



Housing Authority of the City of Danbury

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DOMENICO CHIEFFALO, CHAIRMAN
RAYMOND YAMIN, COMMISSIONER
STANLEY WATKINS, COMMISSIONER
MARY TEICHOLZ, COMMISSIONER
JAMES ZEH, RESIDENT COMMISSIONER

M. CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

MINUTES OF THE REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF DANBURY BOARD OF COMMISSIONERS SEPTEMBER 15, 2011

COMMISSIONERS PRESENT:

Raymond Yamin
Stan Watkins
Kim Nolan

Mary Teicholz
James Zeh

STAFF PRESENT:

M. Carolyn Sistrunk
Michael Dapolite

Jeffrey Goodfriend
Devin Luciano

ATTENDEES:

Floyd Banks
Lillian Banks
Ruth Hoggard
Rose Morrison
Paul DeLuca

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BY: *[Signature]*

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the Housing Authority of the City of Danbury was called to order at 5:37 PM at Glen Apartments, 25 Memorial Drive, Danbury, Connecticut 06810. Upon motion, the meeting was called to order by Commissioner Watkins and seconded by Commissioner Zeh. Motion made and unanimously accepted to add Resolutions 938, 939, 940, 941, 942, 943 and 944 to the agenda.

PUBLIC COMMENTS: No public comments

APPROVAL OF MINUTES: The minutes of the September 15, 2011 Regular Meeting of the HACD were unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Teicholz.



CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT: Ms. Hoggard reported that Resident Council planning is underway for November, 2011 Annual Meeting and Election.

AUTHORITY MANAGEMENT REPORT: The Executive Director presented the Operational Results as well as provided updates on Section 8 Shortfall Prevention Strategy. The Board of Commissioner Chairman requested that a Special Meeting is called for 2010 Single Audit Presentation and OIG status update.

FINANCIAL OPERATING STATEMENT: The financial statement for the July, 2011 operating period was unanimously accepted by the Board with discussion.

FOLLOW-UP OF SEPTEMBER 15, 2011 BOARD MEETING: No Items

RESOLUTIONS AND INFORMATIONAL ITEMS

- A. **RESOLUTION 932** authorizes the Executive Director to approve and implement the amendment to the small purchase provision of HACD's Statement of Procurement Policy consistent with the Department of Housing and Urban Development's small purchase threshold of \$2,000. The resolution was unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Watkins.
- B. **RESOLUTION 933** authorizes the Executive Director to execute a copier three (3) year lease agreement in the amount of \$18,960 annually and in an amount not to exceed \$56,880. HACD were unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Teicholz.
- C. **RESOLUTION 934** authorizes the Executive Director to execute the October 1, 2011 renewal of its flood insurance policy for Laurel gardens and Wooster Manor in an amount not to exceed \$6,791. Upon motion by Commissioner Teicholz and seconded by Commissioner Yamin, the resolution was approved.
- D. **RESOLUTION 935** authorizes the Executive Director approve and implement the proposed additions and amendments to the language of its Section 8 Administrative Plan, specifically as it relates to terminating Housing Assistance Contracts and assistance to families, effective October 1, 2011. Upon motion by Commissioner Teicholz and seconded by Commissioner Yamin, the resolution was approved.
- E. **RESOLUTION 936** authorizes the Executive Director to execute a Community Block Grant Sub recipient Agreement with the City of Danbury for CDBG PY 37 funding in the amount of \$145,000 for replacement roofs on (8) buildings at the Glen Apartments. Upon motion by Commissioner Zeh and seconded by Commissioner Watkins, the resolution was approved.
- F. **RESOLUTION 937** authorizes the Executive Director to execute a contract with West State Mechanical, Inc. in an amount not to exceed \$214,150.00 to undertake the "Boiler Plant Upgrades" for the Danbury Housing Authority at Putnam Towers' project. Upon motion by Commissioner Teicholz and seconded by Commissioner Yamin, the resolution was unanimously approved.



- G. RESOLUTION 938** authorizes the Executive Director to put forth a formal request to the State of Connecticut Department of Economic and Community Development (DECD) to increase the current Contract Rents for the Mill Ridge/Fairfield Ridge housing program, to be effective January 1, 2012. Upon motion by Commissioner Teicholz and seconded by Commissioner Yamin, the resolution was approved. Commissioner Zeh abstained
- H. RESOLUTION 939** authorizes the Executive Director to put forth a formal request to the State of Connecticut Department of Economic and Community Development (DECD) to increase the current Contract Rents for the Fairfield Ridge housing program, to be effective January 1, 2012. Upon motion by Commissioner Watkins and seconded by Teicholz Yamin, the resolution was approved. Commissioner Zeh abstained.
- I. RESOLUTION 940** authorizes the Executive Director to put forth a formal request to Connecticut Housing and Finance Authority (CHFA) to increase the current Flat Rents for the Moderate Rental program to be effective January 1, 2012. Upon motion by Commissioner Teicholz and seconded by Commissioner Watkins, the resolution was approved. Commissioner Zeh abstained.
- J. RESOLUTION 941** authorizes the Executive Director to put forth a formal request to Connecticut Housing and Finance Authority (CHFA) to increase the current Flat Rents for the Glen Apartments to be effective January 1, 2012. The resolution was amended to reflect that base –not- flat rents were being discussed. Upon motion by Commissioner Teicholz and seconded by Commissioner Yamin, the resolution was approved. Commissioner Zeh abstained.
- K. RESOLUTION 942** authorizes the Executive Director to execute an on-call contract with Quisenberry Arcari, LLC for Architectural and Engineering services based on the terms of the A&E RFQ. Upon motion by Commissioner Zeh and seconded by Commissioner Watkins, the resolution was approved.
- L. RESOLUTION 943** authorizes the Executive Director to execute motion to intervene in the new application for the development of transfer station about the Eden Drive property. Upon motion by Commissioner Watkins and seconded by Commissioner Zeh, the resolution was approved. Commissioner Teicholz abstained.

CHAIRMAN'S REPORT: No Report

NEW BUSINESS: No New Business

ADJOURNMENT: The adjournment (6:22 PM) of the Regular Meeting of the Board of Commissioners for the HACD was unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Teicholz.

