

The meeting of the Derby Housing Authority was called to order at **6:27 PM on February 6, 2013** at 101 West Fourth Street offices by Steven Nakano, Exc. Director.

Pledge of Allegiance.

Roll Call: Joseph Romano, Quentin Garatoni, Pauline Monaco, Stan Muzyk and Steven Nakano, Exc. Director.

Approval on the Minutes of January 9, 2013:

- **Motion to approve the minutes of January 9, 2013.**

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

Additions, Deletions, or Corrections:

None.

Public Portion:

Linda Swinski – Guardiano Terrace asked if her apartment can be painted. She has lived there for six years and feels that there is painting needed. Pauline stated that awhile back the DHA hired college students to do the painting. Joe asked if DHA has cycle painting in place. Steve stated that no they do not. Usually the apartments are painted when someone moves out. Steve also noted that now when the painting needs to be done the DHA must hire a licensed and insured painter as mandated by the State of Connecticut. Ms. Swinski asked if the DHA would supply the paint if she had someone on her own paint her apartment. She also stated that she has nail pops in her apartment that need to be looked at. Joe said that he would ask maintenance look at both issues and have Steve get back to her.

Steve reiterated that there is absolutely **NO SMOKING** at any of the sites and in any of the apartments. He stated that a recent resident passed away at Cicia Manor and the walls are so bad from smoking that even just painting would not help. They had to bring a professional cleaning company ServPro to clean and paint the apartment which took several cans of just primer before the actual paint could be applied.

Conversations continued between DHA commission members and the Ms. Swinski and the public.

Director's Report:

Month of January 2013

State Elderly Sites:

Stygar Terrace Apartment #12 ready for occupancy – March 1, 2013.
 Apartment #24 ready for occupancy – March 1, 2013.

Cicia Manor Apartment #16 ready for occupancy April 1, 2013.

Lakeview Terrace Apartment 38 ready for occupancy March 1, 2013.

Miscellaneous:

Bill payment report submitted and placed on file.

Paid vouchers and bills submitted and placed on file.

Section 8 Program:

Landlord checks for the month of February 2013 were processed and mailed out on time.

Paid vouchers and bills for review have been placed on file with these minutes.

Bill payment report placed on file.

PIC reporting currently at 100%. There will be no sanctions for the month of January 2013.

- **Motion to approve the Director's Report as presented by Steven Nakano.**

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

New Business:

Steve explained that in the old version of the DHA ByLaws it stated that the DHA Commission shall consist of a Chairman, Vice Chairman, secretary and Treasurer. If the Executive Director is appointed, said Executive Director does not serve as the Secretary of the authority.

Previously the position of Secretary was an elected position from the DHA commission. Since there has not been an elected secretary it was brought to light that a resolution must be passed to reflect this. The DHA currently has Laura Wabno the city of Derby Town Clerk as the DHA secretary. Steve also made not that the chairman of the DHA may not be the recording secretary. And that now the minutes must be made available on the City of Derby web page along with the agendas posted as required under the FOI guidelines.

With that being said Joseph Romano, Chairman read the following **Resolution 2013-1** into the record for approval:

RESOLUTION 2013-1

WHEREAS, the Housing Authority of the City of Derby is governed by the bylaws as set forth in the establishment of said organization. Which is also under direct rule by the Department of Economic & community Development (DECD), the Connecticut Housing Finance Authority (CHFA) and the U.S. Department of Housing & Urban Development, (HUD).

WHEREAS, the following revised amendment to Article III, Officers and Employees of the Authority, Section 1, Officers: The officers of the authority shall be a Chairman, Vice-Chairman, Secretary and Treasurer all of whom shall be commissioners. If an Executive Director is appointed, said Executive Director does not serve as the Secretary of the authority. The Town Clerk or any designated employee of the City of Derby will function in the role. The Executive Director is not a commissioner.

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, approves the revised amendment to the bylaws pertaining to Article III, Officers and Employees of the Authority, Section I, Officers, that if an Executive Director is appointed, said Executive Director does not serve as the Secretary of the Authority. The Town Clerk or any designated employee of the City of Derby will function in the role. The Executive Director is not a commissioner.

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 February 6, 2013 which has not been rescinded or modified in any way.

February 6, 2013

Joseph R. Romano, Chairman

- **Motion to approve the Resolution as read by Joseph Romano, Chairman.**

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

Executive Session: Personnel Issues.

- **Motion to go into Executive Session at 6:48 PM and invite Steve Nakano to participate.**

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

Out of Executive Session at 7:08 PM.

No action taken at this time.

- **Motion to Adjourn at 7:08 PM.**

Motion by Quentin Garatoni. **Second** by Pauline Monaco. **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.