

Board of Commissioners

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

Derby Housing Authority December 6, 2018 Meeting

The Derby Housing Authority meeting was called to order at 6:30pm by Linda Fusco, Chairperson; and was followed by the Pledge of Allegiance.

Roll Call

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

Also Present: Ellen Oczkowski, Attorney Kevin Blake, Attorney Christopher Cody

Approval of Minutes:

November 1, 2018 Meeting

A motion to approve the minutes of the November 1, 2018 Meeting was made by Mr. Lisi and seconded by Mr. Pacheco. Motion Carried.

Additions, Deletions, Corrections

Ms. Fusco asked to add under Old Business Section D, Reimbursement to HUD

A motion to add under Old Business Section D Reimbursement to HUD was made by Mr. Mazzola and seconded by Mr. Lisi. Motion Carried.

Public Portion

Attorney Kevin Blake – 19 Birchwood Drive Ansonia

Atty Blake representing resident Linda Swinski has concerns about her parking too far from her apartment. Ms. Fusco stated that Ms. Swinski was advised to get reasonable accommodation and the matter will be discussed later in the meeting when Atty. Cody will be present and will speak regarding the handicap parking.

Ms. Fusco closed the public portion of the meeting.

Old Business

- a. Discussion and Possible Action on Consultant for SSHP Grant:
Ms. Fusco explained that they reached out to 4 consultants and only one responded. Tandem Care Inc. (TCI) came in under procurement costs. Ms. Fusco advised that the packet is available to view and to discuss if there are any questions. Ms. Ducharme stated that TCI came in under procurement costs and appears to be competent.
A motion was made by Ms. Ducharme, and seconded by Mr. Mazzola, to secure TCI and to follow through on the SSHP Grant. Motion Carried.
- b. Discussion of opening Section 8 waiting list:
Ms. Fusco read Mr. Henderson's note regarding the opening of the Section 8 waiting list. The DHA will contract out Happy Software. Ms. Fusco added that with Mr. Henderson's unforeseen situation it is pushing back the opening of the Section 8 waiting list. Ms. Ducharme added that the Section 8 waiting list has to start moving forward and that she is anxiously awaiting Mr. Henderson's return.
- c. Attorney Christopher M. Cody regarding handicap parking:
Attorney Cody explained that it is not appropriate to speak in detail in a public forum regarding this issue, but since Ms. Swinski and her attorney are present and are willing to discuss this matter publicly he would continue. He explained that the best thing to do if the resident has requested reasonable accommodation is to assign a parking space closest to her apartment. The recommendation is to assign and give spaces until no spaces are left. Reasonable accommodation requests are signed off by doctors. It is the doctor's medical opinion to give his/her approval for this request. It is not on the board to make this decision, it's the doctor's decision and approval. The board needs to go through reasonable accommodation process and have conversations between the tenant and the board to see if an agreement can be made. There was discussion between the board members and Ms. Swinski and her attorney. The DHA Board will take this request under advisement and will have communication and discussion privately at another time.

d. Reimbursement to HUD:

Ms. Fusco explained that documents were sent to HUD to request an extension. She is concerned about the Section 8 waiting list and the documents needed were not available. The apartments were not ready to rent. Ms. Fusco explained her concerns and if all the documents are not sent to HUD the board will be in violation. Ms. Ducharme stated that everything needs to be straightened out during this extension period so that the apartments can be ready to rent and the Section 8 waiting list will be ready to go.

New Business

a. Discussion of Inspection results:

Ms. Fusco asked to skip this item until next meeting when Mr. Henderson would be present. Mr. Henderson was going to address this item.

b. Approval of monthly board of commissioners dates for 2019:

A motion was made by Ms. Ducharme and seconded by Mr. Mazzola, to accept the dates and put them on record of the monthly board of commissioners meetings for 2019. Motion Carried.

c. Approval of the holiday schedule for 2019:

A motion was made by Ms. Ducharme to approve the holiday schedule for 2019, and seconded by Mr. Mazzola. Motion Carried.

**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

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Commissioner

**SUBSIDIZED HOUSING AUTHORITY REPORT
MONTH OF NOVEMBER, 2018**

STATE ELDERLY SITES

STYGAR TERRACE

No Vacancies

Resident Concerns:

CICIA MANOR

No Vacancies

Resident Concerns:

LAKEVIEW APARTMENT

#14 Vacant (To be leased up December 1, 2018)

Resident Concerns

Parking

MISCELLANEOUS

1. Paid vouchers and bills are available for review.

SECTION 8 PROGRAM

1. Landlord checks for the month of December, 2018 will be processed and will be mailed on December 3, 2018.
2. Paid vouchers and bills are available for review.
3. PIC Reporting is currently at 95.

Adjournment

A motion to adjourn the meeting was made by Mr. Lisi, seconded by Mr. Mazzola . Motion Carried. The meeting was adjourned at 7:04 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Meg Martins". The signature is written in a cursive, flowing style.

Meg Martins
Recording Secretary

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

Derby Housing Authority Holiday Schedule

New Year's Day	Tuesday, January 1, 2019
Martin Luther King's Day	Monday, January 21, 2019
Lincoln's Birthday	Tuesday, February 12, 2019
President's Day	Monday, February 18, 2019
Good Friday	Friday, April 19, 2019
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Columbus Day	Monday, October 14, 2019
Veterans Day	Monday, November 11, 2019
Thanksgiving Day &	Thursday, November 28, 2019
The Day After	Friday, November 29, 2019
Christmas Day	Wednesday, December 25, 2019

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The following dates are for the monthly board meeting of the Derby Housing Authority for 2019. The board of commissioners meet on the first (1st) Thursday of every month at 6:30 p.m. at Derby City Hall, 1 Elizabeth Street, Derby, CT 06418.

January 3, 2019

February 7, 2019

March 7, 2019

April 4, 2019

May 2, 2019

June 6, 2019

July 11, 2019

August 1, 2019

September 5, 2019

October 3, 2019

November 7, 2019

December 5, 2019

January 2, 2020