

Derby Housing Authority
Minutes September 3, 2008

The meeting of the Derby Housing Authority, **Wednesday September 3, 2008** called to order at 6:33 P.M.

Pledge of Allegiance

Roll Call: Rosemary Hughes, JP Rizzitelli, Pauline Monaco and Bill Cotter. Joseph Romano is excused. Also present: Steven Nakano, Executive Director - DHA.

Approval of Minutes:

• **Motion to approve the minutes of August 6, 2008.**

• **Motion** by Mr. Cotter. **Second** by Mr. Rizzitelli. Discussion on the motion.

Corrections to minutes:

Mrs. Hughes had some corrections. On page three, fifth paragraph from the bottom: “this was meant with should read as: met with.”

On page four; “Motion to adjourn the meeting should read as: motion to close Executive Session at 8:05 p.m. Added to that should be: motion to adjourn meeting at 8:06 p.m. by JP Rizzitelli and second by Mr. Cotter.”

• **Motion to accept the minutes as corrected. All in favor. Motion passes.**

Additions, Deletions, Corrections to the Agenda

Mrs. Hughes had a deletion under New Business: delete 9A. There is an addition under Executive Session: Section 8 – Program Issues.

• **Motion** to accept the additions and deletions by Mr. Cotter. **Second** by Mrs. Monaco. All in favor. Motion passes.

Public Portion

Mrs. Gedes – Guardiano Terrace. She noticed on the computer the minutes stop at June 24th. Will the Housing Authority continue to put the minutes on the computer? Mrs. Hughes will look into this.

Carol Laydon – Guardiano Terrace. Laundry is being done for another family in the wash room, three or four times a week. This same family is baby sitting every day at 7:30 in the morning for three children. There are people in the complex that like to sleep, but they are wakened up.

Linda Swinski– 15 Guardiano Terrace. She has a hard time coming into her apartment with her electric chair. Mrs. Hughes said there was supposed to be an adjustment made to her door. Ms. Swinski said the floor would have to be ripped up.

Public Portion Closed.

Director’s Report

- A. Financial Report.** The reports were submitted by Mr. Nakano
- B. Elderly Resident Complexes** There are no vacancies at any of the elderly sites.
- C. Miscellaneous Business/Section 8**

Mr. Nakano presented the bill payment report, paid vouchers and bills for review. Discussion of management for potential elderly complex has been deleted from the agenda.

Mr. Nakano presented the approval of elderly complex budget plan.

The Landlord checks for Sept 2008 were processed and mailed.

Paid vouchers and bills for review were presented along with the bill payment report.

PIC reporting currently at 103%. There won’t be any sanctions for July.

Training for Homeownership program is completed.

·**Motion** to accept the Director’s Report by Mr. Cotter. **Second** by Mrs. Monaco. Mr. Cotter had a question on the cash disbursement journal, page 8. There are two entries for medical for Steve Nakano in Sept 08. Mr. Nakano said there was a problem with the insurance amount from June. The July statement did not have him listed. All in favor. Motion passes.

Old Business

A. Revision to Resolution 2008-7(a)

Mrs. Hughes read into the record the following resolution (2008-7(a)):

“**WHEREAS**, the Housing Authority of the City of Derby in conjunction with current procurement policies, will put out to bid any work related job proposals 5,000.00 and over. The Authority will require three (3) individual bids. Any job proposal bid which is not posted will require a bid waiver from the Board of Aldermen and the Board of Taxation.

WHEREAS, the current procedure had not been put into implementation, the Housing Authority of the City of Derby has now made this an active policy.

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, authorizes the Housing Authority of the City of Derby to accept this policy effective September 3, 2008.

· **Motion to approve the resolution.**

Motion by Mr. Cotter. **Second** by Mrs. Monaco. All in favor. Motion passes.

New Business

A. Approval of Elderly complex budget plan. Mr. Nakano presented a letter from the Connecticut Housing Finance Authority which states the management plan for 2008 has been approved along with the rent increase.

Executive Session

Section 8 Program Issues

·**Motion** to go into Executive Session at 7:05 p.m. by Mr. Rizzitelli. **Second** by Mrs. Monaco. All in favor. Motion passes.

·**Motion** to come out of Executive Session at 7:28 p.m. by Mr. Rizzitelli. **Second** by Mr. Cotter. All in favor. Motion passes.

·**Motion** by Mr. Cotter: “due to funding, the Commission imposes a freeze of 255 units with Section 8 housing until further notice”. **Second** by Mr. Rizzitelli. All in favor. Motion passes.

Adjournment

· **Motion** to adjourn at 7:30 P.M. by Mr. Rizzitelli.
Second by Mrs. Monaco. All in favor. Motion passes.

Respectfully Submitted

Denise Cesaroni
Recording Secretary