

Derby Housing Authority
30 Elizabeth St., 2nd Fl.
P.O. Box 843
Derby, CT 06418
(203)735-6652 Telephone
(203)734-0204 Fax

Board of Commissioners
Linda Fusco, Chairperson
Robert Lisi, Treasurer
Dani Soto, Commissioner
Loretta Sexton, Resident Commissioner

<https://us02web.zoom.us/j/87641941924?pwd=enR6azNzVFNTNVJ1VzdtcnQ3dEZEdz09>

Meeting ID: 876 4194 1924

Passcode: 652672

Derby Housing Authority Meeting Minutes February 9, 2023

The Derby Housing Authority meeting was called to order at 6:39 p.m. by Chairwoman Fusco and was followed by the Pledge of Allegiance.

Roll Call:

Present: Linda Fusco, Chairperson, Robert Lisi, Treasurer, Loretta Sexton, Resident Commissioner

Absent: Dani Soto, Commissioner

Approval of Minutes: January 5, 2023

Mr. Lisi made a motion to approve the minutes of the January 5, 2023 minutes as written. Chairperson Fusco seconded the motion. Motion passes unanimously.

Additions, Deletions, Corrections:

Chairperson Fusco would like to make a motion to add under section d of New Business, Preliminary Discussion and any questions the board has on the deteriorating metal beams at Guardian Terrace. Mr. Lisi seconded the motion. Motion carried unanimously.

Public Portion:

No one from the public spoke.

RECEIVED
TOWN/CITY CLERK
DERBY, CT
2023 FEB 13 AM 10:40
MARCO J. CARONALLO, CPA
Marco J. Caronallo

Old Business

a. Monthly Report from Imagineers- Ken Schultz (attached)

Derby Housing Authority (DHA) Imagineers Update on HCV Program January 2023

- **New Payment Standards for 2023:** The new payment standards have been set using HUD's approval to set them at 120% of HUD's published new FMRs for 2023 effective January 1, 2023.
- **Utility Allowance Schedule:** The process of maintaining an up-to-date utility allowance schedule has been completed. The new utility allowance schedule will become effective on March 1, 2023. Each year a PHA must review and adjust the utility allowance schedule as determined by conducting surveys of the program participant's consumption of utilities and if there is a change of 10% or more in utility rates a PHA must adjust the utility allowance sheets by building type and for each tenant furnished utility and services. This requirement is also part of HUD's Section Eight Assessment Program (SEMAP) system of measuring DHA's performance ratings.
 - **DHA's SEMAP review** is scheduled to be submitted to HUD in May; 60 days after DHA's fiscal year end.
- **DHA Agency Annual Plan:** Derby's Agency Plan and all its requirements was submitted to HUD on January 9, 2023.
- **Incremental Vouchers:** Derby's incremental vouchers that were awarded from HUD have been issued to its top four wait list applicants and they are currently in search of a housing unit. We are hopeful that HUD's approved increase in the payment standard percentage will help in the leasing and affordability for the families.
- **Project Base:** The Request for Proposals (RFP) for Derby's initiative to project base 15 vouchers was advertised in the newspaper and at the websites of the Derby Housing Authority and Imaginers on January 16, 2023. The complete RFP and its instructions along with the application packet is available through the websites or at each respective offices. The advertisement needs to run for three (3) consecutive weeks, therefore, it will appear again in the New Haven Register on January 23rd and on the 30th. The proposal submission date is set for February 6, 2023. Shortly after that the submitted proposals will be scored and awarded based on the criteria listed in the RFP.
- **1099:** The 1099 requirement to the IRS is being worked on and they will be placed in the mail on Monday, January 30th.

I can be reached directly at 860-768-3345, if anyone has any questions or concerns. Thank you. Ken Schultz

b. Monthly Report from Reginas Jones, DHA Resident Services

RSC

JANUARY - 2023

DERBY HOUSING

Newsletter - Distributed to all households

Topics/Resources addressed on newsletter.

Free Zoom Training for health and wellness living with Diabetes (NEW)

*** no new services to report***

TEAM-211

DSS-CT FMCG- Program

Griffin Community Services C-19 Boosters

Valley Transit District

City of Derby Volunteer Fire Department

The Masters Table

Agency on Aging

Derby Senior Services

NETWORK

Opal Stork

Derby Library

Griffin Hospital

Agency on Aging

TEAM

Katie CC Events

RESIDENTS ASSIST/CONTACT

#20 NV Cicia Manor, #35 RP Stygar Terrace, #26 BR Stygar Terrace

#16 SS Stygar Terrace, #28 JV Stygar Terrace, #54 LP Cicia Manor

#23 JM Stygar Terrace, #5 FV Stygar Terrace #89 BR Cicia Manor

#21 WT Stygar Terrace, #8 BM Stygar Terrace

Administrative Assistant cover front desk.

1/2/23-1/5/23

1,260 min= 3days 8 hrs per day= 24 hours

HEMECARE SERVICES Referral/ Given Info

#20 NV Cicia Manor , #23JM Stygar Terrace

SURVEY SATISFACTION RESULTS/Concerns (old /new concerns for JANUARY 2023)**Safety**

Is still a major issue tenants are requesting cameras to be placed at the site.
(Safety) Hand rails

May 2022 Pipeline:

Energy Assistant Program for all on going until September 2023
Griffin Hospital Community Service Covid-19 Follow up TBD
The Masters Table Take home/ Drive up Meals on going call RSC
Valley United Way emergency Assistant
Valley Transit District Free Door 2 Door with request Until -3/30/23
ALL 3 COMMUNITY CENTERS Valentines Dinner Event
Please Contact RSC so information can be notated.
Every resident should be included not excluded

Deceased Tenants:

N/A

RSC Reginas
JANUARY: 2023

- c. Review and Vote on Quotes for Tree Work at all 3 sites
The board discussed and reviewed the quotes for tree work and after some discussion the following motion was made.

Chairperson Fusco made a motion to accept the bid of \$4,800 from White Hills for the pruning of the tree. Ms. Sexton seconded the motion. Motion carried unanimously.

NEW BUSINESS:

- a. Review and Vote to approve the DHA 2023 Meeting and Holiday Schedule

Mr. Lisi made a motion to approve the Holiday Schedule as printed. Ms. Sexton seconded the motion. Motion carried unanimously.

Chairperson Fusco made a motion to table the approval of the meeting schedule and to change the day of the month for the meeting to the second Tuesday. Mr. Lisi seconded the motion. Motion carried unanimously.

b. Review and Vote on Stygar Terrace Roof Replacement Quotes

The board reviewed and discussed the quotes for the roof replacement for Stygar Terrace.

Mr. Lisi made a motion to approve New England Roof Care Inc. Ms. Sexton seconded the motion. Motion carried unanimously.

c. Discussion on Security Deposits for Existing and New Residents

Ms. Harris led the discussion on the security deposits existing and new residents. She said she discussed with the staff at the housing authority and they decided to charge a fee of \$300 and if they want to make installments they can.

Chairperson Fusco made a motion to set the rate of \$300 one flat rate for everyone and it could be paid in two installments if they so choose. Mr. Lisi seconded the motion. Motion carried unanimously.

d. Preliminary Discussion and any questions the board has on the deteriorating metal beams at Guardiano Terrace

Ms. Harris led the discussion regarding the deteriorating metal beams at Guardiano Terrace. She reached out to a few different construction companies, and they met, and they were told that the steel beams are corroding the material is starting to separate and the weather is making it worse over time and it needs to be addressed right away. They are waiting for a structural engineer to come out to look at it and then they will get a quote for the cost. Chairperson Fusco advised Ms. Harris about blocking off the walkway.

9. SUBSIDIZED HOUSING COORDINATOR'S REPORT: (attached)

- a. Financial Report.
- b. Elderly Resident Complexes.
- c. Miscellaneous Business/Section 8.

HOUSING AUTHORITY City of DERBY

30 Elizabeth Street, P.O. Box 843 Derby, CT 06418
Elderly/Disabled Housing Phone (203) 735-6652
Fax (203) 734-0204

**Subsidized Housing Coordinator's Report
January 2023**

State Elderly Sites

Styggar

- 24- Letter mailed to next applicant 1/26. Awaiting response.

Cicla Manor

- No current vacancies.

Lakeview Apartments

- Unit 17 -Letter mailed to next applicant 1/26. Awaiting response.

10. EXECUTIVE SESSION

None

11. Adjournment

Mr. Lisi made a motion to adjourn the meeting at 7:12 PM. Ms. Sexton seconded the motion. Motion passes unanimously.

Respectfully submitted,

Meg Martins

Meg Martins
Recording Secretary

2023 FEB 13 AM 10:42