



## THE HOUSING AUTHORITY OF THE CITY OF DANBURY

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

MARY C. SISTRUNK, EXECUTIVE DIRECTOR

### MINUTES

#### BOARD OF COMMISSIONERS

#### REGULAR MEETING

JUNE 20, 2019

#### COMMISSIONERS PRESENT:

Domenico Chieffalo  
Ray Yamin  
Paul Estefan  
Stan Watkins  
Rose Morrison

#### STAFF PRESENT:

Mary C. Sistrunk  
Jeffrey Pagelson  
Jackie Elam  
Jennifer DaSilva  
Devin Marra  
Jessie Castro  
Michael Dapolite  
Dionne Carr  
Kim Nolan

#### ATTENDEES:

CHRO-AL

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the HACD was held on June 20, 2019 at 5:30 pm, at Crosby Manor 84 W. Wooster Danbury, CT. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and / or comments. Upon motion by Commissioner Watkins and second by Chairman Commissioner Chieffalo the meeting was call to order.

**PUBLIC COMMENTS:** CHRO-AL comments-Laundry rooms being handicap accessible, meeting with Resident Council to discuss programs, activities and installing free Wi-Fi. Also ask where Kevin Barry office.

**APPROVAL OF MINUTES-JUNE 2019 REGULAR MEETING:** The minutes of June 20<sup>th</sup> 2019 Regular Meeting was unanimously approved upon motion by Commissioner Watkins and second by Commissioner Estefan.

**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 DaSilva Sec 8 Manager & Jackie Elam Chief Operating Officer.

**APRIL, 2019 FINANCIAL REPORTS:** All Reports reviewed by Jeffrey Pagelson Chief Financial Officer.

**RESOLUTION 1520** 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 Pest Control Services with EB Exterminating in an amount not-to-exceed twenty five thousand one hundred sixty five dollars (\$25,165.00) for one (1) year, with the option to extend for three (3) additional one (1) year terms. Upon motion by Commissioner Watkins, Commissioner Estefan and second verbally by Commissioner Watkins & Morrison the resolution was unanimously adopted.

**RESOLUTION 1521** Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to execute a contract for tree services with Budget Tree Services in an amount not-to-exceed twenty two thousand dollars (\$22,000.00) for a one (1) year contract term, with the option to extend for four (4) additional one (1) year contract terms. Upon motion by Commissioner Yamin, and second verbally by Commissioner Morrison the resolution was unanimously adopted.

**RESOLUTION 1522** Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to submit the Annual Progress Report to the U.S. Department of Housing & Urban Development for Shelter Plus Care Grant CT0003L1E051710, for the reporting year May 1, 2018 through April 30, 2019. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1523** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to incorporate the updates to the Section 8 Administrative Plan in Chapter 4, Section G and Chapter 23 Sections B, H, M and N. Upon motion by Commissioner Yamin and second by Commissioner Estefan the resolution was unanimously adopted.

**RESOLUTION 1524** 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 update the language in Section 14.0 to conform with the Housing Choice Voucher Administrative Plan as well as the Project Based Voucher program requirements per 24 CFR 982 and 983; Upon motion by Commissioner Estefan, and second verbally by Commissioner Morrison the resolution was unanimously adopted.

**RESOLUTION 1525** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to close the Laurel Gardens two and three bedroom wait lists and the Eden Drive two bedroom wait list on for Monday, July 8th, 2019 at 5:00 PM, and shall remain closed until further notice.. Upon motion by Commissioner Estefan, and second verbally by Commissioner Morrison, Commissioner Watkins the resolution was unanimously adopted.

**RESOLUTION 1526** Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to implement a Password Policy that sets for the standard by which electronic passwords shall be administered for all HACD-owned devices and accounts, effective July 1, 2019. Upon motion by Commissioner Yamin, second by Commissioner Estefan the resolution was unanimously adopted.

**RESOLUTION 1527** Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to apply for and enter into the State of Connecticut Purchasing Card Program. Upon motion by Commissioner Yamin and second verbally by Commissioner Morrison and Commissioner Watkins the resolution was unanimously adopted.

**CHAIRMAN'S REPORT:** NONE

**NEW BUSINESS:** NONE

**ADJOURNMENT:** The Meeting was adjourned by 6:07 pm upon motion by Commissioner Estefan, seconded by Commissioner Yamin.



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Kim Nolan

#### ATTENDEES:

CHRO-AL

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the DHA CORP was held on June 20, 2019 at 5:30 pm, at Crosby Manor 84 W. Wooster Danbury, CT. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and / or comments. Upon motion by Commissioner Estefan and second by Vice Chairman Commissioner Yamin the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-JUNE 2019 REGULAR MEETING:** The minutes of June 20<sup>th</sup> 2019 Regular Meeting was unanimously approved upon motion by Commissioner Yamin and second by Commissioner Estefan.

**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 DaSilva Sec 8 Manager & Jackie Elam Chief Operating Officer.

**APRIL, 2019 FINANCIAL REPORTS:** All Reports reviewed by Jeffrey Pagelson Chief Financial Officer.

**RESOLUTION –NONE**

**CHAIRMAN'S REPORT:** NONE

**NEW BUSINESS:** NONE

**ADJOURNMENT:** The DHA CORP Meeting was adjourned by 6:12 pm upon motion by Commissioner Yamin, seconded by Commissioner Estefan



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#### ATTENDEES:

CHRO-AL

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the HACD CORP was held on June 20, 2019 at 5:30 pm, at Crosby Manor 84 W. Wooster Danbury, CT. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and / or comments. Upon motion by Commissioner Estefan and second by Vice Chairman Commissioner Yamin the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-JUNE 2019 REGULAR MEETING:** The minutes of June 20<sup>th</sup> 2019 Regular Meeting was unanimously approved upon motion by Commissioner Yamin and second by Commissioner Estefan.

**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 DaSilva Sec 8 Manager & Jackie Elam Chief Operating Officer.

**APRIL, 2019 FINANCIAL REPORTS:** All Reports reviewed by Jeffrey Pagelson Chief Financial Officer.

**RESOLUTION 306** HACD CORP's Board of Commissioners authorizes the Executive Director to exercise the first (1st) year option to extend the contract for Pest Control Services with EB Exterminating in an amount not-to-exceed nine hundred and ninety dollars (\$990.00) for one (1) year, with the option to extend for three (3) additional one (1) year terms. Upon motion by Commissioner Yamin, second by Commissioner Estefan the resolution was unanimously adopted.

**RESOLUTION 307** HACD CORP's Board of Commissioners authorizes the Executive Director to execute a contract for tree services with Budget Tree Services in an amount not-to-exceed two thousand dollars (\$2,000.00) for a one (1) year contract term, with the option to extend for four (4) additional one (1) year contract terms. Upon motion by Commissioner Estefan second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 308** HACD CORP's Board of Commissioners authorizes the Executive Director to enter into Memorandum of Understanding with Opening Doors Fairfield County. (TABLED)

**RESOLUTION 309** Board of Commissioners for the HACD CORP authorizes the Executive Director to implement a Password Policy that sets for the standard by which electronic passwords shall be administered for all HACD CORP -owned devices and accounts, effective July 1, 2019. Upon motion by Commissioner Yamin, second by Commissioner Estefan the resolution was unanimously adopted.

**CHAIRMAN'S REPORT:** NONE

**NEW BUSINESS:** NONE

**ADJOURNMENT:** The HACD CORP Meeting was adjourned by 6:19 pm upon motion by Commissioner Yamin, seconded by Commissioner Estefan