

2018 AUG 13 AM 8:40

**Derby Housing Authority
Minutes Rescheduled Special Meeting
August 9, 2018**

The special meeting of the Derby Housing Authority was called to order at 6:38 pm by Linda Fusco, Chairperson; and was followed by the Pledge of Allegiance.

Roll Call

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

Also Present: Robert Henderson Jr.

Excused: Michael Mazzola, Resident Commission

Approval of Minutes – July 5, 2018

A motion to approve the minutes of July 5, 2018 meeting was made by Ms. Ducharme and seconded by Mr. Lisi. Motion Carried.

Additions, Deletions, Corrections

There were no changes.

Public Portion

Loretta Sexton, 29 Stygar Terrace asked if anyone has been hired to replace Fred because one of the residence has had to clean the bathrooms since this position has not yet been filled.

Sue Pease, 3 Stygar Terrace asked when the grass will be cut and when the vines will be cut back. Ellen suggested that someone should call the office to let someone know so that these types of issues can be addressed. Also Ms. Pease asked if Mr. Pacheco has addressed getting the wheelchair removed and given to a veteran. Mr. Pacheco said he has spoken to the Mayor regarding this issue and the Mayor would like to be involved. Ms. Fusco said the Mayor was scheduled to visit Stygar Terrace tomorrow and Ms. Pease said she would speak with him about the wheel chair.

Public Portion Closed.

Executive Session to Open Packets for Consultant Services

Ms. Fusco asked for a motion to go into executive session at 6:47 pm.

A motion was made by Mr. Lisi, and seconded by Mr. Pacheco.

Motion Carried.

A motion was made by Mr. Lisi to come out of executive session at 7:08 pm, seconded by Ms. Ducharme. Motion Carried.

Ms. Fusco asked for a motion to allow the board to enter into a good faith negotiation for the position of Technical Service Consultant with Robert Henderson and to formalize this matter in September. The motion was made by Ms. Ducharme, and was seconded by Mr. Pacheco. Motion Carried.

Old Business

- Approval of recommended new Inspection Company

Mr. Lisi recommended the Inspection Company Right Choice. This company was one of three choices and Mr. Lisi felt that this company

was the best choice. Mr. Henderson also commented that they negotiated to get the cost down and a start date of January 2019.

A motion was made by Mr. Lisi to hire Right Choice as the Inspection Company, seconded by Mr. Pacheco. Motion Carried.

- Discussion and possible action on repairs to sidewalks, parking lots, driveways and catch basins.

Ellen advised the board that Frank Pepe Construction was the only company that provided an estimate. The board asked Ellen to come to the meeting on August 16th with the estimate and the amounts figured out for all sites that were included on the estimate from Frank Pepe so that the board can determine what needs to be done on a priority basis and how much it will cost.

- Blanket statement that any communication by a DHA employee and or Board Member with other Housing Authorities must remain confidential unless agreed upon by agency authority.

Ms. Fusco led the discussion on how to best address confidentiality among DHA staff and board members. There was a lengthy discussion on how this should be handled. Mr. Lisi suggested a memo to staff that would come from the board. Mr. Pacheco suggested getting Corporation Counsel involved and having a practice in place and then to provide training to staff and board members.

A motion was made by Mr. Pacheco, to charge Ellen with engaging DHA Corporation Council to initiate a training session regarding the confidentiality and the various legalities that go with it, seconded by Mr. Lisi. Motion Carried.

- Discussion and Possible Action on Consultant RFP

No discussion or action at this time.

- Update on Critical Needs

Discussion carried over from the discussion of repairs in item (b) of old business. After a lengthy discussion the board asked Ellen to bring the estimate from Frank Pepe Construction, with the amounts of each site figured out to the DHA meeting next week. At that time the board can better determine what needs to be done as a priority.

- Update on Status of Hiring

Ms. Fusco said the maintenance position has been posted on the City of Derby website. It has not been put in the paper as this gets very costly. Ms. Fusco has been telling everyone that she knows about the position but no one has applied.

A motion to post the position on Indeed was made by Ms. Ducharme, seconded by Mr. Pacheco. Motion Carried.

- Discussion of Possible Action on Admin Plan/Opening of Section 8 Waiting List

There was discussion on the Admin Plan/Opening of Section 8 Waiting List. The board is continuing to work on this and will make more decisions to finalize this document at the next meeting.

A motion to table the rest of the items until next weeks meeting was made by Ms. Ducharme, and was seconded by Mr. Lisi. Motion Carried.

- Any updates from Sub Committees re: Review of and Updating Personnel Policy.

The board decided to hold off on this item until October or November.

New Business:

None to report

Director's Report

**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

SUBSIDIZED HOUSING AUTHORITY REPORT
MONTH OF JULY, 2018

STATE ELDERLY SITES

STYGAR TERRACE

11 Vacant

Resident Concerns:

*Sidewalks

CICIA MANOR

No Vacancies

Resident Concerns:

*Sidewalk on Anson St. and Walkways

LAKEVIEW APARTMENT

No Vacancies

Resident Concerns:

*Windows and Lights

MISCELLANEOUS

1. Paid vouchers and bills are available for review.

SECTION 8 PROGRAM

1. Landlord checks for the month of August, 2018 were processed and will be mailed on August 1, 2018.
2. Paid vouchers and bills are available for review.
3. PIC reporting is currently at _%.

Adjournment

A motion to adjourn the meeting was made by Ms. Ducharme, and seconded by Mr. Pacheco. The meeting was adjourned at 7:57 pm

Respectfully submitted,

Meg Martins

Meg Martins

Recording Secretary

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

Derby Housing Authority Vendor Payment History Report

Payment History From: 7/1/2018 Thru: 7/31/2018 Program: Revolving Fund

Check Name		SSN / TIN	Check Address				Print 1099			
Advantage Payroll Services			29 Taylor Ave Bethel CT 06801				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/03/2018		INV		Vendor Invoice Trans	07/18	Vendor Invoice Transac	\$4,832.33		\$4,832.33	
07/11/2018		INV		Vendor Invoice Trans	07/18	Vendor Invoice Transac	\$4,762.98		\$4,762.98	
07/18/2018		INV		Vendor Invoice Trans	07/18	Vendor Invoice Transac	\$4,508.06		\$4,508.06	
Totals For Vendor: Advantage Payroll Services									\$14,103.37	
Aflac			Aflac Worldwide Headquarters 1932 Wynnton Road Columbus GA 31999				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/05/2018	4260	CHK		Acct. DHW16 - Ellen	06/18	Acct. DHW16 - Ellen Oc	\$33.84			
				Acct. DHW16 - Ellen	06/18	Acct. DHW16 - Ellen Oc	\$133.92			
			051114	Aact. DHW - Ellen Oc	06/18	Aact. DHW - Ellen Oczk	\$22.32		\$190.08	
Totals For Vendor: Aflac									\$190.08	
Calvert Safe & Lock Ltd		06-1064817	300 Roosevelt Drive Derby CT 06418				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/05/2018	4261	CHK	127184	Two sets of knobs for	06/18	Two sets of knobs for St	\$108.00		\$108.00	
Totals For Vendor: Calvert Safe & Lock Ltd									\$108.00	
City Of Derby - Finance Department			1 Elizabeth Street Derby CT 06418				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/05/2018	4262	CHK		Medical insurance Dia	07/18	Medical insurance Dian	\$959.23			
				Medical insurance Elle	07/18	Medical insurance Ellen	\$959.23			
				Medical insurance Lau	07/18	Medical insurance Laur	\$959.23			
				Medical deduction for	07/18	Medical deduction for Di	\$1,500.00			
				Medical deduction for	07/18	Medical deduction for El	\$1,500.00			
				Medical deduction for	07/18	Medical deduction for L	\$1,500.00		\$7,377.69	
Totals For Vendor: City Of Derby - Finance Department									\$7,377.69	
City of Derby Finance Department			1 Elizabeth St. Derby CT 06418				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/05/2018	4263	CHK		Accrued pilot year end	06/18	Accrued pilot year end3	\$58,589.00		\$58,589.00	
Totals For Vendor: City of Derby Finance Department									\$58,589.00	
Comcast			Po Box 1577 Newark NJ 07101				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/05/2018	4264	CHK		Acct. 8773402130020	06/18	Acct. 87734021300208	\$857.51			
				ACCT. 877340213002	06/18	ACCT. 8773402130020	\$643.13			
				Act. 87740213024486	06/18	Act. 877402130244862-	\$34.89			
				Acct. 8774021300209	06/18	Acct. 87740213002093	\$771.82		\$2,307.35	
Totals For Vendor: Comcast									\$2,307.35	
CONN NAHRO			P.O. Box 93 Rockfall CT 06481				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/05/2018	4265	CHK		Renewal of membersh	06/18	Renewal of membershi	\$250.00		\$250.00	
Totals For Vendor: CONN NAHRO									\$250.00	

Derby Housing Authority Vendor Payment History Report

Payment History From: 7/1/2018 Thru: 7/31/2018 Program: Revolving Fund

Check Name		SSN / TIN	Check Address				Print 1099			
Derby Tax Collector			1 Elizabeth St. Derby CT 06418				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/05/2018	4266	CHK		2008 Trailer 295KG65	07/18	2008 Trailer 295KG650	\$11.81		\$11.81	
Totals For Vendor: Derby Tax Collector									\$11.81	
Edwards Answering Service, Inc		06-0813674	230 Hartford Turnpike Vernon Circle Vernon Rockville CT 06066				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/05/2018	4294	CHK	1807007271 01	Answering service	07/18	Answering service	\$83.32		\$83.32	
Totals For Vendor: Edwards Answering Service, Inc									\$83.32	
Eversource			PO Box 650034 Dallas TX 75265-0034				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/05/2018	4267	CHK		Acct. 57828025064-Of	06/18	Acct. 57828025064-Offi	\$16.61		\$16.61	
Totals For Vendor: Eversource									\$16.61	
Eversource			PO Box 650034 Dallas TX 75265-0034				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/05/2018	4268	CHK		Acct. 57888560075- S	06/18	Acct. 57888560075- Sty	\$743.97		\$743.97	
Totals For Vendor: Eversource									\$743.97	
Exxon Mobile			Exxon Mobile Processing Center P.O. Box 688938 Des Moines IA 50368				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/05/2018	4269	CHK		Inv. 71876000000975	06/18	Inv. 718760000009758	\$90.50		\$90.50	
Totals For Vendor: Exxon Mobile									\$90.50	
Flik's Enterprises, LLC		81-0967040	5 Old Country Road Oxford CT 06478				Yes			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/05/2018	4270	CHK	2871	Monthly landscaping c	07/18	Monthly landscaping co	\$900.00		\$2,700.00	
			2870	Monthly landscaping c	07/18	Monthly landscaping co	\$1,000.00			
			2872	Monthly landscaping c	07/18	Monthly landscaping co	\$800.00			
Totals For Vendor: Flik's Enterprises, LLC									\$2,700.00	
FRONTIER - Section 8			PO Box 20550 Rochester NY 14602-0550				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/05/2018	4271	CHK		Acct. 203-736-3821-0	06/18	Acct. 203-736-3821-090	\$128.12		\$128.12	
Totals For Vendor: FRONTIER - Section 8									\$128.12	
FRONTIER - Stygar			PO Box 20550 Rochester NY 14602-0550				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/05/2018	4272	CHK		Acct. 203-736-8946-0	06/18	Acct. 203-736-8946-022	\$83.78		\$83.78	
Totals For Vendor: FRONTIER - Stygar									\$83.78	
FRONTIER Office			PO Box 20550 Rochester NY 14602-0550				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/05/2018	4273	CHK		Acct. 203-735-6652-0	06/18	Acct. 203-735-6652-020	\$217.61		\$217.61	
Totals For Vendor: FRONTIER Office									\$217.61	

Derby Housing Authority Vendor Payment History Report

Payment History From: 7/1/2018 Thru: 7/31/2018 Program: Revolving Fund

Check Name		SSN / TIN	Check Address				Print 1099			
Gregory Stamos		045-40-6321	200 Main Street Po Box 166 Ansonia CT 06401				Yes			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/05/2018	4274	CHK		Re: Dobson eviction	06/18	Re: Dobson eviction	\$275.80			
				RE: Dobson eviction	06/18	RE: Dobson eviction	\$250.00		\$525.80	
Totals For Vendor: Gregory Stamos									\$525.80	
Home Depot Credit Services			Dept. 32-2504992060 Po Box 78047 Phoenix AZ 85062-8047				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/05/2018	4275	CHK		Acct. 6035322504992	06/18	Acct. 60353225049920	\$317.44		\$317.44	
Totals For Vendor: Home Depot Credit Services									\$317.44	
Jacozzi Plumbing & Cooling LLC		06-1550461	24 Sweetbrier Lane Monroe CT 06468				Yes			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/05/2018	4276	CHK	011399	#20 Guardiano - Repa	06/18	#20 Guardiano - Repair	\$385.00			
			011398	#16 Stygar - Installed	06/18	#16 Stygar - Installed a	\$871.00			
			011411	#2 Guardiano - Remo	06/18	#2 Guardiano - Remove	\$561.67			
			011400	#11 Stygar - Removed	06/18	#11 Stygar - Removed	\$883.00			
			011397	#20 CC - Provided an	06/18	#20 CC - Provided and i	\$965.33			
			011366	#28 Guardiano - Rem	06/18	#28 Guardiano - Remov	\$295.00			
			011363	Stygar building #3 Wa	06/18	Stygar building #3 Wate	\$465.00			
			011391	#31 Stygar - Repaired	06/18	#31 Stygar - Repaired t	\$333.00			
			011390	#96 CC - Repaired A/	06/18	#96 CC - Repaired A/C	\$248.00		\$5,007.00	
Totals For Vendor: Jacozzi Plumbing & Cooling LLC									\$5,007.00	
Janet S Wortman CPA LLC		57-1137946	P O Box 42 Harwinton CT 06791				Yes			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/05/2018	4277	CHK		Accounting services fo	06/18	Accounting services for	\$218.75			
				Accounting services fo	06/18	Accounting services for	\$812.50		\$1,031.25	
Totals For Vendor: Janet S Wortman CPA LLC									\$1,031.25	
Lowes Business Account			Po Box 530970 Atlanta GA 30353				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/05/2018	4278	CHK		Maintenance supplies	06/18	Maintenance supplies	\$18.94		\$18.94	
Totals For Vendor: Lowes Business Account									\$18.94	
Merf - Employee			State Of Ct-Comptroller-Merf 55 Elm Street Hartford CT 06106				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/05/2018	4279	CHK		Employee contribution	06/18	Employee contribution f	\$75.60			
				Employee contribution	06/18	Employee contribution f	\$51.96			
				Employee contribution	06/18	Employee contribution f	\$75.68			
				Employee contribution	06/18	Employee contribution f	\$110.84		\$314.08	
Totals For Vendor: Merf - Employee									\$314.08	
Merf - Employer			State Of Ct-Comptroller-Merf 55 Elm Street Hartford CT 06106				No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total	
07/05/2018	4280	CHK		Employer contribution	06/18	Employer contribution f	\$1,638.83		\$1,638.83	
Totals For Vendor: Merf - Employer									\$1,638.83	

Derby Housing Authority Vendor Payment History Report

Payment History From: 7/1/2018 Thru: 7/31/2018 Program: Revolving Fund

Check Name		SSN / TIN	Check Address				Print 1099		
NAIPC			1400 16Th Street N. W. Suite 420 Washington DC 20036				No		
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
07/05/2018	4281	CHK		Renewal for Member I	06/18	Renewal for Member ID	\$65.00		\$65.00
Totals For Vendor: NAIPC									\$65.00
Phoenix Pest Control LLC		20-5377905	1 Fall St Derby CT 06418				Yes		
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
07/05/2018	4282	CHK	3841	#16 Stygar - Pest cont	06/18	#16 Stygar - Pest contr	\$200.00		
			3840	#36 Stygar- Treated b	06/18	#36 Stygar- Treated be	\$200.00		
			3817	#7 Guardiano - Pest c	06/18	#7 Guardiano - Pest co	\$225.00		
			3816	#90 CC - Pest control	06/18	#90 CC - Pest control	\$225.00		\$850.00
Totals For Vendor: Phoenix Pest Control LLC									\$850.00
Pitney Bowes			P O Box 371896 Pittsburgh PA 15250				No		
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
07/05/2018	4283	CHK	1007685094	Rental of mailing mac	06/18	Rental of mailing machi	\$75.00		\$75.00
Totals For Vendor: Pitney Bowes									\$75.00
Pitney, Louise		042-30-2219	13 Howard Avenue Derby CT 06418				Yes		
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
07/05/2018	4284	CHK		Recording Secretary s	06/18	Recording Secretary se	\$75.00		\$75.00
Totals For Vendor: Pitney, Louise									\$75.00
Ralph Vaccaro			76 West Fourth Street Cicia Manor Derby CT 06418				No		
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
07/05/2018	4285	CHK		Trash removal from C	06/18	Trash removal from CC	\$40.00		\$40.00
Totals For Vendor: Ralph Vaccaro									\$40.00
ReadyRefresh			P.O. Box 856192 Louisville KY 40285-6192				No		
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
07/05/2018	4286	CHK	18F0010673 192	Water for office	06/18	Water for office	\$9.56		\$9.56
Totals For Vendor: ReadyRefresh									\$9.56
Regional Water Authority - Elderly			90 Sargent Drive New Haven CT 06511				No		
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
07/05/2018	4287	CHK		Acct. 211142369-Guar	06/18	Acct. 211142369-Guard	\$784.93		
				Acct. 211163233-CC	06/18	Acct. 211163233-CC	\$1,260.60		
				Acct. 211142211 Sty	06/18	Stygar	\$1,203.96		\$3,249.49
Totals For Vendor: Regional Water Authority - Elderly									\$3,249.49
Reliable Technologies, LLC		33-1005778	49 Ford St. Ansonia CT 06401				Yes		
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
07/05/2018	4288	CHK	18-2361	Monthly contracted ho	07/18	Monthly contracted host	\$46.50		
			18-2360	Monthly contracted se	07/18	Monthly contracted serv	\$485.00		\$531.50
Totals For Vendor: Reliable Technologies, LLC									\$531.50
Shelton Alarm System, Inc.			64 Clifton Ave. Ansonia CT 06401				No		
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
07/05/2018	4289	CHK		Inv. 42729- CC Annua	06/18	Inv. 42729- CC Annual f	\$549.00		

Derby Housing Authority Vendor Payment History Report

Payment History From: 7/1/2018 Thru: 7/31/2018 Program: Revolving Fund

Check Name	SSN / TIN	Check Address								Print 1099
			Inv. 42729 - Stygar an	06/18	Inv. 42729 - Stygar ann			\$567.00		
			Inv. 42729 Guardiano	06/18	Guardiano annual inspe			\$624.00		\$1,740.00
Totals For Vendor: Shelton Alarm System, Inc.										\$1,740.00
The United Illuminating Company		P O Box 1564 New Haven CT 06506-0901							No	
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>		<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
07/05/2018	4290	CHK		Acct. 010-0000911-97	06/18	Acct. 010-0000911-975		\$408.66		\$408.66
Totals For Vendor: The United Illuminating Company										\$408.66
The United Illuminating Company		P O Box 1850 New Haven CT 06508-1850							No	
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>		<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
07/05/2018	4291	CHK		Acct. 010-0001034-45	06/18	Acct. 010-0001034-452		\$27.58		
				Acct. 010-0001034-45	06/18	Acct. 010-0001034-452		\$10.16		
				Acct. 010-0001034-34	06/18	Acct. 010-0001034-346		\$13.38		
				Acct. 010-0001031-45	06/18	Acct. 010-0001031-457		\$34.35		\$85.47
Totals For Vendor: The United Illuminating Company										\$85.47
The United Illuminating Company		Po Box 1850 New Haven CT 06508-1850							No	
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>		<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
07/05/2018	4295	CHK		Inv. 9100056805-EIde	07/18	Inv. 9100056805-Elderl		\$1,997.88		\$1,997.88
Totals For Vendor: The United Illuminating Company										\$1,997.88
Thyssen Krupp Elevator Corporation		P O Box 933004 Atlanta GA 31193-3004							No	
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>		<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
07/05/2018	4292	CHK	3003960943	Elevator service for G	07/18	Elevator service for Gua		\$1,006.29		\$1,006.29
Totals For Vendor: Thyssen Krupp Elevator Corporation										\$1,006.29
Verizon Wireless		P.O. Box 17120 Tucson AZ 85731							No	
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>		<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
07/05/2018	4293	CHK	9809574914	Cell Phones	06/18	Cell Phones		\$77.30		\$77.30
Totals For Vendor: Verizon Wireless										\$77.30
Grand Totals:			Total Payments:					37	\$106,065.70	

Derby Housing Authority July Completed Work Orders

Program: , Project: All Projects, Unit: All Units, From: 7/1/2018 To: 7/26/2018, Status: Complete

WO Number	Date	Priority	Status	Family	Task Description
6388	06/26/2018	Routine	Complete		<p>Work Order Description: Refrigerator is not cold on the bottom, but is freezing on top.</p> <p>Description Of Work Completed: Replaced fridge.</p>
6397	07/02/2018	Routine	Complete		<p>Work Order Description: Would like the filters of her ac/heat pump cleaned.</p> <p>Description Of Work Completed: Filters cleaned.</p>
6401	07/02/2018	Routine	Complete		<p>Work Order Description: Still having issues with AC.</p> <p>Description Of Work Completed: Jacozzi installed a brand new A/C-Heating unit inside and outside of the unit. The temporary manual a/c unit that was being used was removed from window.</p>
6422	07/12/2018	Routine	Complete		<p>Work Order Description: Install a/c window unit.</p> <p>Description Of Work Completed: A/C unit was installed.</p>
6402	07/02/2018	Routine	Complete		<p>Work Order Description: There is black soot/dust still coming out of the ac/heat unit.</p> <p>Description Of Work Completed: Issue has stopped. Resident will call the office if it begins to happen again.</p>
6403	07/02/2018	Routine	Complete		<p>Work Order Description: Refill toilet paper in the women's community room bathroom.</p> <p>Description Of Work Completed: Refilled toilet paper in the women's community room bathroom.</p>
6405	07/05/2018	Routine	Complete		<p>Work Order Description: Toilet paper holder came off the wall again. Needs to be reattached.</p> <p>Description Of Work Completed: Holder reattached.</p>
6406	07/05/2018	Routine	Complete		<p>Work Order Description: Pick up fridge and air conditioners at Lowes.</p> <p>Description Of Work Completed: Picked up fridge and (2) A/C's at Lowes.</p>
6407	07/05/2018	Routine	Complete		<p>Work Order Description: Dump run needs to be done.</p> <p>Description Of Work Completed: Dump run of bulk items completed.</p>
6410	07/05/2018	Routine	Complete		<p>Work Order Description: Test fire escape lights at Cicia Manor, Stygar Terrace and Guardianio Terrace.</p> <p>Description Of Work Completed: Testing completed.</p>
6435	07/19/2018	Routine	Complete		<p>Work Order Description: Fix the back door of the DHA office.</p> <p>Description Of Work Completed: Repaired strike on door.</p>
6438	07/20/2018	Routine	Complete		<p>Work Order Description: Dump run.</p> <p>Description Of Work Completed: Dump run was done.</p>
6415	07/09/2018	Routine	Complete		<p>Work Order Description: The outlet that connects to refrigerator and the microwave keeps shutting on and off. Thinks there may be a problem with that outlet.</p> <p>Description Of Work Completed: Replaced GFI plug</p>

Derby Housing Authority July Completed Work Orders

Program: , Project: All Projects, Unit: All Units, From: 7/1/2018 To: 7/26/2018, Status: Complete

6445 07/24/2018 Routine Complete

Work Order Description: Toilet keeps running every time he flushes. He says that the stopper stays up and doesn't shut. Thinks it may be problem with the toilet chain. Resident will not be home from 9-3 tomorrow, but its ok to enter unit.

Description Of Work Completed: Problem addressed and fixed.

6439 07/23/2018 Routine Complete

Work Order Description: Can maintenance please come by and help her with the knobs on her kitchen cabinets? They are loose and she can't seem to get them to tighten.

Description Of Work Completed: Knobs were tightened on cabinets.

6398 07/02/2018 Routine Complete

Work Order Description: Smoke detector is beeping. Needs batteries.

Description Of Work Completed: Batteries replaced.

6399 07/02/2018 Routine Complete

Work Order Description: Community room and office windows need locking. (Stygar)

Description Of Work Completed: Windows locked.

6408 07/05/2018 Routine Complete

Work Order Description: Grill needed for BBQ for Stygar picnic.

Description Of Work Completed: Pulled grill out of storage for the Stygar BBQ picnic.

6416 07/09/2018 Routine Complete

Work Order Description: Put grill in storage at Stygar.

Description Of Work Completed: Grill put back into storage.

6400 07/02/2018 Routine Complete

Work Order Description: Needs assistance cleaning her walls.

Description Of Work Completed: Assisted resident with cleaning her walls. Also cleaned overhead lighting and attic access.

6433 07/19/2018 Routine Complete

Work Order Description: 1. Food in the refrigerator is freezing. Not sure if temperature needs to be adjusted. 2. Toilet water keeps coming up to the rim every time she flushes. She is afraid it's going to overflow.

Description Of Work Completed: 1. Temperature adjusted on refrigerator.
2. Toilet was plunged and snaked.

6413 07/05/2018 Routine Complete

Work Order Description: Bring extra table to Stygar for picnic.

Description Of Work Completed: Table brought to Stygar picnic.

6430 07/18/2018 Routine Complete

Work Order Description: Clean gutters above the units. (block between 29 through 36)

Description Of Work Completed: Gutters were cleaned.

6417 07/10/2018 Routine Complete

Work Order Description: Needs light bulb for above the bathroom.

Description Of Work Completed: Bulb was replaced.

6418 07/10/2018 Routine Complete

Work Order Description: Smoke detector keeps going off when she uses the fan.

Description Of Work Completed: Shelton Alarm addressed the issue.

6425 07/17/2018 Routine Complete

Work Order Description: The cement in the front entrance area of unit is disintegrating. Needs to be repaired.

Description Of Work Completed: Pepe to address problem.

Derby Housing Authority July Completed Work Orders

Program: , Project: All Projects, Unit: All Units, From: 7/1/2018 To: 7/26/2018, Status: Complete

6424 07/16/2018 Routine Complete

Work Order Description: New toilet seat needed in the bathroom.

Description Of Work Completed: New toilet seat installed.

6426 07/18/2018 Routine Complete

Work Order Description: Water is coming in from the front of the unit. Not sure if its from the a/c unit. Its also affecting her phone line.

Description Of Work Completed: A/C unit was on a slant, this being the reason why water was getting in. It was repositioned and should be fine now.

6432 07/18/2018 Routine Complete

Work Order Description: Having problems with her florescent light in the kitchen. Also having issues with a lot of spiders coming in to her unit.

Description Of Work Completed: Replaced bulb in kitchen. Was told to call office if problem persists.
Updated 7/23/18: Tenant was still having issues with light bulb in kitchen. Maintenance went back out and replaced the ballester. Phoenix to address spiders.

6440 07/23/2018 Routine Complete

Work Order Description: All kinds of bugs are coming into his apartment and he is getting bit.

Description Of Work Completed: Phoenix addressed issue.

6446 07/25/2018 Routine Complete

Work Order Description: Sink clogged. Maintenance unable to unclog. Jacozzi was contacted.

Description Of Work Completed: Jacozzi addressed and fixed issue.

6404 07/02/2018 Routine Complete

Work Order Description: Alarm keeps going on and off in the bathroom without anyone pulling the cord. Can you please go in the morning as soon as you get in?

Description Of Work Completed: Alarm went off twice. First maintenance and then Shelton Alarm responded. Explained that smoke alarm went off due to cooking.

6409 07/05/2018 Routine Complete

Work Order Description: Fan cover in kitchen has build up. Needs cleaning.

Description Of Work Completed: Completed.

6414 07/06/2018 Routine Complete

Work Order Description: The unit A/C is not working. Install window a/c.

Description Of Work Completed: Installed window a/c unit.

6411 07/05/2018 Routine Complete

Work Order Description: Kitchen door is sticking. It's hard for her to get open.

Description Of Work Completed: Addressed the issue with door. Also added batteries to remote while there, and reset a/c unit functions. (due to noise)

6441 07/23/2018 Routine Complete

Work Order Description: Kitchen and bedroom windows don't open. Please come by after 11:00.

Description Of Work Completed: Windows were opened for resident.

6412 07/05/2018 Routine Complete

Work Order Description: Repair pitting around storm drain at the beginning of parking lot.

Description Of Work Completed: Pitting was repaired.

6428 07/18/2018 Routine Complete

Work Order Description: W/O called in by Mike Mazzola. He wanted to inform us that there are (7) light bulbs out in the walkway in front of the following units: 11,16,21,22,23,27 and 28.

Description Of Work Completed: Bulbs were replaced at units 11,16,21,22,23, 28 & 27. Also replaced one fixture at 27.

Derby Housing Authority July Completed Work Orders

Program: , Project: All Projects, Unit: All Units, From: 7/1/2018 To: 7/26/2018, Status: Complete

6436 07/19/2018 Routine Complete

Work Order Description: The ceiling on the 2nd floor of Guardiano, (in front of #30) is buckling. Needs to be addressed.

Description Of Work Completed: Refastened ceiling.

6442 07/24/2018 Routine Complete

Work Order Description: Replace lock and lockbox in the Guardiano mechanical room.

Description Of Work Completed: Lockbox set to 13579
Key # AA9

6444 07/24/2018 Routine Complete

Work Order Description: Replace light fixture which is falling off the exterior of the Guardiano elevator tower.

Description Of Work Completed: New fixture was installed.

6419 07/11/2018 Routine Complete

Work Order Description: Front door lock is loose. Still works but needs to be replaced before it falls apart.

Description Of Work Completed: Door lock was put back together. Is no longer loose.

6420 07/11/2018 Routine Complete

Work Order Description: Bath tub strainer doesn't stay in place. She thinks the screw that keeps it in place is stripped and need to be replaced.

Description Of Work Completed: Repair was made. Jacozzi may have to address issue next time.

6421 07/12/2018 Routine Complete

Work Order Description: Flies are getting into her apartment. She thinks they may be coming from a gap under her air conditioning unit. OK to enter.

Description Of Work Completed: Found a small gap in the top of the screen which was repaired.

6423 07/13/2018 Routine Complete

Work Order Description: Refill toilet paper in the community room bathrooms.

Description Of Work Completed: Refilled toilet paper holders.

6443 07/24/2018 Routine Complete

Work Order Description: Replace (2) exterior light bulbs at the Guardiano community room.

Description Of Work Completed: Lightbulbs replaced.

6429 07/18/2018 Routine Complete

Work Order Description: There are small ants coming in from behind the bathroom baseboard. Also has what he believes is mold around tub.

Description Of Work Completed: 1. Phoenix was called for the ants.
2. Maintenance sprayed Tilex for the mold/mildew around tub.

6431 07/18/2018 Routine Complete

Work Order Description: Heat pump/AC not working. Also would like broken window blinds in his bedroom replaced.

Description Of Work Completed: 1. Filters were cleaned on heat/ac unit. Maintenance also tried to reset, but that didn't work. Jacozzi to address the problem.
2. Replaced window blinds.

6434 07/19/2018 Routine Complete

Work Order Description: There is condensation occurring on her food in her refrigerator.

Description Of Work Completed: Temperature was adjusted on refrigerator.