



THE HOUSING AUTHORITY OF THE CITY OF DANBURY

DOMENICO CHIEFFALO, CHAIRMAN
RAYMOND YAMIN, VICE CHAIRMAN
STANLEY WATKINS, TREASURER
JAMES ZEH, COMMISSIONER
PAUL ESTEFAN, COMMISSIONER

CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

MINUTES

BOARD OF COMMISSIONERS

REGULAR MEETING

March 20, 2014

COMMISSIONERS PRESENT:

Raymond Yamin
Stan Watkins
James Zeh
Paul Estefan

STAFF PRESENT:

Mary C. Sistrunk
Kathy Quallen
Jackie Elam
Michael Dapolite
Kevin Barry
Benjamin Gold

ATTENDEES:

Ruth Hoggard
Rose Morrison
Peter Green

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the Housing Authority of the City of Danbury on March 20, 2014 at 5:30pm, Wooster Manor, Danbury, CT 06811. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and/or comments. Upon motion by Commissioner Watkins and second by Commissioner Estefan, The meeting was call to order

PUBLIC COMMENTS: None

APPROVAL OF MINUTES March 20, 2014 REGULAR MEETING: The minutes of March, 2014 Regular Meeting were approved. Upon motion by Commissioner Watkins and second by Commissioner Estefan, The meeting was call to order.

RESIDENT COUNCIL REPORT: Have a new Resident Council Member

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

FINANCIALS: Financials, PHAS Indicator and Check Register Reports reviewed by Kathleen Quallen Chief Financial Officer

RESOLUTION 1147 Board of Commissioners, authorizes the Executive Director to submit a request for approval of a Public Housing and a Housing Choice Voucher (Section 8) Family Self-Sufficiency Action Plan to the Department of Housing and Urban Development. Upon motion by Commissioner Watkins and second by Commissioner Estefan, the resolution was unanimously adopted.

RESOLUTION 1149 HACD execute a contract with John D'Amelia and Associates LLC for a (1) year term, with Two (2) one (1) year options in an HACD requests approval of an extension for three (3) months from April 1, 2014 Until June 30, 2014 in order for HACD to review responses to the competitive procurement since additional time is needed. This will be in an amount not to exceed twenty five thousand dollars (\$25,000.00). Upon motion by Commissioner Watkins and second by Commissioner Estefan, the resolution was unanimously adopted.

RESOLUTION 1150 authorizes the Executive Director to requests approval to exercise the second, one (1) year option contained in the existing contract with Cramer & Anderson, LLP existing contract for a period from May 1, 2014 until April 30, 2015 in an amount not to exceed seventy five thousand dollars (\$75,000). Upon motion by Commissioner Watkins and second by Commissioner Estefan, the resolution was unanimously adopted.

RESOLUTION 1151 authorizes the Executive Director to execute a contract with BDO USA, LLP for a period from April 1, 2014 to March 31, 2015 with the option to renew for four (4) one (1) year options at the convenience of HACD and the consent of Contractor in the amount of one hundred and eight thousand and seven hundred and sixty dollars (\$108,760.00). Upon motion by Commissioner Watkins and second by Commissioner Estefan, the resolution was unanimously adopted.

RESOLUTION 1152 authorize the Executive Director to exercise its first year option to renew the services of Mr. Wayne Baker, Esq. as Hearing Officer from a period of March 30, 2014 until March 29, 2015. Upon motion by Commissioner Watkins and second by Commissioner Estefan, the resolution was unanimously adopted.

RESOLUTION 1153 Board of Commissioners of HACD hereby authorize the Executive Director to exercise its Third and final one (1) year option to renew from a period beginning June 13, 2014 until June 12, 2015 with Amtech Personalized Pest Maintenance and requests an additional five thousand dollars (\$5,000.00) along with fourteen thousand five hundred dollars (\$14,500.00) for regular maintenance at HACD and one thousand three hundred eighteen dollars (\$1,318.00) for regular maintenance at Glen Apartments, seeking a total third year contract value of twenty thousand eight hundred and eighteen dollars (\$20,818.00). Upon motion by Commissioner Watkins and second by Commissioner Estefan, the resolution was unanimously adopted.

RESOLUTION 1154 authorize the Executive Director to revise cost estimate that includes the amount of \$5,400.00 per year cleaning by Hat City Maintenance, Inc. at 2 Mill Ridge Road and an additional not to exceed amount of 15,000.00 per year for unit cleaning as needed. Upon motion by Commissioner Watkins and second by Commissioner Estefan, the resolution was unanimously adopted.

RESOLUTION 1155 authorizes the Executive Director to execute the Tenant Selection Plan for Glen Apartments and submit it to the Department of Housing as a component of the Affirmative Fair Marketing Plan for approval and acceptance. Upon motion by Commissioner Watkins and second by Commissioner Estefan, the resolution was unanimously adopted.

CHAIRMAN'S REPORT: NONE

NEW BUSINESS: NONE

ADJOURNMENT: The HACD BOC Meeting was adjourned by 6:43pm upon motion by Commissioner Watkins, seconded by Commissioner Estefan



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Benjamin Gold

ATTENDEES:

Ruth Hoggard
Rose Morrison
Peter Green

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the DHA Corp on March 20, 2014 at 6:45pm, Wooster Manor, Danbury, CT 06811. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and/or comments. Upon motion by Commissioner Watkins and second by Commissioner Estefan, The meeting was call to order

PUBLIC COMMENTS: None

APPROVAL OF MINUTES March 20, 2014 REGULAR MEETING: The minutes of March, 2014 Regular Meeting were approved. Upon motion by Commissioner Watkins and second by Commissioner Estefan, The meeting was call to order.

RESIDENT COUNCIL REPORT: Have a new Resident Council Member

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

FINANCIALS: Financials, PHAS Indicator and Check Register Reports reviewed by Kathleen Quallen Chief Financial Officer

RESOLUTIONS

RESOLUTION 179 authorizes the Executive Director to exercise the second, one (1) year option contained in the existing contract with Cramer & Anderson, LLP for general legal counseling and extend this contract for one year or until March 31, 2015 in an amount not to exceed seventy five thousand dollars (\$75,000). Upon motion by Commissioner Watkins and second by Commissioner Estefan, the resolution was unanimously adopted.

RESOLUTION 180 authorize the Executive Director to exercise its third and final one (1) year option to renew from a period beginning June 13, 2014 until June 12, 2015 with Amtech Personalized Pest maintenance and requests an additional five thousand dollars (\$5,000.00) along with fourteen thousand five hundred dollars (\$14,500.00) for regular maintenance at HACD and one thousand three hundred eighteen dollars (\$1,318.00) for regular maintenance at Glen Apartments, seeking a total third year contract value of twenty thousand eight hundred and eighteen dollars (\$20,818.00). Upon motion by Commissioner Watkins and second by Commissioner Estefan, the resolution was unanimously adopted.

RESOLUTION 181 authorize the Executive Director to exercise its first year option to renew the services of Mr. Wayne Baker, Esq. as Hearing Officer from a period of March 30, 2014 until March 29, 2015. Upon motion by Commissioner Watkins and second by Commissioner Estefan, the resolution was unanimously adopted.

RESOLUTION 182 Board of Commissioners for DNA CORP hereby authorize the Executive Director to revise cost estimate that includes the amount of \$5,400.00 per year for cleaning by Hat City Maintenance at 2 Mill Ridge Road and an additional not to exceed amount of \$15,000.00 per year for unit cleaning as needed. Upon motion by Commissioner Watkins and second by Commissioner Estefan, the resolution was unanimously adopted.

CHAIRMAN'S REPORT: None

NEW BUSINESS: None

ADJOURNMENT: The HACD BOC Meeting was adjourned by 6:50pm upon motion by Commissioner Watkins, seconded by Commissioner Estefan



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ATTENDEES:

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CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the HACD Corp on March 20, 2014 at 6:50pm, Wooster Manor, Danbury, CT 06811. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and/or comments. Upon motion by Commissioner Watkins and second by Commissioner Estefan, The meeting was call to order

PUBLIC COMMENTS: Peter Green of Crosby Manor corrected his address

APPROVAL OF MINUTES March 20, 2014 REGULAR MEETING: The minutes of March, 2014 Regular Meeting were approved. Upon motion by Commissioner Watkins and second by Commissioner Estefan, The meeting was call to order.

RESIDENT COUNCIL REPORT: Have a new Resident Council Member

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

FINANCIALS: Financials, PHAS Indicator and Check Register Reports reviewed by Kathleen Quallen Chief Financial Officer

RESOLUTION 192 HACD CORP requests approval to exercise the second, one (1) year option contained in the existing contract with Cramer & Anderson, LLP for general legal counseling and extend this contract for a period from May 1, 2014 until April 30, 2015 in an amount not to exceed seventy five thousand dollars (\$75,000). Upon motion by Commissioner Watkins and second by Commissioner Estefan, the resolution was unanimously adopted.

RESOLUTION 193 authorizes the Executive Director to execute a contract with BDO USA, LLP for a period from April 1, 2014 to March 31, 2015 with the option to renew for four (4) one (1) year options at the convenience of HACD and the consent of Contractor in the amount of one hundred and eight thousand and seven hundred and sixty dollars (\$108,760.00). Upon motion by Commissioner Watkins and second by Commissioner Estefan, the resolution was unanimously adopted.

RESOLUTION 194 authorize the Executive Director to exercise its third and final one (1) year option to renew from a period beginning June 13, 2014 until June 12, 2015 with Amtech Personalized Pest Maintenance and requests an additional five thousand dollars (\$5,000.00) along with fourteen thousand five hundred dollars (\$14,500.00) for regular maintenance at HACD and one thousand three hundred eighteen dollars (\$1,318.00) for regular maintenance at Glen Apartments, seeking a total third year contract value of twenty thousand eight hundred and eighteen dollars (\$20,818.00). Upon motion by Commissioner Watkins and second by Commissioner Estefan, the resolution was unanimously adopted.

RESOLUTION 195 HACD CORP hereby authorize the Executive Director to exercise its first year option to renew the services of Mr. Wayne Baker, Esq. as Hearing Officer from a period of March 30, 2014 until March 29, 2015. Upon motion by Commissioner Watkins and second by Commissioner Estefan, the resolution was unanimously adopted.

RESOLUTION 196 authorize the Executive Director to revise cost estimate that includes the amount of \$5,400.00 per year for cleaning at 2 Mill Ridge Road and an additional not to exceed amount of \$15,000.00 per year for unit cleaning as needed. Upon motion by Commissioner Watkins and second by Commissioner Estefan, the resolution was unanimously adopted.

CHAIRMAN'S REPORT: None

NEW BUSINESS: None

ADJOURNMENT: The HACD BOC Meeting was adjourned by 6:57pm upon motion by Commissioner Watkins, seconded by Commissioner Estefan