

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

Derby Housing Authority Meeting Minutes July 11, 2019

The Derby Housing Authority meeting was called to order at 6:30 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, Michael Mazzola, Resident Commission.

Also Present: Ellen Oczkowski, Robert Henderson

Absent: Kathleen Ducharme, Secretary

Approval of Minutes – Meeting for June 6, 2019

A motion to approve the minutes of the June 6, 2019 meeting was made by Mr. Pacheco and seconded by Mr. Lisi. Motion Carried.

Additions, Deletions, Corrections

Ms. Fusco added under Old Business 7e. Update on Barron Building

Ms. Fusco added under New Business 8a. Surveyor: Nowakoski, O'Bymachow, Kane & Associates (estimate attached) to stake property line for 356 Hawthorne Avenue, left side of Stygar property.

Ms. Fusco added under New Business 8b. Request to move the DHA meeting date of August 1, 2019 to August 8, 2019.

Public Portion

No one spoke from the public.

Old Business:

a. Discussion of Status of all of all Grants

1.) SSHP; Letter attached

Ms. Fusco advised that the letter seems to indicate that this is not going to happen and at this point even if they did open up the grant, Mr. Tink has not been in contact, so they would not be prepared to submit an application.

2.) Critical Needs:

Ms. Fusco explained this hasn't gone anywhere to date. Ms. Fusco still has to contact Tom Arcari and will report back to the board once she has spoken with him.

3.) Should hear on Small Cities Grant @ end of 7/19

Ms. Fusco said they have not heard anything to date on the Small Cities Grant but are expected to hear by the end of this month.

b. Section 8 Waiting List opened on July 3, 2019; Letter attached

Mr. Henderson explained that the Section 8 Waiting List opened on July 3, 2019 at 9:00 am and by 9:11 am 580 applicants had applied. The first 500 applicants were selected and Mr. Henderson was pleased with how well the website and the online application process worked. He added that there are a few issues that will need to be worked out but the website and electronic process worked out very well.

c. Discussion & Possible Action on Personnel Policy and an Adequate Performance Evaluation Tool.

Mr. Lisi said before the board votes on the Personnel Policy, he would still need to meet with Ms. Ducharme. He also added that they would need some input from the board on some points within the document. They should be ready to vote on the Personnel Policy by the October meeting.

d. Reopen discussion on Procurement of new auditor.

Ms. Fusco said the RFP was posted on July 1, 2019 and closes July 31, 2019. She added there are five firms that have expressed interest. Ms. Oczkowski added that the audit needs to be submitted in September and doesn't think that will be enough time to get the audit submitted. Ms. Fusco said the current auditor did not apply so they might need to find a new auditor and apply for an extension.

e. Barron Building Update.

There was a lengthy discussion regarding the Barron Building, which now is narrowed down to only seven units in the building that need a remediation plan. The board also discussed the possibility of the building coming back to the Derby Housing Authority if the building is not fixed. Ms. Fusco said she would speak with the attorney to see what their options are at this time.

New Business:

a. Discussion & Possible Action on Surveyor: Nowakoski, O'Bymachow, Kane & Associates (estimate attached) to stake property line for 356 Hawthorne Avenue, left side of Stygar property.

There was a lengthy discussion regarding the trees on the Derby Housing Authority property that boarder the left side of the Stygar Property. Over grown trees are causing problems to the building and grounds and could potentially cause more damage going forward if the trees are not cut and cleared. Ms. Oczkowski added that the UI has already been out and done their part. Since no one is certain of whose property the trees are located on Ms. Fusco asked Mr. Henderson if it was possible for him to get two more bids to procure the property so that the board could make a better decision once they had more information based on the surveyor.

Mr. Lisi made a motion to procure two additional estimates to stake property lines at Stygar Terrace. Mr. Pacheco seconded the motion. Motion Carried.

b. Discussion & Possible Action to move the DHA meeting date of August 1, 2019 to August 8, 2019. After some discussion it was decided to move the August meeting to August 8, 2019.

Ms. Fusco made a motion to move the August meeting date from August 1, 2019 to August 8, 2019. Mr. Pacheco seconded the motion. Motion Carried.

SUBSIDIZED HOUSING COORDINATOR'S REPORT:

Ellen read the report into the record.

Financial Report.

Elderly Resident Complexes.

Miscellaneous business/Section 8.

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Commissioner

SUBSIDIZED HOUSING AUTHORITY REPORT MONTH OF JUNE, 2019

STATE ELDERLY SITES

STYGAR TERRACE

No Vacancies

Resident Concerns:

CICIA MANOR

No Vacancies

Resident Concerns:

LAKEVIEW APARTMENT

#6 Vacant (Leased up for July 1, 2019)

Resident Concerns

MISCELLANEOUS

1. Paid vouchers and bills are available for review.

SECTION 8 PROGRAM

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

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Pacheco and seconded by Mr. Mazzola. Motion Carried. The meeting was adjourned at 7:12 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Meg Martins". The signature is written in black ink and is positioned above the printed name and title.

Meg Martins
Recording Secretary

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

Ellen Oczkowski

From: Ellen Oczkowski
Sent: Wednesday, June 19, 2019 3:53 PM
To: Linda Fusco; Robert Henderson
Subject: FW: 2019 SSHP Capital Rehabilitation Round

From: Olson, Debra [mailto:debra.olson@chfa.org]
Sent: Wednesday, June 19, 2019 3:12 PM
Subject: 2019 SSHP Capital Rehabilitation Round

2019 State Housing Portfolio Applicant,

Thank you for your interest under the State-Sponsored Housing Portfolio - 2019 Capitol Round.

DOH is currently examining its priorities and methodologies for funding distribution in the coming fiscal year, so DOH/CHFA will not be soliciting applications at this time for the SSHP. However, DOH/CHFA intend to reengage with you relative to the preservation needs of your properties shortly after the start of the new fiscal year.

As always, should you have any questions, please do not hesitate to contact your CHFA Asset Manager.

Debra Olson
Manager 2
Connecticut Housing Finance Authority
999 West Street
Rocky Hill, CT 06067
Phone: 860-571-4307
Email: debra.olson@chfa.org



CONNECTICUT
HOUSING FINANCE
AUTHORITY

HOUSING AUTHORITY City of DERBY

101 West Fourth Street, P.O. Box 843 Derby, CT 06418
Section 8/Housing Choice Voucher Program Phone (203) 736-3821
Fax (203) 734-0204

Linda Fusco, Chairperson
Adam Pacheco, Vice-Chairman
Robert Lisi, Treasurer

Kathleen Ducharme, Secretary
Michael Mazzola Resident Commissioner

PUBLIC NOTICE

DERBY HOUSING AUTHORITY HOUSING CHOICE VOUCHER (HCV) PROGRAM/SECTION 8 WAITING LIST TO OPEN JULY 3, 2019

On July 3, 2019, the Derby Housing Authority, of the City of Derby, Connecticut will open the waiting list for the Housing Choice Voucher (HCV) Program, which includes tenant-based voucher applications.

The HCV Program is funded by the United States Department of Housing and Urban Development to assist low-income families with rental payments through the Section 8 Program.

The Pre-application form will be available online **ONLY** at www.derbyhousing.com beginning at 9:00 a.m. on July 3, 2019, and will close once the application limit is reached. There will be no paper applications, and applications will not be available or accepted at the Derby Housing Authority office.

All applicants must meet Derby Housing Authority's eligibility restrictions according to the Housing Choice Voucher Program Administrative Plan.

Once the application period has ended the Derby Housing Authority will place the first five hundred applicants on the wait list, according to the date and time of the application submission, as well as any applicable preferences selected.

INCOME LIMITS

FY 2019 Income Limit Category	1 Person Family	2 Person Family	3 Person Family	4 Person Family	5 Person Family	6 Person Family	7 Person Family	8 Person Family
Very Low (50%) Income Limits	\$36,750	\$42,000	\$47,250	\$52,450	\$56,650	\$60,850	\$65,050	\$69,250
Extremely Low (75%) Income Limits	\$22,050	\$25,200	\$28,350	\$31,450	\$34,000	\$36,500	\$39,010	\$43,430
Low (80%) Income Limits	\$52,850	\$60,400	\$67,950	\$75,500	\$81,550	\$87,600	\$93,650	\$99,700



Ellen Oczkowski

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.		TOTAL \$2,750.00