

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

Derby Housing Authority Minutes October 3, 2007

Meeting called to order at 6:31 PM.

Pledge of Allegiance.

Roll Call: Joseph Pinto, Rosemary Hughes, Pauline Monaco and Joseph Romano. JP Rizzitelli arrived at 6:33 PM.

Addition, Deletions or Corrections to the Agenda.

- **Motion to add Executive Session to discuss Personnel Issues.**

Motion by Joseph Romano. **Second** by Rosemary Hughes. **All in Favor**. Motion Passes.

- **Motion for approval of the Special Meeting Minutes of September 18, 2007 with one typing correction as noted by Mrs. Hughes.**

Motion by Pauline Monaco. **Second** by Joseph Romano. **All in Favor**. Motion Passes.

Public Portion:

Carol Hayton – Guardiano Terrace, Derby. Spoke with regards to a letter which was received in regards to the blocking of walkways when residents gather together outside and sit around and talk. She stated for the record that when she and other tenants or her guests are over and perhaps they may be partially in the walkway they move when someone requires to get by and there is not enough room and also took offense to the indication of loud music. She stated if they are outside and do happen to have the music on though in their opinion not loud they will turn it down upon request and all music stops as per the rules by 8:30PM.

Mr. Pinto stated that the letter was just a reminder to all tenants and in no way was signaling any one person or group of person out.

Joan Gittings – Guardiano Terrace, Derby. States that she personally took offense to the letter in question and the tone of language it sent to the residents.

Again Mr. Pinto reassured Ms. Gittings that the letter in no way intended to offend any resident it was just a reminder to all residents and apologized if she or any of the other residents took offense.

*6:45 PM Joanne Markos arrived.

Loretta Powers – Cicia Manor, Derby. Spoke in regards to the attempted break-ins at Cicia Manor and that a gentleman's wallet was stolen recently. Her questions were (1) what would it take to have motion detected lighting in place especially near the back end units, along with brighter lighting and the dumpster area light up and (2) more of a Police presence on a regular basis. Another concern of hers is the guests that visit the residents parking in the lot and not on the street outside of Cicia Manor. She made note that on many a day residents with cars are forced to park out on the street due to this problem. Her last concern involved what appears to be an abandoned white van at 59-61 Fifth Street. The Board members assured her that it would look into the abandoned van and also review the current lighting situation at Cicia Manor.

From the audience the question of the \$50.00 key deposit was questioned. Unable to determine who brought the question up.

The response from Mr. Pinto was that it is on the Agenda for this evening and will be addressed tonight.

Mrs. Powers continued, questioning in regards to the cap on the rent paid by the residents. Mr. Romano stated that the rents are income based and not determined by this Board. Her last question was in regards to shades for the apartments and what the process was for obtaining new blinds or shades. She mentioned that she has been asking for several months and has not been able to get a response or new shades. And just what was the policy and process for repainting.

Mrs. Monaco from the Board stated that some tenants choose not to have their apartments repainted. Mrs. Markos, acting Director stated that the shades are purchased when needed and will look into this further and report back to the Board.

Mr. Pinto agreed to look into the process for all of the before mentioned questions and will get back to Mrs. Powers with the correct process and procedures.

Linda Swinski – Guardiano Terrace, Derby. Her first comment was that she has never had a problem with other tenants gathering outside and whenever she needed to get by they have always made way without any problems and at times have even offered their help. Her main concern was the handicap parking and asked if they could be marked clearer with a fresh coat of paint.

Mrs. Markos stated that this was something already on schedule for this Friday weather permitting.

James Scillo – Guardiano Terrace, Derby. Questioned the handicap parking situation at Guardiano Terrace and that special preference was given to special people and someone is forever taking his marked spot. At this point in the conversation Mr. Scillo began to become out spoken and offensive to members of the Board and other residents in attendance confronting and making uncalled for accusations to Board member Mrs. Monaco and audience members. Chairman Pinto called for more order and asked Mr. Scillo to control his out burst and accusations or he would be asked to leave. Mr. Scillo continued stating that some of the parking spaces have been repainted and the lines are not correctly in place as required for handicap parking. He also made note that the spaces need to be clearly numbered.

Chairman Pinto stated that the three (3) assigned closest to the main entrance and the (3) handicap apartments are clearly marked. Mr. Scillo continued to be outspoken and verbally abusive and was finally asked to leave by the Board and Chairman Pinto.

Susan Pease – Stygar Terrace, Derby. Mrs. Pease stated to the Board that the ramp to the sidewalk at Stygar Terrace needs to be repaired.

Mr. Romano stated that the work was contracted out and should be completed shortly. Chairman Pinto stated that the work needs to be completed by the end of the week or a new contractor hired.

Mrs. Pease also asked why the lunch lady, Elaine, could not come back just for the lunch program.

Both Mrs. Markos and Chairman Pinto reiterated that once the Residents Service Coordinator was hired that would be something that could be taken up with her/him and agreed upon with the new Executive Director once hired.

Walter Hayer (inaudible last name) – Guardiano Terrace. Questioned just what happens to those that need ADA spots and they can't get one or close to one.

Several conversations continued amongst residents. Mrs. Monaco expressed her needs do to her husbands disability. Chairman Pinto asked if one solution would be numbered spaces. The general consensus of the residents in attendance was no one objected. It was noted that #6, #12 and #15 were all identified as ADA parking spaces. Chairman Pinto suggested a needs assessment. This would be one of the first steps that would be handled by the Needs Coordinator once hired.

Karen DeCarlo – Guardiano Terrace, Derby. Ms. DeCarlo stated that when she first moved into Guardiano Terrace she gave up her parking space to someone else that she felt had a greater need than her own.

Finance Report:

Mrs. Monaco questioned Flik's Lawn Care and if the pay was based on per job or per hour and men? Mr. Romano stated that this clearly needed to be studied further.

- **Motion to accept the Financial Report as presented.**

Motion by Joseph Romano. **Second** by JP Rizzelli. **All in Favor**. Motion Passes.

Director's Report:

Stygar Terrace – All fire extinguishers, checked replenished and/or passed

Cicia Manor – All units rented and occupied. Fire extinguished, checked replenished and/or passed.

Lakeview Terrace – Unit #9 couples unit ready for occupancy. Fire extinguished, checked replenished and/or passed.

Miscellaneous – All bills were submitted with report, vouchers and bills submitted to Boards Members for review. Records now being prepared for audit. (Date changed to later in the month). Concerns over state ADA parking requirements at Lakeview still at issue. Newspaper notices for hiring of Executive Director now in paper.

Section 8 Program – Landlord checks printed by Ansonia for September payment. Paid vouchers and bills are available for review along with the current bill payment report. PIC currently at 101%. Mrs. Markos is pleased to state for the record that there will be no sanctions for the month of August.

DHA Development Corp. – No action at this time

Old Business:

The go ahead to research for a Section Coordinator. The full time Maintenance Employee has been narrowed down and will be addressed in Executive Session.

Handicap parking at Lakeview Terrace discussed at length no final recommendation at this time.

Mr. Romano stated that he was looking into the costs that year and asked if the Snow Removal Services were under current contract for the upcoming year. Joanne stated that she will look into the files for the records and report back. Chairman Pinto stated that if not in contract that the proper procedure is followed and it be placed out to bid.

New Business:

A committee for the hiring of an Executive Director was appointed: Mrs. Hughes, Mr. Romano and Mr. Pinto. The New Director must have full committee approval before hiring.

Discussion was centered on the Key Deposit. Mrs. Markos was asked just where the deposit money went and she stated it was just placed in account. The money has never been used for anything.

- **Motion made to reverse the Key Deposit requirement and to return all deposit now on record to the current and past tenants. Question on the Motion if the tenants will be paid by cash or check. Mrs. Markos said by check there is a line item for this account.**

Motion by JP Rizzitelli. **Second** by Pauline Monaco. **All in Favor**. Motion Passes.

- **Motion for acceptance of the Resolution – Leasing in Place (Sec. 8).**

RESOLUTION 2007-10

The following resolution was presented by the Chairman:

WHEREAS, the Housing Authority of the City of Derby operates a Housing Choice Voucher Program which is required to utilize up to the baseline number of vouchers available is presenting an addition to the waiting list preferences; and

WHEREAS, the current Housing Choice Voucher waiting list is primarily consisting of an high number of out of town applicants, the Leasing in Place preference should provide an equal balance of local residents for the waiting list;

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Derby in conjunction with applicable HUD regulations, authorize the Housing Authority of the City of Derby to amend the waiting list admissions policy effective November 1, 2007:

The Leasing in Place preference does not place a household at the top of the Section 8/Housing Choice Voucher waiting list. Rather, households that claim and are determined eligible for this preference will be made offers of Housing Choice Vouchers under an “alternate feed” waiting list administrative model. For every household offered a leasing in place preference voucher the Derby Housing Authority will offer a Housing Choice Voucher to a standard applicant if funding is available.

Certified as a true copy of a resolution duly adopted by the Board of Commissioners of the Housing Authority of the City of Derby at a meeting on October 3, 2007 which has not been rescinded or modified in any way.

Joseph F. Pinto III, Chairman

November 1, 2007

Date

Motion by Joseph Romano. **Second** by JP Rizzitelli. **All in Favor**. Motion Passes.

Prior to the motion to accept the next Resolution discussion centered on just what was required for the person interested in the position

- **Motion to accept the Resolution – Resident Services Coordinator* as proposed, with a salary of \$19.35 per hour at 18 hours per week. Question on the Motion as to just what to look for in the person for this position? (Unsure of who the question came from) It was stated the she/he would be a person preferably with a degree in Human Resources and be able to access the tenants needs and make recommendations and get the services required to meet their needs. Also to arrange the different activities at each site including bus trips and but not limited to just Social Activities.**

***It was also noted that this is a result from a Grant applied for by Sheila O'Malley Economic Dev. Coordinator recently hired by Mayor Staffieri.**

RESOLUTION 2007-20

The following resolution was presented by the Chairman:

WHEREAS, it is desirable that the Housing Authority of the City of Derby, enter into an agreement with the State of Connecticut, to receive a grant in the amount of \$17,183.00 to secure a Resident Service Coordinator.

1. It is cognizant of the conditions and prerequisites for State Assistance imposed by the Connecticut General Statutes.
2. The Executive Director is hereby authorized to submit any information of execute any documents and contracts required by the State of Connecticut, Department of Economic and Community Development, including an Assistance Agreement, and to execute any amendments or revisions thereto.
3. The Executive Director is further authorized to execute other documents, contracts and agreements which may be required under the Assistance Agreement for the Resident Services Coordinator and to execute and amendments or revisions thereto.
4. All previous actions of the Executive Director with respect to the Program are hereby ratified and affirmed.

Certified as a true copy of a resolution duly adopted by the Board of Commissioners of the Housing Authority of the City of Derby at a meeting on October 3, 2007 which has not been rescinded or modified in any way.

Joseph F. Pinto III, Chairman

Date

Motion by Joseph Romano. **Second** by JP Rizzitelli. **All in Favor**. Motion Passes.

- **Motion to go into Executive Session at 7:34 PM.**

Motion by JP Rizzitelli. **Second** by Pauline Monaco. **All in Favor**. Motion Passes.

Respectfully submitted,

Laura A. Wabno

Recording Secretary