

- **Motion to approve the Director’s Report for September 2013 as presented by Steven Nakano, Executive Director.**

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

****This report was presented due to the Lack of Quorum of an October 2013 meeting.**

Director’s Report:	October 2013
Stygar Terrace:	NO VACANCIES
Cicia Manor:	NO VACANCIES
Lakeview Terrace:	NO VACANCIES

Miscellaneous:

Bill report placed on file.

Paid vouchers and bills placed on file for review.

Section 8 Program:

Landlord checks for the month of November 2013 were processed and mailed out.

Paid vouchers and bills have been submitted for review.

PIC reporting currently at 100%.

- **Motion to approve the Director’s Report for November 2013 as presented by Steven Nakano, Executive Director.**

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

Old Business:

No old business.

Robert asked what is the status of the Anson Street property (Palmer Building). Steve stated that there are currently two apartments being occupied. One of the tenants is currently in the process of obtaining an apartment in Ansonia. The other tenant is a squatter and there has been a problem in getting them out. This may require legal action and the authority is pursuing all options. There is a possibility that the building may be condemned to speed up the process.

It was recommended that the DHA start boarding up the unoccupied apartments to deter other squatters from taking up residence.

All agreed and Robert suggested conferring with the City of Derby Fire Marshall and Building Official to be certain that it is done legally to avoid legal complications with the process. No action required at this time. Steve said that he will keep the commission updated as the process continues.

Robert asked about UI lighting program. Joe stated that a letter was written to UI awhile back and there has been no response he will look into it again.

New Business: RESOLUTION 2013-11:

Resolution for the Base Rent increase for the three (3) State Elderly Complexes: Stygar Terrace, Cicia Manor and Lakeview Terrace.

Steve stated that when the tenants file claims against DHA for various damage which maybe caused in their apartment or damage due to another tenants' problem the DHA's premiums go up. Case in point a tenant was recently away from her apartment for an extended period of time and there was a slow leak from her hot water tank. This went unnoticed for a period of time and caused damage to the apartment below.

Pauline asked if a tenant is going to be away for an extended period of time either for health or other reasons shouldn't the DHA be notified? She expressed that perhaps the lease needs to be addressed which would give the authority permission to periodically check on apartments on a weekly basis when there is going to be an extended absence.

Joe stated that the authority only has permission to enter the apartments when there is reason to believe there is an emergency situation.

Robert Muoio stated that property owners of multi-families and have a lease it states that the owners can enter the premises with a 24-hour notice.

The following *Resolution* was read into the record by Joe Romano:

RESOLUTION 2013-11

WHEREAS, the Housing Authority of the City of Derby operates a Connecticut State Elderly Housing program as prescribed by the Department of Economic & Community Development (DECD) and the Connecticut Housing Finance Authority (CHFA).

WHEREAS, the following increase of fifteen dollars per unit in the Base Rent for all three State Elderly Housing Complexes is cognizant of the conditions and prerequisites for State Elderly Assistance imposed by the Connecticut General Statutes. The Executive Director is hereby authorized to submit any information or execute any documents and contract required by the Department of Economic & Community Development (DECD) and the Connecticut Housing Finance Authority (CHFA).

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Derby in conjunction with applicable guidelines and policies as set forth by the Department of Economic & Community Development (DECD) and the Connecticut Housing Finance Authority (CHFA) approves the Base Rent increase of fifteen dollars per unit for all three Connecticut State Elderly complexes: Lakeview Apartments, Stygar Terrace and Cicia Manor.

Certified as a true copy of a resolution duly adopted by the Board of Commissioners of the Housing Authority of the City of Derby at a meeting on **November 6, 2013** which has not been rescinded or modified in any way.

November 6, 2013

Joseph Romano, Chairman

- **Motion to approve Resolution 2013-11 as read.**

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

It was noted that in the current ***Lease Agreement*** with all tenants in ***Sec. 11 – Inspections and Entry*** there is mention of allowing the Landlord, the Derby Housing Authority permission to enter the premises in certain circumstances.

Joe stated that he will review the lease and review all comments and report back to the commission at their next meeting.

- **Motion to Adjourn at 7:02 PM.**

Motion by Stan Muzyk. **Second** by Robert Muoio. **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 scheduled meeting.