



# Housing Authority of the City of Danbury

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DOMENICO CHIEFFALO, CHAIRMAN  
RAYMOND YAMIN, COMMISSIONER  
STANLEY WATKINS, COMMISSIONER  
MARY TEICHOLZ, COMMISSIONER  
JAMES ZEH, RESIDENT COMMISSIONER

CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

## MINUTES OF THE REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF DANBURY

July 21, 2011

### BOARD OF COMMISSIONERS

#### COMMISSIONERS PRESENT:

Domenico Chieffalo	Mary Teicholz
Raymond Yamin	Jim Zeh
Stan Watkins	

#### STAFF PRESENT:

M Carolyn Sistrunk	Devin Luciano
Mike Dapolite	Jeffrey Goodfriend
Jacqueline Elam	Elizabeth Meurer
Estela Francis	

#### ATTENDEES:

Rose Morrison	Kim Nolan
Paul Deluca	Shirley Vest

**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 5:32 PM at Eden Drive, 146 Eden Drive, Danbury, Connecticut 06810. Upon motion the meeting was called to order by Commissioner Zeh and seconded by Commissioner Teicholz.

#### **PUBLIC COMMENTS – None**

**APPROVAL OF MINUTES** – The July, 2011 Regular Meeting Minutes were unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Teicholz.



## **CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT**

Jim Zeh: Met with the Chief Financial Director and Asset Manager. All is working well.

**AUTHORITY MANAGEMENT REPORT** – Due to a packed agenda, the HACD's Executive Director forwent specific conversations of the July, 2011 Authority Management Report. The Executive Director mentioned that the HACD had received information regarding the 2011 Funding for Operating Subsidy and Section 8 programs from HUD and what it means for the Housing Authority of the City of Danbury.

**FINANCIAL OPERATING STATEMENT** — the April & May, 2011 Operating Statement for HACD was reviewed and accepted.

### **FOLLOW-UP OF JUNE 16, 2011 BOARD MEETING**

1. The complaint about raccoons getting into the garbage at Laurel Gardens will be addressed by sending a letter to residents to shut the dumpster door. Often the side door of the dumpster is left open. We are possibly looking into lightly spring loading the door. We will bring in a company to possibly trap the animals.
2. The Executive Director confirmed that the HACD received a grant for Glen Apartments. Once the agreement is received, we will start on that work.
3. The HACD did receive a grant from CL&P Energy Savings at Glen Apartments.
4. An application was submitted to replace the old windows at Glen Apartments, but they are not part of grant award received from the City. It is part of our capital plan for Glen as soon as we can secure the funds, they will be one of our number one priorities to repair.

### **RESOLUTIONS AND INFORMATIONAL ITEMS**

- A. RESOLUTION 918** authorizes The Executive Director to submit to The Department of Housing And Urban Development the HACD's Fiscal Year 2012 And Five Year 2012-2017 Agency Plan pending the September 15, 2011 public hearing. The resolution was unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Yamin.
- B. RESOLUTION 919** authorizes the Executive Director to update and submit the Affirmative Fair Housing Marketing Plan to the Department of Housing and Urban Development for review and approval. The resolution was unanimously approved upon motion by Commissioner Teicholz and seconded by Commissioner Zeh.
- C. RESOLUTION 920** authorizes the Executive Director approve and implement the proposed addition to the language of its Section 8 Administrative Plan, specifically as it relates to terminating Housing Assistance Contracts and assistance to families, effective immediately. The resolution was unanimously approved upon motion by Commissioner Teicholz and seconded by Commissioner Watkins.



- D. RESOLUTION 921** authorizes the Executive Director to utilize the 2011 Baseline Labor Allocations for Fiscal year 2011 for both CHFA and HUD reporting requirements. The resolution was unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Teicholz.
- E. RESOLUTION 922** authorizes the Executive Director to utilize the 2011 Operating Budget for Fiscal year 2011 for both CHFA and HUD reporting requirements. The resolution was unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Teicholz.
- F. RESOLUTION 923** authorizes the Executive Director to negotiate a Cable Service Agreement with Comcast Cable for its State and Federal Properties. The resolution was unanimously approved upon motion by Commissioner Teicholz and seconded by Commissioner Yamin.
- G. RESOLUTION 924** authorizes the Housing Authority of the City of Danbury to make payment in the amount of Five Thousand (\$5,000.00) and renew the Rent Reasonableness system for the period of 05/01/2011 through 04/30/2012. The resolution was unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Zeh.
- H. RESOLUTION 925** authorizes the Purchasing Director, Ms. Devin Luciano, to have Signatory Approval Authority for approving Procurement expenditures up to a maximum amount of \$10,000.00 per expenditure. The resolution was unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Watkins.
- I. RESOLUTION 926** authorizes the Executive Director to establish Housing Choice Voucher Program's Payment Standards for the Danbury geographical area at 85% of Fair Market Rent and Litchfield County area at 100% of Fair Market Rent according to the following schedule, effective September 1, 2011. The resolution was unanimously approved upon motion by Commissioner Teicholz and seconded by Commissioner Watkins.
- J. RESOLUTION 927** authorizes the Executive Director to abstain from allowing families to port into its jurisdiction until such time that funding becomes fluid enough to provide an advancement of funds to make housing assistance payments to landlords and utility reimbursements to families who wish to exercise portability. The resolution was unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Teicholz.

**CHAIRMAN'S REPORT** – No Report

**NEW BUSINESS** – Senior Picnic on August 25 @ Hatters Park from 11 AM to 3 PM @ \$10/pp.

**ADJOURNMENT** - The adjournment (6:23 PM) of the Regular Meeting of the Board of Commissioners for the Housing Authority of the City of Danbury was unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Zeh.

