

## **Minutes of Meeting**

The Regular Meeting of the Housing Authority of the City of Norwalk was held at 5:00 PM Wednesday April 19, 2017.

PLACE: **Central Offices**  
**24 ½ Monroe Street**  
**Norwalk, CT 06854**

PRESENT: Cesar Ramirez - Chairman  
Jeffrey Ingraham - Vice Chairman  
Deidra Davis – Treasurer

ABSENT: Brenda Penn-Williams - Commissioner

ATTENDING: Curtis O. Law - Executive Director  
Candace E. Mayer - Deputy Director  
Thomas Hickey - Director of Finance  
Kras Carlucci - Director of Housing Operations  
Patricia Marsden-Kish - Director of Education  
Tom Ivers - Choice Neighborhood Director  
Greg Lickwola - Construction Manager  
Guy Rocco - Director of Maintenance  
Donna Lattarulo, Esq. - NHA Legal Counsel

Meeting opened at 5:00 P.M.

Roll call was taken.

Commissioners Tabled:

### **Old Business:**

- a. Treasurers Reports for June, July, August, September and October November and December 2016.
- b. Bills and Communications June, July August, September. October November, December 2016 and January 2016
- c. Changes to Norwalk Housing Personnel Policy Regarding Travel and Education
- d. Minutes of the January 18, 2017 Meeting
- e. Admissions and Occupancy Report January 2017
- f. Maintenance Report January 2017
- g. MOD Report January 2017
- h. Education Report January 2017
- i. Drug testing

Commissioners Tabled:

### **New Business:**

- j. MINUTES of the February 2017 Regular Meeting
- k. Treasurers Report January 2017

- l. Bills and Communications March 2017
- m. Admissions and Occupancy Report February/March 2017
- n. Maintenance Report February/March 2017
- o. MOD February/March 2017
- p. Education Report February/March 2017
- q. CNI Report February/March 2017

11-25 Commissioner Ingraham moved to approve:

- r. Federal Operating Budget FYE March 2018

***All statutory and regulatory requirements met:***

1. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
  2. Proposed budget expenditures are necessary to meet the efficient and economical operation of housing for the purpose of serving low-income residents;
  3. The budget indicates a source of funds adequate to cover all proposed expenditure;
  4. The PHA will comply with the wage rate requirement under 24 CFR 968.110(C) AND (F) and
  5. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i)
- s. WRITE-OFFS Vacated Accounts (FYE) Fiscal Year Ending 3/31/2017 – Federal – \$55,095.13, Colonial Village - \$ 3,235.01, School Street – \$ 5,061.54.
  - t. File Vision Single Source Purchase in the amount of \$65,325/\$7,500 annual ongoing support
  - u. Ludlow Commons temporary resident relocation recommendation's
  - v. Ludlow Village Management Plan 2017
  - w. 16 School Street Management Plan 2017
  - y. M & R Contractors, Farmington Connecticut to Repave Parking lot / Replace Stair Landings and Replace Stair Treads at Fairfield Avenue Apartments at a cost of \$144,500.
  - z. Baker, Tilly Virchow Krause LLC Financial Consultant

- aa. Seaside Design to print NHA 2018-2020 Annual Calendar and Notecards at a cost of \$14,635

Commissioner Davis seconded the motion.

**ACTION**

**AYES**

**NAYES**

Commissioner Ramirez  
Commissioner Ingraham  
Commissioner Davis

All in Favor.

Motion was carried.

Commissioners tabled:

- x. Change in Admissions and Continued Occupancy Plan (ACOP) Washington Village *re-occupancy*
- bb. Michael Crafter to enroll/attend two Fairfield University graduate courses, one beginning July 7, 2017 and one beginning September 5, 2017 at a cost of \$2,325 per class.
- cc. Staff to attend 2017 Annual NERC/NAHRO Conference and Exhibition June 25-28, 2017 Samoset Resort, Rockport, ME for a registration cost of \$475.00 per person and room rate of \$217 per night if reservations are made by May 29, 2017.
- dd. Staff to attend HAPA, Housing Agency Procurement Assistance, Training Seminar June 21-23, 2017 at John A. Logan Community College, Franklin County, IL at a registration cost of \$557.00 per person.

Commissioner Ingraham moved to adjourn to the Executive Session.

Commissioner Davis seconded the motion.

**ACTION**

**AYES**

**NAYES**

Commissioner Ramirez  
Commissioner Ingraham  
Commissioner Davis

All in Favor.

Motion was carried.

Commissioner returned from the Executive Session.

The meeting adjourned at 6:30 PM.

Respectfully Submitted,

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Curtis O. Law  
Executive Director