

HOUSING AUTHORITY CITY OF DERBY

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Executive Director
Steven Nakano

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

Wednesday December 5, 2007
Derby City Hall
1 Elizabeth Street
Media Center Room
Derby, CT 06418

Chairman Pinto called the special meeting to order at 6:30 P.M. and the Pledge of Allegiance was recited.

Roll call. Present were Chairman Joseph Pinto, Vice Chairman J.P. Rizzitelli (6:35 PM), Commissioners Rosemary Hughes, Pauline Monaco and Joseph Romano.

Additions, deletions or corrections to the Agenda as presented. None.

- **Motion for approval of the Minutes of November 7, 2007.**

Correction on page #2 by Mrs. Monaco – Lakeview Terrace #9 not 90.

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

- **Motion for approval of the Minutes of November 19, 2007.**

Motion by Mrs. Hughes. **Second** by Mr. Romano. **All in favor.** Motion Passes

Public Portion:

J. Kiddings – Guardiano Terrace. Brought to the boards attention the thermostat in the various apartments that will not go above 65 degrees and at times register only 55 and questioned if other residents have been experiencing the same problems.

Mr. Pinto asked if she had called the office and her response was no. Mr. Pinto stated that he will have the new Director and Facilities Maintenance man look into the problem. The question also was asked regarding if smoke detectors will be inspected and the batteries changed and the response was that yes they are part of the yearly maintenance program.

S. Pease – Stygar Terrace. Asked if over the counter meds can be claimed on the paperwork.

Carol Hayden – Guardiano Terrace. Questioned heat in the stairwells and the elevators. Kevin from maintenance stated that he checked into it and that several thermostats have been shut off.

Mrs. Monaco stated that the thermostats are electric water filled heaters and that the past Director instructed to have them turned off. Kevin stated that he is unable to locate several of the heating controls. Kevin also stated that there seems to be a false wall in one area and that he is in the process of removing. Mrs. Monaco asked if the heat in the Community Room could be turned on, Kevin stated that this has been done.

Mr. Tierney – Had no concerns just wants to welcome the new Director, Steve Nakano and to comment and commend the current Board Members on their hard work since their appointments and the hard work they have all given freely to put this authority back on the right track. He also gave his appreciation and that of the other tenants with regards to Kevin of maintenance, stating that he is a pleasure to have around always helpful and forever friendly. A round of applause from all in attendance. He wished all a very Merry Christmas.

Kevin Eldridge of Maintenance reported that 20' of the baseboard at Guardiano Terrace was closed off. It was suggested that the doors being removed will help alleviate the low heat problem. As to the other concerns he will address them and get a full report back to the Director and this Board.

Financial Report:

Under the Labor Law Firm the costs were covered ½ by the State and ½ by the Federal Government. It was determined that all would be taken from the Federal line \$3167 to be adjusted to the Federal Line.

The Financial Report was reviewed by the Board members and placed in record.

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

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

Director's Report:

Report presented by Mr. Nakano, Director:

Stygar Terrace: Unit #1 is being prepared for occupancy.

Cicia Manor: It was reported Unit #52 has been leased. Also reported that Unit #90 is vacant, the tenant has expired and the unit is currently being prepared for occupancy.

Lakeview Terrace: It was reported that Unit #9 has been rented for the 15th. Unit #30 a couples unit is currently vacated and being made ready for occupancy.

Miscellaneous: Bill payment report presented.

Paid vouchers reviewed.

Introduction of new hires: Steven Nakano, Executive Director.

The annual Holiday Party for the Seniors is confirmed to be held on Wednesday December 12, 2007 at 11:30 AM at the Derby Neck Library Community Room. A bus will be available for those that need transportation, please contact the Housing Office.

Yearly audit was completed by Buel CPA, PC and all went well. Report will be ready shortly.

Section 8 Program: Landlord checks for month of November on hold until wire transfer was completed December 3, 2007.

All paid vouchers and bills presented for review.

Update on payment report.

PIC reporting 101.33%. There will be no sanctions or fines for the month of October. PIC over the 98% as required by HUD.

HAPPY Conversation date set for Friday December 7, 2007 and in house training.

Resolution 2007-10 (Leasing in Place) Passed. Public Hearing Notice in newspaper as required.

Mr. Romano asked for clarification with regards to Section 8 – Leasing in Place.

It was explained that Leasing in Place provides a voucher for Sec. 8 guidelines and have landlords willing to participate a portion of the rent subsidy is paid by the government. The list is taken from a waiting list of those meeting eligibility requirements; four (4) derby residents and four (4) off of waiting list may go to any town not just Derby. The vouchers also enable the participant to apply for other State programs, ex: Food Stamps and supplemental insurance. This voucher system will open the doors for other programs. Mrs. Hughes asked if a landlord can refuse HUD, it was explained that State Statue does not allow for discrimination.

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

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

Old Business:

The introduction of the new Executive Director, Steven Nakano. Round of applause from the audience and the Board with well wishes and good luck. Mr. Nakano thanked everyone and looked forward to working with the City of Derby and the residents and members of the Housing Authority and staff.

Mr. Pinto also made note that Mr. Rizzitelli and his wife are the proud parents of a new Baby Boy.

Feedback on changes to the Personnel Policy were provided to members of the Board for review. A workshop will be scheduled prior to January 2008 with an adoption of the policy at the February 2008 meeting. No action at this time.

In reviewing the snow removal bids it was reported that Flicks was the least expensive. Mr. Pinto signed off on the contract 12/5/07.

Steve announced that he will solicit bids for lawn maintenance and care at all sites during the up and coming months.

Steve presented a DHA Management Plan for the next five years. Plans include Leasing in Place Preference and HUD approval (includes Violence Against Woman Act – 6/1/06) which defends any persons rights under Section 8 that they cannot be terminated or evicted due to domestic violence issues. This assures that no one is displaced or homeless.

- **Motion to adopt the first Wednesday of each month as the monthly meeting of the DHA at 6:30 PM at the Derby City Hall – 1 Elizabeth Street – Media Center Room, unless otherwise noted.**

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

- **Motion to go into Executive Session at 7:05 PM inviting Director Steven Nakano.**

Motion by JP Rizzitelli. **Second** by Mrs. Monaco. **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.