

**Town of East Haven, CT
Housing Authority Meeting Minutes
August 15, 2011
Page 1**

Members Present:

Vice-Chairman Hoff
Commissioner Kenyon
Commissioner Cottle

Staff Present:

Megan McAuliffe
Paul Hongo, Director

Members Absent:

Chairwoman Natarajan

Vice-Chairman Hoff called the meeting to order at 7:04 p.m. Roll was called and a quorum was present.

Approval of Minutes

Commissioner Kenyon made a **MOTION** to accept the minutes of the June 20th Meeting. Commissioner Cottle seconded. All were in favor, none were opposed and none abstained. **MOTION CARRIED**

Director's Report

Director Hongo stated that he had nothing at this time, but Megan and he discussed the Levitsky & Berney invoice with the commission. Paul also stated that if the commissioners looked at the current bank statement, they would see a reduction in money going out, as Megan's salary is now split between the two agencies and the Town is now paying for her benefits. He was pleased with the move and knew it would help with finances in the department.

Approval of Bills

Linda LaLuna \$ 100.00 Clerk Fee for August

MOTION to pay was made by Commissioner Kenyon and seconded by Commissioner Cottle. All were in favor, none were opposed and none abstained. **MOTION CARRIED**

Town of East Haven, CT
Housing Authority Meeting Minutes
August 15, 2011
Page 2

BILLS (continued)

Levitsky & Berney \$1,975.00 Professional Services-Online submission Director Hongo stated that Megan had contacted Levitsky & Berney regarding this bill and all that they sent was a small letter stating their proposal for the next year's audit. They also asked if it was acceptable to the commission, they would send an engagement letter for Megan to execute. Director Hongo recommended that the commission approve the bill in question to be paid, so there are no outstanding invoices with Levitsky & Berney and asked that the commission give Megan and him permission to look around for other auditors who might perform the audit at a lower cost.

Paul stated that seeing they were for professional services and depending on the cost, they might not have to go out to bid.

MOTION made by Commissioner Kenyon and seconded by Commissioner Cottle to pay the bill to clear up the balance. All were in favor, none were opposed and none abstained. **MOTION CARRIED**

MOTION made by Commissioner Kenyon and seconded by Commissioner Cottle to give permission to Paul and Megan to shop around for different auditors to perform the June 30, 2011 audit, and bring their results to the next meeting. All were in favor, none were opposed and none abstained. **MOTION CARRIED**

Personnel Issues

Megan is now working in the Urban Renewal office along with Jaime, who is still working 4 hours a day, but in the afternoon now. There is a part time person in the office in the morning so there is a constant presence in the office at all times. Paul stated that a request came in from 311 to be a volunteer for the commission. He is having Stacy follow up on that and will get back to the commission.

Town of East Haven, CT
Housing Authority Meeting Minutes
August 15, 2011
Page 3

Other Business

Commissioner Cottle asked a question regarding the bank statement. He wanted to know how come the ending balance was more than the beginning balance. Paul stated the amount of money that comes in from HUD fluctuates monthly so there could be a small change in ending balances and starting balances.

There being no other business to come before the agency, a **MOTION** was made to adjourn the meeting at 7:16 was made by Commissioner Kenyon and seconded by Commissioner Cottle. All were in favor, none were opposed and none abstained. **MOTION CARRIED**

Respectfully Submitted,

Linda S. LaLuna
Clerk