



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 19, 2015

COMMISSIONERS PRESENT:

Domenico Chieffalo
Paul Estefan
Stan Watkins
Rose Morrison

STAFF PRESENT:

Mary C. Sistrunk
Jackie Elam
Kathy Quallen
Michael Dapolite
Devin Marra
Dionne Carr

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for **the Housing Authority of the City of Danbury** was held on Thursday, November 19, 2015 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 2015 REGULAR MEETING: The minutes of November, 2015 Regular Meeting were unanimously approved upon motion by Commissioner Estefan and second by Commissioner Watkins.

RESIDENT COUNCIL REPORT: NONE

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

SEPTEMBER, 2015 FINANCIALS, PHAS INDICATOR & CHECK REGISTER: Financials, PHAS Indicator and Check Register Reports reviewed by Kathleen Quallen Chief Financial Officer

RESOLUTION 1284 the Housing Authority of the City of Danbury authorizes the Executive Director to publish the 2016 Board of Commissioners Meetings Calendar as follows:

2016 Board Meeting Calendar

<u>Date</u>	<u>Time</u>		<u>Location</u>
January 21, 2016	5:30pm	Regular	2 Mill Ridge Road
February 18, 2016	5:30pm	Regular	2 Mill Ridge Road
March 17, 2016	5:30pm	Regular	Wooster Manor
April 21, 2016	5:30pm	Regular	Putman Towers
May 19, 2016	5:30pm	Regular	Glen Apartments
June 16, 2016	5:30pm	Regular	Crosby Manor
July 21, 2016	5:30pm	Regular	Laurel Garden
August 18, 2016	5:30pm	Regular	Eden Drive
September 15, 2016	5:30pm	Regular	Wooster Manor
October 20, 2016	5:30pm	Regular	2 Mill Ridge Road
November 17, 2016	5:30pm	Regular	2 Mill Ridge Road
December 15, 2016	5:30pm	Regular	2 Mill Ridge Road

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

RESOLUTION 1285 the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to adopt and implement the proposed Utility Allowance Schedule for the Housing Choice Voucher Program, effective December 1, 2015. Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted.

RESOLUTION 1286 the Board of Commissioners for the HACD authorizes the Executive Director to contract with HealthyCT to provide a high deductible health insurance plan at an annual cost for current staff of \$439,812 and to contract with Assurant for dental insurance at an annual cost of \$35,054 for the period 12/1/15 through 11/30/16. Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted.

RESOLUTION 1287 the Board of Commissioners of the Housing Authority of the City of Danbury authorizes the Executive Director to write-off identified Forty Eight Thousand Six Hundred and Eighty Eight Dollars and Twenty Eight Cents (\$48,688.28) in outstanding vacated tenant account receivables for the period of January 1, 2015 through November 13, 2015. Upon motion by Commissioner Watkins and second by Commissioner Morrison the resolution was unanimously adopted.

RESOLUTION 1288 the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to authorize one hundred eighty-five and three-quarter (185.75) hours to be carried over into 2016 for seven (7) administrative employees. Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted.

RESOLUTION 1289 the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to negotiate with the City of Danbury Tax Assessor/Finance Office to establish a renewed, amended and or extended Tax Abatement for the Glen Apartment property. Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted.

CHAIRMAN'S REPORT: NONE

NEW BUSINESS: Annual Holiday Luncheon-Dec. 22, 2015 1pm

ADJOURNMENT: The HACD Meeting was adjourned by 5:51pm upon motion by Commissioner Watkins seconded by Commissioner Estefan.



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Jackie Elam
Kathy Quallen
Michael Dapolite
Devin Marra
Dionne Carr

Call to order: The Regular Meeting of the Board of Commissioners for the **DHA CORP** will be held on Thursday, November 19, 2015 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 2015 REGULAR MEETING: The minutes of November, 2015 Regular Meeting were unanimously approved upon motion by Commissioner Estefan and second by Commissioner Watkins.

RESIDENT COUNCIL REPORT: NONE

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

SEPTEMBER, 2015 FINANCIALS: Financials, PHAS Indicator and Check Register Reports reviewed by Kathleen Quallen Chief Financial Officer

RESOLUTION 196 the Board of Commissioners for the DHA HOUSING CORP authorizes the Executive Director to write-off four thousand, two hundred and three dollars and eighty three cents (\$4,203.83) in outstanding tenant account receivables for the period of January 1, 2015 through November 13, 2015. Upon motion by Commissioner Estefan and second by Commissioner Morrisson the resolution was unanimously adopted.

Ives Manor	\$3,484.41
	\$244.24
	\$475.18
	\$4,203.83

RESOLUTION 197 the DHA CORP Board of Commissioners authorizes the Executive Director to negotiate with the City of Danbury Tax Assessor/Finance Office to establish a renewed, amended and or extended Tax Abatement for the Ives Manor property. Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

CHAIRMAN'S REPORT: NONE

NEW BUSINESS: Annual Holiday Luncheon-Dec. 22, 2015 1pm

ADJOURNMENT: The DHA CORP Meeting was adjourned by 6:00pm upon motion by Commissioner Watkins seconded by Commissioner Estefan.



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Dionne Carr

Call to order: The Regular Meeting of the Board of Commissioners for the **HACD CORP** will be held on Thursday, November 19, 2015 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 2015 REGULAR MEETING: The minutes of November, 2015 Regular Meeting were unanimously approved upon motion by Commissioner Estefan and second by Commissioner Watkins.

RESIDENT COUNCIL REPORT: NONE

AUTHORITY MANAGEMENT REPORT PUBLIC HOUSING & HOUSING CHOICE VOUCHER PROGRAM:

SEPTEMBER, 2015 FINANCIALS:

RESOLUTION 234 the HACD CORP Board of Commissioners authorizes the Executive Director to publish the 2016 Board of Commissioners Meetings Calendar as follows:

2016 Board Meeting Calendar

Date	Time	Type	Location
January 21, 2016	5:30pm	Regular	2 Mill Ridge Road
February 18, 2016	5:30pm	Regular	2 Mill Ridge Road
March 17, 2016	5:30pm	Regular	Wooster Manor
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November 17, 2016	5:30pm	Regular	2 Mill Ridge Road
December 15, 2016	5:30pm	Regular	2 Mill Ridge Road

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

RESOLUTION 235 the Board of Commissioners for the HACD CORP HOUSING authorizes the Executive Director to adopt and implement the proposed Utility Allowance Schedule for the Housing Choice Voucher Program, effective December 1, 2015. Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

CHAIRMAN'S REPORT: NONE

NEW BUSINESS: Annual Holiday Luncheon-Dec. 22, 2015 1pm

ADJOURNMENT: The HACD CORP Meeting was adjourned by 6:05pm upon motion by Commissioner Watkins seconded by Commissioner Estefan.