

Derby Housing Authority
Minutes March 4, 2009

The meeting of the Derby Housing Authority, **Wednesday March 4, 2009** called to order at 6:30 P.M. by acting Chr. Joseph Romano.

Pledge of Allegiance.

Roll Call: Pauline Monaco, Joseph Romano, William Cotter and Steven Nakano, Executive Director - DHA. Excused absence Rosemary Hughes and JP Rizzitelli.

Approval of the Minutes of December 3, 2008.

- **Motion to approve the minutes of December 3, 2008.**

Motion by Mr. Cotter. **Second** by Mrs. Monaco.

Discussion on the Motion:

Correction on page #1 – fourth paragraph, sentence to read: Mr. Nakano will speak with Kevin **about having** the barrels removed. Page #4 – first paragraph, change **CHAFA to CHFA**. Page #4 – paragraph/line six, change **\$255.00 and \$270.00 to 255 and 270.** Page #4 – line 5 and 9, spelling of **Rizzetelli to Rizzitelli**.

All in favor with the changes noted. Motion passes.

Additions/Deletion/Corrections to the Agenda:

Delete under Old Business – Discussion of New Ramp design for Guardiano Place.

Add to agenda under New Business – Interest rates for DHA accounts.

- **Motion to delete and add to agenda as indicated.**

Motion by Mr. Cotter. **Second** by Mrs. Monaco. **All in favor**. Motion passes.

Public Portion:

Linda Swinski – Guardiano Terrace. Ms. Swinski asked if the asked if the DHA could come up with a form letter that could be given to the various doctors to submit to Joanne as it would the reflect the spend down for verification.

Mr. Nakano stated he would look into it and he could no problem with a generic letter being produced for the residents use to confirm expenses for the spend down verification to Joanne.

Public portion closed.

Director Report:

Mr. Nakano presented the DHA Director's Report as follows:

Stygar Terrace: #15 being prepared for occupancy for April 1, 2009.

Cicia Manor: #74 ready for occupancy for March 1, 2009.
#8 being prepared for occupancy for April 1, 2009.

Lakeview Apartments: NO VACANCIES.

Miscellaneous: Bill payment report completed.
Paid vouchers and bills presented for review.
Discussion on new laundry machines for elderly complexes.*

*Mr. Nakano stated that all of the washing machines and dryers are in the process of being replaced with front load washers and new dryers.

Mr. Romano asked what the cost was for the DHA.

Mr. Nakano stated that there is no cost associated with the new washers or dryers that they are supplied by McCray and the DHA actually earns 50% of the sales usage. The machines are rented and maintained by the company.

Mr. Cotter asked why the DHA receives 50% and if it was possible for the DHA to take less and in turn give the savings to the residents.

Mr. Nakano stated there are cuts every where down the line and every penny counts.

Mr. Cotter and Mr. Romano will serve together on an exploratory committee regarding the current system in place and will bring its recommendations back to the DHA.

At this point Ms. Elaine Marcucio was introduced as the new ***Residence Service Coordinator***.

The vendor 1099's have been printed and mailed.

Section 8 Program: Landlord checks for the month of March, 2009 have been processed and mailed.
Paid vouchers and bills were presented for review.
Bill payment report presented and reviewed.*
PIC reporting currently at 101%. No sanctions for February 2009.
Landlord 1099's printed and mailed.

*With regards to Cash Disbursements from January 31 through February 28, 2009 there was a question with regards to Flik's Lawn Care. Page 3 and 6 are both showing the same dates of

service 12/31/08 – 1/20/09, 12/31/08 – 1/20/09 and 12/31/08 – 1/20/09. Statement dates are different however the dates for services rendered are the same.

Mr. Nakano will check into it.

- **Motion to pay the bills as submitted and to accept the Director’s Report with the clarification as stated regarding Flik’s Lawn care.**

Motion by Mrs. Monaco. **Second** by Mr. Cotter. **All in Favor**. Motion Passes.

Old Business:

Mr. Nakano showed the committee members and the members in the audience the architects drawing for the new ramp at Guardiano Terrace with all of the recommended changes. The plans will be sent to the previously submitted bidders with the amendments as directed. No action required from the committee at this time.

New Business:

Mr. Nakano addressed the committee with regards to the current interest rates at the bank at which the DHA does business. He stated that the current rates are extremely low and would like to look at other banks and see just what they are offering. Mr. Romano stated that as director he has the full authority to make the decision with regards to this. With that Mr. Nakano will report back to the DHA with the results. No motion or action needed by the committee.

- **Motion to go into Executive Session at 7:00 PM and to adjourn immediately thereafter with no action at that time.**

Motion by Mrs. Monaco. **Second** by Mr. Cotter. **All in Favor**. Motion Passes.

Respectfully submitted,

Laura A. Wabno
Recording Secretary

These minutes are subject to approval of the DHA Commission at their next regularly scheduled meeting.