



## 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

APRIL 16, 2020

#### COMMISSIONERS PRESENT:

Domenico Chieffalo  
Paul Estefan

#### BY ZOOM VIDEO CONFERENCE:

Raymond Yamin

#### STAFF PRESENT:

Jeff M. Rieck  
Jeff Pagelson  
Jackie Elam  
Dionne Carr

#### BY ZOOM VIDEO CONFERENCE:

Devin Marra  
Jennifer Delaney  
Michael Dapolite  
Jessie Castro  
Kim Nolan

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the HACD was held on Thursday, April 16, 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 verbally by Commissioner Estefan and seconded by Commissioner Yamin & Chairman Chieffalo the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-APRIL 16th REGULAR MEETING:** The minutes of March 19th, 2020 Regular Meeting was unanimously approved upon motion verbally 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.

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

**RESOLUTION 1590** Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to update the Admissions and Continued Occupancy Policy as summarized in the attached "ACOP – 03/20/2020 Summary of Updates", to be effective 04/17/2020. Upon motion verbally by Commissioner Estefan and second by Commissioner Yamin and Chairman Chieffalo the resolution was unanimously adopted.

**RESOLUTION 1591** Board of commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to update the Glen Apartments Tenant Selection Plan to include the changes as indicated in the table above effective 04/17/2020. Upon motion verbally by Commissioner Estefan and second by Commissioner Yamin and Chairman Chieffalo the resolution was unanimously adopted.

**RESOLUTION 1592** Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to submit an application to the City of Danbury's 2020 Community Development Block Grant Program for the Moderate Rehab Parking and Paving Improvements Project, in the amount of one hundred twenty four thousand nine hundred and thirty eight dollars (\$124,938). Upon motion verbally by Commissioner Estefan and second by Commissioner Yamin and Chairman Chieffalo the resolution was unanimously adopted.

**RESOLUTION 1593** the Board of Commissioners of the Housing Authority of the City of Danbury authorizes the Executive Director to amend the Statement of Procurement Policy effective May 1, 2020. Upon motion verbally by Commissioner Estefan and second by Commissioner Yamin and Chairman Chieffalo the resolution was unanimously adopted.

**RESOLUTION 1594** Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director, after performing its full due diligence, to award a contract for the "Exterior Envelope Upgrades at Eden Drive Housing Complex" to the responsive and responsible bidder whose bid, conforming with all the material terms and conditions of the Invitation For Bid (IFB), is the lowest in price, whether it is DPM Contracting whose base bid amount is \$788,000 or Premier Building Associates whose base bid amount is \$974,000. Upon motion verbally by Commissioner Estefan and second by Commissioner Yamin and Chairman Chieffalo the resolution was unanimously adopted.

**RESOLUTION 1595** the Board of Commissioners for the Housing Authority of The City of Danbury that:

1. The Executive Director is authorized to implement all applicable waivers identified in HUD Notice PIH 2020-05 that in his discretion are appropriate and necessary for the operations of the Housing Authority and in the best interests of the clients and residents served by the Housing Authority.
2. Such waivers shall be for the maximum time allowed by HUD Notice PIH 2020-05 and any revisions.
3. The title of each waiver is noted in Exhibit A to this resolution 1595.

Upon motion verbally by Commissioner Estefan and second by Commissioner Yamin and Chairman Chieffalo the resolution was unanimously adopted.

**CHAIRMAN'S REPORT:** NONE

**NEW BUSINESS:** NONE

**ADJOURNMENT:** The HACD Meeting was adjourned by 6:10pm upon motion verbally by Commissioner Estefan seconded by Commissioner Yamin and Chairman Chieffalo the meeting was adjourned.



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Michael Dapolite  
Kim Nolan

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the DHA CORP was held on April 16, 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 verbally by Commissioner Estefan and seconded by Commissioner Yamin & Chairman Chieffalo the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-APRIL 16th REGULAR MEETING:** The minutes of March 19th, 2020 Regular Meeting was unanimously approved upon motion verbally by Commissioner Estefan and second by Chairman Chieffalo 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.

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

**RESOLUTION 244** the Board of Commissioners of the DHA Corp authorizes the Executive Director to amend the Statement of Procurement Policy effective May 1, 2020. Upon motion verbally by Commissioner Estefan and second by Commissioner Yamin and Chairman Chieffalo the resolution was unanimously adopted.

**CHAIRMAN'S REPORT:** NONE

**NEW BUSINESS:** NONE

**ADJOURNMENT:** The DHA Corp Meeting was adjourned by 6:12pm upon motion verbally by Commissioner Estefan seconded by Commissioner Yamin and Chairman Chieffalo the was adjourned.



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**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the HACD CORP was held on April 16, 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 verbally by Commissioner Estefan and seconded by Commissioner Yamin the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-APRIL 16th REGULAR MEETING:** The minutes of March 19th, 2020 Regular Meeting was unanimously approved upon motion verbally 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.

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

**RESOLUTION 326** the Board of Commissioners of the HACD Corp authorizes the Executive Director to amend the Statement of Procurement Policy effective May 1, 2020. Upon motion verbally by Commissioner Estefan and second by Commissioner Yamin and Chairman Chieffalo the resolution was unanimously adopted.

**RESOLUTION 327** the Board of Commissioners of the HACD Corp authorizes the Executive Director to submit an application to the City of Danbury's 2020 Community Development Block Grant Program for the 98 Elm Street Demolition Project, in the amount of seventy thousand, six-hundred and seventy three dollars (\$70,673). Upon motion verbally by Commissioner Estefan and second by Commissioner Yamin and Chairman Chieffalo the resolution was unanimously adopted.

**CHAIRMAN'S REPORT:** NONE

**NEW BUSINESS:** NONE

**ADJOURNMENT:** The HACD Corp Meeting was adjourned by 6:18pm upon motion verbally by Commissioner Estefan seconded by Commissioner Yamin and Chairman Chieffalo the meeting was adjourned.