

Derby Housing Authority
Minutes May 6, 2009

A meeting of the Derby Housing Authority was called to order on **Wednesday May 6, 2009** at **6:30 P.M.** by Chairperson Rosemary Hughes.

Pledge of Allegiance.

Roll Call: Rosemary Hughes, Pauline Monaco, Joseph Romano, JP Rizzitelli and Steven Nakano, Executive Director - DHA.

Additions/Deletions/Corrections to the Agenda:

- **Add approval of the Minutes of April 21, 2009.**

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

Approval of Minutes:

- **Motion to approve the Minutes of March 4, 2009.**

Motion by Joe Romano. **Second** by Pauline Monaco. **Discussion on the Motion**

Page one (1) under Public Portion: First line **remove** the **asked if**. Second paragraph under Public portion **add** the word **see** after could in the first sentence. Page three (3) under New Business: third line **capitalize** **D**irector.

Motion to accept the minutes with the noted corrections. Mrs. Hughes abstained. **All in Favor.** Motion Passes.

- **Motion to approve the Minutes of April 8, 2009.**

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

- **Motion to approve the Minutes of April 21, 2009.**

Motion by Joe Romano. **Second** by Pauline Monaco. **Discussion on the Motion.**

Page two (2) last paragraph: In the description of the document on file it should read **“Derby Housing Authority Proposed Office Building A Design/Build Project Specifications for Proposal”.**

Motion to approve the minutes with the noted corrections. **All in Favor.** Motion Passes.

Public Portion:

Carol Hayden – Guardiano Terrace, Derby. Prior to replacement of new washers and dryers human feces was found in the washers. The tenants have an idea as to who is responsible for the problem. They have witnesses that said a tenant doing the laundry for other family members while babysitting is causing the problem.

Mr. Nakano stated that the tenant in question was made aware of the rules and was asked specifically when her lease was up for renewal and she denied washing any clothes other than her own.

Other tenants have stated that they have witnessed her washing in particular, children's' clothes.

Mr. Nakano will have the matter looked into again.

Also the washers and dryers are too low and were supposed to include a raised platform or lip. Again Mr. Nakano will check with the company which maintains and installed the new equipment.

Linda Swinski – Guardiano Terrace, Derby. Stated that the new ADA parking spaces do not meet the curbing and the asphalt has sunk down into the sidewalk which now leaves a space between the two.

Carol Hayden – Guardiano Terrace, Derby. Spoke again with regards to a tenant with a white van using the common dumpster for all residents to continually clean out his van. This has happen on a regular basis.

Joe Romano stated that they will take all concerns under advisement and they will be addressed and resolved once and for all.

Mr. Nakano stated with regards to the ADA parking there currently are three tenants with designated parking to coincide with the specific apartments. Now there will be a total of eight ADA parking spaces which should help resolve the problem.

Another problem brought up by the residents and Kevin from maintenance was that the visiting nurses and the aides have also been taking up the parking of the residents and staying longer than normal and not using the visitors parking area which is further away.

Someone suggested resident stickers for all residents and violations for the illegal parking with after three tickets the cars be towed. Mr. Nakano stated that this may run into problems because some of these violators may be the aides or advocates working with the residents. He further stated that there is another way to look into this and he will further discuss this with the resident services coordinator. Kevin was instructed to direct all complaints to Steve personally or the resident services coordinator.

Joan (last name unclear) – Guardiano Terrace, Derby. Stated that some aides are parking beyond the yellow curbing which does not allow for a steady flow of traffic.

Mr. Nakano again stated that he would have Elaine schedule a meeting for the parking problems to come to a solution on policy and procedures. This will also take place at Stygar Terrace and Cicia Manor.

Public portion closed.

Director's Report:

Stygar Terrace: #22 to be leased moved up to May 13 -14, 2009

Cicia Manor: #74 leased as of April 15, 2009
#70 ready for occupancy for May 1, 2009
#22 being prepared for occupancy for May 1, 2009
8 ready for occupancy for May 1, 2009

Joe asked why #74 was not ready for March 1, 2009 and why a months rent was lost. Mr. Nakano stated that the resident did not take the apartment.

Joe again asked why #8 was lost for a month. Told this was a typing error.

Lakeview Apartments: NO VACANCIES

Bill Payment report was submitted and reviewed.

Under Expenses by Vendor the following questions were asked by Mrs. Hughes and answered:

Calvert Safe & Lock - \$474.48 – key not returned another key had to be made. The old file cabinets did not have locks and under State guidelines for HUD all records must be locked.

Regional Water Authority – 191 - \$782.96 – Mrs. Hughes questioned the expense due to the expense just below for the RWA - Elderly - \$4,302.53. Steve stated that he would check he did not have an answer.

Selection for contractor for the new Administrative Office Building was tabled.

Landlord checks for the month of May 2009 were processed and mailed.

PIC reporting currently at 103%. There will not be any sanctions for April 2009.

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

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

Under New Business:

A. The following resolution was read into the record by Mrs. Hughes:

RESOLUTION 2009-1

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 (Section Eight Management Assessment Program) certification, 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 fiscal year ending March 31, 2009.

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 May 6, 2009 which has not been rescinded or modified in any way.

Date

Rosemary Hughes, Chairperson

- **Motion to approve the Resolution 2009-1 as read by Mrs. Hughes.**

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

B. Outdoor Motion Detector Lighting for Cicia Manor:

Mrs. Hughes stated that it was brought to her attention that there is a need for additional lighting in the rear of Cicia Manor. Residents have voiced their concerns and she would like to discuss the installation of motion detecting lighting. After conversations amongst the members it was determined that the wireless (solar powered) for a price of \$49.97 each would be looked into

No action was needed.

- **Motion to go into Executive Session at 7:45 PM for discussion of a contractor for the New Administrative Office Building.**

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

- **Motion to come out of Executive Session at 7:49PM.**

Motion by Joe Romano. **Second** by Pauline Monaco. **All in Favor**. Motion passes.

- **Motion to adjourn at 7:50 PM.**

Motion by JP Rizzitelli. **Second** by Pauline 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.