

# HOUSING AUTHORITY CITY OF DERBY

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**Executive Director**  
Steven Nakano

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

**Meeting called to Order by Chairman Joseph Pinto at 6:30 PM. on Wednesday March 5, 2008.**

**Pledge of Allegiance.**

**Roll Call:** Steven Nakano, Executive Director, Joseph Pinto, Rosemary Hughes and Pauline Monaco. Excused absence – JP Rizzitelli and Joseph Monaco.

**Approval of minutes of February 6, 2008 – Tabled.**

**Motion** by Rosemary Hughes. **Second** by Pauline Monaco. **All in Favor**. Motion Passes.

**Public Portion:** Marlow Tinari, Guardiano Terrace. Reported to the board that the recent radon test done on his apartment was well within the safety range for his individual unit. Mr. Tinari made note to the board regarding a recent article in the New Haven Register on Friday February 29, 2008 regarding Legislation with regards to Public Housing as was concerned if this would affect the tenants currently under the Derby Housing Authority. He was reassured by Mr. Nakano that this would affect low income housing and that the DHA deals with elderly housing and Section 8 and this would have no adverse effect on the DHA.

## **Financial Report:**

Director, Steven Nakano made note that the report that they are now implementing is a line by line system.

Mr. Pinto requested that the packets be mailed to the members prior to the meeting so as to give the members adequate time to review in case they have any questions. Mr. Nakano stated that beginning next month he will see to it that they are mailed the week prior to the meeting.

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

**Motion** by Pauline Monaco. **Second** by Rosemary Hughes. **All in Favor**. Motion Passes.

**Director's Report:**

Director Steven Nakano presented the following report:

**Stygar Terrace:** Unit #27 being prepared for occupancy.

**Cicia Manor:** Unit #62 lease up for April 1, 2008.

**Lakeview Terrace:** No vacancies at this time.

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

**Motion** by Pauline Monaco. **Second** by Rosemary Hughes. **All in Favor**. Motion Passes.

**Old Business:**

Authority members were presented a bill paying report and the paid vouchers and bills for review.

No action required.

The Personnel Policy for the Housing Authority of the City of Derby was presented to the members for a final review and vote. Mr. Pinto went over the policy page by page for members with any questions. There being none a motion was made.

- **Motion to accept the Personnel Policy for the Housing Authority of the City of Derby as presented.**

**Motion** by Pauline Monaco. **Second** by Rosemary Hughes. **All in Favor**. Motion Passes.

A Five (5) Year Agency Plan was submitted for 2008 electronically and the DHA is currently waiting for the response.

Also reported the re-opening of Section 8 (HVC) waiting list will begin the week of 3/7/08.

Mr. Nakano stated that the HUD guidelines will be available on the web page for two weeks prior to being placed in the local newspapers. Both will have the applications available at this time.

Mrs. Hughes questioned the numbers available. Mr. Nakano reported that there must be 2½ more than are currently registered (278), that would make the total

number around 621. The screening process will begin 3/21/08. It was reported that the last time it was open was 9/06.

No action need be taken by this board.

**New Business:**

A contract was submitted from Flik's Lawn Care, LLC for snow removal. Mr. Pinto questioned if this new contract for two years will be added onto the contract signed just this past November and the cost differential? Mr. Nakano stated that the only increase would be \$25.00 for sanding. However, with the current rate of gas overall this is well in line with the costs increase. All other quoted prices will remain the same. It was noted that other quotes were obtained and this was the most reasonable. Mr. Pinto and the other members were reassured that this will take effect once the current contract expires.

Mr. Nakano was advised that he needed no action from this board and was told to enter into the agreement as he sees fit.

Mr. Nakano presented the members with a review of the ACOP for State Elderly Program, with this contains the eligibility for admission and processing of applications and also the tenant selection and assignment policies revised January 2008.

No action need be taken by this board.

The following resolution was read into the record:

**RESOLUTION 2008**

The following resolution was presented by the Chairman:

***WHEREAS***, the Housing Authority of the City of Derby operates a Section 8 Housing Choice Voucher Program which is required to annually submit a SEMAP certification of the program, and

***WHEREAS***, the Section Eight Management Assessment Program monitors the accuracy and consistency of the Housing Choice Voucher program for review by the U.S. Department of Housing and Urban Development;

***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 approve the certification of the Section Eight Management Assessment Program (SEMAP) for the fiscal year ending March 31, 2008.

*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 March 5, 2008 which has not been rescinded or modified in any way.*

**March 5, 2008**

**DATE**

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**Joseph F. Pinto III, Chairman**

- **Motion to accept the Resolution as read into the record by Mr. Pinto.**

Question on the Motion by Mrs. Hughes as to the date of March 31, 2008 for the year ending? Mr. Nakano stated that this had not been followed through in the past so now is catch up time. Mrs. Hughes and the commissioners were assured that this was proper and that they will be preparing a new resolution for another vote for this fiscal year.

**Motion** by Rosemary Hughes. **Second** by Pauline Monaco. **All in Favor**. Motion Passes.

A **Roll Call Vote** was asked by Mr. Pinto:

|             |     |
|-------------|-----|
| Mrs. Hughes | Yes |
| Mrs. Monaco | Yes |
| Mr. Pinto   | Yes |

- **Motion to go into Executive Session at 7:03 PM. for discussion for new office space.**

**Motion** by Pauline Monaco. **Second** by Rosemary Hughes. **All in Favor**. Motion Passes.

Respectfully submitted,

***Laura A. Wabno***

Recording Secretary