



HOUSING AUTHORITY OF THE CITY OF DANBURY
MINUTES: OCTOBER 17, 2008
REGULAR MEETING

stated that he hopes to meet with them 2 to 3 times to review the 2009 annual plan before the September 11, 2008 public hearing.

APPROVAL OF MINUTES

A motion to approve the minutes of the August 21, 2008 regular meeting was approved with a motion made by Resident Commissioner Moffett, following a second by Commissioner Watkins. The motion was unanimously approved.

DEPARTMENTAL HIGHLIGHTS

Mr. Richard Knapp (Asset Manager the South District) reported that the maintenance department has been working diligently on vacancy reduction

AUTHORITY MANAGEMENT REPORT

M. Carolyn Sistrunk submitted in full the Authority Management Report for review. Ms. Sistrunk stated that for August-September , the Housing Authority of the City of Danbury had a 98 percent collection rate. The total number of people on the federal side wait list is 665. For the Housing Choice Voucher program, housing had an 82 percent utilization rate, with a 106 percent budget utilization rate. The State program for the Section 8 department has grown up to 443 vouchers, and is still rising. On the housing choice voucher side, the total numbers of people on the wait list is 1,029.

ACCEPTANCE OF AUGUST 2008 FINANCIALS

The August 2008 financials were approved with a motion made by Resident Commissioner Moffett, followed by a second by Commissioner Watkins. The motion was approved unanimously.

RESOLUTIONS AND INFORMATIONAL ITEMS

- A. **Resolution 759** authorizes the Executive Director to submit the 2009-2013 Annual and Five Year Plan to the Department of Housing and Urban Development. A motion to adopt this resolution was made by Commissioner Watkins, following a second by Resident Commissioner Moffett. The motion was unanimously approved.
- B. **Resolution 760** authorizes the Executive Director to implement 2009 Fair market rents and revised Section 8 Payment Standards effective January, 2009 (Tabled November 2008)
- C. **Resolution 761** authorizes the Executive Director to execute a contract for extermination services with Amtech Pest and Wildlife Control, Inc. in an amount not to exceed forty thousand dollars and eighty dollars (\$40,080.00) and for a period of three (3) years. A motion to adopt this resolution was made by Commissioner Yamin, following a second by Resident Commissioner Moffett. The motion was unanimously approved.



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- D. Resolution 762** authorizes the Executive Director to formally close its State Moderate rental Wait list effective November 1, 2008. A motion to adopt this resolution was made by Resident Commissioner Moffett, following a second by Commissioner Watkins. The motion was unanimously approved.
- E. Resolution 763** authorizes the Executive Director to submit to Connecticut Housing Finance Authority through the submission of management plans and projected budgets. A motion to adopt this resolution was made by Resident Commissioner Moffett, following a second by Commissioner Watkins. The motion was unanimously approved.
- F. Resolution 764** authorizes the Executive Director to implement document retention policy and procedures effective November 1, 2008. A motion to adopt this resolution was made by Resident Commissioner Moffett, following a second by Commissioner Watkins. The motion was unanimously approved.
- G. Resolution 765** authorizes the Executive Director to execute a contract for Payroll, time and attendance; benefit administration; human resources consulting with the firm of Paychex for an amount not to exceed 42,203.01 and for a period of one (1) year.
- H. Resolution 766** authorizes the Executive Director to execute City-wide Resident Leadership Council budget for Fiscal Year 2008. A motion to adopt this resolution was made by Resident Commissioner Moffett, following a second by Commissioner Watkins. The motion was unanimously approved.

CHAIRMAN'S REPORT NEW BUSINESS — Chairman Chieffalo advised that new and current Commissioners should go to the January 2009 a 3 day training seminar in order to understand, how to fulfill, and what to expect for the duties of Commissioners before the end of the year.

ADJOURNMENT

A motion to adjourn this meeting was made by Resident Commissioner Moffett, following a second by Commissioner Watkins. The regular meeting for the HACD ended at 6:11 pm.