

**Derby Housing Authority
Minutes
March 5, 2014**

The meeting of the Derby Housing Authority was called to order at 6:30 PM by Joseph Romano, Chairperson on **March 5, 2014**.

Pledge of Allegiance.

Roll Call: Joseph Romano, Quentin Garatoni, Robert Muoio, Stanley Muzyk and Pauline Monaco. Also present Steven Nakano, Executive Director.

Approval of the minutes of January 8, 2014. (No meeting February 2014 – Lack of Quorum).

- **Motion to approve the minutes of January 8, 2014.**

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

Additions, Deletions or Corrections:

- **Motion to add Executive Session for discussion of contracts as item #10 A.**

Motion by Joe Romano. **Second** by Pauline Monaco. **All in Favor.** Motion Passes.

Public Portion:

No one from the public wished to speak.

Commission members had some questions with regards to the residents' recent concerns regarding the pot holes throughout the senior complexes. Steve noted that during the cold weather only temporary patch is placed into the pot holes called hot patch. This is used until the asphalt companies open in the spring. Maintenance is doing its best to keep up but the continual cold than warm weather plays havoc and it just a matter of keeping up.

Director's Report: February, 2014

Stygar Terrace: Apt. #5 ready of occupancy April, 2014.

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 March, 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 February, 2014 as presented by Steven Nakano, Executive Director.**

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

Old Business:

The following notice was posted prior to the meeting of tonight March 5, 2014:

This notice is hereby given to all Derby Housing Authority Board of Commissioners to inform al that an error occurred in the election of officers for 2014 at the January 8, 2014 board meeting. The election of officers for 2014 has been nullified and will be redone.

Therefore, please be notified that the selection process for election of officers will be revisited and a re-election will be performed at the March 5, 2014 Board of Commissioners meeting of the Derby Housing Authority.

Signed

Steven Nakano, Executive Director.

- **Election of new Commissioners and Officers for 2014.**

Nominations for Chairperson:

Nomination of **Joseph Romano for Chairman:**

Nomination by Rob Muoio. **Second** by Pauline Monaco. There were no other nominations.

Nominations closed.

Motion for Joseph Romano as Chairman of the DHA. **All in Favor.**

Nominations for Vice Chairperson:

Nomination of **Quentin Garatoni for Vice Chairman.**

Nomination by Pauline Monaco. **Second** by Joseph Romano. There were no other nominations.

Nominations closed.

Motion for Quentin Garatoni as Vice Chairman of the DHA. **All in Favor.**

Nominations for Treasurer:

Nomination of **Pauline Monaco as Treasurer.**

Nomination by Joseph Romano. **Second** by Stan Muzyk. There were no other nominations.

Nominations closed.

Motion for Pauline Monaco as Treasurer of the DHA. **All in Favor.**

Nominations for Secretary:

Nomination of **Stanley Muzyk as Secretary.**

Nomination by Quentin Garatoni. **Second** by Rob Muoio. There were no other nominations.

Nominations closed.

Motion for Stanley Muzyk as Secretary of the DHA. **All in Favor.**

Board of Commissioners for 2014 – Derby Housing Authority

Joseph R. Romano, Chairman
Quentin Garatoni, Vice Chairman
Pauline Monaco, Treasurer
Stanley Muzyk, Secretary
Robert Muoio, Commissioner

Steven Nakano, Executive Director

New Business:

- a. Approval of Resolution for SEMAP Section Eight Management Assessment Program, 2014.

The following resolution was read into the record by Joseph Romano, Chairman:

RESOLUTION 2014-2

WHEREAS, the Housing Authority of the City of Derby operates a Housing Choice Voucher (HCV) Section 8 rental assistance program which is required annually to submit a Section Eight Management Assessment Program (SEMAP) certification, and

WHEREAS, the Housing Choice Voucher (HCV) Section Eight Management Assessment Program monitors the accuracy and consistency of the HCV/Section 8 rental assistance program for review by the U.S. Department of Housing and Urban Development:

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Derby in conjunction with the applicable HUD regulations, authorize the Housing Authority of the City of Derby to approve the certification of the Section Eight Management Assessment Program (SEMAP) for fiscal year ending March 31, 2014.

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 March 5, 2014 which has not been rescinded or modified in any way.

Dated: March 5, 2014

Joseph R. Romano, Chairman

- **Motion to approve Resolution 2014-2 as read into the record by Joseph Romano, Chairman.**

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

- b. Resolution 2014-3: Addition to waiting list for Admission and Continued Occupancy Policy.

The following resolution was read into the record by Joseph Romano, Chairman:

RESOLUTION 2014-3

WHEREAS, the Housing Authority of the City of Derby operates a State of Connecticut Financed Elderly Housing program which requires the applicant to be called off of an open waiting list that preferences requests for Reasonable Accommodation and:

WHEREAS, the Housing Authority of the City of Derby operates its State of Connecticut Financed Elderly Housing program under the guidelines of the Department of Economic and 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 DECD and CHFA regulations, authorize the Housing Authority of the City of Derby Connecticut approve the following resolution regarding Reasonable Accommodation requests.

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 **March 5, 2014** which has not been rescinded or modified in any way.

Dated: March 5, 2014

Joseph R. Romano, Chairman

- **Motion to approve Resolution 2014-3 as read into the record by Joseph Romano, Chairman.**

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

Executive Session:

- **Motion to go into Executive Session to discuss contracts.**

Motion by Joseph Romano. **Second** by Pauline Monaco. **All in Favor.** Motion Passes.

No action taken after Executive Session.

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.