

Derby Housing Authority

Minutes October 7, 2009

The Monthly meeting of the Derby Housing Authority was called to order on October 7, 2009 at 6:30 p.m.

Pledge of Allegiance.

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

- **Approval of the Minutes of September 2, 2009.**

Motion by JP Rizzitelli. **Second** by Joseph Romano.

Correction to the Minutes of September 2, 2009, Joseph Romano was present.

Motion stands with the correction so noted. All in Favor. Motion passes.

Additions, Deletions, or Corrections to the Agenda:

- **Motion to delete 9b from the Agenda and place into Discussion of 9b in Executive Session.**

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

- **Motion to add 9b to Executive Session.**

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

Public Portion:

Marlo Tinari – Guardiano Terrace, Derby introduced himself as the newly appointed co-ordinator. The first issue he brought before the DHA is the subject of tickets for illegal parking. He recapped that there are 31/32 spaces with 30 apartments and there are currently 5 tenants with no vehicles.

He noted that if all of the tenants would drive than they would be filled to capacity and that is if stickers are issued and the parking is enforced. The question arises with visitors, delivery, emergencies and meals on wheels. They sometimes take up tenant's parking spaces and this in turn makes it hard when a tenant returns and his/her space is taken.

Another issue is winter parking. He stated that with snow accumulation and mounting snow piles there are times when 2-3 spaces are taken up. He asked is the snow could be placed/plowed to one location further away from the parking spaces.

Another concern was that with the makeover of the new ADA ramp if there would be a reduction of parking spaces? He suggested that in the future new lines could be placed near the dumping area for service and maintenance vehicles. He also made note that a specific area be noted for tenants just for pick-ups and allow a 15 minute time frame for the person doing the picking up to go and get the tenant.

Next point made was that the resident in apartment #6 qualifies for a disability apartment but does not own a vehicle that person should be allowed a parking space for a family member for pick up so that would accommodate that tenants needs.

Linda Morasco – 6 Guardiano Terrace, Derby asked if she could possibly have her parking space back. She had originally given up her space but would now like it back. She stated that she is legally blind and does not like walking across the lot at night and would like her old space back closer to the ADA ramp.

Mrs. Monaco DHA commissioner asked if she was currently using her space. Answer inaudible. Mrs. Monaco stated that she would like her space to be relocated next to the new ramp due to her husband's needs of being totally dependent on his wheelchair. Mrs. Monaco further agreed with the tenant's request.

Public Portion Closed.

Director's Report:

Stygar Terrace: NO VACANCIES.

Cicia Manor: #96 Ready for Occupancy October 15, 2009.

Lakeview Terrace: NO VACANCIES.

Bill payment report was submitted and reviewed.

Paid vouchers were submitted and reviewed.

Mrs. Hughes questioned CARSCH under the Expenses by Vendor Summary, Mr. Nakano stated that it was for the license for the Service Co-coordinator. Mrs. Hughes' next question was with regards to the DHA Cash Disbursement Journal item #4939 The Hartford. Mr. Nakano stated that it is listed on the state prepaid subsidiary throughout the year.

The final question was dated 9/24/09 Bank of America Building Fund. Mr. Nakano stated that this was paid from another account to reimburse the state account and that the other income of \$150.00 was from the bid packages that went out for the new offices.

Mr. Romano questioned the progress at the new building site.

Mr. Nakano stated that the building foundation for the new administrative office complex is currently in progress and on schedule.

Landlord checks for the month of October, 2009 were processed and mailed.
PIC reporting currently at 100% there will not be any sanctions for September.

- **Motion to accept the Director's Report as presented with all questions asked and answered.**

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

Old Business:

Status of the new Administrative Office Building was reported by Mr Nakano as to the foundation was poured and that they are currently waiting for approval from David Kopjanski, City of Derby Building Inspector to issue the permits.

New Business:

- **Resolution for Rent Increases at Elderly Complexes.**

Mrs. Hughes read the following Resolution into the record:

RESOLUTION 2009-10

Certified as a true copy of a resolution duly adopted by The Board of Commissioners of the Derby Housing Authority at a meeting on October 7, 2009 which has not been rescinded or modified in any way,

October 7, 2009

Rosemary Hughes, Chairperson

WHEREAS, *it is desirable that the Derby Housing Authority approve the Base Rent increase of twenty dollars per unit for all three Connecticut State elderly Complexes, Lakeview Apartments, Stygar Terrace and Cicia Manor.*

- 1. It is cognizant of the conditions and prerequisite for State Assistance imposed by the Connecticut General Statutes.*
- 2. The Executive Director is hereby authorized to submit any/all information or execute any documents and contracts required by the State of Connecticut, Connecticut Housing finance Association (CHFA).*
- 3. All previous actions of the Executive Director with respect to the Program are hereby ratified and affirmed.*

- **Motion to accept the Resolution 2009-10 as read into the record by Mrs. Hughes with the two spelling corrections (prerequisite and Statutes).**

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

- **Motion to go into Executive Session at 7:05 PM.**

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

Respectfully submitted,

Laura A. Wabno
Recording Secretary