

**DERBY HOUSING AUTHORITY**  
**MINUTES**  
**FEBRUARY 3, 2010**

The Monthly meeting of the Derby Housing Authority came to order on **February 3, 2010 at 6:35 p.m.**

Pledge of Allegiance.

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

**Approval of the Minutes of January 6, 2010:**

- **Motion to approve the minutes of January 6, 2010.**

**Motion** by Joseph Romano. **Second** by Darrell Cotter. All in Favor. **Question/correction** on the motion by Rosemary Hughes, on **page one** the spelling of the first name of Ms. Silva. The correct spelling is **Fatima not Patricia** as stated in the first Motion and **Fatima not Fatina** as stated in the first line of Public Portion. **All in favor** with the motion as stated with the noted corrections. Motion Passes.

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

Under Old Business: **B** Correct Old Business: (B) Request for information regarding question of Misappropriation of Federal Funds of the Derby Housing Authority by Ms. Fatima Silva.

- **Motion to table the request to allow the DHA Commission to further research the issue.**

**Motion** by Joseph Romano. **Second** by Darrell Cotter. **All in Favor.** Motion Passes.

- **Motion to Under Code of Federal Regulations Sec 4 item #5.**

**Motion** by Joseph Romano. **Second** by Darrell Cotter. **All in Favor.** Motion Passes.

- **Motion to add to Executive Session:**

A. State Housing Lease Stygar Terrace Unit #27.

B. Collation of DHA Fund.

C. Employee Issues.

**Motion** by Darrell Cotter. **Second** by Joseph Romano. **All in Favor.** Motion Passes.

**Public Portion:**

No one from the public to speak.

Public Portion Closed.

**Director's Report:**

Mr. Nakano reported the following:

**Director's Report:**

**State Elderly Sites:**

**Stygar Terrace:** #29 being ready for occupancy.

**Cicia Manor:** #36 being ready for occupancy, February 1, 2010.  
#85 being ready for occupancy, February 15, 2010.

**Lakeview Terrace:** NO VACANCIES.

**Miscellaneous:**

Bill payment, paid vouchers and bills submitted for review.

Mrs. Hughes questioned on page 3 the snow removal costs? Mr. Nakano again stated as in the past that the billing is always behind. The Commission questioned the costs in general with regards to Flik's Lawn Care. The question arose if this ever went out to bid and if not if this is something that the commission should look into. Mr. Romano stated that for snow removal from 12/8/09 and 12/21/09 for plowed, shoveled and salted for Stygar Terrace (#5127) is very high. Mr. Nakano explained that this is for all three sites. Joe stated and Darrell was in agreement that this is extremely high and would like to have other contractors contacted before the next season begins, Mr. Hughes was also in agreement.

The next question was with regards to MacGray coin collection. Joe asked who supervised the coin collection. Mrs. Hughes asked if there is a counter for the actual amount taken in from the washers and dryers. Mr. Nakano stated that he would look into the procedure. Joe stated that he would like a breakdown from each site and the percentage for MacGray and the authority.

Mr. Nakano reported that the brick façade is  $\frac{3}{4}$  complete. He also reported that UI moved the West Fourth Street light in preparation for the widening of the road work.

Joe questioned the \$1,550.50 to Insalco Corporation. Mr. Nakano stated that this was for office furniture for the new building.

Darrell questioned on page #45146 R C Knox & Co Crime renewal \$94.00. Mr. Nakano stated that he would have to look into it.

**Section 8 Program:**

Landlord checks for the month of February, 2010 were processed and mailed out.

PIC reporting is currently at 97% so there will not be any sanctions for January, 2010.

- **Motion to approve the Director’s Report as submitted with the previous questions with regards to the report being answered or as stated by Mr. Nakano he would report back to the commission after further research.**

**Motion** by Joseph Romano. **Second** by Darrell Cotter. **All in Favor**. Motion Passes.

**Old Business:**

Status of new Administrative Office building. Mr. Nakano as previously stated in his Director’s Report that the buildings façade of brick is ¾ complete and that everything else is proceeding forward.

**New Business:**

PHA certification of compliance with PHA/5 Year Plan.

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

**RESOLUTION 2010-11**

**Certified as a true copy of a resolution duly adopted by The Board of Commissioners of the Derby Housing Authority at a meeting on February 3, 2010 which has not been rescinded or modified in any way.**

**WHEREAS, it is desirable that the Derby Housing Authority approve the PHA Certification of Compliance with PHA Plans and Related Regulations Board Resolution to accompany the PHA 5-year and Annual PHA Plan.**

1. It is cognizant of the conditions and prerequisites for the U.S. Department of Housing and Urban Development policies and procedures.
2. The Executive Director is hereby authorized to submit and/all information or execute any documents and contracts required by the U.S. Department of Housing and Urban Development (HUD).
3. All previous actions of the Executive Director with respects to the Program are hereby ratified and affirmed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rosemary Hughes, Chairperson

- **Motion to accept the Resolution as read by Mrs. Hughes as dated February 3, 2010.**

**Motion** by Darrell Cotter. **Second** by Joseph Romano. **All in Favor**. Motion Passes.

Discussion centered around adding the DHA Administrative Plan Section 4 of the U.S Department of Housing and Urban Development Public and Indian Housing.

Mr. Nakano stated that a family recently under the DHA plan was relocated due to a disability and they moved to Norwalk, CT under the current plan Derby has to continue its relationship with the client until the contract runs out in which case the difference in the rent is paid by Derby.

Mr. Nakano read the following for the authority to consider adding into the DHA Administrative Plan:

**U.S. Department of Housing and Urban Development Public and Indian Housing  
(Notice PIH 2008-43 HA).**

**Section 4:**

**Denying Family Requests to Move under the Portability Procedures.** The housing choice voucher regulations at §982.353 provide that voucher holders (with the exception of non-resident applicants) and participating families have the right to receive tenant-based voucher assistance in accordance with program requirements to lease a unit outside of the initial PHA jurisdiction. The family may lease a unit anywhere in the United States, provided the area is in the jurisdiction of a PHA with a tenant-based voucher program. A PHA may only deny a family's request to move under portability if it has grounds to do so under the program regulations, which are as follows:

- 1) The PHA has grounds to deny the move because of the family's action or failure to act as described in §982.552 or §932.553.
- 2) The family is a non-resident applicant, or the family was a non-resident applicant that has not been assisted in the initial PHA jurisdiction for twelve months since being admitted to the program (see §982.353 (c) ).
- 3) The family is an applicant and is not income-eligible (see §982.353 (d) (1) ) in the area in which they wish to initially lease a unit.
- 4) The PHA has established policies on the timing and frequency of moves in accordance with §982.314 (c)(2). And the requested move does not comply with those policies.

**Item considered to be added to DHA Administrative Plan:**

- 5) The PHA does not have sufficient funding for continued assistance to support the move in accordance with §982.214 (e)(1).

- **Motion to approve the addition of #5 under Section 4 to the DHA Administrative Plan.**

**Motion** by Joseph Romano. **Second** by Darrell Cotter. **All in Favor**. Motion Passes.

- **Motion to go into Executive Session at 6:69 PM.**

**Motion** by Darrell Cotter. **Second** by Joseph Romano. **All in Favor**. Motion Passes.

- **Motion to come out of Executive Session at 8:30 PM.**

**Motion** by Darrell Cotter. **Second** by Joseph Romano. **All in Favor.** Motion passes.

- **Motion to grant Greg Jalowiec’s request to have his son stay with him every other week during the summer months.**

**Motion** by Joseph Romano. **Second** by Darrell Cotter. **All in Favor.** Motion Passes.

- **Motion to Adjourn at 8:31 PM.**

**Motion** by Joseph Romano. **Second** by Darrell Cotter. **All in Favor.** Motion Passes.

Respectfully submitted,

*Laura A. Wabno*  
Recording Secretary