



## THE HOUSING AUTHORITY OF THE CITY OF DANBURY

DOMENICO CHIEFFALO, CHAIRMAN,  
RAYMOND YAMIN, VICE CHAIRMAN  
ROSE MORRISON, COMMISSIONER  
KEVIN BARRY, COMMISSIONER

JEFF M. RIECK, EXECUTIVE DIRECTOR

### MINUTES

#### BOARD OF COMMISSIONERS

#### REGULAR MEETING

DECEMBER 30, 2020

#### COMMISSIONERS PRESENT:

Domenico Chieffalo  
Raymond Yamin  
Rose Morrison  
Kevin Barry

#### STAFF PRESENT:

Jeff M. Rieck  
Jeff Pagelson  
Jackie Elam  
Jennifer Delaney  
Santa Rodriguez

#### BY ZOOM VIDEO CONFERENCE:

Michael Dapolite  
Kim Nolan

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the HACD was held on Wednesday, December 30, 2020 at 12:19pm, at 2 Mill Ridge Rd. Danbury, CT. Please contact Jeff M. Rieck at (203) 744-2500 with any questions and / or comments. Upon motion by Commissioner Chairman Chieffalo and seconded Verbally by Commissioner Morrison & Commissioner Barry the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-NOVEMBER 19th REGULAR MEETING:** The minutes of Nov. 2020 Regular Meeting was unanimously approved upon motion by Commissioner Vice Chairman Yamin and seconded verbal by Commissioner Morrison the minutes were approved.

**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 Delaney Sec 8 Manager & Jackie Elam Chief Operating Officer.

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

**RESOLUTION 1645** Board of Commissioners for the Housing Authority of the City of Danbury Authorizes the Executive Director to write-off Three Thousand Eight Hundred Forty-Nine dollars and Eighty-Five cents (\$3,849.85) in outstanding vacated tenant account receivables for the period of December 1, 2020 through December 31, 2020 Upon motion by Vice Chairman Yamin, and second verbally by Commissioner Morrison the resolution was unanimously adopted.

**RESOLUTION 1646** Board of Commissioners for The Housing Authority of the City of Danbury authorizes the Executive Director to pay up to 42 hours of unused sick leave for Administrative staff and up to 48 hours of unused sick leave for Maintenance staff to individual staff at a rate of seventy-five percent of regular pay as of December 31, 2020, at the beginning of calendar year 2021. The total amount to be paid for unused sick days for all staff members combined is not to exceed \$38,000.00. Upon motion by Vice Chairman Yamin and second verbally by Commissioner Morrison the resolution was unanimously adopted.

**RESOLUTION 1647** Board of Commissioners of the Housing Authority of the City of Danbury authorizes the Executive Director to approve up to three hundred and eighty and one-quarter hours (380.25) vacation hours to be carried over into 2021, for up to eleven (11) administrative employees and two (2) maintenance employees. Upon motion by Vice Chairman Yamin, and second verbally by Commissioner Morrison & Commissioner Barry the resolution was unanimously adopted.

**RESOLUTION 1648** HACD Board of Commissioners authorize the Executive Director to submit a proposed FY 2021 Federal Budget to the Department of Housing and Urban Development. Per Chief Financial Officer Jeff Pagelson there a surplus of \$241k budgeted for 2021 all cash flow except amp 7. Upon motion verbally by Commissioner Barry and second verbally by Commissioner Morrison the resolution was unanimously adopted.

**RESOLUTION 1649** Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to exercise the second (2nd) year option to extend the contract for Elevator Services with Thyssenkrupp in an amount not-to-exceed twenty thousand dollars (\$20,000.00) for one (1) year, with the option to extend for two (2) additional one (1) year terms. Upon motion verbally by Commissioner Barry and second verbally by Commissioner Morrison the resolution was unanimously adopted.

**RESOLUTION 1650** Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to award an indefinite quantity services contract for Architectural/Engineering services with QA & M Architecture, Lothrop Associates, Paul B. Bailey, Antinozzi Associates, Amaya Architects, Silver Petrucelli & Associates for a five (5) year contract term. Upon motion verbally by Commissioner Barry, and second verbally by Commissioner Morrison & computer seconded by Vice-Chairman Yamin the resolution was unanimously adopted.

**RESOLUTION 1651** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to begin severing its relationship with CT Institute of Communities and their use of space at Laurel Gardens for the Head Start Program should it be unable to reach an agreement by December 31, 2020. Upon motion verbally by Commissioner Barry and second verbally by Commissioner Morrison the resolution was unanimously adopted.

**RESOLUTION 1652** the Board of Commissioners for The Housing Authority of the City of Danbury authorizes the Executive Director to provide salary increases of three percent (3%) for those staff members covered by a collective bargaining agreement and staff members not covered by a collective bargaining agreement, grant or contract that have been employed by the Housing Authority for a period of not less than six consecutive months as of December 31, 2020, and that such increases be effective January 1, 2021. Upon motion verbally by Commissioner Barry and second by Vice Chairman Yamin the resolution was unanimously adopted.

**RESOLUTION 1653** HACD Board of Commissioners accepts the audited financial statements and authorizes the Executive Director to submit the Fiscal Year 2019 Financial Statements, Financial Data Schedules and respective Single Audit Reports to the Department of Housing and Urban Development and the State of Connecticut. Upon motion verbally by Commissioner Barry, and second verbally by Commissioner Morrison the resolution was unanimously adopted.

**CHAIRMAN'S REPORT: NONE**

**NEW BUSINESS: NONE**

**ADJOURNMENT:** The HACD Meeting was adjourned by 12:58pm upon motion verbally by Commissioner Barry and verbally seconded by Commissioner Morrison the meeting was adjourned.



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Santa Rodriguez

#### BY ZOOM VIDEO CONFERENCE:

Michael Dapolite  
Kim Nolan

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the DHA CORP was held on Wednesday, December 30, 2020 at 12:58pm, at 2 Mill Ridge Rd. Danbury, CT. Please contact Jeff M. Rieck at (203) 744-2500 with any questions and / or comments. Upon motion by Commissioner Barry and seconded Verbally by Commissioner Morrison the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-NOVEMBER 19th REGULAR MEETING:** The minutes of Nov. 2020 Regular Meeting was unanimously approved upon motion verbally by Commissioner Barry and seconded by Vice Chairman Yamin the minutes were approved.

**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 Delaney Sec 8 Manager & Jackie Elam Chief Operating Officer.

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

**RESOLUTION 253** DHA Corp Board of Commissioners accepts the audited financial statements and authorizes the Executive Director to submit the Fiscal Year 2019 Financial Statements to the Department of Housing and Urban Development and the State of Connecticut, as required. Upon motion verbally by Commissioner Barry and & verbally seconded by Morrison the resolution was unanimously adopted.

**CHAIRMAN'S REPORT:** NONE

**NEW BUSINES:** NONE

**ADJOURNMENT:** The DHA CORP Meeting was adjourned by 1:01pm upon motion verbally by Commissioner Barry and verbally seconded by Commissioner Morrison the meeting was adjourned.



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Michael Dapolite  
Kim Nolan

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the HACD CORP was held on Wednesday, December 30, 2020 at 1:01pm, at 2 Mill Ridge Rd. Danbury, CT. Please contact Jeff M. Rieck at (203) 744-2500 with any questions and / or comments. Upon motion verbally by Commissioner Barry and seconded Verbally by Commissioner Morrison the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-NOVEMBER 19th REGULAR MEETING:** The minutes of Nov. 2020 Regular Meeting was unanimously approved upon motion verbally by Commissioner Barry and seconded verbally by Commissioner Morrison were approved.

**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 Delaney Sec 8 Manager & Jackie Elam Chief Operating Officer.

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

**RESOLUTION 343** HACD Corp Board of Commissioners accepts the audited financial statements and authorizes the Executive Director to submit the Fiscal Year 2019 Financial Statements to the Department of Housing and Urban Development and the State of Connecticut, as required. Upon motion verbally by Commissioner Barry and & verbally seconded by Morrison the resolution was unanimously adopted.

**CHAIRMAN'S REPORT:** NONE

**NEW BUSINESS:** NONE

**ADJOURNMENT:** The HACD CORP Meeting was adjourned by 1:03pm upon motion verbally by Commissioner Barry and verbally seconded by Commissioner Morrison the meeting was adjourned.