



## 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

APRIL 15, 2021

#### COMMISSIONERS PRESENT:

Dom Chieffalo  
Kevin Barry

#### STAFF PRESENT:

Jeff M. Rieck  
Jeff Pagelson  
Jackie Elam  
Devin Marra  
Jessie Castro

#### BY ZOOM VIDEO CONFERENCE:

Vice-Chairman Ray Yamin  
Michael Dapolite  
Kim Nolan

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the HACD was held on Thursday, April 15, 2021 at 5:36pm, 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 Vice Chairman Yamin second by Chairman Chieffalo the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-MARCH 18TH REGULAR MEETING:** The minutes of March 2021 Regular Meeting was unanimously approved upon motion by Vice Chairman Yamin and seconded by Commissioner Barry 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 HCV Manager & Jackie Elam Chief Operating Officer.

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

**RESOLUTION 1672** Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to execute a contract for Landscaping Services with Cutting Edge Lawn Service in an amount not-to-exceed seventy thousand dollars (\$70,000.00) for a one (1) year term, with the option to extend for four (4) additional one (1) year terms. Upon motion by Vice Chairman Yamin and second by Commissioner Barry the resolution was unanimously adopted.

**RESOLUTION 1673** Board of Commissioners for the Housing Authority of the City of Danbury Authorizes the Executive Director to exercise first (1st) year option to extend the contract for general legal counseling with Cramer & Anderson LLP in the amount not to exceed (NTE) seventy thousand dollars (\$70,000.00) for a one (1) year term, with the option to extend for three (3) additional one (1) year terms. Upon motion by Commissioner Barry and second by Vice-Chairman Yamin the resolution was unanimously adopted.

**RESOLUTION 1674** Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to utilize the Omnia Partners Contract#R151901, for Payroll and Human Resources through ADP, Inc in an amount not to exceed fifteen thousand dollars (\$15,000.00) per year. Upon motion by Vice Chairman Yamin and second by Chairman Chieffalo the resolution was unanimously adopted.

**RESOLUTION 1675** Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to accept the Resident Opportunity and Self-Sufficiency Service Coordinator (ROSS-SC) grant in the amount of two hundred thirty-nine thousand, two hundred fifty dollars (\$239,250), that will fund one position over a three-year period. Upon motion by Commissioner Barry and second by Vice-Chairman Yamin the resolution was unanimously adopted.

**RESOLUTION 1676** Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to participate in the UniteCT Emergency Rental Assistance Program for its State housing portfolio, which includes State Elderly and Moderate Rental programs, and the Neighborhood Stabilization Program (NSP I/III). **BE IT FURTHER RESOLVED**, that upon a favorable decision from HUD, the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to participate in the UniteCT Emergency Rental Assistance Program for its Federally subsidized housing portfolio which includes Low Income Public Housing and Section 8 Moderate Rehab programs. Upon motion by Commissioner Barry and second by Vice Chairman Yamin the resolution was unanimously adopted.

**RESOLUTION 1677** Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to implement agency schedule updates of Monday through Thursday; 7:00 AM – 5:30 PM for union maintenance and 7:45 AM – 5:30 PM for both union and non-union administrative staff, effective May 31, 2021. Upon motion by Commissioner Barry and second by Vice Chairman Yamin the resolution was unanimously adopted.

**RESOLUTION 1678** Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to accept the addition of the Director of Operations job description, as updated effective 04/15/2021. Upon motion by Vice Chairman Yamin and second by Chairman Chieffalo the resolution was unanimously adopted.

**RESOLUTION 1679** Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to write-off Twenty-Four Thousand Seven Hundred Forty-Two dollars and Seven cents (\$24,742.07) in outstanding vacated tenant account receivables for the period of November 1, 2020 through March 31, 2021. Upon motion by Vice Chairman Yamin and second by Commissioner Barry the resolution was unanimously adopted.

**RESOLUTION 1680** Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to accept the revisions of the Resident Services Coordinator job description, effective April 15, 2021. Upon motion by Commissioner Barry and second by Vice Chairman Yamin the resolution was unanimously adopted.

**CHAIRMAN'S REPORT:**

**NEW BUSINESS:**

**ADJOURNMENT:** The HACD Meeting was adjourned by 6:30pm upon motion by Vice Chairman Yamin and seconded by Chairman Chieffalo.



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Jessie Castro

#### BY ZOOM VIDEO CONFERENCE:

Vice-Chairman Ray Yamin  
Michael Dapolite  
Kim Nolan

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the DHA Corp was held on Thursday, April 15, 2021 at 5:36pm, 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 Vice Chairman Yamin second by Chairman Chieffalo the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-MARCH 18TH REGULAR MEETING:** The minutes of March 2021 Regular Meeting was unanimously approved upon motion by Vice Chairman Yamin and seconded by Commissioner Barry 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 HCV Manager & Jackie Elam Chief Operating Officer.

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

**RESOLUTION 258** DHA CORP's Board of Commissioners authorizes the Executive Director to exercise first (1st) year option to extend the contract for general legal counseling with Cramer & Anderson LLP in the amount not to exceed (NTE) two thousand dollars (\$2,000.00) for a one (1) year term, with the option to extend for three (3) additional one (1) year term. Upon motion by Vice Chairman Yamin and second by Chairman Chieffalo the resolution was unanimously adopted

**CHAIRMAN'S REPORT:** NONE

**NEW BUSINES:** NONE

**ADJOURNMENT:** The DHA CORP Meeting was adjourned by 6:31pm upon motion by Vice Chairman Yamin and seconded by Chairman Chieffalo the meeting was adjourned.



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**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the HACD Corp was held on Thursday, April 15, 2021 at 5:36pm, 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 by Vice Chairman Yamin the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-MARCH 18TH REGULAR MEETING:** The minutes of March 2021 Regular Meeting was unanimously approved upon motion by Vice Chairman Yamin and seconded by Chairman Chieffalo 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 HCV Manager & Jackie Elam Chief Operating Officer.

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

**RESOLUTION 352** HACD Corp Board of Commissioners authorizes the Executive Director to exercise first (1st) year option to extend the contract for general legal counseling with Cramer & Anderson LLP in the amount not to exceed (NTE) six thousand dollars (\$6,000.00) for a one (1) year term, with the option to extend for three (3) additional one (1) year terms. Upon motion by Vice Chairman Yamin and second by Commissioner Barry the resolution was unanimously adopted.

**CHAIRMAN'S REPORT:** NONE

**NEW BUSINES:** NONE

**ADJOURNMENT:** The HACD Corp Meeting was adjourned by 6:37 pm upon motion by Commissioner Barry and seconded by Vice Chairman Yamin the meeting was adjourned.