

**Derby Housing Authority  
Minutes May 5, 2010**

The monthly meeting of the Derby Housing Authority was called to order on **May 5, 2010 at 6:40 PM** by Chrm. Hughes.

Pledge of Allegiance.

Roll Call: Rosemary Hughes, JP Rizzitelli, Pauline Monaco, Joseph Romano and Darrell Cotter. Also present Steven Nakano, Executive Director.

Approval of the Minutes of February 3, 2010:

- **Motion to approve the minutes of February 3, 2010.**

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

**Corrections on the minutes:** Third motion on page one (1) remove “Motion to Under Code of Federal Regulations Sec 4 item #5.” It is also stated on page four (4). Under Executive Session page one (1) item B Collation to collateralization. On page two (2) first full paragraph change Mr. to **Mrs.**. Page four (4) first paragraph add the word **to** after “Discussion centered around adding **to** the DHA”.

All in favor of the approval of the Minutes of February 3, 2010 with the noted corrections. Motion Passes.

**Additions, Deletions or Corrections.**

None.

**Public Portion:**

Sue Pease- Stygar Terrace, Derby. Ms. Pease questioned why boxes are being added to all of the sites. Steve Nakano stated that the cable provider will be switching over to digital and anyone with cable will need to have a box. The first year there will be no charge for the box after July 2011 there will be a fee of \$1.12 per box. Residents currently paying a fee will receive a credit. Steve further stated that a Comcast representative will set-up meeting with all of the resident’s at all three sites separately.

Darrell Cotter suggested that the members of the DHA also be mailed out the monthly newsletters so that they will also be aware of upcoming changes when asked by the residents.

**Director's Report:**

Mr. Nakano reported the following:

- **Motion to approve the Financial Report of February and March of 2010.**

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

State Elderly Sites:

**Stygar Terrace:** #12 ready for occupancy May 15, 2010.

**Cicia Manor:** #72 in process for occupancy.

**Lakeview Terrace:** NO VACANCIES.

**Miscellaneous:**

Bill payment, paid vouchers and bills submitted for review.

Several questions were brought up regarding the various fees being charges guard replaced and bulb and differences in prices for the same services provided. Steve stated that one reason may be the timing whether it is after hours, weekend or holiday. He stated that he would look into it.

The next question centered on Flik's Lawn Care and the fees and services being provided. Both Darrell and Jose questioned the current contract and just was covered and the type of below standard job that is being performed. It was decided that Steve would pull the contract out and Joe and Darrell would look it over and report back to the Authority with their findings.

Mrs. Hughes questioned the money going back to the state and Steve stated that the entire grant was not used and therefore must be refunded back to the state.

The next question asked was in regards to the bronze plaque for the new DHA office. Steve stated that the Mayors' name was inadvertently left off and it was less expensive this way than to have a whole new plaque made.

Joe questioned the fee for Enzo to polish the floors and Steve stated that this was a one time occurrence. The next question was in regards to the red tags. Steve stated that this is for inventory purposes.

- **Motion to approve the Director's Report as presented with questions asked and answered for April 2010.**

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

**Old Business:**

Steve reported that the new parking lot is in and the work is progressing on time.  
SEMAP Section Eight Management Assessment Program Resolution:

The following resolution was read into the records by Mrs. Highes;

**RESOLUTION 2010-12**

**WHEREAS**, the Housing Authority of the City of Derby operates a Section 8 Housing Choice Voucher Program which is required to annually submit a SEMAP (Section 8 Management Assessment Program) certification, and

**WHEREAS**, the Section Eight Management Assessment Program monitors the accuracy and consistency of the Housing Choice Voucher 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 the 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, 2010.

Certified as a true copy of a resolution duly adopted by The Board of Commissioners of the Derby Housing Authority at a meeting on May 5, 2010 which has not been rescinded or modified in any way.

*May 5, 2010*

*Rosemary Hughes, Chairperson*

- **Motion to accept the resolution as read by Mrs. Hughes.**

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

Bids for the new fire alarm system were presented to the commission members and there were more questions than answers. Darrell and Joe were not satisfied with the different price quotes and this was echoed by the other commission members.

- **Motion to table any decision regarding the new fire alarm system for the new offices and Cicia Manor.**

**Motion** by Darrell Cotter. **Second** by Joe Romano. **All in Favor.** Motion Passes.

- **Motion to adjourn at 7:16 PM.**

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

Respectfully submitted,

*Laura A. Wabno*  
Recording Secretary

*\*These minutes are subject to the DHA Commission at their next scheduled meeting.*