

The meeting of the Derby Housing Authority was called to order at 6:33 PM on August 3, 2011.

Pledge of Allegiance.

Roll call: Rosemary Hughes, Pauline Monaco, Joseph Romano, Quentin Garatoni and Stan Muzyk. Also, Steven Nakano, Executive Director.

Chairperson Rosemary Hughes welcomed Stan Muzyk as the newest member of the Derby Housing Authority Board of Commissioners replacing Darrell Cotter.

Approval of the Minutes of April 6, 2011.

- **Motion to approve the Minutes of April 6, 2011.**

Motion by Stan Muzyk. **Second** by Quentin Garatoni.

Corrections to the minutes as noted by Mrs. Hughes: **Page #1** – change #5 Resolution from **2001** -1 to **2011** also the same one Resolution **2001**-1 to **2011**-1. **Page #1** fifth paragraph change **were** to **where**. **Page #2** add **said** after Joseph Romano. Change W. **Hayden** to **Hayton**. **Page #2** change **note** to **no** and **not** to **no**. **Page #3** add Steve made note that they received a letter from CHFA with regards to the DHA Management Plan, **stating that our plan has been approved.**

All in Favor with the corrections as noted. **Motion Passes.**

ADDITIONS, DELETIONS OR CORRECTIONS TO THE AGENDA:

- **Motion to add the April, May and June 2011 Budget Reports to the agenda.**

Motion by Stan Muzyk. **Second** by Joe Romano. **All in Favor.** **Motion Passes.**

Public Portion:

Loretta Powers of Cicia Manor reported that there is an increased presence of young adults late at night in the vicinity of her apartment. She has reported this to the DPD and by her actions she feels that they retaliated against her by doing damage to her car and her personal property. She stated that she will no longer call the DPD in fear of the actions of these youths again.

Joe Romano asked Steve to speak with the police and ask for an added police presence especially with the longer daylight hours and the gathering of youths into the late night hours.

Linda Swinski – Guardino Terrace thanked the board for the recent repairs made to her unit and commented on the parking situation at Guardino Terrace.

Public portion closed.

Director's Report:

Stygar Terrace: Apt. #32 ready for occupancy August 1, 2011.

Cicia Manor: Apt. #92 ready for occupancy August 1, 2011.

Lakeview Apartments: NO VACANCIES.

Bill payment report submitted for review.

Paid vouchers and bills submitted for review.

Section 8 Program:

Landlord checks for the month of August, 2011 were processed and mailed out.

Paid vouchers and bills were submitted for review.

Steve reported that PIC reporting is currently at 99%. There will not be any sanctions for July 2011.

- **Motion to approve the July 2011 Finance Report as presented.**

Motion by Stan Muzyk. **Second** by Pauline Monaco.

July Finance Report: Discussion on the report by Mrs. Hughes: Page #6 payment to State of Connecticut Treasure's Office. Steve stated that this is an administrative fee at 80 cents per unit. Page #8 7/21/2011 12 drawers, 24 hinges – these front door replacements for cabinets and in some cases the hinges are also replaced.

All in Favor with the questions answered as noted. **Motion Passes.**

- **Motion to approve the April 2011 Finance Report as presented.**

Motion by Stan Muzyk. **Second** by Joe Romano.

April Finance Report: Discussion on the report by Mrs. Hughes: Page #4 Pop Electric. Steve reported that they are necessary upgrades do to wear and tear especially when a long term client leaves the apartment may need to have upgrades for current code regulations. Mrs. Hughes noted the difference of \$247.82. Steve stated that two separate bills were added together from page #8 which make the total of \$2,952.56.

All in Favor with the questions answered as noted. **Motion Passes.**

- **Motion to approve the May 2011 Finance Report as presented.**

Motion by Stan Muzyk. **Second** by Joe Romano.

May Finance Report: Discussion on the report by Mrs. Hughes: Page #4 Membership for Robin? Steve reported that it is a yearly fee required to the Connecticut Chapter of Resident Services Coordinator.

All in Favor with the question answered as noted. **Motion Passes.**

- **Motion to approve the June 2011 Finance Report as presented.**

June Finance Report: Discussion on the report by Mrs. Hughes: Page #7 Cicia Manor front and back locks? Steve noted when a new tenant takes residence at times it is necessary to replace the current locks due to problems with old keys or the locks have worn. Page #1 Phoenix \$4,850.00. Expense occurred due to a bed bug infestation. It was noted if there is a problem with bed bugs not only does the one residence need to be treated but also the surrounding residences.

All in Favor with the questions answered as noted. **Motion Passes.**

Old Business:

Approval of the DHA Board of Commissioners Officers for 2011.

- **Motion to nominate Rosemary Hughes as Chairperson.**

Motion by Joe Romano. **Second** by Stan Muzyk. **All in Favor.** No other nominations.

- **Motion to nominate Pauline Monaco as Secretary.**

Motion by Rosemary Hughes. **Second** by Joe Romano. **All in Favor.** No other nominations.

- **Motion to nominate Joseph Romano as Treasurer.**

Motion by Pauline Monaco. **Second** by Quentin Garatoni. **All in Favor.** No other nominations.

- **Motion to nominate Quentin Garatoni as Vice Chairperson.**

Motion by Joe Romano. **Second** by Pauline Monaco. **All in Favor.** No other nominations.

- **Motion to nominate the slate as presented.**

Motion by Stan Muzyk. **Second** by Joe Romano. **All in Favor.** Motion Passes.

Parking lot issues at Lakeview Terrace:

Joe reported that he has reviewed the parking lot and has had several conversations with the residents and has given all of their concerns consideration. His conclusion was that no matter what there will always be someone who is not satisfied no matter what conclusion the board comes to. After further discussion amongst the board and members of the audience it was concluded that each issue would be handled individually and would be in the hands of the Housing Authority Office (Steve) to resolve as they come up. In conclusion the tenants would choose where they want to park with ADA spaces to be given accordingly and the numbers would remain the same.

New Business:

No new business.

- **Motion to go into Executive Session at 7:10 PM.**

Motion by Joe Romano. **Second** by Stan Muzyk. **All in Favor.** Motion Passes.

- **Motion to come out of Executive Session at 7:20 PM.**

Motion by Quentin Garatoni. **Second** by Stan Muzyk. **All in Favor.** Motion Passes.

- **Motion to adopt the Personnel Plan and Manual as presented and adopted on August 3, 2011 and to become effective on August 3, 2011 and to supersede all previous plans and manuals.**

Motion by Stan Muzyk. **Second** by Pauline Monaco. **All in Favor.** Motion Passes.

- **Motion to Adjourn at 7:21 PM.**

Motion by Quentin Garatoni. **Second** by Stan Muzyk. **All in Favor.** Motion Passes.

Respectfully submitted,

Laura A. Walno
Recording Secretary