



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

NOVEMBER 17, 2016

COMMISSIONERS PRESENT:

Domenico Chieffalo
Raymond Yamin
Paul Estefan
Stan Watkins
Rose Morrison

STAFF PRESENT:

Mary C. Sistrunk
Jackie Elam
Kathy Quallen
Jennifer Delaney
Michael Dapolite
Devin Marra
Dionne Carr
Kim Nolan

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the HACD was held on Thursday, November 17, 2016 at 5:30 pm, at 2 Mill Ridge Road, 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 Watkins, the meeting was call to order.

PUBLIC COMMENTS: None

APPROVAL OF MINUTES-NOVEMBER 2016 REGULAR MEETING: The minutes of November, 2016 Regular Meeting were unanimously approved upon motion by Commissioner Watkins and second by Commissioner Estefan.

RESIDENT COUNCIL REPORT: Annual Resident Council Meeting is Nov. 21, 2016 5pm at Ives Manor

AUTHORITY MANAGEMENT REPORTS PUBLIC HOUSING & HOUSING CHOICE VOUCHER PROGRAM: Public Housing reviewed by Michael Dapolite-Asset Manager, HCV Housing reviewed by Jackie Elam-Chief Operating Officer

SEPTEMBER, 2016 FINANCIALS, PHAS INDICATOR & CHECK REGISTER REPORTS: : Financials Report reviewed by Kathleen Quallen Chief Financial Officer

RESOLUTION 1352 the HACD Board of Commissioners authorizes the Executive Director to publish the 2017 Board of Commissioners Meetings Calendar as follows:

2017 Board Meeting Calendar

<u>Date</u>	<u>Time</u>		<u>Location</u>
January 19, 2017	5:30pm	Regular	2 Mill Ridge Road
February 16, 2017	5:30pm	Regular	2 Mill Ridge Road
March 16, 2017	5:30pm	Regular	Wooster Manor
April 20, 2017	5:30pm	Regular	Putman Towers
May 18, 2017	5:30pm	Regular	Glen Apartments
June 15, 2017	5:30pm	Regular	Crosby Manor
July 20, 2017	5:30pm	Regular	Laurel Garden
August 17, 2017	5:30pm	Regular	Eden Drive
September 21, 2017	5:30pm	Regular	Wooster Manor
October 19, 2017	5:30pm	Regular	2 Mill Ridge Road
November 16, 2017	5:30pm	Regular	2 Mill Ridge Road
December 21, 2017	5:30pm	Regular	2 Mill Ridge Road

Upon motion by Commissioner Estefan and second by Commissioner Watkins, the resolution was unanimously adopted.

RESOLUTION 1353 the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to enter into a joinder contract with Neopost USA in a total amount not-to-exceed (NTE) eight thousand two hundred sixty eight dollars (\$8,268.00) per year. Upon motion by Commissioner Estefan and second by Commissioner Watkins, the resolution was unanimously adopted.

RESOLUTION 1354 Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to continue utilizing the original contract for auditing services through Novogradac & Company LLP. Upon motion by Commissioner Estefan and second by Commissioner Yamin, the resolution was unanimously adopted.

RESOLUTION 1355 the Board of Commissioners for the HACD authorizes the Executive Director to enter into a contract with Jennings Oil Company, to provide #2 fuel oil at a fixed rate of \$1.949 per gallon for a term of one (1) year. Upon motion by Commissioner Estefan and second by Commissioner Watkins, the resolution was unanimously adopted.

RESOLUTION 1356 the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to exercise the fourth and final year option to extend the contract for Inspection Services awarded to Elite Inspections, LLC in the amount not-to-exceed thirty seven thousand five hundred dollars (\$37,500). Upon motion by Commissioner Yamin and second by Commissioner Watkins, the resolution was unanimously adopted.

RESOLUTION 1357 the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to write-off Twenty Four Thousand Two-Hundred Thirty-Six dollars and Ten Cents (\$24,236.10) in outstanding vacated tenant account receivables for the period of January 1, 2016 through November 14, 2016. Upon motion by Commissioner Estefan and second by Commissioner Yamin, the resolution was unanimously adopted.

RESOLUTION 1358 the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director, pending HUD/CHFA review, to execute a contract with Cutting Edge Lawn Care for the Snow Removal Services at Glen Apartments in an amount not-to-exceed thirty thousand dollars (\$30,000.00). Upon motion by Commissioner Estefan and second by Commissioner Watkins, the resolution was unanimously adopted.

RESOLUTION 1359 the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director, pending HUD/CHFA review, to execute a contract with Cutting Edge Lawn Care for Landscaping Services at Glen Apartments in an amount not-to-exceed forty thousand dollars (\$40,000.00). Upon motion by Commissioner Watkins and second by Commissioner Yamin, the resolution was unanimously adopted.

CHAIRMAN'S REPORT: NONE

NEW BUSINESS: Annual Holiday Luncheon-Dec. 21, 2016 1pm

ADJOURNMENT: The HACD Meeting was adjourned by 5:57pm upon motion by Commissioner Yamin seconded by Commissioner Estefan.



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Kathy Quallen
Jennifer Delaney
Michael Dapolite
Devin Marra
Dionne Carr
Kim Nolan

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the DHA CORP will be held on Thursday, November 17, 2016 at 5:30 pm, at 2 Mill Ridge Road, 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 Watkins, the meeting was call to order.

PUBLIC COMMENTS: None

APPROVAL OF MINUTES-NOVEMBER 2016 REGULAR MEETING: The minutes of November, 2016 Regular Meeting were unanimously approved upon motion by Commissioner Watkins and second by Commissioner Yamin.

RESIDENT COUNCIL REPORT: None

AUTHORITY MANAGEMENT REPORTS PUBLIC HOUSING & HOUSING CHOICE VOUCHER PROGRAM: Public Housing reviewed by Michael Dapolite-Asset Manager, HCV Housing reviewed by Jackie Elam-Chief Operating Officer

SEPTEMBER, 2016 FINANCIALS: : Financials Report reviewed by Kathleen Quallen Chief Financial Officer

RESOLUTION 206 the DHA CORP Board of Commissioners authorizes the Executive Director to publish the 2017 Board of Commissioners Meetings Calendar as follows:

2017 Board Meeting Calendar

<u>Date</u>	<u>Time</u>		<u>Location</u>
January 19, 2017	5:30pm	Regular	2 Mill Ridge Road
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June 15, 2017	5:30pm	Regular	Crosby Manor
July 20, 2017	5:30pm	Regular	Laurel Garden
August 17, 2017	5:30pm	Regular	Eden Drive
September 21, 2017	5:30pm	Regular	Wooster Manor
October 19, 2017	5:30pm	Regular	2 Mill Ridge Road
November 16, 2017	5:30pm	Regular	2 Mill Ridge Road
December 21, 2017	5:30pm	Regular	2 Mill Ridge Road

Upon motion by Commissioner Estefan and second by Commissioner Watkins, the resolution was Unanimously adopted.

RESOLUTION 255 that HACD Corp's Board of Commissioners authorizes the Executive Director to continue utilizing the original contract for auditing services through Novogradac & Company LLP. Upon motion by Commissioner Yamin and second by Commissioner Watkins, the resolution was unanimously adopted.

CHAIRMAN'S REPORT: NONE

NEW BUSINESS: Annual Holiday Luncheon-Dec. 21, 2016 1pm

ADJOURNMENT: The DHA CORP Meeting was adjourned by 5:58pm upon motion by Commissioner Yamin seconded by Commissioner Estefan.



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Kim Nolan

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the HACD CORP will be held on Thursday, November 17, 2016 at 5:30 pm, at 2 Mill Ridge Road, Danbury, CT. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and/or comments. Upon motion by Commissioner Watkins and second by Commissioner Estefan, the meeting was call to order.

PUBLIC COMMENTS: None

APPROVAL OF MINUTES-NOVEMBER 2016 REGULAR MEETING: The minutes of November, 2016 Regular Meeting were unanimously approved upon motion by Commissioner Estefan and second by Commissioner Watkins.

RESIDENT COUNCIL REPORT: None

AUTHORITY MANAGEMENT REPORTS PUBLIC HOUSING & HOUSING CHOICE VOUCHER PROGRAM:

Public Housing reviewed by Michael Dapolite-Asset Manager, HCV Housing reviewed by Jackie Elam-Chief Operating Officer

SEPTEMBER, 2016 FINANCIALS: : Financials Report reviewed by Kathleen Quallen Chief Financial Officer

RESOLUTION 254 the HACD CORP Board of Commissioners authorizes the Executive Director to publish the 2017 Board of Commissioners Meetings Calendar as follows:

2017 Board Meeting Calendar

<u>Date</u>	<u>Time</u>		<u>Location</u>
January 19, 2017	5:30pm	Regular	2 Mill Ridge Road
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October 19, 2017	5:30pm	Regular	2 Mill Ridge Road
November 16, 2017	5:30pm	Regular	2 Mill Ridge Road
December 21, 2017	5:30pm	Regular	2 Mill Ridge Road

Upon motion by Commissioner Estefan and second by Commissioner Watkins, the resolution was Unanimously adopted.

RESOLUTION 255 that HACD Corp's Board of Commissioners authorizes the Executive Director to continue utilizing the original contract for auditing services through Novogradac & Company LLP. Upon motion by Commissioner Yamin and second by Commissioner Estefan, the resolution was unanimously adopted.

CHAIRMAN'S REPORT: NONE

NEW BUSINESS: Annual Holiday Luncheon-Dec. 21, 2016 1pm

ADJOURNMENT: The HACD CORP Meeting was adjourned by 6:01pm upon motion by Commissioner Yamin seconded by Commissioner Estefan.