

Derby Housing Authority
Minutes
May 7, 2014

The meeting of the **Derby Housing Authority** was called to order at **6:30 PM** by Joseph Romano, Chairman on **Wednesday May 7, 2014**.

Pledge of Allegiance.

Roll Call: Joseph Romano - Chairman, Pauline Monaco, Stanley Muzyk, Robert Muoio, Quentin Garatono and Steven Nakano, Executive Director.

Approval of the minutes of April 2, 2014.

- **Motion to approve the minutes of April 2, 2014.**

Motion by Stan Mzyk. **Second** by Quentin Garatoni. Correction to the minutes: page 1 the spelling of OSHCA to **OSHA** made by Joe Romano. **All in Favor** with correction as presented Motion Passes.

Additions, Deletions or Corrections:

- **No changes in agenda as presented.**

Public Portion:

- **No one from the public to speak.**

Director's Report: May 2014

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.

Update on the status of Barron Block.

Resolution for the property purchase of the Barron Block Housing Project.

Section 8 Program:

Landlord checks for the month of May, 2014 were processed and mailed out.

Paid vouchers and bills have been submitted for review.

PIC reporting currently at 99% there will not be any sanctions.

- **Motion to approve the Director's Report for May, 2014 as presented by Steven Nakano, Executive Director.**

Joe questioned two different items on the Director's Report presented. **1).** The PILOT Program which has been in effect for many years and the recent inquiry from the City of Derby Finance Director, Tom Thompson which is in lieu of payments for taxes in the amount of \$40,000.00. Steve stated that this program has been in effect for years the amount requested is approximately 10%. Joe reiterated that this practice is nothing new and also under the agreement fees for permits are to be waived. He is having the issues researched and a legal opinion will be forth coming. Until that time all payments will be held until clarification has made and presented the Derby Housing Authority Commission.

2). Joe's second question concerned the reprinting of checks. Steve stated that a case of fraud had been determined. The fraud was found with the issuance of landlord checks. It was found that landlord checks mailed to landlords were being taken from mail boxes altered and being cashed at a local supermarket. Once Webster Bank was aware of the situation they contacted the DHA and new policies have now been put into practice immediately. Webster Bank will run a **Positive Pay** for landlord checks which are issued under the Section 8 program. If the sequence of checks is not in order Webster Bank will notify the accounts payable of the DHA office. It was made clear that the problem does not exist within the DHA office but possibly from ADP which issues the checks. It was also duly noted that the DHA is not liable for any of the fraudulent checks which were cashed and all checks have been reissued and all landlords have been made whole. It was also noted that there was no cost to the DHA as all funds are covered by ADP and Webster Bank.

Motion by Stan Muzyk. **Second** Robert Muoio. **All in Favor.** Motion Passes.

OLD BUSINESS:

Update on the progress of the Barron Block Housing Project.

Joe made note that the DHA is currently contacting companies which rent fencing to secure the area around the Barron Block. It was noted that under the State of Connecticut policies the fence must be rented for construction projects and can not be bought out right. Joe is currently researching the rental policies regarding the fencing and will report back to the commission members as soon as he has all of the information.

NEW BUSINESS:

Resolution for property purchase for Barron Block Housing Project.

Steve made note that in order to go forward and apply for the grant for the Barron Block it must be shown in the application that parking will not be an issue. There currently are two possible parking areas that would be viable to obtain for the Barron Block project. This resolution as presented is just one step closer to obtaining the necessary funding to move forward.

Resolution as read into the record by Joseph Romano, Chairman of the DHA:

RESOLUTION 2014-5

WHEREAS, *the Housing Authority of the City of Derby currently owns a building, the Barron Block which is located at 31 Anson Street & 51 Fifth Street Derby, CT 06418 and is in the process of applying for a housing rehabilitation grant.*

WHEREAS, *the Housing Authority of the City of Derby in conjunction with the City of Derby, Connecticut charter which states that there must be ample parking to accompany the individual housing units of said rehabilitation. To accomplish this request of the City charter, the Housing Authority of the City of Derby will need to purchase property near the Barron Block.*

NOW THEREFORE, BE IT RESOLVED, *that the Board of Commissioners of the Housing Authority of the City of Derby in conjunction with the applicable charter of the City of Derby, authorize the Housing Authority of the City of Derby to acquire through direct purchasing of needed properties to satisfy the parking matter in order to further the process of the rehabilitation grant process.*

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 **May 7, 2014** which has not been rescinded or modified in any way.

Date: **May 7, 2014**

Joseph R. Romano, Chairman

- **Motion to approve Resolution 2014-5 as read into the record by Joseph Romano, Chairman.**

Motion by Rob Muoio. **Second** by Stan Muzyk. **All in Favor.** Motion Passes.

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Executive Session:

- **Motion to go into Executive Session to discuss personnel issues with no action to be taken at the end of Executive Session.**

Motion by Joseph Romano. **Second** Robert Muoio. **All in Favor.** Motion Passes.

Adjournment:

- **Motion to Adjourn at 7:05 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 Commissioners at their next scheduled meeting