

Derby Housing Authority
August 1, 2007

- 1. Meeting called to Order at 6:33 P.M.**
- 2. Pledge of Allegiance**
- 3. Roll Call:** Joseph Pinto, Chairman, Rosemary Hughes, Pauline Monaco, J.P. Rizzitelli, Vice Chairman. Also Present: JoAnne Markos, Acting Executive Director. Absent: Joseph Romano.
- 4. Additions, Deletions, or Corrections to the Agenda.** JoAnne would like to add something to the agenda; a request for response to a complaint verbal or written, but not signed, under New Business, Item C. Also, Mr. Pinto would like to amend Item 11 on the agenda; Executive Session and Action as Required, to say Executive Session to Discuss Personnel Issues in the Maintenance Department. Motion by Pauline Monaco, with a second by Rosemary Hughes, all in favor, Motion passes.
- 5. Approval of minutes – July 11, 2007** Motion by Rosemary Hughes to accept the minutes, with a second by Pauline Monaco, all in favor, Motion passes.
- 6. Public Portion** Carol Hayton, 23 Guardiano Terrace. Ms. Hayton complained of the stairwells. They are terrible, there are dead bugs, stuff hanging from the doors, there's eggs in the hallways from the bugs. Mrs. Monaco agreed. Mr. Pinto noted the item and will have it taken care of.
- 7. Financial Report** Mr. Pinto noted the total payments on the State Accounts of \$14,312.19, and \$569.68 cents on the Federal side. Motion by Rosemary Hughes to accept the financial report, with a second by Pauline Monaco, all in favor, Motion passes.
- 8. Director's Report** JoAnne said all the units are ready to be rented except for one. There are three that are rented and two that are not. There was a bad bee infestation, it has been taken care of. The Quarterly Reports are finished and mailed and submitted to the State. We are preparing for an audit from the Buehl Company for the Federal and the State. That will be on the 9th and 10th of August. Comcast increases were sent out to the tenants. It will be increased by \$4.00. JoAnne and Joe Romano worked on the rate. The elderly waiting list was purged. It was purged by about 30%. The waiting list was 105. There are between 75 and 80 people on the waiting list. There was a storm on July 28th, and the smoke detectors were knocked out at CC. Mr. Pinto met with the fire department and Shelton Alarm came. They did not have replacements, so we replaced them with temporary battery operated ones. PIC Reporting is at 100%. No action on DH

Development. Motion by Pauline Monaco to accept the Director's Report, with a second by Rosemary Hughes, all in favor. Motion passes.

9. Old Business

- a. **Grievance Policy (Commissioners Hughes and Romano)** The policy was prepared by Rosemary Hughes and Joe Romano. Mr. Pinto asked the board if there were any questions on it. Motion by JP Rizzitelli to accept as presented, with a second by Pauline Monaco. All in favor. Motion passes.
- b. **Community Room Heating/Air Conditioning (Commissioners Rizzitelli and Romano)** Mr. Pinto stated this is a rough draft, if everyone could take a look at it and next month's meeting we can address any changes, and move to adopt it in September.
- c. **Recreation Camp Parking** Mr. Pinto spoke with Don Smith the engineer handling the project. They are through the permit process with the City and they are getting ready to do the site work. The camp opened so they didn't want to start while the camp was opened. The parents are using the street to drop off the kids in the morning. The session runs three or four more weeks. Pauline said she still does not understand why they couldn't be a yellow curb to the stop sign. Mr. Pinto said there will be when they do their work.
- d. **Section 8 Coordinator** Mr. Pinto said there is a job description in the meeting packet. We need to get this posted, if we want to have this person hired for October 1st. Mr. Pinto is asking for authority to post this in the papers as soon as possible. Motion to allow Mr. Pinto the authority with a second by Mrs. Monaco. All in favor. Motion passes.
- e. **Maintenance Employee Job Description** Mr. Pinto said it describes what we would like the maintenance staff to be doing. Motion to approve the job description with a second by Mrs. Hughes. All in favor. Motion passes.

10. New Business

- a. **Section 8 Inspections** JoAnne called Joe at Day Star and asked if he could take on the inspections for Section 8. JoAnne thought it would be more cost effective than George doing it. JoAnne has to do all the paperwork. Motion by Pauline to accept JoAnne's recommendation to use Day Star, with a second by Mr. Rizzitelli. All in favor! Motion passes.
- b. **Maintenance Employee Fuel Stipends.** Mr. Pinto said that George and Frank get \$40.00 a month for gas. George has been using the Housing Authority truck for the last couple of months, so he did not get a gas check. In the personnel policy under Section 8, Travel, Item 3, Personal vehicle usage; employees and commissioners authorized to use their personal vehicle for Authority business shall be reimbursed by the then current mileage rate used by the United States General Services Administration upon submission of a mileage log. The current rate is 48.5 cents a mile. It will probably still figure out to be about \$40.00 a month. Motion by JP to go to mileage logs according to the personnel policy at

48.5 cents a mile providing the employee is not using a company vehicle. A second by Mrs. Monaco. All in favor. Motion passes.

- c. **Complaints** JoAnne said a few months ago someone said if there was a letter or grievance against someone that was in a file they asked if they could please have a verbal communication before a written warning. JoAnne is looking for permission to call the person first, rather than giving a written warning. Motion by JP to authorize JoAnne to give a verbal warning first, and the second time would be a written warning. Second by Pauline. All in favor. Motion passes.

11. Executive Session to discuss personnel issues in Maintenance Motion to go into Executive Session by JP, with a second by Pauline. All in favor. Motion passes. Executive Session starts at 6:59 P.M.

Motion to come out of Executive Session and adjourn by JP, with a second by Pauline. Executive Session ended at 7:53 P.M. Meeting adjourned at 7:54 P.M.

Respectfully submitted

*Denise Cesaroni
Recording Secretary*