

A special meeting of the Derby Housing Authority Board of Commissioners was called to order on Wednesday, January 19, 2011 at 6:30 p.m.

Pledge of Allegiance.

Roll Call: Rosemary Hughes, Chairperson, Pauline Monaco, Joseph Romano and Quinton Garitoni. Absent Darrell Cotter.

Mrs. Hughes introduced Quinton Garitoni as the newest commissioner to the DHA.

Approval of the Minutes of November 29, 2010.

- **Motion to approve the minutes of November 29, 2010.**

Motion by Pauline Monaco. **Second** by Rosemary Hughes. Abstention by Quinton Garitoni. **All in Favor.** Motion Passes.

Public Portion: No one from the public to speak.

Director's Report:

Stygar Terrace: Apt. #27 ready for occupancy January 1, 2011.
Apt. #36 ready for occupancy January 1, 2011.

Cicia Manor: NO VACANCIES.

Lakeview Apartments: Apt. #13 being ready for occupancy February 1, 2011.

Bill payment report submitted for review.

Paid vouchers and bills submitted for review.

Steve made note that they are waiting for the weatherization project to start on the elderly complexes.

Section 8 Program:

Landlord checks for the month of January 2011 were processed and mailed out.

Paid vouchers and bills for Section 8 submitted for review.

Bill payment report submitted for review for Section 8.

PIC reporting currently at 100%. There will not be any sanctions for December 2010.

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

Joe Romano asked what are the requirements for residency in one of the DHA units and Steve stated that the resident must be 62 or older or certified as disabled.

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

Old Business:

Weatherization Program Update.

Steve reported that the ductless heating and air systems will begin being installed in January. Steve also made note that there was a misunderstanding regarding the new appliances (stove/refrigerators).

There are income guidelines that must be met and the residents had to submit verification of all income including interest from all accounts in order to be eligible. It was reported that Cicia Manor and Lakeview Apartments will receive the ductless systems along with the weatherization. Stygar Terrace has a different heating system and did not qualify for the new ductless system but they will receive the weatherization.

New Business:

Approval of DHA Board of Commissioner Officers for 2011.

Joe Romano made note that he felt that the entire Board of Commissioners should be present and asked that the members consider holding off until next month. The general consensus of all members present was the same.

- **Motion to table the appointment of the new Derby Housing Commission Officers for 2011 until the next scheduled meeting.**

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

Approval of the DHA Board of Commissioners Meeting Schedule for 2011.

- **Motion to approve the meeting schedule of the DHA for the first Wednesday of the month at 6:30 PM At the Derby Housing Authority's Administrative Office on 101 West Fourth Street – Derby, CT as submitted through January 4, 2012.**

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

Resolution for the formation of a non-profit entity.

RESOLUTION 2011-1 (b)

Resolution as read by Mrs. Hughes:

WHEREAS, it is desirable that the Housing Authority of the City of Derby approve the recently formed 501 (c)(3) non-profit entity titled, Housing Development Initiative which will develop and or construct various housing ventures.

WHEREAS, additional federally subsidized housing is needed in the City of Derby; thus now enabling expansion and growth to the community.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Derby in conjunction with applicable policies and regulations, authorize the Housing authority of the City of Derby to approve the 501 (c)(3) non-profit entity, Housing Development Initiative with articles of incorporation and existing by-laws in the Board Resolution.

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 **January 19, 2011** which has not been rescinded or modified in any way.

Date: January 19, 2011

Rosemary Hughes, Chairperson

- **Motion to table RESOLUTION 2011-1 (b) as read by Mrs. Hughes.**

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

Resolution for State admissions and continued occupancy policy.

RESOLUTION 2011-1

Resolution as read by Mrs. Hughes:

WHEREAS, the housing Authority of the City of Derby operates a State Elderly Housing Program which is required to have a State admissions and continued occupancy policy for the running of the program.

WHEREAS, the following addition to the admissions and continued occupancy policy assists in the accuracy and consistency of program regulations assuring program compliance.

NOW THEREFORE, BE IT RESOLVED, that the Board of commissioners of the Housing Authority of the City of Derby in conjunction with applicable DECD/CHFA regulations, authorize the Housing Authority of the City of Derby to approve the addition to the admissions and continued occupancy plan.

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 **January 19, 2011** which has not been rescinded or modified in any way.

Date: January 19, 2011

Rosemary Hughes, Chairperson

- **Motion to approve RESOLUTION 2011-1 as read by Mrs. Hughes.**

Motion by Joseph Romano. **Second** by Rosemary Hughes.

Addition to the Motion to include #13 to Resolution 2011-1: All residents must pay their rent on the first day of every month. Payments will be accepted up to the tenth (10) day in the month. Any late payment will be evicted from their apartment.

All in Favor. Motion Passes.

Resolution for State admissions and continued occupancy policy.

RESOLUTION 2011- (c)

Resolution as read by Mrs. Hughes:

WHEREAS, The Housing Authority of the City of Derby operates a State Elderly Housing Program which is required to have a State admissions and continued occupancy policy for the running of the program.

WHEREAS, The following addition to the admissions and continued occupancy policy assists in the accuracy and consistency of program regulations assuring program compliance.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Derby in conjunction with applicable DECD/CHFA regulations, authorize the Housing Authority of the City of Derby to approve the addition to the admissions and continued occupancy.

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 **January 19, 2011** which has not been rescinded or modified in any way.

Date: January 19, 2011

Rosemary Hughes, Chairperson

- Motion to approve **RESOLUTION 2011- (c)** as read by Mrs. Hughes.

Motion by Pauline Monaco. **Second** by Joseph Romano.

Addition to the Motion to include to RESOLUTION 2011- (c):

MAINTENANCE EMERGENCY CALLS

Matters deemed only as emergencies which require maintenance assistance after hours are as follows:

1. Fire.
2. No heat.
3. Locked out of unit.
4. Clogged toilet.
5. No water in unit.
6. Non-functioning refrigerator or stove.

Any other matter will be serviced during regular working hours of the DHA.

All in Favor. Motion Passes.

Resolution for PHA 5-year and Annual PHA Plan.

Joe asked if this is done every year. Mrs. Hughes replied yes the previous years plan is obsolete and must be updated every year. Mr. Nakano echoed Mrs. Hughes remarks.

Joe stated that he felt that any action taken should be done with a full board present.

- **Motion to table Resolution for PHA 5-year and Annual PHA Plan.**

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

- **Motion to go into Executive Session at 7:00 PM to discuss Executive Director contract and to invite Steve Nakano in when ready.**

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

- **Motion to come out of Executive Session at 7:35 PM.**

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

- **Motion to offer Steve Nakano a continued two year contract.**

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

- **Motion to table the BUDGET.**

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

- **Motion to Adjourn at 7:38 PM.**

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

Respectfully submitted,

Laura A. Wabno

Recording Secretary

*Minutes are subject to the approval of the DHA Commission at their next scheduled meeting.