



## THE HOUSING AUTHORITY OF THE CITY OF DANBURY

DOMENICO CHIEFFALO, CHAIRMAN  
RAYMOND YAMIN, VICE CHAIRMAN  
STANLEY WATKINS, TREASURER  
ROSE MORRISON, COMMISSIONER  
PAUL ESTEFAN, COMMISSIONER

MARY C. SISTRUNK, EXECUTIVE DIRECTOR

### MINUTES

#### BOARD OF COMMISSIONERS

#### REGULAR MEETING

DECEMBER 20, 2018

#### COMMISSIONERS PRESENT:

Domenico Chieffalo  
Ray Yamin  
Stan Watkins  
Paul Estefan  
Rose Morrison

#### STAFF PRESENT:

Mary C. Sistrunk  
Jeffrey Pagelson  
Jackie Elam  
Jennifer DaSilva  
Jessie Castro  
Devin Marra  
Kevin Barry  
Dionne Carr  
Kim Nolan

#### ATTENDEES:

Dwayne Locke

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the HACD was held on December 20, 2018 at 5:30 pm, at HACD Agency 2 Mill Ridge Road Danbury, CT. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and / or comments. Upon motion by Commissioner Estefan and second by Commissioner Watkins, the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-DECEMBER 2018 REGULAR MEETING:** The minutes of Dec. 2018 Regular Meeting was unanimously approved upon motion by Commissioner Estefan and second by Commissioner Watkins.

**RESIDENT COUNCIL REPORT:** Annual Meeting on Nov. 27th went well, have two (2) new members join.

**AUTHORITY MANAGEMENT REPORTS PUBLIC HOUSING & HOUSING CHOICE VOUCHER PROGRAM:** Public Housing reviewed by Michael Dapolite & Jessie Castro-Asset Managers, HCV Housing reviewed by Jennifer DaSilva Sec8 Manager & Jackie Elam Chief Operating Officer

**OCTOBER, 2018 FINANCIAL REPORTS:** All Reports reviewed by Jeffrey Pagelson Chief Financial Officer.

**RESOLUTION 1474** the Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to close the Glen Apartments State Elderly housing program one bedroom (including ADA units) wait list on Friday, January 11, 2019 at 5:00 PM, after public notification. Upon motion By Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1475** the Board of Commissioners of the Housing Authority of the City of Danbury hereby authorizes the Executive Director to accept the health insurance program as presented, remaining with the current carrier (Anthem) and pay the monthly premiums for the period December 1, 2018 through November 30, 2019 for all exempt staff and represented staff, with the understanding that Union negotiations are in progress and ultimately subject to collectively bargained agreement. Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

**RESOLUTION 1476** the Board of Commissioners for the Housing Authority of the City Danbury Executive Director to execute the 3 year Contract Renewal to the J. D 'Amelia & Associates. Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

**RESOLUTION 1477** Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to pay up to six unused sick days to individual staff members at a rate of seventy-five percent of regular pay prior to the end of calendar year 2018. The total amount of sick pay for all staff members combined is not to exceed \$40,000.00. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1478** Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to write-off Twenty-One Thousand Three-Hundred Sixty-Eight dollars and Thirty-Four cents (\$21,368.34) in outstanding vacated tenant account receivables for the period of January 1, 2018 through October 31, 2018. Upon motion by Commissioner Watkins and second by Commissioner Yamin and verbally by Commissioner Morrison the resolution was unanimously adopted.

**RESOLUTION 1479** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to approve two-hundred ninety-five and three-quarter hours (295.75) are requested to be carried over into 2019, for ten (10) administrative employees. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1480** the Board of Commissioners for the Housing Authority of the City of Danbury hereby Adopts the amendments to Emergency Response Policy and Procedures Upon motion by Commissioner Yamin and second by Commissioner Estefan the resolution was unanimously adopted.

**RESOLUTION 1481** Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to execute a contract for elevator services with ThyssenKrupp Elevator in an amount not-to-exceed twenty thousand dollars (\$20,000.00) for one (1) year, with the option to extend for four (4) additional one (1) year terms, pending legal review. Upon motion by Commissioner Watkins and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1482** the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to execute a contract for Refuse and Recycling Services with LoStocco Refuse Service, LLC in the amount not-to-exceed eighty thousand four hundred fifty dollars and sixty four cents (\$80,450.64) for one year term, with the option to extend for four (4) additional one (1) year terms, pending legal review. Upon motion by Commissioner Watkins and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1483** the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to exercise the first (1st) year option to extend the contract for Energy Performance Consulting with Facility Strategies Group, Inc. in an amount not-to-exceed forty thousand dollars (\$10,000.00) or a one (1) year term, with the option to extend for one (1) additional term, pending legal review. Upon motion by Commissioner Yamin and second by Commissioner Estefan and verbally second by Commissioner Morrison the resolution was unanimously adopted.

**RESOLUTION 1484** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director, or her designee, to update the Admissions and Continued Occupancy Policy to include the imposition of over-income families in federal public housing in accordance with Sec. 103 of the Housing Opportunities through Modernization Act and Federal Notice FR-5976-N-07 effective January 1, 2019. Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

**RESOLUTION 1485** Board of Commissioners for Housing Authority of the City of Danbury authorizes the Executive Director to amend its current contract with NetCentrix to increase its services by providing complete Managed Information Technology Services, Levels 1 through 4 at a cost not to exceed forty-two thousand dollars (\$42,000) per year. Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

**RESOLUTION 1486** Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to move forward with formalizing a Memorandum of Understanding between the Housing Authority and the Housing First Collaborative (HFC) to provide permanent housing options to four (4) homeless and disabled individuals and/or families from the By Name List (BNL) through the Mainstream Housing Choice Voucher program. Upon motion by Commissioner Yamin and second by Commissioner Watkins the resolution was unanimously adopted.

**RESOLUTION 1487** the Board of Commissioners for the Housing Authority of City of Danbury authorizes the Executive Director to execute a contract with **Tradebe Treatment and Recycling Northeast, LLC** in an amount not to exceed \$27,039.40 to undertake the "**Underground Storage Tank Abandonment Project – Putnam Towers**". Upon motion by Commissioner Yamin and second by Commissioner Watkin the resolution was unanimously adopted.

**RESOLUTION 1488** the Board of Commissioners for the Housing Authority of City of Danbury authorizes the Executive Director to execute a contract with Stanley Construction in an amount not to exceed \$343,343.00 to undertake the "**Window and Door Replacement for the Danbury Housing Authority**". Upon motion by Commissioner Estefan and verbally second by Commissioner Morrison the resolution was unanimously adopted.

**RESOLUTION 1489** the HACD Board of Commissioners authorize the Executive Director to submit a proposed FY 2019 Federal Budget to the Department of Housing and Urban Development. Upon motion by Commissioner Watkins and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1490** Housing Authority Board of Commissioners authorizes the Executive Director to enter into a contract with Constellation New Energy, Inc. for the purchase, sale and delivery of electricity for its commercial accounts, for a period of up to 36 months, provided that the contracted rate is lower or, is not substantially higher than the December 2018 rate. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**CHAIRMAN'S REPORT:** NONE

**NEW BUSINESS:** NONE

**ADJOURNMENT:** The HACD Meeting was adjourned by 6:20 pm upon motion by Commissioner Watkins, seconded verbally by Commissioner Estefan.



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Kim Nolan

#### ATTENDEES:

Dwayne Locke

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the DHA CORP was held on December 20, 2018 at 5:30 pm, at HACD Agency 2 Mill Ridge Road Danbury, CT. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and / or comments. Upon motion by Commissioner Estefan and second by Commissioner Watkins, the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-DECEMBER 2018 REGULAR MEETING:** The minutes of Dec. 2018 Regular Meeting was unanimously approved upon motion by Commissioner Watkins and second by Commissioner Estefan.

**RESIDENT COUNCIL REPORT:** None

#### **AUTHORITY MANAGEMENT REPORTS PUBLIC HOUSING & HOUSING CHOICE VOUCHER PROGRAM:**

Public Housing reviewed by Michael Dapolite & Jessie Castro-Asset Managers, HCV Housing reviewed by Jennifer DaSilva Sec8 Manager & Jackie Elam Chief Operating Officer

**OCTOBER, 2018 FINANCIAL REPORTS:** All Reports reviewed by Jeffrey Pagelson Chief Financial Officer.

**RESOLUTION 223** DHA CORP Board of Commissioners authorizes the Executive Director to execute a contract for Refuse and Recycling Services with LoStocco Refuse Service, LLC in the amount not-to-exceed six thousand five hundred thirteen dollars and thirty six cents (\$6,513.36) for one (1) year term, with the option to extend for four (4) additional one (1) year terms, pending legal review. Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

**RESOLUTION 224** the Board of Commissioners of the DHA CORP authorizes the Executive Director to write-off four thousand, seven thousand, six hundred and fifty-one dollars and eighty cents (\$7,651.80) in outstanding tenant account receivables for the period of January 1, 2018 through October 31, 2018. Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

**RESOLUTION 225** the DHA CORP Board of Commissioners authorizes the Executive Director to enter a contract with Constellation New Energy, Inc. for the purchase, sale and delivery of electricity for its commercial accounts, for a period of up to 36 months, provided that the contracted rate is lower or, is not substantially higher than the December 2018 rate. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**CHAIRMAN'S REPORT:** NONE

**NEW BUSINESS:** NONE

**ADJOURNMENT:** The DHA CORP Meeting was adjourned by 6:25 pm upon motion by Commissioner Yamin, seconded verbally by Commissioner Watkins.



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**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-DECEMBER 2018 REGULAR MEETING:** The minutes of Dec. 2018 Regular Meeting was unanimously approved upon motion by Commissioner Watkins and second by Commissioner Estefan.

**RESIDENT COUNCIL REPORT:** None

#### **AUTHORITY MANAGEMENT REPORTS PUBLIC HOUSING & HOUSING CHOICE VOUCHER PROGRAM:**

Public Housing reviewed by Michael Dapolite & Jessie Castro-Asset Managers, HCV Housing reviewed by Jennifer DaSilva Sec8 Manager & Jackie Elam Chief Operating Officer

**OCTOBER, 2018 FINANCIAL REPORTS:** All Reports reviewed by Jeffrey Pagelson Chief Financial Officer.

**RESOLUTION 291** HACD CORP Board of Commissioners authorizes the Executive Director to execute a contract for Refuse and Recycling Services with LoStocco Refuse Service, LLC in the amount not-to-exceed one thousand four hundred forty dollars (\$1,440.00) for one (1) year term, with the option to extend for four (4) additional one (1) year terms, pending legal review. Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted.

**RESOLUTION 292** the Board of Commissioners of the HACD CORP authorizes the Executive Director to write- off four thousand, three hundred and forty seven dollars and zero cents (\$4,347.00) in outstanding tenant account receivables for the period of January 1, 2018 through October 31, 2018. Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted.

**RESOLUTION 293** the HACD CORP Board of Commissioner authorize the Executive Director of Danbury hereby Adopts the amendments to Emergency Response Policy and Procedures Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted.

**RESOLUTION 294** the HACD CORP Board of Commissioners authorizes the Executive Director to amend its current contract with NetCentrix to increase its services by providing complete Managed Information Technology Services, Levels 1 through 4 at the cost not to exceed its pro-rated amount included in the total contract cost not to exceed forty-two thousand dollars (\$42,000) per year. Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

**RESOLUTION 295** the HACD CORP Board of Commissioners authorizes the Executive Director to Use the Developer Fee money would pay down \$76,000 of the repayment amount due Public Housing-Amp 2 and the Authority would achieve an overall FASS score over 23. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**CHAIRMAN'S REPORT:** Merry Christmas & Happy New Year!

**NEW BUSINESS:** NONE

**ADJOURNMENT:** The HACD CORP Meeting was adjourned by 6:35 pm upon motion by Commissioner Estefan, seconded verbally by Commissioner Yamin.