



THE HOUSING AUTHORITY OF THE CITY OF DANBURY

DOMENICO CHIEFFALO, CHAIRMAN
RAYMOND YAMIN, VICE CHAIRMAN
STANLEY WATKINS, TREASURER
JAMES ZEH, COMMISSIONER
PALL STEFAN, COMMISSIONER

CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

MINUTES

BOARD OF COMMISSIONER

REGULAR MEETING

August 21, 2014

COMMISSIONERS PRESENT:

Dom Chieffalo
Raymond Yamin
Paul Estefan
Jim Zeh

STAFF PRESENT:

Carolyn Sistrunk
Michael Dapolite
Jackie Elam
Kathy Quallen
Jennifer Delaney
Benjamin Gold
Kevin Barry
Amy Anderson

ATTENDEES:

Rose Morrison
Rich Larsen
Peter Green

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the Housing Authority of the City of Danbury will be held on August 21, 2014 at 5:30pm, at Eden Drive One Hundred Forty Six Eden Drive, Danbury, CT. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and/or comments. Upon motion by Commissioner Estefan and second by Commissioner Yamin, the meeting was call to order.

PUBLIC COMMENTS: None

APPROVAL OF MINUTES-AUGUST, 2014 REGULAR MEETING: The Minutes of August, 2014 Regular Meeting were unanimously approved. Upon motion by Commissioner Estefan and second by Commissioner Zeh.

RESIDENT COUNCIL REPORT: Election in September, Conference in Sept., Annual Meetings, Labor Day Cookout

AUTHORITY MANAGEMENT REPORT PUBLIC HOUSING & HCV PROGRAM: Public Housing reviewed by Michael Dapolite-Asset Manager, HCV Housing reviewed by Jackie Elam-Chief Operating Office.

FINANCIALS, PHAS REPORT & CHECK REGISTER JUNE 2014: Financials, PHAS Indicators and Check Register Reports reviewed by Kathleen Quallen Chief Financial Officer.

RESOLUTION 1179 the Board of Commissioners of the Housing Authority of the City of Danbury hereby authorizes the Executive Director to proceed with month to month extension with DocuSource for copy machine services for three (3) months, from September 15, 2014 until December 14, 2014, at the same monthly cost for all machines (\$1,580.00), in order to evaluate state contracts and other opportunities to obtain the best possible pricing that is most beneficial to the HACD. The cost remains the same as previous months. The total not to exceed amount will be \$4,740.00. Upon motion by Commissioner Estefan and second by Commissioner Zeh, the resolution was unanimously adopted.

RESOLUTION 1180 that the Board of Commissioners for HACD hereby authorize the Executive Director to execute a contract with NSI Clean Worldwide, Inc. for Cleaning Services, for a period from August 23, 2014 to August 22, 2015 for an amount of \$5,280.00 for cleaning at 2 Mill Ridge Road and an additional \$15,000.00 per year for unit cleaning as needed for a total not to exceed amount of \$20,280.00 per year, with the option to renew for four (4) additional one (1) year terms at the convenience of HACD Upon motion by Commissioner Estefan and second by Commissioner Zeh, the resolution was unanimously adopted.

RESOLUTION 1181 the HACD Board of Commissioners authorizes the Executive Director to submit the Fiscal Year 2013 Financial Statement to the State of Connecticut and the Department of Housing and Urban Development. Upon motion by Commissioner Estefan and second by Commissioner Zeh, the resolution was unanimously adopted.

RESOLUTION 1182 the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to execute any and all documents required to complete the recoverable grant closing with DOH and CHFA and, furthermore authorizes the Executive Director to engage HACD Corporate Counsel to represent HACD in the recoverable grant closing effective the date of this resolution. Upon motion by Commissioner Estefan and second by Commissioner Zeh, the resolution was unanimously adopted.

RESOLUTION 1183 the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to amend Article II, Section 10 of the By-laws and establish an Assistant Secretary Position, pending legal review. Upon motion by Commissioner Estefan and second by Commissioner Zeh, the resolution was unanimously adopted.

RESOLUTION 1184 the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to execute a contract in the amount of \$29,850.00 with Quisenberry Arcari, LLC for Architectural and Engineering services required for ADA unit conversion as required under the Voluntary Compliance Agreement. Upon motion by Commissioner Estefan and second by Commissioner Zeh, the resolution was unanimously adopted

RESOLUTION 1185 the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to execute a contract in the amount of \$45,600 with Quisenberry Arcari, LLC for Architectural and Engineering services related to the "comprehensive needs assessment". Upon motion by Commissioner Estefan and second by Commissioner Zeh, the resolution was unanimously adopted

RESOLUTION 1186 the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to establish Asset Manager, Jennifer Delaney, signature authority for approving procurement expenditures up to a maximum amount of \$10,000.00, per expenditure, in accordance with its Procurement Policy. Upon motion by Commissioner Estefan and second by Commissioner Zeh, the resolution was unanimously adopted

RESOLUTION 1187 the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director develop and submit a Replacement Housing Plan and development proposal in the amount of Four Hundred Twenty One Thousand, Eighty One Thousand Dollars to the Department of Housing and Urban Development. BE IT FURTHER RESOLVED that that the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to purchase three replacement Housing units as permanent rental housing opportunities or low- and moderate-income veteran families in the City of Danbury and to execute all documents necessary to perfect the purchase the Replacement Housing eligible properties. Upon motion by Commissioner Estefan and second by Commissioner Zeh, the resolution was unanimously adopted

CHAIRMAN'S REPORT: None

NEW BUSINESS: None

ADJOURNMENT: The HACD BOC Meeting was adjourned by 6:15pm upon motion by Commissioner Estefan, seconded by Commissioner Zeh



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

CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

MINUTES BOARD OF COMMISSIONERS REGULAR MEETING

AUGUST 21, 2014

COMMISSIONERS PRESENT:

Dom Chieffalo
Raymond Yamin
Paul Estefan
Jim Zeh

STAFF PRESENT:

Carolyn Sistrunk
Michael Dapolite
Jackie Elam
Kathy Quallen
Jennifer Delaney
Benjamin Gold
Kevin Barry
Amy Anderson

ATTENDEES:

Rose Morrison
Rich Larsen
Peter Green

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the DHA CORP will be held on August 21, 2014 at 6:15pm, at Eden Drive One Hundred Forty Six Eden Drive, Danbury, CT Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and/or comments. Upon motion by Commissioner Estefan and second by Commissioner Yamin, the meeting was call to order.

PUBLIC COMMENTS: None

APPROVAL OF MINUTES-AUGUST, 2014 REGULAR MEETING: The Minutes of August, 2014 Regular Meeting were unanimously approved. Upon motion by Commissioner Estefan and second by Commissioner Zeh.

RESIDENT COUNCIL REPORT: Election in September, Conference in Sept., Annual Meetings, Labor Day Cookout

AUTHORITY MANAGEMENT REPORT PUBLIC HOUSING & HCV PROGRAM: Public Housing reviewed by Michael Dapolite-Asset Manager, HCV Housing reviewed by Jackie Elam-Chief Operating Office.

FINANCIALS JUNE 2014: Financial Reports reviewed by Kathleen Quallen Chief Financial Officer

RESOLUTION 184: the Board of Commissioners for the DHA CORP authorizes the Executive Director to amend Article II, Section 10 of the By-laws and establish an Assistant Secretary Position, pending legal review. Upon motion by Commissioner Estefan and second by Commissioner Zeh, the resolution was unanimously adopted

CHAIRMAN'S REPORT: None

NEW BUSINESS: None

ADJOURNMENT: The DHA CORP BOC Meeting was adjourned by 6:16pm upon motion by Commissioner Estefan, seconded by Commissioner Zeh



THE HOUSING AUTHORITY OF THE CITY OF DANBURY

DO ME NICO CHIEFFALO, CHAIRMAN
RAYMOND YAMIN, VICE CHAIRMAN
STANLEY WATKINS, TREASURER
JAMES ZEN, COMMISSIONER
PAUL ESTEFAN, COMMISSIONER

CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

BOARD OF COMMISSIONERS

REGULAR MEETING

AUGUST 21, 2014

COMMISSIONERS PRESENT:

Dom Chieffalo
Raymond Yamin
Paul Estefan
Jim Zeh

STAFF PRESENT:

Carolyn Sistrunk
Michael Dapolite
Jackie Elam
Kathy Quallen
Jennifer Delaney
Benjamin Gold
Kevin Barry

ATTENDEES:

Rose Morrison
Rich Larsen
Peter Green

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the HACD CORP will be held on August 21, 2014 at 6:16pm, at Eden Drive One Hundred Forty Six Eden Drive, Danbury, CT Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and/or comments. Upon motion by Commissioner Estefan and second by Commissioner Yamin, the meeting was call to order.

PUBLIC COMMENTS: None

APPROVAL OF MINUTES-JULY 17, 2014 REGULAR MEETING: The Minutes of August, 2014 Regular Meeting were unanimously approved. Upon motion by Commissioner Estefan and second by Commissioner Zeh.

RESIDENT COUNCIL REPORT: Election in September, Conference in Sept., Annual Meetings, Labor Day Cookout

AUTHORITY MANAGEMENT REPORT PUBLIC HOUSING & HCV PROGRAM: Public Housing reviewed by Michael Dapolite-Asset Manager, HCV Housing reviewed by Jackie Elam-Chief Operating Office.

JUNE, 2014 FINANCIALS: Financial Reports reviewed by Kathleen Quallen Chief Financial Officer

RESOLUTION 203 that the Board of Commissioners for HACD CORP hereby authorizes the Executive Director to proceed with month to month extension with DocuSource for copy machine services for three (3) months, from September 15, 2014 until December 14, 2014, at the same monthly cost for all machines (\$1,580.00), in order to evaluate state contracts and other opportunities to obtain the best possible pricing that is most beneficial to the HACD. The cost remains the same as previous months. The total not to exceed amount will be \$4,740.00 Upon motion by Commissioner Estefan and second by Commissioner Zeh, the resolution was unanimously adopted

RESOLUTION 204 the Board of Commissioners for HACD CORP hereby authorize the Executive Director to execute a contract with NSI Clean Worldwide, Inc. for Cleaning Services, for a period from August 23, 2014 to August 22, 2015 for an amount of \$5,280.00 for cleaning at 2 Mill Ridge Road and an additional \$15,000.00 per year for unit cleaning as needed for a total not to exceed amount of \$20,280.00 per year, with the option to renew for four (4) additional one (1) year terms at the convenience of HACD CORP. Upon motion by Commissioner Estefan and second by Commissioner Zeh, the resolution was unanimously adopted

RESOLUTION 205 the Board of Commissioners for the HACD CORP authorizes the Executive Director to amend Article II, Section 10 of the By-laws and establish an Assistant Secretary Position, pending legal review. Upon motion by Commissioner Estefan and second by Commissioner Zeh, the resolution was unanimously adopted

CHAIRMAN'S REPORT: None

NEW BUSINESS: None

ADJOURNMENT: The HACD CORP BOC Meeting was adjourned by 6:21pm upon motion by Commissioner Estefan, seconded by Commissioner Zeh