



THE HOUSING AUTHORITY OF THE CITY OF DANBURY

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

JEFF M. RIECK, EXECUTIVE DIRECTOR

MINUTES

BOARD OF COMMISSIONERS

REGULAR MEETING

FEBRUARY 25, 2020

COMMISSIONERS PRESENT:

Domenico Chieffalo
Ray Yamin
Rose Morrison

STAFF PRESENT:

Jeff M. Rieck
Jeff Pagelson
Jackie Elam
Jessie Castro
Devin Marra
Jennifer Delaney
Michael Dapolite
Dionne Carr
Kim Nolan

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the HACD was held on Feb. 25, 2020 at 5:30 pm, 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 Chairman Chieffalo and Commissioner Yamin and second verbally by Commissioner Morrison the meeting was call to order.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES-FEBRUARY 25th REGULAR MEETING: The minutes of Feb. 2020 Regular Meeting was unanimously approved upon motion by Commissioner Yamin and Chairman Chieffalo and second verbally by Commissioner Morrison.

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.

DECEMBER, 2019 FINANCIAL, PHAS & CHECK REGISTER REPORTS: Reports reviewed by Jeffrey Pagelson Chief Financial Officer.

RESOLUTION 1576 Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to submit the 2019 Section 8 Management Assessment Program Certification to the U.S. Department of Housing and Urban Development with 155 out of a possible 155 points, with an anticipated designation of High Performer once reviewed by HUD. Upon motion by Commissioner Yamin, Commissioner Morrison verbally and second by Chairman Chieffalo the resolution was unanimously adopted.

SEMAP

2019

Section 8 Management Assessment Program Certification

Indicator #	Description	Available Points	Points Earned
1	Selection from Waiting List	15	15
2	Rent Reasonableness	20	20
3	Adjusted Income	20	20
4	Utility Allowance	5	5
5	HQS Quality Control	5	5
6	HQS Enforcement	10	10
7	Expanding Housing Opportunity	5	5
8	Payment Standard	5	5
9	Annual Reexaminations	10	10
10	Tenant Rent Calculations	5	5
11	Pre Contract HQS	5	5
12	Annual Inspections	10	10
13	Lease Up	20	20
14	FSS	20	20
15	Deconcentration Bonus	5	0
TOTAL	Maximum Points	160	-
TOTAL	Possible Points HACD	155	155

Total Percentage 100%

High Performer

High Performer	90+Percent
Standard Performer	61-89 Percent
Troubled	<=60 Percent

RESOLUTION 1577 the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to adopt the Electronic Device Policy effective March 1,2020. Upon motion by Commissioner Yamin, Commissioner Morrison verbally and second by Chairman Chieffalo the resolution was unanimously adopted.

RESOLUTION 1578 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 Refuse and Recycling Services awarded to LoStocco Refuse Service, LLC for a one (1) year term, from March 7, 2020 to March 6, 2021 in the amount not-to-exceed eighty thousand four hundred fifty dollars and sixty four cents (\$80,450.64). TABLED-SPECIAL MEETING ON TUES. MARCH 3, 2020

RESOLUTION 1579 Board of Commissioners of the HACD hereby authorizes the Executive Director or the Chief Financial Officer, as designee to submit the annual unaudited FDS Schedule report for the year ended December 31, 2019. Upon motion by Chairman Chieffalo and Commissioner Yamin, and second verbally by Commissioner Morrison verbally the resolution was unanimously adopted.

RESOLUTION 1580 Board of Commissioners of the HACD hereby authorizes the Executive Director or the Chief Financial Officer, as designee to submit the unaudited quarterly financial statements for the quarter ended December 31, 2019 to CHFA. Upon motion by Commissioner Yamin, Commissioner Morrison verbally and second by Chairman Chieffalo the resolution was unanimously adopted.

RESOLUTION 1581 Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to implement an Asset Capitalization Policy that sets forth Asset Capitalization guidelines and thresholds and establishes depreciation rates by Capital Asset category, effective upon approval of the Board of Commissioners. Upon motion by Commissioner Yamin, Commissioner Morrison verbally and second by Chairman Chieffalo the resolution was unanimously adopted.

RESOLUTION 1582 Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to accept funding through the Community Development Block Grant program and enter into contract with the City of Danbury for the three projects upon final approval and acceptance, in the anticipated amount of \$379,900. Upon motion by Chairman Chieffalo and Commissioner Yamin, and second verbally by Commissioner Morrison verbally the resolution was unanimously adopted.

CHAIRMAN'S REPORT: NONE

NEW BUSINESS: RAD Training coming up on March 18th in Hartford, CT five employees and one commissioner will attend. Bedford Lending will be back in March at the BOC Meeting for a brief presentation on RAD. Employee Handbook under legal review right now, final format will be given at March BOC meeting for board review. Call from Fire Chief of Danbury about using 98 Elm for training purpose sent to Danbury Fire Dept. Chief the Hold Harmless Agreement.

EXECUTIVE SESSION: HACD Board of Commissioners to amend the agenda and move the Executive Session to the end of the HACD CORP Meeting. Upon motion by Commissioner Yamin, and second verbally by Commissioner Morrison, motion to recess the meeting 6:15pm. **Executive Session:** Back in session 6:26pm to discuss Executive Director six (6) month employment review.

ADJOURNMENT: The HACD Board Meeting was adjourned by 7:55 pm upon motion by Commissioner Yamin seconded verbally by Commissioner Morrison.



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CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the DHA CORP was held on Feb. 25, 2020 at 5:30 pm, 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 Yamin and Chairman Chieffalo, second verbally by Commissioner Morrison the meeting was call to order.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES-FEBRUARY 25th REGULAR MEETING: The minutes of Feb. 2020 Regular Meeting was unanimously approved upon motion by Commissioner Yamin and Chairman Chieffalo and second verbally by Commissioner Morrison.

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.

DECEMBER, 2019 FINANCIAL REPORTS: Reports reviewed by Jeffrey Pagelson Chief Financial Officer.

RESOLUTION 238 Board of Commissioners of DHA CORP hereby authorizes the Executive Director to adopt the Electronic Device Policy effective March 01, 2020. Upon motion by Chairman Chieffalo and Commissioner Yamin, and second verbally by Commissioner Morrison verbally the resolution was unanimously adopted.

RESOLUTION 239 Board of Commissioners of DHA CORP authorizes the Executive Director to exercise the first (1st) year option to extend the contract for Refuse and Recycling Services awarded to LoStocco Refuse Service, LLC for a one (1) year term, from March 7, 2020 to March 6, 2021 in the amount not-to-exceed six thousand five hundred thirteen dollars (\$6,513.36). TABLED TO-SPECIAL MEETING ON TUES. MARCH 3, 2020

RESOLUTION 240 Board of Commissioners for DHA Corp. authorizes the Executive Director to implement an Asset Capitalization & Impairment Policy that sets forth Asset Capitalization guidelines and thresholds and establishes depreciation rates by Capital Asset category, effective upon approval of the Board of Commissioners. Upon motion by Commissioner Yamin, Commissioner Morrison verbally and second by Chairman Chieffalo the resolution was unanimously adopted.

CHAIRMAN'S REPORT: NONE

NEW BUSINESS: NONE

ADJOURNMENT: The DHA CORP Meeting was adjourned by 6:20 pm upon motion by Chairman Chieffalo, Commissioner Yamin and seconded verbally, by Commissioner Morrison the meeting was adjourned.



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PUBLIC COMMENTS: NONE

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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.

DECEMBER, 2019 FINANCIAL REPORTS: Reports reviewed by Jeffrey Pagelson Chief Financial Officer.

RESOLUTION 320 Board of Commissioners of HACD CORP hereby authorizes the Executive Director to adopt the Electronic Device Policy effective March 01, 2020. Upon motion by Chairman Chieffalo and Commissioner Yamin, and second verbally by Commissioner Morrison verbally the resolution was unanimously adopted.

RESOLUTION 321 Board of Commissioners of HACD CORP authorizes the Executive Director to exercise the first (1st) year option to extend the contract for Refuse and Recycling Services awarded to LoStocco Refuse Service, LLC for a one (1) year term, from March 7, 2020 to March 6, 2021 in the amount not-to-exceed one thousand four hundred forty dollars (\$1,440.00). TABLED TO-SPECIAL MEETING ON TUES. MARCH 3, 2020

RESOLUTION 322 Board of Commissioners for DHA Corp. authorizes the Executive Director to implement an Asset Capitalization & Impairment Policy that sets forth Asset Capitalization guidelines and thresholds and establishes depreciation rates by Capital Asset category, effective upon approval of the Board of Commissioners. Upon motion by Commissioner Yamin, Commissioner Morrison verbally and second by Chairman Chieffalo the resolution was unanimously adopted.

CHAIRMAN'S REPORT: NONE

NEW BUSINESS: NONE

ADJOURNMENT: The HACD CORP Meeting was adjourned by 6:25 pm upon motion by Chairman Chieffalo, Commissioner Yamin and seconded verbally, by Commissioner Morrison the meeting was adjourned.