



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

DECEMBER 17, 2015

COMMISSIONERS PRESENT:

Domenico Chieffalo
Raymond Yamin
Paul Estefan
Stan Watkins
Rose Morrison

STAFF PRESENT:

Mary C. Sistrunk
Jackie Elam
Karen Lathem
Jennifer Delaney
Devin Marra
Dionne Carr
Kim Nolan

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the Housing Authority of the City of Danbury was held on Thursday, December 17, 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 Chieffalo, the meeting was call to order.

PUBLIC COMMENTS: None

APPROVAL OF MINUTES-NOVEMBER 2015 REGULAR MEETING: The minutes of December, 2015 Regular Meeting were unanimously approved upon motion by Commissioner Watkins and second by Commissioner Chieffalo.

RESIDENT COUNCIL REPORT: Planning a meeting for January 2016

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

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

RESOLUTION 1288 the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to authorize two hundred twelve and one half hours (212.50) to be carried over into 2016 for ten (10) administrative employees. Upon motion by Commissioner Watkins and second by Commissioner Yamin the resolution was unanimously adopted.

RESOLUTION 1291 the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to exercise the third one (1) year option to extend full elevator maintenance services with Eagle Elevator Company, Inc. at Wooster Manor and Putnam Towers for a NTE amount of fifteen thousand six hundred dollars (\$15,600.00) and an agreed upon hourly rate of two hundred ten dollars (\$210.00) straight time and three hundred fifty seven dollars (\$357.00) overtime; Upon motion by Commissioner Estefan and second by Commissioner Watkin the resolution was unanimously adopted.

RESOLUTION 1292 the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to exercise the first (1st) year option to extend the contract for refuse services awarded to LoStocco Refuse Services, LLC, Inc. for a one (1) year term, from January 1, 2016 to December 31, 2016 in the amount not-to-exceed sixty eight thousand one hundred eighty one dollars and twelve cents (\$68,181.12). Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

RESOLUTION 1293 the Board of commissioners of HACD hereby authorizes the Executive Director to amend the Statement of Procurement Policy. Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted.

RESOLUTION 1294 the Board of Commissioners for The Housing Authority of the City of Danbury authorizes the Executive Director to pay up to six unused sick days to individual staff members at a rate of seventy-five percent of regular pay prior to the end of calendar year 2015. The total amount of sick pay for all staff members combined is not to exceed \$26,100.00. Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted.

RESOLUTION 1295 the Board of Commissioners for The Housing Authority of the City of Danbury authorizes the Executive Director to provide an annual cost of living adjustment of three percent for those staff members identified above for the period beginning January 1, 2016. Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted.

RESOLUTION 1296 the HACD Board of Commissioners authorize the Executive Director to submit a proposed FY 2016 Federal Budget to the Department of Housing and Urban Development. Upon motion by Commissioner Watkins and second by Commissioner Yamin the resolution was unanimously adopted.

RESOLUTION 1297 the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to establish the Housing Choice Voucher Program's 2016 Payment Standards for the Danbury geographical area between 90% and 110% of the Fair Market Rents according to the following schedule, effective October 1, 2015; and

Towns of: Danbury, Bethel, Brookfield, New Fairfield, Newtown, Redding, Ridgefield, Sherman

	2016 Final FMR	2015 Adopted Payment Standards	Difference	% of Difference	2016 Proposed Payment Standards	
Efficiency	1121	1027	24	2.5%	1051	94%
One Bedroom	1393	1287	33	2.5%	1320	95%
Two Bedroom	1775	1662	39	2.5%	1701	96%
Three Bedroom	2224	1973	48	2.5%	2021	91%
Four Bedroom	2884	2497	127	5%	2624	91%

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

RESOLUTION 1298 the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to advertise the opening of its Glen Apartments one-bedroom waiting list and to accept applications for individuals requiring a fully accessible handicap unit, effective December 28, 2015 with no immediate closing date. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

CHAIRMAN REPORT: Happy Holidays

NEW BUSINESS: NONE

ADJOURNMENT: The HACD Meeting was adjourned by 6:00pm upon motion by Commissioner Estefan seconded by Commissioner Yamin.



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Rose Morrison

STAFF PRESENT:

Mary C. Sistrunk
Jackie Elam
Karen Latham
Jennifer Delaney
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, December 17, 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-DECEMBER 2015 REGULAR MEETING: The minutes of December, 2015 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

OCTOBER, 2015 FINANCIALS: : Financials Report reviewed by Kathleen Quallen Chief Financial Officer

RESOLUTION 198 the Board of Commissioners of DHA CORP hereby authorizes the Executive Director to exercise the first (1st) year option to extend the contract for refuse services awarded to LoStocco Refuse Services, LLC, Inc. for a one (1) year term, from January 1, 2016 to December 31, 2016 in the amount not-to-exceed one thousand two hundred dollars (\$1,200.00). . Upon motion by Commissioner Estefan and second by

Commissioner Watkins, the resolution was unanimously adopted.

RESOLUTION 199 the Board of Commissioners hereby authorizes the Executive Director to amend the Procurement Policy. . Upon motion by Commissioner Watkins and second by Commissioner Yamin the resolution was unanimously adopted.

CHAIRMAN REPORT: Happy Holidays

NEW BUSINESS: NONE

ADJOURNMENT: The DHA CORP Meeting was adjourned by 6:03pm upon motion by Commissioner Estefan seconded by Commissioner Watkins.



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Devin Marra
Dionne Carr
Kim Nolan

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the HACD CORP will be held on Thursday, December 17, 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 Yamin, the meeting was call to order.

PUBLIC COMMENTS: None

APPROVAL OF MINUTES-DECEMBER 2015 REGULAR MEETING: The minutes of December, 2015 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

OCTOBER, 2015 FINANCIALS: : Financials Report reviewed by Kathleen Quallen Chief Financial Officer

RESOLUTION 236 the Board of Commissioners of HACD CORP hereby authorizes the Executive Director to exercise the first (1st) year option to extend the contract for refuse services awarded to LoStocco Refuse Services, LLC, Inc. for a one (1) year term, from January 1, 2016 to December 31, 2016 in the amount not-to-exceed one thousand two hundred dollars (\$1,200.00). . Upon motion by Commissioner Estefan and second by

Commissioner Watkins, the resolution was unanimously adopted.

RESOLUTION 237 the Board of Commissioners hereby authorizes the Executive Director to amend the Procurement Policy. . Upon motion by Commissioner Watkins and second by Commissioner Yamin the resolution was unanimously adopted.

RESOLUTION 238 the Board of Commissioners for the HACD Corp. authorizes the Executive Director to establish the Housing Choice Voucher Program's 2016 Payment Standards for the Danbury geographical area between 90% and 110% of the Fair Market Rents according to the following schedule, effective October 2015. . Upon motion by Commissioner Watkins and second by Commissioner Yamin the resolution was unanimously adopted.

Towns of: Danbury, Bethel, Brookfield, New Fairfield, Newtown, Redding, Ridgefield, Sherman

	Current HACD Payment Standards	2016 HUD Proposed FMR	2016 HACD Proposed Payment Standards	% of 2016 Proposed FMR	Difference Current vs. Proposed	% of Difference Current to Proposed
Efficiency	1027	1121	1051	94%	24	2.5%
One Bedroom	1287	1393	1320	95%	33	2.5%
Two Bedroom	1662	1775	1701	96%	39	2.5%
Three Bedroom	1973	2224	2021	91%	48	2.5%
Four Bedroom	2497	2884	2624	91%	127	5%

CHAIRMAN REPORT: Happy Holidays

NEW BUSINESS: NONE

ADJOURNMENT: The HACD CORP Meeting was adjourned by 6:08pm upon motion by Commissioner Estefan seconded by Commissioner Yamin.