

Derby Housing Authority
Minutes December 3, 2008

The meeting of the Derby Housing Authority, **Wednesday December 3, 2008** called to order at 6:30 P.M.

Pledge of Allegiance.

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

Public Portion:

Sue Pease – Stygar Terrace. Stated that the barrels put in place last year for sand during the winter months were never removed and have become more of a trash can than anything else. She suggested that they be removed off the porches to deter the tenants from using them for trash. She also suggested that the barrels could be placed by the dumpsters for emergency sand use if needed.

Mr. Nakano will speak with Kevin to having the barrels removed.

Public Portion closed.

Mr. Romano asked about the flashing red light he observed while driving past Cicia Manor recently. He asked if the light was used to alert that a resident was in distress and needed help.

He indicated that he called the Derby Police Department and inquired and the person answering the phone did not know what Cicia Manor was, where it was and what the reason for the red light was.

Commission members asked who was on the PD desk answering the phone. Mr. Romano stated that it was Kim.

Mr. Romano still was concerned that the person answering the phone at the DPD was totally clueless about what, where and who.

Mr. Nakano stated that Cicia Manor has no central linkage to the police or fire. Stygar and Guardiano have capability. Cicia has no wiring. Last bid was approximately \$140,000.00 minimum.

Conversations continued amongst audience and commission. It was stated that there are two different sounds, one for a fire and one for the pull cord which is in each apartment.

Mrs. Pease stated that we all have to look out for one another.

Mrs. Monaco stated that at an incident recently at Guardiano Terrace that a gentleman was recently locked out of his apartment by accident. The only person with a key to the lock box is the fire department.

It was noted that the Derby Police Department should also have access to the lock box for emergencies.

The particular master key that would have opened the man's apartment was in the lock box and no one could get in to allow this man to get into his apartment.

An audience member stated that if the DHA were to eventually get the new alert system if there were more than two false alarms the DHA would be fined.

Mrs. Monaco stated that she let the gentleman stay in her apartment until his son came over with an extra key. She is concerned about what to do if this should happen again.

She was advised to call the DPD and they will alert someone from the fire department to come and get the main pass key.

Approval of the minutes of November 5, 2008 with the noted corrections: page 1 Second motion except to accept. Page 3 first paragraph that to the and RFQ to RFP.

- **Motion to approve the minutes of November 5, 2008.**

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

Approval of the minutes of the Special Meeting of November 17, 2008 with the noted corrections: page 1 add "Special" to the meeting. Under Public Portion except to accept so noted twice.

- **Motion to approve the minutes of the Special meeting of November 17, 2008.**

Motion by JP Rizzitelli. Second by Joseph Romano. All in Favor. Motion passes.

Additions, Deletions, Corrections to the Agenda:

Mrs. Hughes: Motion to add under 10b. Janet Wortman – Financial Statement.

- **Motion to add Janet Wortman – Financial Statement as item 10b.**

Motion by Joseph Romano. Second by JP Rizzitelli. All in favor. Motion Passes.

Director's Report:

Mr. Nakano made the following report to the commission:

Stygar Terrace NO VACANCIES.

Cicia Manor #74 in process for occupancy.

Lakeview Terrace: NO VACANCIES.

Bill payment report was reviewed and submitted for the record.

Mrs. Hughes requested that the page numbers be placed on the pages for easier reference.

The question arose about the increase on Comcast? It was noted that there is a \$1.00 per unit increase.

Next question from Mrs. Hughes was with regards to the \$7,209.56 for new computer system? Mr. Nakano stated that was a one time costs. The new system is under a yearly cost of approximately \$1,500.00.

Mrs. Hughes than questioned the \$699.00 for a new printer. Mr. Nakano stated that it was for a new printer and ink for use in his office.

Paid vouchers and bills were reviewed and presented for payment.

Holiday Party for DHA Staff and Commissioners all set and scheduled.

Financial Reports for Derby Housing Authority submitted and reviewed and placed in record.

Landlord checks for the month of December 2008 were processed and mailed.

PIC reporting currently at 103.72%. There will not be any sanctions for the month of October 2008. Mr. Nakano reported that the DHA is above the 95% range. And has approximately 260 vouchers.

- **Motion to approve the Director's Report as submitted with the recommendations from the various Commission members.**

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

New Business:

Discussion of New Ramp for Guardiano Terrace.

- **Motion to move until the next scheduled meeting of the DHA.**

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

Mr. Nakano reported that the RFP for the new DHA office is in progress. It needs to be prepared and sent to CHAFA for approval. No action required from commission at this time.

- **Motion to go into Executive Session at 6:57 PM.**

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

- **Motion to come out of Executive Session at 7:21 PM.**

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

- **Motion to increase the voucher from \$255.00 to \$270.00.**

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

- **Motion to adjourn at 7:22 PM.**

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 approval of the DHA Commission at their next regularly scheduled meeting.