



## THE HOUSING AUTHORITY OF THE CITY OF DANBURY

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

JEFF M. RIECK, EXECUTIVE DIRECTOR

### MINUTES

#### BOARD OF COMMISSIONERS

#### SPECIAL MEETING

MARCH 3, 2020

#### COMMISSIONERS PRESENT:

Ray Yamin  
Paul Estefan  
Rose Morrison

#### STAFF PRESENT:

Jeff M. Rieck  
Jeff Pagelson  
Jackie Elam  
Devin Marra  
Dionne Carr  
Kim Nolan

**CALL TO ORDER:** The Special Meeting of the Board of Commissioners for the HACD was held on March 3, 2020 at 9:00 am, 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 Commissioner Estefan second verbally by Commissioner Morrison the meeting was call to order.

#### PUBLIC COMMENTS: NONE

**RESOLUTION 1578** Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to exercise the first (1<sup>st</sup>) 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). Upon motion by Commissioner Estefan 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 9:03 am upon motion by Commissioner Estefan and verbally seconded by Commissioner Morrison.



## 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

MARCH 19, 2020

#### COMMISSIONERS PRESENT:

Domenico Chieffalo  
Ray Yamin  
Paul Estefan

#### STAFF PRESENT:

Jeff M. Rieck  
Jeff Pagelson  
Jackie Elam  
Devin Marra  
Dionne Carr

#### BY CONFERENCE CALL:

Kim Nolan

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the HACD was held on March 19, 2020 at 5:30pm, 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 Estefan and seconded by Commissioner Yamin the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-MARCH 19th REGULAR MEETING:** The minutes of Feb. 25th, 2020 Regular Meeting was unanimously approved upon motion by Commissioner Estefan and second by Commissioner Yamin the minutes was 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.

**JANUARY, 2020 FINANCIAL REPORTS:** Financial, PHAS and Check Register Reports reviewed by Jeffrey Pagelson Chief Financial Officer.

**RESOLUTION 1583** Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to implement the 2.5% rent increase and the adjustment in the utility allowance for the 25 Units Fairfield Ridge Rehab housing program to become effective on 07/01/2020. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1584** Board of commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to take all necessary action to execute and provide certifications and to submit to HUD for approval of the RAD applications by HACD for the conversion of HACD Public Housing properties; BE IT FURTHER RESOLVED that upon such approval to appoint the Executive Director as the agent of the HACD to execute all necessary Agreements and Instruments for and on behalf of HACD, to participate in the RAD program. Upon motion by Commissioner Estefan, Chairman Chieffalo and second by Commissioner Yamin permission to submit the RAD application and the resolution was unanimously adopted.

**RESOLUTION 1585** 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 Landscaping Services at Glen Apartments with Cutting Edge Landscaping in the amount not to exceed forty thousand dollars (\$40,000.00) per year. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted

**RESOLUTION 1586** the Board of Commissioners of the Housing Authority of the City of Danbury authorizes the Executive Director or his designee to open a new bank account at the Savings Bank of Danbury for the purpose of maintaining replacement reserve funds for the 25 Units program. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted

**RESOLUTION 1587** Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to exerdse the first (1st) year option to extend the contract for Fee Accountant Services with BDO USA, LLP in the amount not to exceed sixty four thousand one hundred sixty dollars (\$64,160.00) per year. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1588** the Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to exercise the first (1st) year option to extend the contract for Security Services with Silent Watchman Security Services in the amount not to exceed sixteen thousand four hundred sixty eight dollars (\$16,468.00) per year. Upon motions by Commissioner Estefan and second by Commissioner Yamin the question was ask how is Silent Watchman Security working out?, per Devin Marra Procurement Director answered they are doing really well, Silent Watchman did a great job at Glen Apt. the resolution was unanimously adopted

**RESOLUTION 1589** the Board of Commissioners hereby authorizes the Board Chair to enter into a bilateral contract agreement modification with Jeff M. Rleck as Executive Director of the Housing Authority of the City of Danbury. Upon motion by Chairman Chieffalo and second by Commissioner Yamin the resolution was unanimously adopted.

**CHAIRMAN REPORT: NONE**

**NEW BUSINESS: NONE**

**EXECUTIVE SESSION:** HACD Board of Commissioners to amend the agenda and to move the Executive Session to the end of the HACD CORP Meeting. Upon motion by Commissioner Yamin, and second by Commissioner Estefan, motion to recess the meeting 6:55pm. **Executive Session:** HACD Board of Commissioners back in session 7:15pm to discuss the Executive Director employment contract.

**ADJOURNMENT:** The HACD Board Meeting was adjourned by 8:00 pm upon motion by Commissioner Estefan seconded by Commissioner Yamin.



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### MINUTES

#### BOARD OF COMMISSIONERS

#### SPECIAL MEETING

MARCH 3, 2020

#### COMMISSIONERS PRESENT:

Ray Yamin  
Paul Estefan  
Rose Morrison

#### STAFF PRESENT:

Jeff M. Rieck  
Jeff Pagelson  
Jackie Elam  
Devin Marra  
Dionne Carr  
Kim Nolan

**CALL TO ORDER:** The Special Meeting of the Board of Commissioners for the DHA was held on March 3, 2020 at 9:00 am, 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 Commissioner Estefan second verbally by Commissioner Morrison the meeting was call to order.

#### PUBLIC COMMENTS: NONE

**RESOLUTION 239** DHA CORP Board of Commissioners authorizes the Executive Director to exercise the first (1<sup>st</sup>) 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 and thirty six cents (\$6,513.36). Upon motion by Commissioner Estefan and second verbally by Commissioner Morrison the resolution was unanimously adopted.

#### CHAIRMAN'S REPORT: NONE

#### NEW BUSINESS: NONE

**ADJOURNMENT:** The DHA CORP Meeting was adjourned by 9:05 am upon motion by Commissioner Estefan and verbally seconded by Commissioner Morrison meeting was adjourned.



## THE HOUSING AUTHORITY OF THE CITY OF DANBURY

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### MINUTES

#### BOARD OF COMMISSIONERS

#### REGULAR MEETING

MARCH 19, 2020

#### COMMISSIONERS PRESENT:

Domenico Chieffalo  
Ray Yamin  
Paul Estefan

#### STAFF PRESENT:

Jeff M. Rieck  
Jeff Pagelson  
Jackie Elam  
Devin Marra  
Dionne Carr

#### BY CONFERENCE CALL:

Kim Nolan

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the DHA Corp was held on March 19, 2020 at 5:30pm, 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 Estefan and seconded by Commissioner Yamin the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-MARCH 19th REGULAR MEETING:** The minutes of Feb. 25th, 2020 Regular Meeting was unanimously approved upon motion by Commissioner Estefan and second by Commissioner Yamin the minutes was 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.

**JANUARY, 2020 FINANCIAL REPORTS:** Financial, PHAS and Check Register Reports reviewed by Jeffrey Pagelson Chief Financial Officer.

**RESOLUTION 241** the Board of Commissioners of DHA Corp. hereby authorizes the Executive Director or his designee to submit the Ives Manor unaudited quarterly financial statements for the quarter ended December 31, 2019 to CHFA. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 242** the Board of Commissioners of DHA Corp's Board of Commissioners authorizes the Executive Director to exercise the first (1st) year option to extend the contract for Fee Accountant Services with BDO USA, LLP in the amount not to exceed five thousand dollars (\$5,000.00) per year. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 243** DHA Corp's Board of Commissioners authorizes the Executive Director to exercise the first (1st) year option to extend the contract for Security Services with Silent Watchman Security Services in the amount not to exceed two thousand eight hundred dollars (\$2,800.00). Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**CHAIRMAN REPORT: NONE**

**NEW BUSINESS: NONE**

**ADJOURNMENT:** The DHA Corp Board Meeting was adjourned by 7:00 pm upon motion by Commissioner Estefan seconded by Commissioner Yamin.



## THE HOUSING AUTHORITY OF THE CITY OF DANBURY

DOMENICO CHESTALO, CHAIRMAN  
RAYMOND YAMIN, VICE CHAIRMAN  
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### MINUTES

#### BOARD OF COMMISSIONERS

#### SPECIAL MEETING

MARCH 3, 2020

#### COMMISSIONERS PRESENT:

Ray Yamin  
Paul Estefan  
Rose Morrison

#### STAFF PRESENT:

Jeff M. Rieck  
Jeff Pagelson  
Jackie Elam  
Devin Marra  
Dionne Carr  
Kim Nolan

**CALL TO ORDER:** The Special Meeting of the Board of Commissioners for the HACD CORP was held on March 3, 2020 at 9:00 am, 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 Commissioner Estefan second verbally by Commissioner Morrison the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**RESOLUTION 321** HACD CORP Board of Commissioners authorizes the Executive Director to exercise the first (1<sup>st</sup>) 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). Upon motion by Commissioner Estefan and second verbally by Commissioner Morrison the resolution was unanimously adopted.

**CHAIRMAN'S REPORT:** NONE

**NEW BUSINESS:** NONE

**ADJOURNMENT:** The HACD CORP Meeting was adjourned by 9:07 am upon motion by Commissioner Estefan and verbally seconded by Commissioner Morrison meeting was adjourned.



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### MINUTES

#### BOARD OF COMMISSIONERS

#### REGULAR MEETING

MARCH 19, 2020

#### COMMISSIONERS PRESENT:

Domenico Chieffalo  
Ray Yamin  
Paul Estefan

#### STAFF PRESENT:

Jeff M. Rieck  
Jeff Pagelson  
Jackie Elam  
Devin Marra  
Dionne Carr

#### BY CONFERENCE CALL:

Kim Nolan

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the HACD CORP was held on March 19, 2020 at 5:30pm, 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 Estefan and seconded by Commissioner Yamin the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-MARCH 19th REGULAR MEETING:** The minutes of Feb. 25th, 2020 Regular Meeting was unanimously approved upon motion by Commissioner Estefan and second by Commissioner Yamin the minutes was 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.

**JANUARY, 2020 FINANCIAL REPORTS:** Financial, PHAS and Check Register Reports reviewed by Jeffrey Pagelson Chief Financial Officer.



**RESOLUTION 323** the Board of Commissioners of HACD Corp. Board of Commissioners authorizes the Executive Director to exercise the first (1st) year option to extend the contract for Fee Accountant Services with BDO USA, LLP in the amount not to exceed five thousand dollars (\$5,000.00) per year. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 324** HACD CORP's Board of Commissioners authorizes the Executive Director to exercise the first (1st) year option to extend the contract for Security Services with Silent Watchman Security Services in the amount not to exceed nine hundred and sixty dollars (\$960.00). Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 325** Board of Commissioners for the HACD Corp authorizes the Executive Director to negotiate and execute any and all documents for the use of 98A Elm Street as a temporary location to house persons who may need to be isolated or quarantined due to the Coronavirus Epidemic. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**CHAIRMAN REPORT: NONE**

**NEW BUSINESS: NONE**

**ADJOURNMENT:** The HACD Corp Board Meeting was adjourned by 7:12 pm upon motion by Commissioner Estefan seconded by Commissioner Yamin.