



# Housing Authority of the City of Danbury

Main Office:

Location: 2 Mill Ridge Road, Danbury, CT 06810

Mailing Address: P.O Box 86

Danbury, CT 06813

203-744-2500 Tel

203-790-2334 Fax

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

CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

## MINUTES OF THE REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF DANBURY

May 19, 2011

### BOARD OF COMMISSIONERS

#### COMMISSIONERS PRESENT:

Domenico Chieffalo

Raymond Yamin

Mary Teicholz

Jim Zeh

Commissioner Absent: Stan Watkins

#### STAFF PRESENT:

M Carolyn Sistrunk

Kevin Barry

Jacqueline Elam

Jim Sabo

Elizabeth Meurer

Nancy Nieves

Richard Manville

Jeffrey Goodfriend

Michael Maletta

Jason Geel

#### ATTENDEES:

Rose Morrison

Jean Stankiewicz

Shirley Callands

Marion Hottes

Bernice Dunlap

Linda Parks

**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 4:30 PM at Crosby Manor, 84 West Wooster Road, Danbury, Connecticut. Upon motion the meeting was called to order by Commissioner Yamin and seconded by Commissioner Teicholz.

1. Upon motion the Board of Commissioners moved to the Executive Session to discuss the Financial Recovery Plan.
2. Upon motion the meeting was called to order by Commissioner Yamin and seconded by Commissioner Teicholz.



The Board of Commissioners closed the Executive Session and commenced the Regular Meeting at 5:39 PM.

## **PUBLIC COMMENTS – No Public Comments**

**APPROVAL OF MINUTES** – The May, 2011 Revised Regular Meeting Minutes were unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Teicholz.

## **CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT**

Jim Zeh: Rose Morrison is the new representative for Crosby Manor. There is a perspective member for Glen Apartments. We have secured our bank account, and will conduct an audit on our banking before we can proceed with anything else. Chairman congratulated Rose Morrison on her new role.

**AUTHORITY MANAGEMENT REPORT** – the HACD's Executive Director reviewed the Operational results for May, 2011. The Executive Director discussed vacancies, units that are ready, and units in the process of becoming available. There has been a concerted vacancy reduction effort over the last five (5) months. We plan to have the units on the Federal side occupied by the end of June, and the State by the end of the year. Re-certs are on schedule. Crosby Manor will be inspected on June 14<sup>th</sup> by HUD inspectors for Federalization. As a follow-up to last month's board meeting, we had some complaints about asbestos, mold and other issues. We have signed a change order with an environmental consultant. They will start the first week of June, and they will do, along with the State of Connecticut's Department of Public Health, a 100% review of all of our ceilings. There is such a concern that we want to make sure that we do proper survey testing, and we are going to do it within the compliance of the Department of Environmental Protection. We did receive notice today that we may receive only partial funding of our Administrative Fee for Section 8 program.

**FINANCIAL OPERATING STATEMENTS** — The March, 2011 Operating Statement for HACD was reviewed and accepted.

## **RESOLUTIONS AND INFORMATIONAL ITEMS**

- A. **RESOLUTION 908** authorizes the Executive Director to accept the insurance binder agreement presented by The Hodge Agency of Danbury, Connecticut and further authorizes the payment of the estimated annual premium of \$75,000.00 for this workers' compensation policy for the one year period beginning May 1, 2011. The resolution was unanimously approved upon motion by Commissioner Teicholz and seconded by Commissioner Yamin.



- B. RESOLUTION 909** authorizes the Executive Director to submit the Annual Progress Report to the U.S. Department of Housing & Urban Development for Shelter Plus Care Grant CT0003C1E000802, for the reporting year April 1, 2010 through March 31, 2011. The resolution was unanimously approved upon motion by Commissioner Yamin and seconded by Commissioner Teicholz.
- C. RESOLUTION 910** 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 and Utility Allowance for the Mill Ridge/Fairfield Ridge housing program, to be effective September 1, 2011. The resolution was unanimously approved upon motion by Commissioner Teicholz and seconded by Commissioner Yamin.
- D. RESOLUTION 911** authorizes the Executive Director to give Jeffrey Goodfriend, in his capacity as Chief Financial Officer, authorization to access the following accounts: Wells Fargo, Bank of America, Union Savings, and Chase, and that the Executive Director is authorized to provide appropriate approvals and authorizations to these banks to permit him to do so. The resolution was unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Yamin.
- E. RESOLUTION 912** authorizes the Chief Financial Officer, Mr. Jeffrey Goodfriend, to have Signatory Approval Authority for approving Procurement expenditures up to a maximum amount of \$10,000.00 per expenditure. The resolution was unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Yamin.
- F. RESOLUTION 913** authorizes the Executive Director to submit the proposed Federal and State Consolidated Financial Plan for Board of Commissioners Plan to the State of Connecticut and the Department of Housing and Urban Development. The resolution was unanimously approved upon motion by Commissioner Teicholz and seconded by Commissioner Yamin.
- G. RESOLUTION 914** authorizes the Executive Director to accept and approve Change Orders 1, 2, 3 and 4 to the contract for renovations and upgrades for HACD at Crosby Manor with Management Strategies Inc. in an aggregate total of \$8,671.89 to the contract dated March 10, 2010. The resolution was unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Teicholz.

#### **CHAIRMAN'S REPORT – No Report**

**NEW BUSINESS** – An award was presented to Commissioner Zeh for completion of the Commissioner Development Training.

**ADJOURNMENT** - The adjournment (6:04 PM) of the Regular Meeting of the Board of Commissioners for the Housing Authority of the City of Danbury was unanimously approved upon motion by Commissioner Teicholz and seconded by Commissioner Zeh.





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JAMES ZEH, RESIDENT COMMISSIONER

CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

## MINUTES OF THE REGULAR MEETING OF THE HACD CORP

May 19, 2011

### BOARD OF COMMISSIONERS

#### COMMISSIONERS PRESENT:

Domenico Chieffalo  
Raymond Yamin  
Mary Teicholz  
Jim Zeh

Commissioner Absent: Stan Watkins

#### STAFF PRESENT:

M Carolyn Sistrunk  
Kevin Barry  
Jacqueline Elam  
Jim Sabo

Elizabeth V. Meurer  
Richard Manville  
Jeffrey Goodfriend  
Nancy Nieves

#### ATTENDEES:

Rose Morrison  
Jean Stankiewicz  
Shirley Callands

Marion Hottes  
Bernice Dunlap  
Linda Parks

**CALL TO ORDER** The Regular Meeting of the Board of Commissioners for the HACD CORP was called to order at 6:05 PM at Crosby Manor, 84 West Wooster Road, Danbury, CT, 06811. Upon motion the meeting was called to order by Commissioner Teicholz and seconded by Commissioner Zeh.

#### PUBLIC COMMENTS – No Public Comments

**APPROVAL OF MINUTES** – The May, 2011 Regular Meeting Minutes were unanimously approved upon motion by Commissioner Yamin and seconded by Commissioner Zeh.



**CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT** (Refer to HACD report)

**AUTHORITY MANAGEMENT REPORT** – HACD CORP's Executive Director reviewed the Operational results for May, 2011. (See report under the HACD Authority Management Report)

**FINANCIALS** — The March, 2011 Operating Statement for the HACD CORP was reviewed and accepted.

**RESOLUTIONS AND INFORMATIONAL ITEMS**

- A. RESOLUTION 109** authorizes the Executive Director to accept the insurance binder agreement presented by The Hodge Agency of Danbury, Connecticut and further authorizes the payment of the estimated annual premium of \$75,000.00 for this workers' compensation policy for the one year period beginning May 1, 2011. The resolution was unanimously approved upon motion by Commissioner Yamin and seconded by Commissioner Teicholz.
- B. RESOLUTION 110** authorizes the Executive Director to grant Jeffrey Goodfriend, in his capacity as Chief Financial Officer authorization to access the following accounts: Wells Fargo, Bank of America, Union Savings, and Chase and that the Executive Director is authorized to provide appropriate approvals and authorizations to these banks to permit him to do so. The resolution was unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Yamin.
- C. RESOLUTION 111** authorizes the Chief Financial Officer, Mr. Jeffrey Goodfriend, to have Signatory Approval Authority for approving Procurement expenditures up to a maximum amount of \$10,000.00 per expenditure. The resolution was unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Yamin.

**CHAIRMAN'S REPORT – No Report**

**NEW BUSINESS - No New Business**

**ADJOURNMENT** – The adjournment (6:08 PM) of the Regular Meeting of the Board of Commissioners for the HACD CORP was unanimously approved upon motion by Commissioner Yamin and seconded by Commissioner Teicholz.





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JAMES ZEH, RESIDENT COMMISSIONER

CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

## MINUTES OF THE REGULAR MEETING OF THE DHA CORP

May 19, 2011

### BOARD OF COMMISSIONERS

#### COMMISSIONERS PRESENT:

Domenico Chieffalo  
Raymond Yamin  
Mary Teicholz  
Jim Zeh

Commissioner Absent: Stan Watkins

#### STAFF PRESENT:

M Carolyn Sistrunk  
Kevin Barry  
Jacqueline Elam  
Jim Sabo

Elizabeth V. Meurer  
Richard Manville  
Jeffrey Goodfriend  
Nancy Nieves

#### ATTENDEES:

Rose Morrison  
Jean Stankiewicz  
Shirley Callands

Marion Hottes  
Bernice Dunlap  
Linda Parks

**CALL TO ORDER** The Regular Meeting of the Board of Commissioners for the DHA CORP was called to order at 6:09 PM at Crosby Manor, 84 West Wooster Road, Danbury, Connecticut, 06811. Upon motion the meeting was called to order by Commissioner Yamin and seconded by Commissioner Zeh.

#### PUBLIC COMMENTS – No Public Comments

**APPROVAL OF MINUTES** – The May, 2011 Revised Regular Meeting Minutes were unanimously approved upon motion by Commissioner Teicholz and seconded by Commissioner Yamin.



## **CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT** (Refer to HACD report)

**AUTHORITY MANAGEMENT REPORT:** Executive Director reported that with Ives Manor we have negotiated a new lease effective May 1, 2011 with the radio station WLAD. We have asked for an additional \$1,000 a month for use of the 4<sup>th</sup> floor and the building next to Ives Manor. We have gotten a verbal OK. We are paying substantial operating cost for the radio station. We paid \$11,000 in 2009 alone for WLAD. We will meet again in December for a review.

**FINANCIALS** - The March, 2011 Operating Statement for DHA was reviewed and accepted.

### **RESOLUTIONS AND INFORMATIONAL ITEMS**

- A. RESOLUTION 114** authorizes the Executive Director to accept the insurance binder agreement presented by The Hodge Agency of Danbury, Connecticut and further authorizes the payment of the estimated annual premium of \$75,000.00 for this workers' compensation policy for the one year period beginning May 1, 2011. The resolution was unanimously approved upon motion by Commissioner Yamin and seconded by Commissioner Teicholz.
- B. RESOLUTION 115** authorizes the Executive Director to grant Jeffrey Goodfriend, in his capacity as Chief Financial Officer authorization to access the following accounts: Wells Fargo, Bank of America, Union Savings, and Chase and that the Executive Director is authorized to provide appropriate approvals and authorizations to these banks to permit him to do so. The resolution was unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Yamin.
- C. RESOLUTION 116** authorizes the Chief Financial Officer, Mr. Jeffrey Goodfriend, to have Signatory Approval Authority for approving Procurement expenditures up to a maximum amount of \$10,000.00 per expenditure. The resolution was unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Yamin.

### **CHAIRMAN'S REPORT – No Report**

### **NEW BUSINESS – No New Business**

**ADJOURNMENT** - The adjournment (6:16 PM) of the Regular Meeting of the Board of Commissioners for the DHA CORP, subject to the executive session, was unanimously approved upon motion by Commissioner Teicholz and seconded by Commissioner Yamin.

