

CITY OF DERBY
DERBY HOUSING AUTHORITY
Minutes – April 5, 2017

Meeting of the **Derby Housing Authority** was called to order at **6:30 PM** by Linda Fusco, Acting Chairwoman of the Derby Housing Authority Wednesday – **April 5, 2017**.

Acting Chairwoman, Linda Fusco welcomed all present.

Pledge of Allegiance.

Roll Call: Acting Chairwoman Linda Fusco, Commissioner Pauline Monaco, Commissioner Stan Muzyk, Commissioner Adam Pacheo, Commissioner Kathi Ducharme and Steven Nakano, Executive Director.

Approval of the Minutes of March 2, 2017.

- **Motion to approve the minutes as presented for March 2, 2017.**

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

Additions, Deletions, or Corrections:

- **Motion to add the following additions to Old Business:**

7 a. WPCA back sewage usage fees/fines for the Barron Block Building.

Motion by Linda Fusco. **Second** by Adam Pacheo. **All in Favor.** Motion Passes

7 b. Barron Building Update.

Motion by Adam Pacheo. **Second** by Linda Fusco. **All in Favor.** Motion Passes.

7 c. Web-site Update.

Motion by Kathy Ducharme. **Second** by Stan Muzyk. **All in Favor.** Motion Passes.

7 d. Additional washing machines & dryers at the site Community Rooms.

Motion by Kathy Ducharme. **Second** by Linda Fusco. **All in Favor.** Motion Passes.

7 e. Update on numbering of Resident Parking spaces at Stygar Terrace.

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

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- **Motion to add the following addition to New Business:**

8 c. Derby National Honor Society *Easter BINGO* for DHA Residents on April 26, 2017 at Cicia Manor Community Room from 2:00 to 4:00 PM.

Motion by Stan Muzyk. **Second** by Adam Pacheo. **All in Favor.** Motion Passes.

Public Portion:

Linda Swinski – 15 Guardiano Terrace, Derby. Ms. Swinski stated that after the recent snow storms some of the curbing was moved and is now laying in the court yard. Her second concern was for the nut shells she is finding throughout the area. After conversations amongst the commissioners it was suggested that this may be caused by the squirrels who have hid the nuts prior to the winter season.

Public portion closed.

Old Business:

- 7 a. **WPCA back sewage usage fees/fines for the Barron Block Building.**

Acting Chairwoman, Linda Fusco reported back to the commissioners that she has researched with City Hall and the fee/fines have to be paid for a total of \$17,378.74. Executive Director, Steve Nakano reported that the payment will be made with the May payment of bills.

Discussion continued amongst the Commissioners as to whether or not a Title Search was done on the property and if so why was this WPCA Lien duly noted prior to the closing. Executive Director, Nakano stated that the Attorney took care of all of the steps involved with the acquisition of the Barron Block Building. Commissioner Pacheo asked who is the attorney for the DHA. Executive Director, Nakano responded Attorney Stamos. Asked if there was an option to research for a new attorney. Executive Director, Nakano stated that a RFQ would need to be run.

The commissioners all agreed that this is an option and instructed the Executive Director to request that Attorney Stamos be present at the next DHA board meeting for May 2017. At a later time the commissioners will pursue their options in changing the attorney for the DHA.

- **Motion to pay the amount indicated for WPCA sewage usage fees for the Barron Block building with the May payment of bills.**

Motion by Linda Fusco. **Second** by Adam Pacheo. **All in Favor.** Motion Passes.

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7 b. Barron Building Update.

Executive Director, Steve Nakano reported that the building can be sold if there was a perspective buyer. Commissioner Pacheo asked if there has been any interest. Executive Director, Nakano reported that in the past there has been two buyers one there was no final contact from and the second interest was from Dr. Conway, Superintendent of the Derby School System. After Dr. Conway's initial interest there was no further contact.

No action required at this time.

7 c. Web-site Update.

Executive Director, Nakano reported that he has been in contact with the IT Company that the start-up costs will run approximately \$800.00. The costs to oversee the site will be minimal and will part of the yearly costs the DHA has with the IT company.

No action required.

7 d. Additional washing machines & dryers at the Community Rooms.

Commissioner Kathi Ducharme asked if there were any updates with regards to last months' concerns from the residents.

Executive Director, Nakano stated that space is limited so that may be an issue but, he is asking the company that oversees the washing machine, MAC·GRAY. Conversations amongst the commissioners and residents present with regards to a possible increase and that there may be different prices at each site. The Director stated that he would look into this and get back to the commissioners for the next meeting.

No action required.

7 e. Update on numbering of Resident Parking spaces at Stygar Terrace.

Executive Director, Nakano reported that several of the residents at Stygar Terrace have approached him and stated that they are against the numbering of parking spaces. To that the residents have suggested that the parking clearly state "**Resident Parking Only**" and the parking spaces to the entrance of Stygar Terrace on the right would be clearly labeled "**Visitor Parking**".

No action required.

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New Business:

8 a. Election of Board Chairman, Vice Chairman, Secretary and Treasurer of the Derby Housing Authority.

- **Motion to nominate Linda Fusco as Chairwoman to the Derby Housing Authority.**

Three times to the count for others nominations. Hearing none:

Motion by Kathi Ducharme. **Second** by Pauline Monaco. **All in Favor.** Motion passes

- **Motion to nominate Stan Muzyk as Vice Chairman to the Derby Housing Authority.**

Three times to the count for others nominations. Hearing none:

Motion by Pauline Monaco. **Second** by Adam Pacheo. **All in Favor.** Motion Passes.

- **Motion to nominate Kathi Ducharme as Secretary to the Derby Housing Authority.**

Three times to the count for others nominations. Hearing none:

Motion by Linda Fusco. **Second** by Pauline Monaco. **All in Favor.** Motion Passes.

- **Motion to nominate Pauline Monaco as Treasurer to the Derby Housing Authority.**

Three times to the count for others nominations. Hearing none:

Motion by Stan Muzyk. **Second** by Linda Fusco. **All in Favor.** Motion Passes.

8 b. Resolution for SEMP Section Eight Management Assessment Program, FY 2017.

The following Resolution was read into the record by Chairwoman, Linda Fusco:

RESOLUTION 2017-04

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

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WHEREAS, the Section Eight Management Assessment Program monitors the accuracy and consistency of the Section Eight (HVC) 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 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, 2017 which has not been rescinded or modified in any way.

Date: 4/5/17

Linda Fusco
Linda Fusco, Board Chairwoman

- **Motion to approve Resolution 2017-04 as presented.**

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

- 8 c. Derby National Honor Society *Easter BINGO* for DHA Residents on *April 26, 2017* at *Cicia Manor Community Room* from *2:00 to 4:00 PM.*

Recording Secretary, Laura Wabno presented to the commissioners a request from Nicole Rizzo from the Derby High School National Honor Society that would like to sponsor an *Easter BINGO* for the residents from the three complexes on Thursday April 26, 2017 at the Cicia Manor Community Room on their regular BINGO day. Ms. Rizzo and some other students will run the entire BINGO and will be supplying the snacks and prizes for the residents.

- **Motion to allow the *Easter BINGO* at Cicia Manor on April 26, 2017 sponsored by the Derby High School National Honor Society.**

Motion by Stan Muzyk. **Second** by Adam Pacheo. **All in Favor.** Motion Passes.

Director's Report:

The Director's Report for **March, 2017** was presented by Steven Nakano, the Executive Director.

Director's Report:

March, 2017

Stygar Terrace:

No Vacancies.

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Cicia Manor: Unit #46 ready for occupancy May 1, 2017.
Unit #64 ready for occupancy June 1, 2017.
Unit #66 ready for occupancy June 1, 2017.

Lakeview Apartments: Unit #3 ready for occupancy April 1, 2017.
Unit #27 ready for occupancy May 1, 2017

Miscellaneous:

Bill payment report placed on file.

Paid vouchers and bills placed on file for review.

Section 8 Program:

Landlord checks for the month of April, 2017 were processed and mailed out.

Paid vouchers and bills for Section 8 placed on fill for review.

PIC reporting is currently at 99%

- **Motion to approve the Director's Report for April, 2017 as presented.**

Questions regarding the financial report as presented: Commissioner Pacheo questioned why there were several checks printed more than once to the same vendor. Executive Director, Nakano stated that the printer had jammed and in order to proceed with the payments the first checks are canceled and new ones are printed to replace them. Commissioner Pacheo asked regarding the expense for replace of carpets in Unit #8 at Guardian Terrace and Unit #6 at Cicia Manor and why the tenants are not responsible and why is it is not taken from their security deposit. Executive Director, Nakano stated the residents at the three sites do not pay a security deposit and under the guidelines set by the state and federal government are not required to do so.

Commissioner Pacheo's next question was with regards to a check made to the City of Derby Finance Department. Again Executive Director, Nakano explained that the DHA has health insurance through the City of Derby due to a cost savings of combining with the City of Derby. The Aflac payment is deducted from each employees pay and one check is paid for the bill from Aflac directly, it is a no cost to the DHA it is a wash.

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Executive Director, Steve Nakano explained that the Derby Housing Authority receives no funding from the City of Derby and are a totally different entity from City of Derby. The health insurance is paid through the City of Derby at absolutely no cost to the city, the money comes from the DHA budget.

Commissioner Kathi Ducharme made mention that having served on the Board of Apportionment & Taxation for the City of Derby and the Board of Education she is familiar with a more detailed monthly financial report. Showing the opening budget, the monthly expenses every month and the balance at the time said report is presented at each board meeting.

Motion by Adam Pacheo. **Second** by Pauline Monaco. **All in Favor.** Motion Passes.

**All reports will be placed on file with the filing of the minutes of the Derby Housing Authority of April 5, 2017 at the Derby Housing Authority Offices located at 101 West Fourth Street, Derby, CT.

Adjournment.

- **Motion to adjourn at 7:25 PM.**

Motion by Stan Muzyk. **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 at their next scheduled meeting.