

# HOUSING AUTHORITY CITY OF DERBY

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## Executive Director

Neil V. Dorso

## Board of Commissioners

Joseph F. Pinto III, Chairman  
J. P. Rizzitelli, Vice Chairman  
Rosemary Hughes  
Pauline Monaco  
Joseph R. Romano

## Minutes of the Board of Commissioners of the Housing Authority - City of Derby

Wednesday, April 4, 2007  
Aldermanic Chambers, City Hall

Chairman Pinto called the meeting to order at 6:31 P.M. and the Pledge of Allegiance was recited.

Chairman Pinto called the roll. Present were Chairman Joseph Pinto, Commissioners Rosemary Hughes, Pauline Monaco and Joseph Romano, and Executive Director Neil Dorso. Vice Chairman J.P. Rizzitelli was excused for a prior business commitment.

A motion was made by Mr. Romano and seconded by Mrs. Monaco to approve the minutes from the March 7, 2007 meeting. Motion passed unanimously.

## PUBLIC PORTION

Chairman Pinto opened the floor to the public. Marlo Tinari of Lakeview Apartments spoke. Mr. Tinari congratulated Mrs. Hughes on her recent appointment to the Authority and also Mr. Pinto for his election as the new Chairman. He also congratulated Mr. Romano for the new painting policy and Mr. Dorso for cleaning up the community room. Mr. Tinari then asked the Commissioners to consider waiving the late rent fee and asked that residents be reminded that the cost of non-prescription pharmaceuticals can be applied to their offset. He asked about the cost of the building that has been proposed on the Lakeview property, how many residents had been affected by the proposed rent increase and if the DHA could still operate in the black if we were to reduce the base rents. He went on to suggest that the residents who pay in excess of the base rent could offset those with lower incomes. He then asked about the cash reserve and what it has been at various stages over the past few years and where it came from and that in lieu of the reserve, perhaps our base rent increase was not necessary.

Joan Theriault of Lakeview Apartments spoke, stating that her rent increased \$70 in one year and asked why that was necessary.

Carol Hayton of Lakeview Apartments spoke and stated that the community room looks great, but noted that the stairwell still has cobwebs. She also commented that additional washers and dryers may be necessary as it takes a few days to get them repaired when they break down.

Roland Wolf of Stygar Terrace spoke and requested that residents be given 15 days to pay their rent each month.

Keith McLiverty, Derby City Treasurer spoke. He inquired if there are any agreements with other towns to take their residents into our elderly housing with preference over others.

Mildred Wadyka of Lakeview Apartments asked if a ramp would ever be built there.

As no one else from the public wished to speak, the floor was closed.

#### OLD BUSINESS

Regarding the grievance policy, Mr. Dorso stated that he had solicited policies from a number of other housing authorities. Chairman Pinto appointed Mr. Romano and Mrs. Hughes to review these and make a suggestion as to implementing one in Derby.

Base rent increases. Chairman Pinto noted that the base rent increases as suggested by Executive Director Dorso were already approved at the March meeting.

A recess was called at 7:03. The meeting was called back to order at 7:12. Chairman Pinto noted the residents' questions regarding the base rent increases and noted that these would be addressed at the next meeting and that a special meeting may be called for this purpose.

#### DIRECTOR'S REPORT

Mr. Dorso gave the director's report, a copy of which is attached to these minutes. A motion to accept was made by Mrs. Monaco and seconded by Mrs. Hughes. The motion passed unanimously.

#### NEW BUSINESS

Chairman Pinto noted that Commissioner Chudoba had resigned since the March meeting and that Mayor Staffieri had appointed Rosemary Hughes as his replacement. Mrs. Hughes was welcomed to the Board of Commissioners.

New Financial Procedures. Chairman Pinto presented a proposal for accounts payable to the commission, a copy of which is attached to these minutes. A motion to approve this procedure and policy was made by Mrs. Monaco and seconded by Mr. Romano. The motion passed unanimously.

New Office Building/ Rec Camp Parking. Donald Smith and John Rak were present at the meeting representing the Recreation Camp, Inc. Mr. Smith presented more clear plans of the Rec Camp's proposal and Chairman Pinto provided copies of the DHA's plans for a possible office and maintenance facility on the Lakeview property. Chairman Pinto noted that he and Mr. Romano had been appointed by prior Chairman Chudoba to look into this matter and that it was their suggestion to the Commissioners that no matter what the disposition of the Lakeview Drive land was, that we should allow the Rec Camp the use of the corner area to install their bus drop off. He then noted that the Valley Council of Governments is involved and that they have requested that the CT Dept. of Transportation install a signal light at the intersection of Lakeview Terrace and Roosevelt Drive. Mr. Dorso noted that he has also looked into acquiring a building elsewhere in Derby for the purpose of housing our needs and has not found a suitable

location to date. Mr. Smith noted that the parking spaces on Lakeview would be “parking at will” and that they would not be permanent blacktop, but rather unpaved with concrete strips that could be removed with great ease at any time that the DHA may need to utilize the land. He requested only that we allow him to proceed with his study and that he will report back to the Commissioners with his request at a later meeting. Mr. Romano made a motion to allow Mr. Smith permission to conduct his study, seconded by Mrs. Monaco. The motion passed with 3 affirmative votes and one abstention (Mrs. Hughes).

New Financial Reports. Mr. Dorso presented the new format for the monthly financial reports. In addition to the Elderly Housing expenditures, he will now also present us with the Section 8 Housing Choice Voucher expenditures. Chairman Pinto noted that the additional information is appreciated, but pointed out that additional information is now required per the financial policy passed moments earlier. This information includes income and expenses for the month, monthly expenditures and budget balances.

DHA Development Corp. Chairman Pinto stated that he noticed a record for this entity registered with the CT Secretary of the State and as the officers are all present or former Commissioners of this Board, he inquired as to what this entity is and how it interacts with the Derby Housing Authority. Mr. Dorso noted that it is a separate and distinct entity from the DHA and didn't have any information beyond that. Chairman Pinto asked Mrs. Monaco what she knew of this as she is the registered Secretary of the corporation. She noted that she had no idea what it was. Chairman Pinto stated that without objection, this matter would be tabled until the May meeting when Mr. Rizzitelli could possibly shed some light on things. No objections, matter tabled.

Shredding of documents. Chairman Pinto had mailed a letter to Mr. Dorso instructing him to stop shredding any documents until further notice and requesting that the item be added to this agenda. Chairman Pinto stated that as a public agency, we are required to obtain permission from the State Records Administrator before we destroy any documents. Chairman Pinto asked Mr. Dorso if he had obtained permission to shred the documents that he had noticed in the trash and Mr. Dorso replied that he had not as he was unaware of any such law. Chairman Pinto instructed Mr. Dorso to ensure that he complies with any statutes prior to destroying any additional documents.

PILOT. Chairman Pinto stated that the DHA had made their yearly PILOT to the City and that this is based on 10% of our total collected rent for the year. This is a negotiable figure. Mr. Dorso added that he checked with the Town Clerk to obtain a copy of the agreement and she informed him that she could not find one. Chairman Pinto will contact the Mayor to negotiate a new deal.

#### EXECUTIVE SESSION

Chairman Pinto stated that there is a need to go into executive session to discuss various expenditures with the Executive Director. A motion was made by Mrs. Monaco and seconded

by Mr. Romano to go into executive session, inviting Mr. Dorso. Mr. Dorso requested that his wife be allowed to remain in the room and there were no objections. The motion passed unanimously and the Board of Commissioners went into executive session at 8:02 P.M.

The Board of Commissioners came out of executive session at 8:12 P.M. Commissioner Romano then made a motion to go back into executive session to discuss any actions needed to be taken in lieu of the discussion with Mr. Dorso, seconded by Mrs. Monaco. The motion passed unanimously and the Board of Commissioners went into executive session at 8:13 P.M.

The Board of Commissioners came out of executive session at 8:31 and invited the public back into the Chambers.

A motion was made by Mr. Romano that the Derby Housing Authority should engage the services of an independent accounting firm to perform an inquiry into the accounting practices of the Authority over the past one to three fiscal years, seconded by Mrs. Monaco. The motion passed unanimously.

A motion was made by Mr. Romano to waive the procurement requirements for this inquiry to allow the Derby Housing Authority to engage the accounting firm of Nishball, Carp, Niedermeier, Pacowta & Co., P.C. for the purposes of performing this inquiry, seconded by Mrs. Hughes. The motion passed unanimously.

A motion was made by Mr. Romano to place the Executive Director on paid administrative leave pending the completion of this inquiry, second by Mrs. Hughes. The motion passed unanimously.

#### MONTHLY FINANCIAL REPORT

The monthly financial report was presented by Mr. Dorso, a copy of which is attached to these minutes. A motion to accept the report as given was made by Mrs. Monaco and seconded by Mr. Romano. The motion passed unanimously.

#### ADJOURNMENT

As there was no further business to come before the Board, Chairman Pinto announced the adjournment at 8:45 P.M.