2,700

Hourly Rate: \$90

BYLAWS OF THE HOUSING AUTHORITY OF THE TOWN OF TRUMBULL

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ARTICLE I

The Housing Authority of the Town of Trumbull

Section 1. Name. The name of the Authority shall be "The Housing Authority of the Town of Trumbull" commonly referred to as the Trumbull Housing Authority or Stern Village.

Section 2. Seal. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its activation, and the word "Connecticut".

Section 3. Composition. The Authority shall consist of five commissioners ("Board of Commission").

Section 4. Creation and Powers. The Authority was created and exists as a body corporate and public, pursuant to Section 8-40 Connecticut General Statutes and was authorized to act and exercise its powers by a resolution adopted by the governing body of Town of Trumbull. The Authority shall have the powers set forth in law including, but in no way limited to, the powers enumerated in Section 8-44 of the Connecticut General Statutes. The powers of the Authority shall be vested in the Board of Commissioners. The commissioner may delegate from time to time any of its power to its employees as they deem fit.

ARTICLE II

Commissioners

Section 1. Appointment. The commissioners shall be appointed in accordance with the provisions of Section 8-41 Connecticut General Statutes. At least one commissioner appointment shall be a tenant of the Authority.

Section 2. Term. The term of each commissioner shall be five years. The term of not more than one commissioner shall expire in the same year.

Section 3. Duties. The commissioners shall perform such duties as are incumbent upon them by reason of appointment under the Connecticut General Statutes and shall perform such other duties and functions as may from time to time be required by the Authority or by the Bylaws, or which may arise by reason of their appointment to serve on committees functioning within the Authority or in cooperation with persons or groups outside the Authority.

Section 4. Compensation. The commissioners shall serve without compensation. From time to time the commissioners may incur expenses incidental to their duties, which may be reimbursed by the Authority.

Section 5. Vacancy. If a commissioner vacancy occurs due to a change of residence, removal, resignation or death of a commissioner prior to the normal expiration date of a term, the vacancy shall be filled for the remainder of the commissioner's unexpired term in accordance with Connecticut General Statute § 8-41. A commissioner shall hold office until his or her successor

is appointed and has qualified.

Section 6. Removal. A commissioner may be removed in accordance with the provisions of Section 8-43 Connecticut General Statutes.

Section 7. Tenant Commissioner. The tenant-commissioner shall be appointed in accordance with and subject to the qualifications and limitations set forth in Section 8-41 Connecticut General Statutes, including the restriction that no tenant commissioner shall have the authority to vote on any matter concerning the establishment or revision of the rents to be charged by the Authority.

ARTICLE III

Officers and Employees

Section 1. Officers. The Officers of the Authority shall be the Chairman, Vice Chairman, Secretary, Treasurer, and Assistant Treasurer.

Section 2. Selection of Officers. The Board of Commissioners shall elect Officers from among its members. The Officers shall be elected at the annual meeting of the Authority and shall hold office for a term of one year or until a successor is elected and qualified, except the office of Chairman whose term shall be for three years or until a successor is elected

Section 3. Vacancies. In the event of a vacancy in any Office occurring prior to the normal expiration thereof, the Board of Commissioners shall elect from among its members a person to fill the vacancy who shall serve for the remaining portion of the vacating Officer's term.

Section 4. Duties of Officers.

- a. Chairman. The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairman shall sign all contracts, deeds, and other instruments made by the Authority. At each meeting, the Chairman shall submit such recommendations and information as he/she may consider proper concerning the business affairs and policies of the Authority.
- b. Vice Chairman. The Vice Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman, and in the case of a vacancy in the office of the Chairman.
- c. Secretary. The Secretary shall record and review the minutes of all meetings of the Authority and shall perform all other duties normally incident to the office of Secretary. At any regular or special meeting, in the absence of the Secretary, a Secretary pro tempore shall be appointed by the Chairman from among the other Commissioners present. The Secretary shall keep the seal of the Authority and certify all copies of resolutions and other documents that are approved by the Board.

- d. Treasurer. The Treasurer shall review and sign all checks, endorsements, notes and evidences of indebtedness of the Authority. Signed checks, endorsements and notes are for the payment of money and shall payout and disburse such money under the direction of the Authority or the Executive Director, except as otherwise authorized by resolution of the Authority. The Authority may, by resolution, designate one or more commissioners to countersign such orders and checks, and from time to time qualify, change or cancel any such designation.
- e. Assistant Treasurer. The Assistant Treasurer shall perform the duties of the Treasurer in the absence or incapacity of the Treasurer, or, in case of a vacancy in the office of the Treasurer, until such vacancy is filled.

Section 5. Executive Director. The Board of Commissioners shall, at their discretion, employ an Executive Director to manage and operate the Authority in a daily basis. In the event of a vacancy occurring in the Executive Director position, the Board of Commissioners may designate one of their members to serve in such capacity on a pro tempore basis, without compensation, until such time as the vacancy is filled by the Board of Commissioners.

ARTICLE IV

Meetings

Section 1. Regular Meetings. Regular meetings shall be held monthly on the first Monday of the fourth week of each month, at such time and place as designated by a resolution passed by the Commissioners for the transaction of the business of the Authority.

Section 2. Special Meetings. The Chairman and two consenting commissioners may call a special meeting for the purpose of transacting any business designated in the call. Notice of a special meeting shall be given not less than 48 hours prior to the time of such meeting by posting a notice of the time and place thereof in the office of the municipal clerk and on the Authority's website at least 48 hours prior to the date set forth in the call for such meeting. No other business may transact at such special meeting.

Section 3. Emergency Special Meetings. Special meetings may be called in emergencies as in Section 2 without prior notice in conformity with Section 1-225 of the Connecticut General Statutes. The minutes of emergency special meetings, once approved by the commissioners must be filed with the municipal clerk within 72 hours and must describe the nature of the emergency which precluded the prior notice, and the proceedings of the meeting.

Section 4. Annual Meetings. Annual meetings shall be held at the regular July monthly meeting for the purpose of receiving the annual report and for the conduct of such other business as may come before the meeting.

Section 5. Quorum. Three commissioners shall constitute a quorum for the purpose of conducting the business of the Authority and exercising its powers, and for all other purposes, but a smaller number may meet and adjourn from time to time until a quorum is obtained. The Authority may act by a vote of not less than majority commissioners present at a meeting at which a quorum is present. References herein to “vote by the Authority” or “Authority vote” shall mean voting on a resolution by a majority of the commissioners present at a meeting at which a quorum is present.

Section 6. Order of Business. Regular Meetings. The order of business at regular meetings shall be as follows:

- (1) Roll Call.
- (2) Reading and approval of the minutes of the previous regular meeting and any intervening special or emergency special meeting.
- (3) Bills and Communications.
- (4) Report of the Executive Director.
- (5) Reports of Committees, if any.
- (6) Unfinished Business.
- (7) New Business.
- (8) Adjournment.

Section 7. Special and Emergency Special Meetings. The order of business at special meetings and emergency special meetings may follow that set forth above or may be restricted to action upon the business for which the special meeting is called, as the Board of Commissioners shall determine by vote.

Section 8. Manner of Voting. All questions of substance presented to the Board of Commissioners during the meeting of the Board of Commissioners shall be presented in the form of motions or resolutions.

Section 9. Executive Session. The Authority may hold an executive session among the commissioners and persons designated by them to provide advice, testimony or opinions relating to the subject of the executive session. The Authority’s vote to hold an executive session must be made during a meeting stating the reason for the executive session, with the majority vote. Executive sessions must comply with Sections 1-200 and 1-225 Connecticut General Statutes.

Article V.
Indemnification

Indemnification. The Authority shall indemnify the commissioners and employees to the fullest extent authorized by Section 8-41(a) Connecticut General Statutes. The Authority shall advance the payment of legal expenses to a commissioner or employee in the defense of any claim for which indemnification may be available to the fullest extent permitted by law. The rights conferred on any person by this Article shall continue as to a person who has ceased to be a commissioner or employee respecting indemnification, to the fullest extent not prohibited by the Connecticut General Statutes.

Article VI.
Deposits and Checks

Section 1. Deposit of Funds. All funds of the Authority not otherwise employed shall be deposited in such banks, trust companies or other reliable depositories as the Board of Commissioners may by vote from time to time determine.

Section 2. Checks and Notes. All checks, endorsements, notes and evidences of indebtedness of the Authority, shall be signed by the Treasurer or Assistant Treasurer.

ARTICLE VII
Amendments

The bylaws of the Authority shall be amended only by resolution adopted by the affirmative vote of a least three commissioners of the Authority at a regular or special meeting, held after seven days notice in writing of the substance of the proposed amendment. Written notice shall be sent to each commissioner.

Adopted by Resolution