

Derby Housing Authority
Minutes – May 7, 2008

The monthly meeting of the Derby Housing Authority, Wednesday May 7, 2008 called to order at 6:32 PM.

Pledge of Allegiance.

Roll Call: Steven Nakano, Rosemary Hughes, JP Rizzitelli, Pauline Monaco and Bill Cotter. Absent: Joseph Romano.

APPROVAL OF MINUTES:

April 2, 2008: Change on page 2 with the spelling of Kevin's name. Page 2 eighth paragraph regards to **regards**, paragraph nine recards to **regards**, page 4 fourth paragraph and to **out**, paragraph seven Happy to **PHA-WEB** and beter to **better**, page 5 paragraph two CHAFA to **CHF**A, paragraph four obtain to **convert certain number of tenant based vouchers** and last part of this paragraph to state "**from the project base**". Changes noted by Mrs. Hughes.

- **Motion to approve as indicated with the changes.**

Motion by JP Rizzitelli. **Second** by Pauline Monaco. **All in Favor**. Motion passes.

- **Approve April 14, 2008 Special Meeting Minutes.**

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

Additions:

- **Add 10B Resolution 2008-4.**

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

Public Portion:

Joan Gettings – Guardiano Terrace. Questioned the Authority with regards to the ramp and asked for an update. She also questioned about the doors in the foyer and if they should be ADA accessible?

General concession from the audience was that this would be something that the Authority should look into being that the doors are extremely heavy especially if ones hands are full or someone is handicap and trying to enter or exit the building. There was talk about perhaps a button system being placed to help make the doors automatic?

Mrs. Hughes asked if the doors are wide enough for wheelchairs. She was reassured that yes they were that there are two doors that open with no center divider.

Kevin from maintenance stated that the doors are heavy and at times swing back fast.

Public Portion closed.

Financial Report:

Exc. Director, Steven Nakano presented the Financial Report for the month of April. The report was broken down into three (3) reports, (a) State of Connecticut, (b) Vendor and (c) Cash Disbursements.

- **Motion to except the Financial Report as presented.**

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

- **Discussion on the Motion.**

Mrs. Hughes questioned the petty cash of \$137.34 and was told that is for small items that may be needed occasionally for minor repairs etc. Also questioned was the \$1,590.00 for Connecticut Housing Finance Authority fees. Mr. Nakano explained that the fees cover all three (3) units for the numbers of units and one (1) year Administrative fees.

Director's Report:

Mr. Nakano gave the following information in his Director's Report:

Stygar Terrace, Cicia Manor, and Lakeview Terrace all have no vacancies.

Presented again was the ***Bill Paying Report*** as previously report, along with all paid vouchers and bills for review.

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

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

Continuation of Director's Report:

Discussion on Personnel Policy.

- **Motion to table discussion until further research in completed.**

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

Discussion on a new contract for a plumbing contract:

Mrs. Monaco questioned the contract and thought that the DHA maintenance (Kevin & staff) were responsible for all maintenance. It was stated that this would be for jobs unable to be performed by the DHA maintenance staff. It was also noted that Kevin has done a lot of work and has saved the DHA a lot of money. The contract as proposed is still in line and again it was stated would only be used when absolutely necessary. It was also noted that the Automatic Plumbing & Heating was 1/3 of the cost of East Coast.

Members were concerned about the travel time. All concerns were put to rest.

- **Motion to have Mr. Nakano to enter in a contract with Automatic Plumbing & Heating of Shelton.**

Motion by JP Rizzitelli. **Second** by Mr. Cotter. **All in Favor**. Motion Passes.

New truck for maintenance:

Kevin explained to members of the Authority a need for a new truck. Use would be for dump runs and the moving of appliances when necessary. He would also have a flat bed tow for lawn movers. Kevin also stated that he mainly uses his own personal vehicle now. Mr. Nakano expressed his concerns to the Authority of the liability this leaves the Authority open to.

Kevin stated that he checked around and received three (3) bids the lowest after haggling with the dealer would be \$23,700.00 from Dworkin Chevrolet of Derby. He also stated that the price will also include a bed liner. It was also noted that the Authority is tax exempt so the only additional costs would be registration.

The vehicle in question is a 2007 eight foot bed truck with 17,000 miles. JP asked if Kevin has explored an option of a used vehicle. Kevin stated yes and this still was the best deal out there. One with a comparable price had only a six (6) foot bed and no liner. The deal offered the bed liner is included at no cost.

No action was taken at this time. Kevin was asked to come back at the next scheduled meeting with any other proposals/offers and the final figures.

RESOLUTION 2008-4

The following resolution was read into the minutes:

RESOLUTION 2008-4

Certified as a true copy of a resolution adopted by The Board of Commissioners of the Derby Housing Authority at a meeting on April 14, 2008 which has not been rescinded or modified in any way.

April 14, 2008

Rosemary Hughes, Chairperson

Whereas, it is desirable that the Derby housing Authority approve the Base Rent increase of twenty dollars per unit for all three Connecticut State Elderly complexes, Lakeview Terrace, Stygar Terrace and Cicia Manor.

1. It is cognizant of the conditions and prerequisites for State Assistance imposed by the Connecticut General Statutes.
2. The Executive Director is hereby authorized to submit any information or execute any documents and contracts required by the State of Connecticut, Connecticut Housing Finance Association (CHFA).
3. All previous actions of the Executive Director with respect to the Program are hereby ratified and affirmed.

- **Motion to approve Resolution 2008-4 as read.**

Motion by JP Rizzitelli. **Second** by William Cotter. **All in Favor**. Motion Passes.

- **Motion to go into Executive Session at 7:07 PM.**

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

Respectfully submitted,

Laura A. Wabno
Recording Secretary
May 16, 2008