

HOUSING AUTHORITY CITY OF DERBY  
101 West Fourth Street  
P.O. Box 843 Derby, CT 06418  
(203)735-6652 Telephone  
(203)734-0204 Fax

Board of Commissioners

Linda Fusco, Chairperson  
Adam Pacheco, Vice Chairman  
Kathleen Ducharme, Secretary  
Robert Lisi, Treasurer  
Michael Mazzola, Resident Commissioner

2019 AUG 16 AM 9:04

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**Derby Housing Authority Special Meeting Minutes August 14, 2019**

The Derby Housing Authority meeting was called to order at 6:35 pm by Ms. Fusco and was followed by the Pledge of Allegiance.

**Roll Call**

**Present:** Linda Fusco, Chairperson, Adam Pacheco, Vice-Chairperson, Robert Lisi, Treasurer, Kathleen Ducharme, Secretary

**Also Present:** Ellen Oczkowski

**Absent:** Michael Mazzola, Resident Commission

**Approval of Minutes** – Meeting for July 11, 2019, Special Meeting August 5, 2019

*A motion to approve the minutes was made by Mr. Lisi and seconded by Mr. Pacheco. Motion Carried.*

**Additions, Deletions, Corrections**

***Ms. Fusco made a motion to add under New Business 8b, letter of resignation for Dawn Hebert, Ms. Ducharme seconded the motion. Motion Carried.***

**Public Portion**

No one from the public was present.

**Old Business:**

Discussion of Status of all of Grant

- a. Should hear on Small Cities Grant @ end of 7/19

Ms. Fusco contacted Peter Testa because it was well past the end of July and still no word on the status of the grant. Mr. Testa said nothing has been announced for any of the towns. He believes they are still in review, not denied and no news is good news.

- b. Update on Section 8 HCV 2019 Waiting List

Ellen Oczkowski explained that Robert Henderson had a conversation with HUD regarding the issue with shutting out the applicants after the first 500 were taken. HUD said that the first 500 applicants were taken then closed, there

should be no issue. The 500 applicants received a letter saying they were approved. In September, Mr. Henderson can begin placing the selected applicants.

c. Continue to work on Personnel Policy and an Adequate Performance Evaluation Tool

Mr. Lisi spoke with Atty. Samaroga and will meet with him to get some more input before he and Ms. Ducharme finalize the Personnel Policy. Mr. Lisi advised that they will be ready by the October meeting to bring this to the board for approval.

d. Update on Surveyor

Ms. Fusco presented (3) three bids from:

J. Edwards & Associates, LLC- \$3200

Horbal & Judson Land Surveyors & Associates- \$1650

Nowakowski, O'Bymachow, Kane & Associates- \$2750

Mr. Pacheco advised the board that all three bids covered the same scope of work and that nothing that has been submitted in the description of the work should prevent them with going with the lowest bid.

**Mr. Pacheco made a motion to contract with Horbal & Judson for the survey work and site work on the Stygar property, Mr. Lisi seconded the motion. Motion Carried.**

#### **New Business:**

a. SEMAP Letter for Year End 3/31/2019 (attached)

Ms. Fusco explained that Jaime Berryman prepared the Section 8 Management Assessment last year to 74% this year and it will be in the 80's next year. Jaime will be at the meeting next month because she has to write the letter to HUD and to explain the score.

b. Letter of Resignation for Dawn Hebert

Ms. Fusco stated that Dawn has given her letter of resignation, and that she has done an amazing job. Mayor Dziekan was very impressed with her. Ms. Fusco added that the DHA will be very sad to lose her. Ms. Fusco said that Dawn has offered to come back 5-9 hours a week to help with the transition because it is a grant position.

**Mr. Pacheco made a motion acknowledging the resignation letter of Dawn Herbert, the Housing Authority will allow her to continue in her capacity of Resident Service Coordinator in a per diem fashion not to exceed (10) ten hours per week or the limits of the federal grant monies provided, seconded by Ms. Ducharme. Motion Carried.**

#### **SUBSIDIZED HOUSING COORDINATOR'S REPORT:**

Ellen read the report into the record. No vacancies at this time.

Financial Report.

Elderly Resident Complexes.

Miscellaneous business/Section 8.

DHA Special Meeting Minutes 8-14-19

# HOUSING AUTHORITY CITY OF DERBY

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**Board of Commissioners**  
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Commissioner

## SUBSIDIZED HOUSING AUTHORITY REPORT MONTH OF JULY, 2019

### **STATE ELDERLY SITES**

#### **STYGAR TERRACE**

No Vacancies

#### **Resident Concerns:**

#### **CICIA MANOR**

#62 Vacant

#### **Resident Concerns:**

#### **LAKEVIEW APARTMENT**

#8 Vacant

#29 Vacant

#### **Resident Concerns**

#### **MISCELLANEOUS**

1. Paid vouchers and bills are available for review.

#### **SECTION 8 PROGRAM**

1. Landlord checks for the month of August, 2019 will be processed and mailed on August 1, 2019.
2. Paid vouchers and bills are available for review.
3. PIC Reporting is currently at 97.

**EXECUTIVE SESSION- To Discuss Employee Performance and Salary**

***Ms. Ducharme made a motion to go into executive session with an invitation for Ellen Oczkowski to join the discussion, and Mr. Lisi seconded the motion. Motion Carried.***

The Derby Housing Authority meeting resumed.

***A motion was made by Mr. Pacheco for the board of the Derby Housing Authority to empower and direct the Subsidized Housing Coordinator and Operations Manager to perform a performance evaluation of the Assistant to the Subsidized Housing Coordinator as well provide a series of new duties that may fall within the job description of the Assistant to the Subsidized Housing Coordinator as skill set deems appropriate and the organizational needs deem necessary, this performance evaluation is to be executed within the next (30) thirty days and a raise not to exceed \$2.50 per hour implemented within (30) thirty days of this meeting, seconded by Ms. Ducharme. Motion Carried.***

**ADJOURNMENT**

***A motion to adjourn the meeting was made by Mr. Lisi and seconded by Mr. Pacheco. Motion Carried. The meeting was adjourned at 7:35 pm.***

Respectfully submitted,



Meg Martins  
Recording Secretary

\*\* These minutes are subject to the approval of the Derby Housing Authority at their next schedule meeting.

## Ellen Oczkowski

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**From:** Jason Edwards <jason@jedwardsassoc.com>  
**Sent:** Friday, August 09, 2019 5:11 AM  
**To:** Ellen Oczkowski  
**Subject:** Survey Estimate - Stygar Terrace Apartments

Good morning;

There is quite a bit of work involved to establish a property line. .

Our field crew rate is \$170/hr and our office rate is \$125/hr. I estimate about a 2 days of field time and a half day in the office. That puts the cost at around \$3200.

If you can find someone who has already surveyed the property they could probably do it cheaper.

We can have the work done in about 2 weeks.

Please let me know if you have any questions.

Jason Edwards, L.S.  
J. Edwards & Associates, LLC  
227 Stepney Road  
Easton, CT 06612  
203.268.4205  
[jason@jedwardsassoc.com](mailto:jason@jedwardsassoc.com)

## Ellen Oczkowski

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**From:** Jesse Judson <hjlandsurveyors@yahoo.com>  
**Sent:** Thursday, August 08, 2019 7:51 AM  
**To:** Ellen Oczkowski  
**Subject:** Property survey of Stygar Terrace parcel  
**Attachments:** DHA Stygar Terrace Services Agreement.pdf

Ellen,

Good morning, it was a pleasure meeting with you and Bob yesterday. Attached please find our proposal for marking the easterly property line of the Stygar Terrace parcel. I have included mapping several of the larger trees that may be straddling the property line. It will be helpful for your attorney to know if the trees are partially owned by the Housing Authority and partially by the adjacent owners.

If you have any questions please contact me. Also, if required, we can provide a certificate of insurance.

Thank you,

Jesse Judson, L.S.

### Horbal & Judson Land Surveyors & Associates

52 Main Street, Seymour, CT 06483

Telephone: 203-888-9660

Email: [hjlandsurveyors@yahoo.com](mailto:hjlandsurveyors@yahoo.com)



**HORBAL & JUDSON**  
LAND SURVEYORS & ASSOCIATES  
52 Main Street, Seymour, CT 06483

203-888-9660  
hjlandsurveyors@yahoo.com

## PROFESSIONAL SERVICES AGREEMENT

August 8, 2019

Derby Housing Authority  
Ellen Oczkowski  
101 West Fourth Street  
Derby, CT 06418

Re: Surveying Services: Property line staking of easterly boundary line of the Stygar Terrace parcel  
356 Hawthorne Avenue  
Derby, CT 06418

Dear Ellen,

Thank you for considering Horbal & Judson, Land Surveyors & Associates (HJLSA) for your surveying needs at the Derby Housing Authority's Stygar Terrace parcel. The following describes the Scope of Services, Special Conditions/Exclusions, Fees, and Terms and Conditions for this project.

### SCOPE OF SERVICES:

1. Perform a class A-2 survey in accordance with Sections 20-300b-1 through 20-300b-20 of the regulations of Connecticut State Agencies for the purpose of staking/markings approximately 500 feet of the easterly property line of #356 Hawthorne Avenue.
2. The easterly property line will be marked with iron pins at approximately 100 foot intervals from the property corner on Hawthorne Avenue to approximately 75 feet south of the southern most building, see attached sketch. If need be, wooden stakes will be set at locations between the iron pins to aid in determining tree locations along the boundary. Large trees with a diameter greater than 12 inches with bases that appear to straddle the property line will be mapped.
3. Upon completion, a certified sketch will be provided indicating where the property line markers were set and depicting trees that straddle the property line. Adjacent property owner's names and address will also be provided upon the sketch.

### SPECIAL CONDITIONS/EXCLUSIONS:

1. Any work not specifically listed in the scope of services.
2. No survey map will be provided, only a sketch of the eastern property line.
3. Stakeout of the other parcel boundary lines is not included in this proposal.
4. Estimated completion date is 7 to 10 days from receipt of signed contract.

**FEES:**

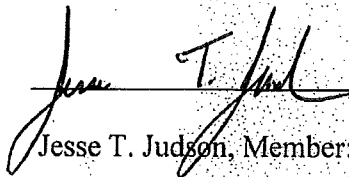
The fee for the above described services will be the following:

( X ) Total sum (flat fee) of \$ 1,650.00

( ) Hourly basis plus expenses with an estimated fee range of \_\_\_\_\_.

RETAINER: A retainer in the amount of \$400.00 will be required prior to beginning the above described services. This amount will be credited to the client's final invoice.

The fees quoted herein remain in effect for 60 days.

  
\_\_\_\_\_  
Jesse T. Judson, Member: Judson Land Surveying, LLC

Date: 8/8/2019

**AUTHORIZED TO PROCEED WITH WORK BY:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**\* Please return copy of signed agreement along with retainer check and retain original agreement for your records.**

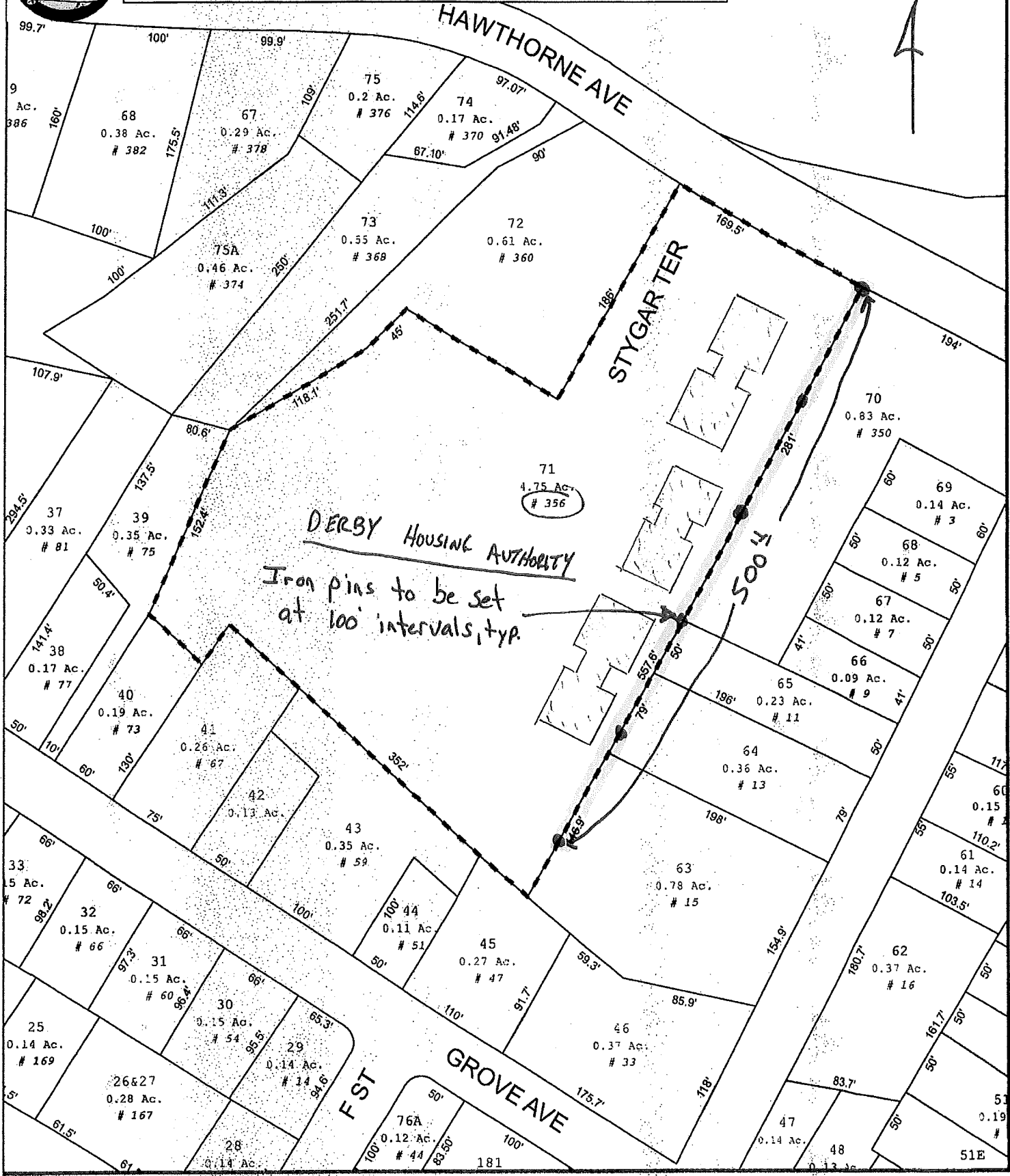




# Town of Derby, Ct. - Assessment Parcel Map

Parcel: 10-3-71

Address: 356 HAWTHORNE AVE



Map Produced: August 2017



### Disclaimer:

This map is for informational purposes only All information is subject to verification by any user. The Town of Derby and its mapping contractors assume no legal responsibility for the information contained herein.

## TERMS AND CONDITIONS:

1. This agreement may be terminated by either party upon five (5) days written notice by mutual consent or in the event of persistent failures of performance of material terms and conditions of this Agreement by the other party through no fault of the terminating party. HJLSA shall then be paid for the services completed up to the time of termination based upon the above described fees.
2. All services not specifically described herein will be deemed extra work and billed at hourly rates.
3. Client shall discuss expectations and provide all pertinent information to HJLSA prior to commencement of the project.
4. HJLSA shall not be responsible for or held liable for any information not prepared directly by HJLSA.
5. Outside consultants and application fees will be charged at our costs plus 10%.
6. It is understood that HJLSA will prepare all plans in accordance with existing State and Local regulations which apply to this Project. However, no warranty of approvals is expressed nor implied for the Project.
7. All documents, including original drawings, electronic files, estimates, field notes and data are and shall remain the sole and exclusive property of HJLSA as instruments of service. The client may, at his expense, obtain record prints of drawings, in consideration of which the client will use them solely in connection with the above described project and not for the purpose of making subsequent extensions or enlargements thereto.
8. The client agrees to pay HJLSA for work in accordance with terms of this agreement without regard to the success of the Project. Payment is not conditioned on payments from third parties who are not part of this agreement, nor shall it be conditioned on any payments from others or any funding sources. Payment is not conditioned on approval by any regulatory agency.
9. Unless otherwise specified in this Agreement, payment for the above described services shall be due upon receipt of invoice. In the event that said account is unpaid after the thirtieth day subsequent to the date of the first billing, the client shall be subject to a monthly service charge of 1.5% on the unpaid balance (18.0% true annual rate). In the event that any portion of all of this account remains unpaid ninety (90) days subsequent to the first billing date, the client shall pay all costs of collection including reasonable attorneys' fees. HJLSA reserves the right to cease all work on the project if the outstanding balance is more than forty (40) days past due.
10. Unless otherwise stated, HJLSA will have access to the site for activities necessary for the performance of the services. HJLSA will take precautions to minimize damage due to these activities, but have not included in the fee the cost of restoration of any resulting damage.
11. The Client shall indemnify and hold harmless HJLSA and all of its personnel from and against any and all claims, damages, losses and expenses (including reasonable attorneys' fees) arising out of or resulting from the performance of the services, provided that any such claim, damage, loss or expense is caused in whole or in part by the negligent act, omission, and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except HJLSA), or anyone for whose acts any of them may be liable.



**HORBAL & JUDSON**  
LAND SURVEYORS & ASSOCIATES  
52 Main Street, Seymour, CT 06483

203-888-9660  
hjlandsurveyors@yahoo.com

### **HOURLY RATE SCHEDULE**

EFFECTIVE 1/14/2019

LICENSED LAND SURVEYOR	\$90/PER HOUR
PROFESSIONAL ENGINEER	\$140/PER HOUR
2 MAN SURVEY CREW (WITH RLS)	\$150/PER HOUR
2 MAN SURVEY CREW	\$130/PER HOUR
1 MAN SURVEY CREW W/ROBOT	\$100/PER HOUR
1 MAN (RLS) SURVEY CREW W/ROBOT	\$120/PER HOUR
1 MAN SURVEY CREW W/GPS	\$120/PER HOUR
SURVEY TECH – LEVEL 1	\$75/PER HOUR
SURVEY TECH – LEVEL 2	\$66/PER HOUR
SURVEY TECH – LEVEL 3	\$48/PER HOUR
OFFICE SUPPORT/SECRETARY	\$48/PER HOUR
GOVERNMENTAL MEETINGS (AFTER HOURS)	\$125/PER HOUR (\$250 MIN.)
COURT PROCEEDINGS	\$175/PER HOUR
MYLAR PRINT FOR RECORDING	\$75 EACH
PAPER PRINTS	\$6 EACH
BANK/TITLE COMPANY CERTIFICATION	\$150 MINIMUM

## Ellen Oczkowski

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**From:** Robert Henderson  
**Sent:** Thursday, July 11, 2019 11:28 AM  
**To:** Ellen Oczkowski  
**Cc:** Linda Fusco  
**Subject:** FW: Estimate 2990 from Nowakowski, O'Bymachow, Kane & Associates  
**Attachments:** Est\_2990\_from\_Nowakowski\_OBymachow\_Kane\_Associates\_3952.pdf

**From:** "Intuit E-Commerce Service" <quickbooks@notification.intuit.com>  
**Sent:** Thursday, July 11, 2019 11:19 AM  
**To:** Robert Henderson <rhenderson@derbyhousing.com>  
**Subject:** Estimate 2990 from Nowakowski, O'Bymachow, Kane & Associates

Robert,

I have attached our estimate to stake the property line at Hawthorne Avenue. We would have to check the properties on Talmadge Street to see how they compare with the housing authority deed line. We would also need to update the survey information information in the area. Call me if you have any questions.

Karen O'Bymachow  
Nowakowski, O'Bymachow, Kane  
203-924-7745

**To view attachment**

Open the attached PDF file. You must have [Acrobat® Reader®](#) installed to view the attachment.

Nowakowski, O'Bymachow, Kane &  
Associates

415 Howe Avenue, 4th Fl.  
Shelton, CT 06484  
(203)924-7745

# Estimate

DATE	ESTIMATE NO.
7/11/2019	2990

NAME / ADDRESS
Derby Housing Authority Robert Henderson 45 Minerva Street Derby, CT 06418


ITEM	DESCRIPTION	TOTAL
Field Staking	ESTIMATE FOR: Derby Housing Authority, 356 Hawthorne Avenue, Derby for field time to stake property line (Left Side):  Requiring researching information at the town hall, field survey location to determine property line, office time to input field notes, property line analysis, preparation of stake out data sheet and Field staking time to pin property corners and stake line (left side):	2,750.00
Please call if you have any questions.		<b>TOTAL</b> \$2,750.00

Dawn Hebert  
456 Bethmour Road  
Bethany, CT 06524

Ellen Oczkowski, Subsidized Housing Coordinator  
Linda Fusco, Chairman of the Board of Directors

Derby Housing Authority  
101 W. Fourth St.  
Derby, CT 06418

RECEIVED

2019 AUG -6 A 5:31

HOUSING AUTHORITY  
CITY OF DERBY

August 5, 2019

Dear Ellen and Linda,

Please accept this as formal notice of my resignation from the position of Resident Service Coordinator for The Derby Housing Authority.

I have accepted an offer of employment at The Derby Senior Center as the Assistant Director. Taking up this offer is bittersweet because as you know, I love my position here and have grown fond of so many residents. With that said, my new position is Full-Time and will allow me to continue to serve the senior residents of Derby Housing as well as other area seniors in a larger capacity.

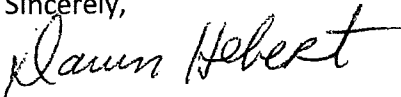
This letter will serve officially as 2 weeks notice as I have given verbal notice last month. My last day of employment will be August 16<sup>th</sup> 8:30 am--1:30 pm. I will continue my responsibilities during this time as well as help to bring a new Resident Service Coordinator on board if so hired within this period. Please be assured that I will do all I can to assist in the smooth transition of my responsibilities before leaving.

While I believe that I am moving for good reasons, I am sorry to leave. I would like to thank you for the many opportunities I have had with this organization. I've enjoyed being part of your team and have worked alongside some excellent people. I also appreciate the way you have supported me in my personal and professional development. Due to my pleasant experience with The Derby Housing Authority and its staff, I would like the opportunity to be considered for future positions should my new endeavors not work out.

I wish you and the organization all the best for the future and hope that you are happy to act as a reference for me if the occasion arises.

Thanks again for everything.

Sincerely,



Dawn Hebert

# Assistant to the Subsidized Housing Coordinator

## Duties and Job Description

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**Supervisor:** Subsidized Housing Coordinator

**Classification:** Starting salary at \$16.50 per hour. This is a full-time position that does not supervise staff. Medical benefits are provided, Dental is not provided and is the responsibility of the employee.

### 1. Duties and Responsibilities:

The Assistant works closely with the Subsidized Housing Coordinator in overseeing the daily site operations and achieving the financial goals of the DHA. The Assistant assists with personnel, waitlist and leasing, collections, resident retention and customer service, community maintenance, contracted services, community safety. The Assistant assists in completing administrative tasks and assists with daily property operations. This includes but is not limited to:

- Answering phones and responding to resident inquiries
- Make appointments with applicants and residents
- Distributing applications and answering questions for potential applicants in accordance with Fair Housing regulations and company procedures
- Assist in all aspects of leasing including, but not limited to; touring, accepting and processing applications, phones, call backs and correspondence
- Filing and processing confidential paperwork to assist in maintaining organized systems for accurate record keeping in keeping with all funding source requirements
- Writing up work orders (received over the phone and/or in person)
- Ensuring property compliance with applicable government agencies
- Working with on-site maintenance staff
- Assisting the Property Manager with marketing, leasing and certification paperwork
- Coordinating resident activities and assist with creating monthly newsletter
- Maintaining resident relations in compliance with Occupancy and Fair Housing guidelines
- Uphold all Fair Housing, Equal Employment and Equal Housing Opportunities requirements and principals
- Collect and record rent and other payments
- Reports to the Coordinator of Subsidized Housing
- Interacts effectively with DHA staff, co-workers, residents and management in resolving issues and concerns.

- Attend trainings, meetings and seminars for professional growth as required or assigned.
- Prepares purchase orders, per DHA policy, as needed.
- Performs additional duties as assigned by management.
- 

## **2. Qualifications and Knowledge:**

- High School or GED diploma required
- Property management experience preferred by not required
- Experience with Section 8 and/or Tax Credit affordable housing programs preferred but not required
- Strong written and verbal skills
- Strong computer skills including MS Office required
- Strong ability to read, write and speak English and Spanish
- Warm, outgoing personality
- Conflict resolution and mediation skills.
- Valid Connecticut Driver's License with a reliable means of transportation
- Ability to work under effectively under pressure of deadlines as well as a high tolerance for stress.
- Demonstrates respect and regard for the dignity of all residents, families, visitors, vendors and fellow employees to ensure a professional, responsible, and courteous environment.

## **3. Physical Demands**

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

## **4. Work Environment**

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances, duties of this class may be performed in an environment with exposure to various odors/fragrances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.





U.S. Department of Housing and Urban Development

Hartford Field Office  
Office of Public Housing  
20 Church Street, 10<sup>th</sup> Floor  
Hartford, Connecticut 06103-3220  
E-mail Address: Jennifer.R.Gottlieb@hud.gov

Telephone: (860) 240-9757  
Facsimile: (860) 240-4854  
TTY: (800) 877-8339

Ms. Ellen Oczkowski  
Acting Executive Director  
101 West Fourth St.  
P.O. Box 843  
Derby, CT 06418

Dear Ms. Oczkowski:

SUBJECT: Section 8 Management Assessment Program (SEMAP)  
Fiscal Year Ending 3/31/2019

The purpose of this letter is to inform you of the Derby Housing Authority's (DHA's) overall SEMAP score, overall performance rating (designation) and the rating on each SEMAP indicator. SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 Program. As a result, HUD will be able to provide more effective program assistance to HAs.

The DHA's overall SEMAP score for the fiscal year ended 3/31/2019 is **74%**. Enclosed please find your score on each indicator and your MTCS Extract Detail Report. Dividing the sum of the indicator ratings by the total possible points derives the overall SEMAP score. The SEMAP scores are rounded off to the nearest possible whole number. As a result of your overall SEMAP score of **74%**, DHA is hereby designated as a **Standard Performer**.

In accordance with guidance found in PIH Notice 2005-33, a PHA may file an electronic appeal of its overall SEMAP rating **within no more than 30 calendar days** of this notice. Such an appeal must provide reasons and justification for the appeal. Additionally, PHAs may only submit an appeal if it will change the overall rating, such as from a Standard to a High Performer.

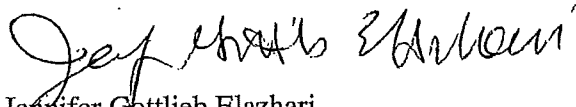
PHAs must also correct any deficient indicator (receiving a score of "zero") as identified in this notice. These corrective measures, along with written notification of the corrective actions taken, must be provided to this office **within 45 calendar days of this notice**. We have recorded that the DHA has been rated zero on **two** of the performance indicators. PHAs which fail to correct SEMAP deficiencies *and* provide documentation of corrective actions to this office within the 45-day period following this notice may be required to submit a corrective action plan (CAP).

AUG 24 2019

RECEIVED  
2019 AUG -1 P 12:02  
HOUSING AUTHORITY  
CITY OF DERBY

If you have any questions regarding your SEMAP rating, please contact Dwoun Byrd,  
Portfolio Management Specialist, at (860) 240-9778.

Sincerely,



Jennifer Gottlieb Elazhari  
HUD Office of Public and Indian Housing  
CT Public Housing Director

Enclosure