

Derby Housing Authority
Minutes August 5, 2009

A meeting of the Derby Housing Authority was called to order on **Wednesday August 5, 2009** at **6:35 P.M.** by Chairperson Rosemary Hughes.

Pledge of Allegiance.

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

Approval of the Minutes of July 1, 2009.

- **Motion to Approve the Minutes of July 1, 2009.**

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

Discussion on the Motion by Rosemary Hughes, correction from the correction of the Minutes of June 3, 2009: last paragraph page one (1) **childrens to children's**.

Motion modified with the above noted changes. **All in Favor.** Motion Passes.

Additions/Deletions/Corrections to the Agenda:

- **Motion to add under Old Business: June Expense – Vendor Summary. Under New Business: DHA – SEMAP report for Fiscal Year ending 3/31/2009.**

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

Public Portion.

No one from the Public to speak. Public Portion Closed.

Director's Report:

Stygar Terrace: NO VACANCIES.

Cicia Manor: #26 Rented for August 1, 2009.*
* **Mr. Nakano made note that this was an error and the correct date was August 8, 2009.**

#22 Rented for August 1, 2009.

Lakeview Apartments: NO VACANCIES.

Bill payment report was submitted and reviewed.

Paid vouchers were submitted and reviewed.

Mr. Nakano reported that the clearing and preparing for the new Administrative Office Building was currently taking place.

Section 8 Program:

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

PIC reporting is currently at 101%, therefore there will not be any sanctions for the month of July.

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

Motion by JP Rizzitelli. **Second** by Darrell Cotter. **All in Favor.** Motion Passes.

Old Business:

Mrs. Hughes reported that the new office building is proceeding with the area being marked off, a piece of construction equipment has been brought to the site and a temporary parking lot for the tenants of Cicia Manor during construction was in the works. Once that is completed the actual construction will begin.

Mrs. Hughes questioned the Expenses by Vendor Summary for June 2009. The question was in regards to EAC Chores & More, LLC in the amount of \$1,900.61. Mr. Nakano explained that the error occurred when Elaine recently purchased a new computer and the billing was placed in the wrong line item. The correct line item should have been Reliable Technologies, LLC in the amount of \$1,400.00. The balance left under EAC Chores & More, LLC were in regards to the recent Sr. Picnic. Mr. Nakano explained that Elaine placed the expenses on her charge account and then submitted the bills for reimbursement.

New Business:

Mrs. Hughes reported that the Derby Housing Authority's overall SEMAP score for the fiscal year which ended 3/31/09 is 100%. Total possible points are reported to be 135 and the DHA earned 135 which in turn was 100%. Mrs. Hughes and the Authority Commissioners congratulated Mr. Nakano and his staff for a great job.

Executive Session:

- **Motion to go into Executive Session at 6:44 PM to discuss: *Employment - Personnel Issue*, with no action to be taken at this time and to adjourn at the close.**

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.