

HOUSING AUTHORITY CITY OF DERBY

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Executive Director

Neil V. Dorso

Board of Commissioners

Joseph F. Pinto III, Chairman
J. P. Rizzitelli, Vice Chairman
Rosemary Hughes
Pauline Monaco
Joseph R. Romano

Minutes of the Board of Commissioners

Special Meeting – Wednesday November 7, 2007
Derby City Hall
1 Elizabeth Street
Media Center Room
Derby, CT 06418

Chairman Pinto called the special meeting to order at 6:36 P.M. and the Pledge of Allegiance was recited.

Roll call. Present were Chairman Joseph Pinto, Vice Chairman J.P. Rizzitelli Commissioners Rosemary Hughes, Pauline Monaco and Joseph Romano.

Additions, deletions or corrections to the Agenda as presented.

- **Motion to delete 10A from the Agenda as presented, “Changes to Personnel Policy”.**

Motion by JP Rizzitelli. **Second** by Mrs. Hughes. **All in Favor**. Motion Passes.

Approval of the Minutes September 12, 2007 and October 3, 2007.

Correction noted by Mrs. Hughes, correction from *spaces* to *handicap ramp*, Sept. 12, 2007.

- **Motion with correction to accept the Minutes of Sept. 12, 2007.**

Motion by Mrs. Monaco. **Second** by Mrs. Hughes. **All in favor**. Motion Passes

Correction noted by Mrs. Hughes, correction to *his* not *this* outbursts, Oct. 3, 2007.
Correction to page 3, *due* not *do*.

- **Motion with correction to accept the minutes of Oct. 3, 2007.**

Motion by JP Rizzitelli. **Second** by Mrs. Monaco. **All in Favor**. Motion Passes.

Public Portion. No one from the public wished to speak.

Financial Report:

Jo-Anne Markos, Interim Director presented the Financial Report for the Month. Ms. Markos made note that two Medical Payments indicated due to an error when the payment was overlooked one month. Report placed into the record.

- **Motion to accept both reports as presented by Ms. Markos.**

Motion by JP Rizzitelli. **Second** by Joseph Romano. **All in Favor**. Motion Passes.

Director's Report:

Report presented by Ms. Markos.

Stygar Terrace: Unit #1 to be vacant end of month and made ready for occupancy. For the record it was noted that the contractor hired to repair the cracks never followed through, Kevin will now take the job over. It was noted that Mr. Korolyshun was contacted and he never returned the calls.

Cicia Manor: Unit #52 vacated. Is currently being made ready for occupancy. Update on white van reported last month. This has been removed. Abandoned car (2 cars owned by one tenant) unregistered removed from property. New blinds/shades purchased for Unit #54.

Lakeview Terrace: Unit #90 couples unit, currently being screened. Unit #30 couples unit, vacated and being prepared for occupancy. Numbers painted for handicapped spaces for three apartments.

Miscellaneous: Paid vouchers reviewed. Introduction of new hires: Kevin Eldridge, Elderly Maintenance and Edith Anderson, Section 8.

Section 8 Program: Landlord checks for Ansonia for October paid and sent out on time. All paid vouchers and bills presented for review. Update on payment report. PIC reporting 101%. There will be no sanctions or fines for the month of September. Conversation regarding the return of the Section Program to the Derby Office.

Mrs. Markos made note that the very first tenant of Stygar Terrace is leaving and not returning due to health reasons.

- **Motion to accept the Director's Report as presented.**

Motion by JP Rizzitelli. **Second** by Mrs. Monaco. **All in Favor**. Motion Passes.

Old Business:

New hires were already introduced under Director's Report. The Executive Director position is currently being brought to the final four and will be discussed in Executive Session.

With regards to the parking at Lakeview Terrace, a letter is being sent to Board Members for review prior to being sent to the tenants.

With regards to Guardiano Terrace parking, the new Resident Coordinator will follow up with the ADA parking problems and any other problems as they occur.

Conversations revolved around the snow removal services. Jo-Anne was asked to review the upcoming lease for next season. Mr. Pinto stated that Kevin will be reviewing and talking with contractors and taking them to each of the sites and going over just what is required at each site and will report back to the Board Members for review of the best contractor.

Kevin and Joe have been given the authority to select the best contract that fulfills all sites needs.

- **Motion to go into Executive Session at 7:03 PM.**

Motion by JP Rizzitelli. **Second** by Joseph Romano. **All in favor**. Motion Passes.

Respectfully submitted,

Laura A. Wabno
Recording Secretary

*These minutes are subject to the approval of the DHA at their next meeting.