

Derby Housing Authority
Minutes – June 4, 2008

The monthly meeting of the Derby Housing Authority, **Wednesday June 4, 2008** called to order at 6:32 PM.

Pledge of Allegiance.

Roll Call: Steven Nakano, Rosemary Hughes, Pauline Monaco and Bill Cotter and Joseph Romano.
JP Rizzitelli – absent.

Approval of Minutes:

- **Motion to approve the minutes of May 7, 2008.**

Motion by Mrs. Monaco. **Second** by Mr. Cotter. Discussion on the motion.

Corrections to minutes as indicated and corrected with spelling and grammar corrections.

Amendment to the motion with the changes.

Motion by Mr. Cotter. **Second** by Mrs. Monaco. **All in Favor.** Motion Passes.

- **Motion to approve the minutes of May 27, 2008.**

Motion by Mr. Romano. **Second** by Mr. Cotter. Discussion on the motion.

Corrections to the minutes as indicated and corrected.

Motion by Mr. Romano. **Second** by Mr. Cotter. **All in Favor.** Motion Passes.

Public Portion:

Joe (inaudible), Guardiano Terrace. Expressed his concerns with the parking problems since the opening of the new parking lot for the Derby Rec Camp. He stated that as he left tonight the cars were parking in the roads making it impossible if an emergency were to happen.

Mrs. Monaco made mention that she thought perhaps the congestion tonight was due to a meeting at the Rec Camp and the overflow ended in the streets. She suggested that it be watched to see if this is happening on a continual basis.

The question then arose amongst the audience if Guardiano Terrace was a public or private road? This was brought up due to when police are called they are informed it is

private and the residents would like for this to be determined once and for all and on the records.

Conversations continued and the Authority will report back. Mr. Romano along with Mr. Nakano will confer with the Derby PD and will take Mr. Cotter's suggestion that signage be placed with the appropriate language, violations and fines clearly marked out and the PD to take note and issue tickets as warranted.

Marlo Tinari, Guardiano Terrace. Requested that the Authority look into the installation of a canopy/cover over the handicap ramp.

Mrs. Monaco asked if he was looking for it at one ramp or two. Mr. Tinari stated that it would be prudent to have one at each ramp if the budget would allow.

Mr. Tinari then asked Mr. Nakano if he had stated at the Community Room meeting that the DHA would be obtaining a grant to offset the rent increase.

Mr. Nakano responded that if there is any money available he stated that it would be used to offset any future rent increases not the ones that currently went into effect.

Mr. Tinari continued and stated that according to his figures the increase only amounts to a couple of thousand dollars and perhaps if empty apartments would be made ready sooner the loss in rents would not have made it necessary to increase the rents.

JP Rizzitelli arrives at 6:48 PM.

He stated that one apartment went empty for 4 ½ to 5 months and that rent would have more than made up for the rent increase imposed on the residents. Mr. Nakano stated that that was an unusual situation and the turn around time is generally within a month of the last residents' departure. The situations in the past were caused by the work having to be resourced out of the Authorities boundaries. Now with Kevin in place most if not all of the work is done by the maintenance staff under Kevin's guidance.

Mr. Nakano also made note that the previous DHA did not apply for grants whereas he and his staff are rigorously pursuing all grants available to the Housing Authority. He also gave comparison with Ansonia with no utility included and the base rate they are accessed.

The increase was not to offset the rent due to empty apartments. Prior problems by the previous authority had to be corrected.

Mr. Romano reassured the tenants present that the past in digressions will not be repeated.

It was also noted that in the past the DHA ran below the 95% allowed and a sanction

of 10% was imposed that reportedly ran about \$1,700.00 per month for a total of approximately \$7,000.00.

Public Portion closed.

Director's Report:

Mr. Nakano presented the members of the authority with is monthly Financial Report of: Federal, State and Disbursements for May 2008.

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

Motion by JP Rizzettelli. **Second** by Mrs. Monaco.

Question on the Motion: Mrs. Hughes asked for an explanation with regards to the Hasler, Inc Fee, this is for the Postage Meter fee – it was noted this is the yearly fee. Next question concerned the \$720.00 for Nan McKay, this was for PH Seminars. The last question concerned Coyne, von Kuhn, Brady & Fries, LLC – these were Attorney Fees.

With the questions answered to Mrs. Hughes. **All in Favor.** Motion Passes.

State Elderly Site Report:

.Stygar Terrace – No Vacancies.

Cicia Manor – No Vacancies.

Lakeview Terrace – No Vacancies.

All vouchers have been reported as submitted with the completed report on file.

- **Motion to except this portion of the Director's Report as presented.**

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

Old Business:

The Authority Personnel Policy was brought up under **Old Business.**

- **Mrs. Hughes submitted the following suggestions up for consideration:**

Under V. – Employment Classifications:

1a. Compensation will be hourly, at a rate to be determined by the Executive Director and **subject to the approval of the DHA Commissioners.**

1b. Excess hours – any additional hours worked by a full time employee shall be paid at the normal hourly rate – **up to 40 hours, there after at a rate of time and 1/2.** **Subject to the approval of the Executive Director.**

2a. Compensation will be hourly, at a rate to be determined by the Executive Director **and subject to the approval of the DHA Commission.**

Holidays:

4. k – Add the day after Thanksgiving.

VII – Part Time Employee Benefits

Vacation days shall be accrued on the following schedule. Employees shall move to the next level of vacation benefits on January 1st of the calendar year in which their level 5th, 10th and 20th anniversaries occur. **Based on a 35 week pro-rated hourly with the numbers of hours worked.**

It was also noted that vacation is only available after six (6) months of continual work. And in the case of part timers one personnel day based on hours of hire.

- **Motion to accept the Personnel Policy as presented with the changes as indicated and to succeed all other policies currently in place.**

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

New Business:

The new ramp at Stygar Terrace was brought up for discussion. Kevin from maintenance presented the Authority with four (4) estimates:

- Topline \$7,500.00
- Teodosio & Sons \$8,000.00
- Pepe \$4,500.00
- AM Ramp \$5,217.00

Kevin continued to explain the differences of all the bids which he solicited.

Authority members questioned the differences in prices verses the quality and warrantee of the work contracted. Kevin and the members after several concerns decided to have Kevin do some more research especially with the highest being \$8,000.00 and the lowest of \$4,500.00

Also mention was that the current ramps are 4ft wide or 5 ft wide. The replacements would be 5x5 as they should allow for a safe turn around if necessary by wheelchair.

Mrs. Monaco with her opinion of the proposals did state that the Pepe Construction was they only one that came out at a snow storm when no one else could or would. He brought in pay loaders and trucks and carted the snow away.

Kevin did mention that prices do not include hand rails and that he is securing prices for parts that perhaps he and his staff may be able to install.

Mr. Romano questioned the need of awnings over the ramps. Mr. Nakano stated that he would have Kevin price them out and presented to the authority.

All the proposals were placed with the minutes of this meeting.

Tabled at this time to allow for a clearer explanation as to why the prices differences

The next item of discussion was for the automated door system

Mrs. Monaco questioned just which doors this would be placed on? The response was the elevator foyer at Guardian Terrace on the first and second floors.

JP Rizzitelli stated that Kevin should keep pricing and get a more competitive price.

- **Motion to table any action at this time.**

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

- **Motion to Adjourn at 7:35M.**

Motion by Mrs. Monaco. **Second** by Mr. Cotter. **All in Favor**. Motion Passes.

Respectfully submitted,

Laura A. Wabno
Recording Secretary

*Minutes are subject to the DHA's approval at their next scheduled meeting.