

**Derby Housing Authority**  
**Minutes November 4, 2009**

The Monthly meeting of the Derby Housing Authority was called to order on November 4, 2009 at 6:32 p.m.

**Pledge of Allegiance.**

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

- **Approval of the Minutes of October 7, 2009.**

**Motion** by JP Rizzitelli. **Second** by Darrell Cotter.

Correction to the Minutes of October 7, 2009:

Under Public Portion third paragraph, change **is** to **if**. Also change **further** to **farther**.

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

**Additions, Deletions, or Corrections to the Agenda:**

- **Motion to add 9b New Business to the Agenda FS Program new coordinator and place into in Executive Session: A. Legal Issue and B. Tenant Policy.**

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

**Public Portion:**

Linda Swinski – Guardiano Terrace. Linda stated that there still are two bushes that need to be trimmed down for safety reasons. This has been an ongoing concern for the past two months. Another concern were the cracks on the ramp.

Steve Nakano stated that the storm drain was recently repaired and that could be the cause of the cracks, he will have maintenance look into it.

Linda further stated that a silver station wagon parked so close to the ramp that she could not exit her vehicle properly.

Steve asked if she has spoken to Elaine. Steve said that the next time Elaine is around please have her look into who owns the vehicle. Linda stated that she has left a message but has not gotten a response.

Mrs. Hughes said that she will look into the issue.

Public Portion Closed.

**Director's Report:**

**Stygar Terrace:** NO VACANCIES.

**Cicia Manor:** NO VACANCIES.

**Lakeview Terrace:** NO VACANCIES.

Bill payment report was submitted and reviewed.

Paid vouchers were submitted and reviewed.

On Page 4 - Mrs. Hughes questioned the \$1,400.00 for ink cartridges? Several conversations continued with regards to the extremely high cost for replacement cartridges and if other suppliers were sought out. Mr. Nakano stated that no this was the normal supplier that the DHA went through for all office supplies.

After several more conversations Mr. Nakano agreed to look into and get other prices for the next time that the cartridges need to be replaced.

On Page 5 – Advantage Payroll Services for \$5,000.00, just what service they provide was asked by Mrs. Hughes? Mr. Nakano explained that on 10/7/09 a transfer of info from AP and on 10/14/09 \$5,000.00 of that \$44.00 was for fees and the rest towards payroll.

On page 6 – DAS Mr. Nakano explained that it is a separate account based on dividends given back.

Landlord checks for the month of November, 2009 were processed and mailed.  
PIC reporting currently at 100.84% there will not be any sanctions for October.

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

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

**Old Business:**

Status of the new Administrative Office Building was reported on by Mrs. Hughes, she stated that the base floors are up and they are starting on the walls.

Mrs. Hughes informed the commission that the DHA has been awarded \$20,033.00 for the Resident Services Coordinator Program. This will cover the period through June 30, 2010.

**New Business:**

Mr. Nakano explained the Family Self Sufficiency Program being offered by the DHA. It is a 5 year program offered by the Federal Government under Section 8. You must work and attend scheduled meetings and the government will place money into an account. At the end of 5 years a client could hopefully be able to purchase a car or even have enough money for a down payment on a house. The amount of members allowed to join is 25 however, if one drops out another person may take their place.

- **Motion to go into Executive Session at 7:06 PM and to request that Joanne join in the session.**

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

- **Motion to come out of Executive session at 7:44 PM.**

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

- **Motion to send to Legal Council with regards to options of the Fredine Vinci vs. the Derby Housing Authority case.**

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

- **Motion to Adjourn at 7:46 PM.**

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

Respectfully submitted,

*Laura A. Wabno*  
Recording Secretary

*These minutes are subject to the approval of the Derby Housing Authority Commission at their next regularly scheduled meeting.*