



## THE HOUSING AUTHORITY OF THE CITY OF DANBURY

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

CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

### MINUTES

#### BOARD OF COMMISSIONERS

#### REGULAR MEETING

DECEMBER 18, 2014

**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 18, 2014 at 5:30pm, at HACD 2 Mill Ridge Road, Danbury, CT. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and/or comments. Upon motion by Commissioner Yamin and second by Commissioner Zeh, The HACD Meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-DECEMBER, 2014 REGULAR MEETING:** The minutes of December 2014 Regular Meeting were unanimously approved, Upon motion by Commissioner Yamin and second by Commissioner Zeh.

**RESIDENT COUNCIL REPORT:** None

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

**FINANCIALS, PHAS INDICATOR REPORTS, CHECK REGISTER OCT. 2014:** Financials reviewed by Kathleen Quallen Chief Financial Officer.

**RESOLUTION 1215** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to accept wait list applications for its Housing Choice Voucher Program and State Moderate Rental Program (two and three bedroom units only) via online and paper mail-in applications, effective Monday, February 23, 2015 at 8:30 AM through Friday, March 6, 2015 at 4:30 PM. BE IT FURTHER RESOLVED, that 300 applicants shall be chosen to be added to the Housing Choice Voucher Program wait list and 200 applicants shall be chosen for the State Moderate Rental Housing Program using an electronic random lottery method, provided by the Housing Authority's existing software vendor Management Computer Services, on Friday, May 1, 2015. Upon motion by Commissioner Zeh and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1216** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to exercise its first one (1) year option to extend services with Eagle Elevator Company, Inc. for full elevator maintenance and service at Wooster Manor for one year commencing December 17, 2014 until December 16, 2015 for an additional seven thousand eight hundred dollars (\$7,800.00) bringing the total not to exceed contract amount to fifteen thousand six hundred dollars (\$15,600.00). Upon motion by Commissioner Yamin and second by Commissioner Zeh the resolution was unanimously adopted.

**RESOLUTION 1217** the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to execute a contract with Squeaky Clean Services, Inc. for Cleaning Services, for a period from January 13, 2015 to January 12, 2016 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 motions by Commissioner Zeh and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1218** the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to execute a contract with LoStocco Refuse Services, LLC, Inc. for Refuse Services, for a period from January 1, 2015 to December 31, 2015 for an amount of sixty six thousand eight hundred and forty dollars (\$66,840.00) per year, with the option to renew for four (4) additional one (1) year terms at the convenience of HACD. Upon motion by Commissioner Zeh and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1219** the Board of Commissioners for the HACD authorizes the Executive Director to the to exercise its second one (1) year option for IT Services with Zyg Computer Consulting in an amount not to exceed twenty seven thousand seven hundred fifty three dollars and sixty cents (\$27,753.60) from February 1, 2015 until January 31, 2016. Upon motion by Commissioner Yamin and second by Commissioner Zeh the resolution was unanimously adopted.

**RESOLUTION 1220** the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to exercise its second one (1) year option with Fallon & Larson, LLP, for auditing services in an amount not to exceed twenty three thousand five hundred fifty dollars (\$23,550.00) for Fiscal Year 2014 audit and to be effective from February 23, 2015 until February 22, 2016. Upon motion by Commissioner Zeh and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1221** the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to write-off Thirty Five Thousand Three Hundred Fifty Dollars and Four Cents (\$35,350.04) in the outstanding vacated tenant account receivables for the period of January 1, 2014 through December 12, 2014. Upon motion by Commissioner Zeh and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1222** the Board of Commissioners of the HACD authorizes the Executive Director to submit the Annual Progress Report to the U.S. Department of Housing & Urban Development for Shelter Plus Care Grant CT0128L1E051204, for the reporting year May 1, 2013 through June 30, 2014. Upon motion by Commissioner Zeh and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1223** the Board of Commissioners of the Housing Authority of the City of Danbury hereby authorizes the Executive Director to exercise its first one (1) year option with Silent Watchman Security Services, LLC for security services in an amount not to exceed nine thousand nine hundred dollars (\$9,900.00) beginning March 1, 2015 until February 28, 2016 and allocating an additional six thousand five hundred dollars

(\$6,500.00) per year for service and repair. Upon motion by Commissioner Zeh and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1224** 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, 2015. Upon motion by Commissioner Zeh and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1225** the HACD Board of Commissioners authorize the Executive Director to submit a proposed FY 2015 Federal Budget to the Department of Housing and Urban Development. Upon motion by Commissioner Zeh and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1226** 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 2014. The total amount of sick pay for all staff members combined is not to exceed \$26,500.00. Upon motion by Commissioner Zeh and second by Commissioner Yamin the resolution was unanimously adopted.

**CHAIRMAN'S REPORT: NONE**

**NEW BUSINESS: NONE**

**ADJOURNMENT:** The HACD Meeting was adjourned by 6:05 pm upon motion by Commissioner Zeh, seconded by Commissioner Yamin.



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### MINUTES

#### BOARD OF COMMISSIONERS

#### REGULAR MEETING

DECEMBER 18, 2014

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the DHA CORP was held on Thursday, December 18, 2014 at 6:06pm, at HACD 2 Mill Ridge Road, Danbury, CT Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and/or comments. Upon motion by Commissioner Yamin and second by Commissioner Zeh, The DHA Corp Meeting was call to order.

**PUBLIC COMMENTS:** None

**APPROVAL OF MINUTES-DECEMBER 2014 REGULAR MEETING:** The minutes of December 2014 Regular Meeting were unanimously approved, upon motion by Commissioner Yamin and second by Commissioner Zeh.

**RESIDENT COUNCIL REPORT:** None

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

**FINANCIALS 2014:** Financials reviewed by Kathleen Quallen Chief Financial Officer.

**RESOLUTION 187** the Board of Commissioners of the DHA CORP hereby authorize the Executive Director to execute a contract with LoStocco Refuse Services, LLC, Inc. for Refuse Services, for a period from January 1, 2015 to December 31, 2015 for an amount of three thousand six hundred dollars (\$3,600.00) per year, with the option to renew for four (4) additional one (1) year terms at the convenience of DHA CORP. Upon motion by Commissioner Zeh and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 188** the Board of Commissioners of the DHA CORP authorizes the Executive Director to write-off Ninety Eight Dollars and Nine Cents (\$98.09) in the outstanding tenant account receivables for the period of January 1, 2014 through December 12, 2014. Upon motion by Commissioner Zeh and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 189** that DHA CORP's Board of Commissioners authorizes the Executive Director to exercise its second one (1) year option with Fallon & Larson, LLP, for auditing services in an amount not to exceed eight

thousand six hundred and twenty dollars (\$8,620.00) for Fiscal Year 2014 audit and to be effective from February 23, 2015 until February 22, 2016. Upon motion by Commissioner Zeh and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 190** the DHA CORP Board of Commissioners authorizes the Executive Director to exercise its first one (1) year option with Silent Watchman Security Services, LLC for security services in an amount not to exceed one thousand seven hundred dollars (\$1,700.00) beginning March 1, 2015 until February 28, 2016 Upon motion by Commissioner Yamin and second by Commissioner Zeh the resolution was unanimously adopted.

**CHAIRMAN REPORT:** None

**NEW BUSINESS:** None

**ADJOURNMENT:** The DHA Corp Meeting was adjourned by 6:10 pm upon motion by Commissioner Yamin, seconded by Commissioner Zeh.



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### MINUTES

#### BOARD OF COMMISSIONERS

#### REGULAR MEETING

DECEMBER 18, 2014

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the HACD CORP was held on Thursday, December 18, 2014 at 6:10pm, at HACD 2 Mill Ridge Road, Danbury, CT Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and/or comments. Upon motion by Commissioner Yamin and second by Commissioner Zeh, The HACD Corp Meeting was call to order.

**PUBLIC COMMENTS:** None

**APPROVAL OF MINUTES-DECEMBER 2014 REGULAR MEETING:** The minutes of December 2014 Regular Meeting were unanimously approved, upon motion by Commissioner Zeh and second by Commissioner Yamin.

**RESIDENT COUNCIL REPORT:** None

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

**FINANCIALS 2014:** Financials reviewed by Kathleen Quallen Chief Financial Officer.

**RESOLUTION 216** the Board of Commissioners of the HACD CORP hereby authorizes the Executive Director to the Board of Commissioners for HACD CORP hereby authorize the Executive Director to execute a contract with Squeaky Clean Services, Inc. for Cleaning Services, for a period from January 13, 2015 to January 12, 2016 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 Zeh and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 217** the Board of Commissioners of the HACD CORP hereby authorize the Executive Director to execute a contract with LoStocco Refuse Services, LLC, Inc. for Refuse Services, for a period from January 1, 2015 to December 31, 2016 for an amount of one thousand two hundred dollars (\$1,200.00) 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 Zeh and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 218** the Board of Commissioners of the HACD CORP hereby authorize the Executive Director to exercise its second one (1) year option for IT Services with Zyg Computer Consulting in an amount not to exceed five hundred sixty six and forty cents (\$566.40); from February 1, 2015 until January 31, 2016. Upon motion by Commissioner Zeh and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 219** the Board of Commissioners of the HACD CORP authorizes the Executive Director to write-off One Thousand Six Hundred Thirty Eight Dollars and Ninety Five Cents (\$1,638.95) in the outstanding vacated tenant account receivables for the period of January 1, 2014 through December 12, 2014. Upon motion by Commissioner Yamin and second by Commissioner Zeh the resolution was unanimously adopted.

**RESOLUTION 220** that HACD CORP's Board of Commissioners authorizes the Executive Director to exercise its second one (1) year option with Fallon & Larson, LLP, for auditing services in an amount not to exceed four thousand five hundred and ten dollars (\$4,510.00) for Fiscal Year 2014 audit and to be effective from February 23, 2015 until February 22, 2016. Upon motion by Commissioner Yamin and second by Commissioner Zeh the resolution was unanimously adopted.

**RESOLUTION 221** the HACD CORP Board of Commissioners authorizes the Executive Director to exercise its first one (1) year option with Silent Watchman Security Services, LLC for security services in an amount not to exceed six hundred and sixty dollars (\$660.00) beginning March 1, 2015 until February 28, 2016 and allocating an additional three hundred dollars (\$300.00) per year for service and repair. Upon motion by Commissioner Yamin and second by Commissioner Zeh the resolution was unanimously adopted.

**CHAIRMAN REPORT:** None

**NEW BUSINESS:** None

**ADJOURNMENT:** The HACD Corp Meeting was adjourned by 6:16 pm upon motion by Commissioner Yamin, seconded by Commissioner Zeh.