

HOUSING AUTHORITY CITY OF DERBY

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Executive Director
Steven Nakano

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

Wednesday January 2, 2008
Derby City Hall
1 Elizabeth Street
Media Center Room
Derby, CT 06418

Chairman Pinto called the meeting to order at 6:30 P.M. and the Pledge of Allegiance was recited.

Roll call. Present were Chairman Joseph Pinto, Vice Chairman J.P. Rizzitelli, Commissioners Rosemary Hughes, Pauline Monaco and Joseph Romano. Also present, Steven Nakano, Executive Director.

Additions, deletions or corrections to the Agenda as presented.

- Add 6A. Elections of Officers.

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

- **Motion for approval of the Minutes of December 5, 2007.**

With corrections as noted. Removal from page #2 the amount of \$3620 under Federal line, change name of Executive Director to Steven Nakano on upper right header.

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

Public Portion:

S. Pease – Stygar Terrace. Ms. Pease stated that the gentlemen sent to repair the cracks and sidewalks at Stygar Terrace did an unsatisfactory job. Special attention stills needs to be given to the area by the ADA ramp. Ms. Pease also asked if there was any news as to any news regarding the return of the key deposits. She was assured that this would be cleared up very shortly; the hold up is the changing of bank accounts and verifying the records.

ELECTION OF OFFICERS:

Nomination for Chairman of Joseph Pinto: Made by Joseph Romano. **Motion** by JP Rizzitelli to close the nominations. **Motion** of Joseph Pinto as Chairman by JP Rizzitelli. **Second** by Mrs. Hughes. **All in Favor**. Mr. Joseph Pinto is the Chairman of the Derby Housing Authority.

Nomination for Vice Chairman of Joseph Romano: Made by Mrs. Monaco. **Motion** by JP Rizzitelli to close the nominations. Discussion on the Nomination by Mr. Romano. Mr. Romano respectfully declines the nomination. Nomination of Mrs. Hughes as Vice Chairperson by Mr. Pinto. **Motion** by JP Rizzitelli to close the nominations. **Motion** by Joseph Pinto for Mrs. Hughes as Vice Chairperson. **Second** by Mrs. Monaco. **All in Favor**. Mrs. Rosemary Hughes is the Vice Chairperson of the Derby Housing Authority.

Nomination for Treasurer of Joseph Romano: Made by JP Rizzitelli. Second by Mrs. Monaco. **Motion** to close the nominations by JP Rizzitelli. **Second** by Mrs. Monaco. **All in Favor**. Mr. Joseph Romano is the Treasurer of the Derby Housing Authority.

Nomination for Secretary of Mrs. Monaco: Made by Joseph Romano. Second by JP Rizzitelli. **Motion** to close the nomination by JP Rizzitelli. **Second** by Mrs. Hughes. **All in Favor**. Mrs. Pauline Monaco is the Secretary of the Derby Housing Authority.

FINANCIAL REPORT:

Steven Nakano, Executive Director presented the Financial Report for the month of December. He made note that one bill that may seem high would be the lawn care and snow removal. These bills were lumped into one bill. It was noted that this would not be a regular practice and that the bills would be paid monthly.

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

Motion by JP Rizzitelli. **Second** by Mrs. Monaco. Discussion on the Motion from Mrs. Hughes with regards to the \$7,945 payment to Flik's Lawn Care. As explained earlier it was due to the bills for lawn care and snow removal being all billed in one month. Motion back on the table, **All in Favor**. Motion Passes.

Director's Report:

Report presented by Mr. Nakano, Director:

Stygar Terrace: Unit #1 is being finalized for occupancy.

Cicia Manor: It was reported that Unit #90 was being prepared for Occupancy.

Lakeview Terrace: Unit #30 a couples unit is currently being made ready for occupancy.

Miscellaneous: Bill payment report presented.

Paid vouchers reviewed.

Discussion centered on the possibility of new office space. The Housing Authority has out grown its current space and will begin the process of looking at potential sites. One site mentioned was on Sodom Lane in Derby, property owned by Jalowiec Realty. Mr. Jalowiec has made an offer to the Director and Board will take into consideration all offers.

Mr. Nakano mentioned that he meet with Mr. Jalowiec of Jalowiec Realty regarding the space on Sodom Lane. The rent was mentioned to be \$2,500 per month for 2,500 square feet. Mrs. Hughes questioned renting vs. buying. Mr. Pinto stated that there are not to many locations that would suit the needs of the Housing Authority and the costs right now at this point are extremely high whether renting or buying. Mrs. Monaco asked for a contract with a rent basic.

Mr. Pinto also made mention of the fact that 4-5 years ago commercial property was feasible however, in today's market that option just is not there. JP Rizzitelli asked if the Authority really needs 2,000 to 2,500 square feet of space? Mr. Nakano interacted that there currently is a need for a Conference Room, general office space for staffing and the current location lacks parking in particular handicap parking.

Mr. Romano also made note of the fact that with new programs being introduced the need to justify the expense vs. the income would have to be taken into consideration.

Discussion continued among Authority members and it was concluded that further information would be needed and other possible locations and suggestions be brought before the Authority before any discussion and they would be brought before the Authority for a vote.

Mrs. Monaco asked Mr. Nakano if he is actively looking for new

space? His response was yes. He also stated that part of the office rent, if rented instead of out right buying would be paid 2/3 by Federal monies and 1/3 by State monies.

The Authority members are currently reviewing the update for State Elderly Admin. Plan.

Mr. Nakano stated that he is currently scheduling the annual Unit Inspections for 2008.

Section 8 Program: Landlord checks for month of December were processed for the last time by the Ansonia Housing Authority.

All paid vouchers and bills were presented for review by Authority Members.

Mr. Nakano gave an updated payment report.

PIC reporting 100.88%. There will be no sanctions or fines for the month of November.

All Section 8 (HCV) files downloaded into HAPPY software was a success.

OLD BUSINESS:

Public Hearing for (Leasing in Place) was held on December 28, 2007.

On page 24 9B of the Leasing in Place preference, page 24 bottom of page, Mr. Nakano explained that Section 8 Voucher Program, the Authority will utilize the program and that for every voucher issued, the DHA receives Administrative Fees. It was also noted that the program is only open to Derby residents not on any other program or waiting list.

Feedback on changes to the Personnel Policy were provided to members of the Board for review. A workshop will be scheduled with an adoption of the policy at the February 2008 meeting. No

No action taken.

NEW BUSINESS:

Mr. Nakano gave the specifics of **Section 8 Family Self Sufficiency**

Program as follows:

On page 98 10A, a family must be self-sufficient. The program will help them to obtain this by getting a job or job and life skill training.

No action necessary.

Section 8 Home Ownership Program was discussed.

The rent paid during this time will be placed in an escrow account for 5 years. At the end of the 5 years and the successful completion under this program the participant(s) will receive the interest along with a portion of payments paid into the program at which time they will be able to purchase a home for the first time or further their education.

On page 101 10B, a portion of the housing fee will be used to clear up previous debit. Mr. Nakano stated that previous programs have proven to be very successful.

Mrs. Hughes questioned if there are attachments to be eligible for this Program? Other than the income guidelines the participant(s) must remain employed and all bills must be paid on time.

No action taken.

DHA DEVELOPMENT CORP.

Mr. Nakano stated that the Corporate Resolution became effective December 31, 2007.

- **Motion to accept the Director's Report as presented.**

Motion by JP Rizzitelli. **Second** by Mr. Romano. Discussion on the Motion: Mr. Romano asked if sometime down the line a workshop could be held to explain the various abbreviations throughout many reports and items to do with the Authority. Mr. Nakano stated that this could be arranged. Mr. Pinto suggested that instead of a workshop that perhaps a glossary could be provided with the abbreviations and their meanings. Motion again on the table no further discussion, Mr. Nakano stated that this could be arranged and that he would forward the glossary with the new Administration Plan.

All in Favor. Motion Passes.

Mr. Nakano reported that the 2008 Administrative Plan is still in the works.

- **Motion to go into Executive Session at 7:15 PM inviting Director Steven Nakano to discuss Personnel Issues.**

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

Respectfully submitted,

Laura A. Wabno

Recording Secretary

*These minutes are subject to the approval of the DHA at their next meeting.