

Meeting of the Derby Housing Authority was called to order by Chairperson Rosemary Hughes at 6:30 PM on September 7, 2011.

Pledge of Allegiance.

Roll Call: Rosemary Hughes, Quentin Garatoni, Pauline Monaco, Joseph Romano and Stanley Muzyk. Steven Nakano, Executive Director also present.

Approval of the minutes of August 3, 2011.

- **Motion to approve the Minutes of August 3, 2011.**

Motion by Stan Muzyk. **Second** by Quentin Garatoni.

Corrections to the minutes made by Rosemary Hughes: on page #4 first full paragraph last sentence, In conclusion the tenants would choose where they want to park with ADA spaces to be given accordingly and the numbers to remain the same. **Change to:** *In conclusion the tenants with ADA requirements will be assigned spaces accordingly and the other tenant's parking spaces would remain the same.*

All in Favor with the corrections as noted. **Motion Passes.**

Additions, Deletions and Corrections:

None.

Public Portion:

Steven Nakano introduced the newest member to the DHA staff to work at the front desk window and to work with the Section 8 Housing, Natale Parafitt. Ms. Parafitt will currently be working three days per week.

No one else from the public to speak. Public Portion closed.

Director's Report:

STATE ELDERLY SITES:

Stygar Terrace: NO VACANCIES.

Cicia Manor: NO VACANCIES.

Lakeview Apartments: NO VACANCIES.

Bill payment report submitted for review.

Paid vouchers and bills submitted for review.

Section 8 Program:

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

Paid vouchers and bills submitted for review.

Steve reported that PIC is currently at 100%. There will not be any sanctions for the month of August, 2011.

Financial Report:

Joe Romano questioned the item under “People United Insurance”? Steve stated that this is a State of Connecticut Vendor.

Mrs. Hughes had the following concerns: On page #1 Department of Labor Keys \$60 expense. This was for the programmable keys issued by the State of Connecticut to identify Section 8 clients and that this is the fee associated with the issuance of the keys. Page #2 stated that there needed to be a correction in the spelling of an employee’s name. Page #3 Phoenix three (3) visits to trap raccoons? It was stated that residents are still feeding the animals which is causing a nuisance. When this occurs the raccoons especially must be caught along with other smaller animals and placed outside of the areas in question. This involves the traps being set and the revisit to remove the traps once caught.

Joe Romano would like a conversation with the policy regarding Phoenix and the policy currently in place.

- **Motion to approve the Director’s Report and the Financial Report as presented with all questions answered.**

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

Old Business:

None

New Business:

Procurement and Disposition Policy:

Joanne from the DHA staff stated that the policy when first presented stays in place and whenever a change or addendum takes place it is sent out to all residents.

Steve also made note that the authority must have this in place and currently the City of Derby Housing Authority does not.

- **Lease Addendum – Article 13 Termination of Lease:**

- E. If, upon termination of the lease, the tenant does not vacate the apartment, the tenant will pay for continued use and occupancy an amount determined in accordance with the rules and regulations and pertinent statutory, regulatory and case law. This amount will be in addition to other damages, penalties and fees, (court, sheriff & attorney etc. as deemed reasonable) which may be assessed.
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The following Resolution 2011-9 was read into the record by Mrs. Hughes:

RESOLUTION 2011-9

The following resolution was presented by the Chairperson:

WHEREAS, the Housing Authority of the City of Derby operates a State Elderly Housing Program which is required to have a lease for every residing tenant in the overseeing of the program.

WHEREAS, the following addition of a lease addendum to the authority's existing lease would assure consistency in the administration of the housing authority's elderly residents.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Derby in conjunction with the applicable Department of Economic and Community Development (DECD)/Connecticut Housing Finance Authority (CHFA) regulations, authorize the Housing Authority of the City of Derby to approve the lease addendum.

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 September 7, 2011 which has not been rescinded or modified in any way.

(Date)

Rosemary Hughes, Chairperson

- **Motion to approve Resolution 2011-9 as read by Mrs. Hughes.**

Motion by Joe Romano. **Second** by Stan Muzyk. **All in Favor.** Motion Passes.

- **Motion to go into Executive Session for the purpose of discussing Personnel Issues at 6:50 PM.**

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

Out of Executive Session at 7:16 PM.

Adjourn at 7:18 PM.

Respectfully submitted,

Laura A. Wabno

Recording Secretary