

HOUSING AUTHORITY OF THE CITY OF DANBURY

MINUTES OF THE AUGUST 26, 2008 BOARD OF COMMISSIONERS

REGULAR MEETING

COMMISSIONERS PRESENT:

Domenico Chieffalo Raymond Yamin
Maria Moffett Stanley Watkins

COMMISSIONERS ABSENT:

Melanie Karkös

ATTENDEES:

Shirley Ricart James Zeh
Richard Knapp Jacqueline Elam
Everette Spencer Richard Knapp
Rachel Valluzzo Everette Spencer
M. Carolyn Sistrunk Irene Hernandez
Milton Williams

RECEIVED FOR RECORD
DANBURY TOWN CLERK

2009 JAN -7 P 3:33

BY: *[Signature]*

CALL TO ORDER

The Regular Meeting of the Board of Commissioners for the Housing Authority of the City of Danbury was called to order at 5:31 pm at the main office, 2 Mill Ridge Road, Danbury, Connecticut 06811 with a motion made by Resident Commissioner Moffett, following a second by Commissioner Watkins.

RESIDENT COUNCIL REPORT

James Zeh, the Citywide Public Housing Resident Council and resident of Crosby Manor thanked Jacqueline Elam, M. Carolyn Sistrunk, and Kevin Barry for assistance in reorganizing the Resident Council. On July 21st Resident Council had a meeting and welcomed 25 new members to the Board. Representing Section 8 is LaVeda Brooks, Glen Apartments is Milton Williams, Ives Manor is Bianca Sans, Eden Drive is Shirley Best, Scattered Sites is Anne West, and Irene Hernandez for Mill Ridge Road. Mr. Zeh introduced and welcomed Milton Williams and Irene Hernandez (two of the new resident council members) to this meeting. Mr. Zeh stated that Resident Council will be having a meeting this Sunday to finalizing there budget to finish out the year. He also reported that he will be meeting with Ms. Elam on August 4th at Ives Manor to go over the annual plan. The mock fire drill performed on July 22 by the CERT team received a time of 27 minutes that it took to notify residents of the entire building. There will be another mock fire drill scheduled soon.

APPROVAL OF MINUTES

A motion to approve the minutes of the July 17, 2008 regular meeting was approved with a motion made by Commissioner Watkins, following a second by Resident Commissioner Moffett. The motion was unanimously approved.

DEPARTMENTAL HIGHLIGHTS

Richard Knapp reported for the District West Manager, Jessie Marengo, this month that recertifications are currently taking place; at Putnam Towers one elevator is completed and the second one is due to be completed at the end of September. At Eden Drive, there was an African Drum class that was held, of which 12 children participated. Ives Manor management review was held today by CHFA and HACD should receive the official report within the next three weeks. District West recently receive a purchase of 2 new maintenance vehicles. 94 percent of the work orders have been completed year-to-date, with over 1100 work orders generated this year and 99 percent of the units within this district are currently occupied.

AUTHORITY MANAGEMENT REPORT

M. Carolyn Sistrunk submitted July's authority management report in full for review. Ms. Sistrunk reported that housing recently closed on 2 scattered sites properties; one is at 69 Willow Springs and the other is on Old New Milford Road. HACD received news that the Locust Avenue property was broken into and would like to put in some security measures to prevent this from happening again.

On the other scattered sites, the environmental reviews were completed for 31 vacant lot units and expect approval for these sites in either November or December from HUD.

The RFP's for reservices agreement posted on line and at the front desk; the extermination RFP with terminex was awarded and protested so now we will have to notify terminex in writing of the protest, of which they will get an appeal, then we will have to suspend the procurement and once the performance issue is resolved with terminex then housing will have to reissue a new procurement.

Ms. Sistrunk clarified what really took place in the newspaper article regarding a tenant that was at odds over a repair that was done to her bathroom.

APPROVAL OF MAY 2008 FINANCIALS

For the June financials, Ms. Sistrunk, asked for the Board permission to shift the focus from analyzing the financial data to the financial audit and restructuring of the financial reporting systems. A motion to approve the May 2008 Financials were approved with a motion by Resident Commissioner Moffett, following a second by Commissioner Watkins. The motion was unanimously approved.

Before going into the resolutions, a motion was made to amend and revise the agenda to include the revised version of **Resolution 758** by Commissioner Watkins, following a second by Resident Commissioner Moffett. The motion was unanimously approved.

RESOLUTIONS AND INFORMATIONAL ITEMS

Resolution 752 authorizes the Executive Director to procure number 2 fuel oil from Norbert E. Mitchell Co. at a rate of \$3.995 for the period of 8/01/2008 to 7/31/2009 at an estimated cost of \$155,805.00. A motion to adopt this resolution was made by Resident Commissioner Moffett, following a second by Commissioner Watkins. The motion was unanimously approved.

Resolution 753 authorizes the Executive Director to execute and enter in to the Aegis Energy Services, Inc. Maintenance Agreement effective September 30, 2008 for a term of five years. A motion to adopt this resolution was made by Commissioner Watkins, following a second by Resident Commissioner Moffett. The motion was unanimously approved.

Resolution 754 authorizes the Executive Director to lease a new color copier from DocuSource for three (3) years for twelve thousand five hundred eighty seven dollars and forty cents. A motion to adopt this resolution was made by Resident Commissioner Moffett, following a second by Commissioner Watkins. The motion was unanimously approved.

Resolution 755 authorizes the Executive Director to submit an application to the Department of Housing and Urban Development to fund the Shelter Plus Care Program in the amount of one hundred thirty-seven thousand, one hundred and fifty dollars (\$137,150.00) for the grant period covering February 1, 2009. A motion to adopt this resolution was made by Resident Commissioner Moffett, following a second by Commissioner Yamin. The motion was unanimously approved.

Resolution 756 authorizes the Executive Director to execute a Housing Assistance Payments Contract and Rent Schedule for the property known as Fairfield Ridge Rehab CT26H037038, and submit it to contract administrators Jefferson County Assisted Housing Corporation, effective July 1, 2008. A motion to adopt this resolution was made by Commissioner Watkins, following a second by Resident Commissioner Moffett. The motion was unanimously approved.

Resolution 757 authorizes the Executive Director to enter into an agreement with the State of Connecticut to receive a grant in the amount of \$33,329.00 (thirty-three thousand, three hundred and twenty-nine dollars) to secure a Resident Service Coordinator. A motion to adopt this resolution was made by Resident Commissioner Moffett, following a second by Commissioner Watkins. The motion was unanimously approved.

Resolution 758 (revised) authorizes the Executive Director to certify the December 31, 2007 year end audit report for the Housing Authority of the City of Danbury and submit the 2007 single audit report to the Department of Housing and Urban Development and the state of Connecticut; also authorizes the Executive Director to implement the proposed corrective action plan

and submit the corrective action plan to HUD and the state of Connecticut. A motion to adopt this resolution was made by Resident Commissioner Moffett, following a second by Commissioner Yamin. The motion was unanimously approved.

ADJOURNMENT

A motion to adjourn this meeting was made by Commissioner Watkins, following a second by Resident Commissioner Moffett. The regular meeting for the Housing Authority of the City of Danbury ended at 6:01 pm.

**HACD CORP
MINUTES OF THE AUGUST 26, 2008 BOARD OF COMMISSIONERS
REGULAR MEETING**

COMMISSIONERS PRESENT:

Domenico Chieffalo	Raymond Yamin
Maria Moffett	Stanley Watkins

COMMISSIONERS ABSENT:

Melanie Karkos

ATTENDEES:

Shirley Ricart	James Zeh
Richard Knapp	Jacqueline Elam
Everette Spencer	Richard Knapp
Rachel Valluzzo	Everette Spencer

CALL TO ORDER

The meeting for the HACD Corp was called to order with a motion made by Resident Commissioner Moffett, following a second by Commissioner Watkins. The meeting started at 6:01 pm.

APPROVAL OF MINUTES

A motion to approve the minutes of the July 17, 2008 HACD Corp meeting was made by Resident Commissioner Moffett, following a second by Commissioner Watkins. The motion was unanimously approved.

RESOLUTIONS AND INFORMATIONAL ITEMS

Resolution 54 authorizes the Executive Director to transmit Fiscal Year 2007 Financial Statement to the State of Connecticut. A motion to adopt this resolution was made by Commissioner Watkins, following a second by Resident Commissioner Moffett. The motion was unanimously approved.

ADJOURNMENT

A motion was made to adjourn the HACD Corp meeting by Commissioner Yamin, following a second by Commissioner Watkins. The meeting ended at 6:04 p.m.

DHA CORP
MINUTES OF THE AUGUST 26, 2008 BOARD OF COMMISSIONERS
REGULAR MEETING

COMMISSIONERS PRESENT:

Domenico Chieffalo	Raymond Yamin
Maria Moffett	Stanley Watkins

COMMISSIONERS ABSENT:

Melanie Karkos

ATTENDEES:

Shirley Ricart	James Zeh
Richard Knapp	Jacqueline Elam
Everette Spencer	Richard Knapp
Rachel Valluzzo	Everette Spencer
M. Carolyn Sistrunk	Irene Hernandez
Milton Williams	

CALL TO ORDER

The meeting for the DHA Corp was called to order with a motion made by Commissioner Watkins, following a second by Resident Commissioner Moffett. The meeting started at 6:04 pm.

APPROVAL OF MINUTES

A motion to approve the July 17, 2008 minutes of the DHA Corp was made by Resident Commissioner Moffett, following a second by Commissioner Watkins. The motion was unanimously approved.

ADJOURNMENT

A motion to adjourn the DHA Corp meeting was made by Resident Commissioner Moffett, following a second by Commissioner Watkins. The meeting was adjourned at 6:05 pm.