



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

FEBRUARY 18, 2016

COMMISSIONERS PRESENT:

Domenico Chieffalo
Raymond Yamin
Paul Estefan
Stan Watkins
Rose Morrison

STAFF PRESENT:

Mary C. Sistrunk
Jackie Elam
Karen Lathem
Kathy Quallen
Jennifer Delaney
Michael Dapolite
Devin Marra
Dionne Carr
Kim Nolan

ATTENDEES:

Bruce Whitaker

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the Housing Authority of the City of Danbury will be held on Thursday, February 18, 2016 at 5:30 pm, at 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 Yamin, The HACD Meeting was call to order.

PUBLIC COMMENTS: None

APPROVAL OF MINUTES-FEBRUARY 2016 REGULAR MEETING & MARCH 2nd SPECIAL MEETING: The minutes of February, 2016 Regular Meeting AND March 2nd Special Meeting were unanimously approved, upon motion by Commissioner Estefan and second by Commissioner Yamin.

RESIDENT COUNCIL REPORT: Public Housing Network – scheduled three trainings, sent out flyers for election for next resident commissioner.

AUTHORITY MANAGEMENT REPORTS PUBLIC HOUSING & HOUSING CHOICE VOUCHER

PROGRAM: Public Housing reviewed by Michael Dapolite-Asset Manager, HCV Housing reviewed by Jackie Elam- Chief Operating Officer

DECEMBER, 2015 FINANCIALS, PHAS INDICATORS & CHECK REGISTER: Financials, PHAS Indicator and Check Register Reports reviewed by Kathleen Quallen Chief Financial Officer

RESOLUTION 1299 the Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to exercise the third (3rd) year option to extend the contract for auditing services with Fallon & Larsen, LLP in the amount not to exceed twenty three thousand five hundred fifty five dollars (\$23,550.00). Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted.

RESOLUTION 1300 the Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to exercise the third (3rd) year option to extend the contract for Information Technology Services with Zyg Computer Consulting in the amount not to exceed twenty seven thousand seven hundred and forty dollars (\$27,740.00). Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

RESOLUTION 1301 the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to authorizes the Executive Director to exercise the second (2nd) year option to extend the contract for Security Services including regular maintenance and repairs with Silent Watchman Security Services in the amount not to exceed nineteen thousand one hundred dollars (\$19,100.00). Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

RESOLUTION 1302 the Board of commissioners of HADC hereby authorizes the Executive Director to enter into a vacancy reduction and general maintenance services joinder contract with Pinnacle Maintenance in a total amount not-to-exceed (NTE) one hundred thousand dollars (\$100,000.00) for a one (1) year term, with the option to extend for four (4) additional one (1) year terms. Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

RESOLUTION 1303 the Board of Commissioners for The Housing Authority of the City of Danbury authorizes the Executive Director to enter into an intergovernmental agreement with the City of Danbury for the purchase of #87 octane gasoline and ultra-low sulfur diesel fuel. Upon motion by Commissioner Watkins and second by Commissioner Yamin the resolution was unanimously adopted.

RESOLUTION 1304 the Board of Commissioners for The Housing Authority of the City of Danbury authorizes the Executive Director to accept wait list applications for its State Moderate Rental Program (two bedroom units only) via mail-in paper applications, effective Tuesday, March 1, 2016 at 8:00 AM, and shall remain open until Tuesday, March 15, 2016 at 5:00 PM. BE IT FURTHER RESOLVED, that 300 applicants shall be chosen to be added to the State Moderate Rental Program wait list using an electronic random lottery method, provided by the Housing Authority's existing software vendor Management Computer Services, on Tuesday, May 17, 2016. Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted.

RESOLUTION 1305 the HADC Board of Commissioners authorize the Executive Director to submit the annual unaudited FASS report for the year end 12/31/15. Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted.

RESOLUTION 1306 the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to submit a formal request to Navigate Affordable Housing Partners to approve an increase to the 25 Units Contract Rents, to become effective July 1, 2016. Upon motion by Commissioner Watkins and second by Commissioner Yamin the resolution was unanimously adopted.

Unit Size	Current Contract Rent	Proposed Contract Rent	Difference
2 bedroom	782.00	804.00	\$22.00
3 bedroom	857.00	881.00	\$24.00



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ATTENDEES:

Bruce Whitaker

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the DHA CORP was held on Thursday, February 18, 2016 at 5:30 pm, at 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 Yamin, The DHA CORP Meeting was call to order.

PUBLIC COMMENTS: None

APPROVAL OF MINUTES-FEBRUARY 2015 REGULAR MEETING: The minutes of February, 2016 Regular Meeting were unanimously approved, upon motion by Commissioner Estefan and second by Commissioner Yamin.

RESIDENT COUNCIL REPORT: None

AUTHORITY MANAGEMENT REPORTS PUBLIC HOUSING & HOUSING CHOICE VOUCHER PROGRAM:

Public Housing reviewed by Michael Dapolite-Asset Manager, HCV Housing reviewed by Jackie Elam- Chief Operating Officer

DECEMBER, 2015 FINANCIALS: Financials Reports reviewed by Kathleen Quallen Chief Financial Officer

RESOLUTION 200 DHA CORP's Board of Commissioners authorizes the Executive Director to exercise the third (3rd) year option to extend the contract for auditing services with Fallon & Larsen, LLP in the amount not to exceed eight thousand six hundred and twenty dollars (\$8,620.00). Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

RESOLUTION 201 DHA CORP's Board of Commissioners authorizes the Executive Director to exercise the second (2nd) year option to extend the contract for Security Services including regular maintenance and repairs with Silent Watchman Security Services in the amount not to exceed one thousand seven hundred dollars (\$1,700.00). 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 6:45pm upon motion by Commissioner Yamin seconded by Commissioner Watkins.



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ATTENDEES:

Bruce Whitaker

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the HACD CORP was held on Thursday, February 18, 2016 at 5:30 pm, at 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 Yamin, The HACD CORP Meeting was call to order.

PUBLIC COMMENTS: None

APPROVAL OF MINUTES-FEBRUARY 2015 REGULAR MEETING: The minutes of February, 2016 Regular Meeting were unanimously approved, upon motion by Commissioner Estefan and second by Commissioner Yamin.

RESIDENT COUNCIL REPORT: None

AUTHORITY MANAGEMENT REPORTS PUBLIC HOUSING & HOUSING CHOICE VOUCHER PROGRAM:
Public Housing reviewed by Michael Dapolite-Asset Manager, HCV Housing reviewed by Jackie Elam- Chief Operating Officer

DECEMBER, 2015 FINANCIALS: Financials Reports reviewed by Kathleen Quallen Chief Financial Officer

RESOLUTION 239 HACD CORP's Board of Commissioners authorizes the Executive Director to exercise the third (3rd) year option to extend the contract for Information Technology Services with Zyg Computer Consulting in the amount not to exceed five hundred eight dollars (\$580.00). Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

RESOLUTION 240 HACD CORP's Board of Commissioners authorizes the Executive Director to exercise the second (2nd) year option to extend the contract for Security Services including regular maintenance and repairs with Silent Watchman Security Services in the amount not to exceed one thousand seven hundred dollars (\$1,460.00). Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

RESOLUTION 241 HACD CORP's Board of Commissioners authorizes the Executive Director to exercise the third (3rd) year option to extend the contract for auditing services with Fallon & Larsen, LLP in the amount not to exceed eight thousand six hundred and twenty dollars (\$4,510.00). Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

CHAIRMAN'S REPORT : None

NEW BUSINESS: None

ADJOURNMENT: The HACD CORP Meeting was adjourned by 6:40pm upon motion by Commissioner Watkins seconded by Commissioner Estefan.