

**EAST HAVEN HOUSING AUTHORITY
MARCH 16, 2009
REGULAR MEETING MINUTES**

MEMBERS PRESENT

Chairwoman Massaro
Commissioner Cianelli
Commissioner Verderame
Commissioner Hoff

STAFF PRESENT

Paul Hongo, Director
Ralph Mauro
Jim Keeley
Dave Cappelletti, L&B

MEMBERS ABSENT

Commissioner Adams

Chairwoman Massaro called the meeting to order at 7:30 p.m. Roll was called and a quorum was present.

APPROVAL OF MINUTES

MOTION made to approve the minutes of the December meeting by Commissioner Verderame and Commissioner Cianelli seconded. All were in favor, none were opposed and none abstained. **MOTION CARRIED**

DIRECTOR'S REPORT

Paul began with introductions of Jim Keeley, who works in the Finance Office and Dave Cappelletti of Levitsky & Berney. They were present to assist with any questions about the Audit. Paul stated that HUD required that we secure an accountant as well as an Auditor and adopt some By-Laws for the Housing Authority due to previous incidents with the agency. After a lengthy discussion Commissioner Verderame made a **MOTION** to recommend the agency hire Jim Keeley as the Accountant for the Housing Authority. Commissioner Cianelli seconded. All were in favor, none were opposed and none abstained. **MOTION CARRIED**

MOTION made by Commissioner Cianelli to authorize Chairwoman Massaro to sign the contract to hire Jim Keeley. Commissioner Hoff seconded. All were in favor, none were opposed and none abstained.

MOTION CARRIED

MOTION made by Commissioner Verderame to hire Levitsky & Berney as the auditor. Commissioner Cianelli seconded. All were in favor, none were opposed and none abstained. **MOTION CARRIED**

MOTION made by Commissioner Verderame to authorize Chairwoman Massaro to sign the contract to hire Levitsky & Berney. Commissioner Hoff seconded. All were in favor, none were opposed and none abstained.

MOTION CARRIED

Paul thanked Jim and Dave for attending the meeting. He then handed out By-Laws from other Town's Housing Authority especially ones that were similar. He also recommended the Board to adopt these By-Laws. After looking over all documents, **MOTION** made by Commissioner Cianelli and seconded by Commissioner Hoff to adopt the By-Laws as written. All were in favor, none were opposed and none abstained. **MOTION CARRIED**

Paul also stated that there will be a Public Hearing scheduled for next month regarding the 5 year plan, there will be an ad in the paper.

BILLS

MOTION made by Commissioner Verderame and seconded by Commissioner Cianelli to pay bills as stated. All were in favor, none were opposed and none abstained. **MOTION CARRIED**

Linda LaLuna	\$100.00 for Clerk fee
Bardell	\$30.78 for Office Supplies
Chris DiStasio	\$238.00 for Computer Repair
NH Register	\$118.75 for Legal Notice
Reliable Detection	\$77.10 for Alarm Fee
Zullo & Jacks	\$375.00 for Attorney's Fees

PERSONNEL ISSUES

Paul spoke to the commission regarding the Administrative Assistant position that is open due to Carmen leaving. He spoke of the person who has been working in Town Hall and has a letter of recommendation for the board regarding this person. Questions were asked regarding duties and capacity of the position. Imagineers has agreed to train the individual in what they need to know right now. Paul recommended hiring Megan McAuliffe for the Administrative Assistant position. It would be full time salary but a savings to the Authority as Megan's medical premium would be cheaper as it would be for a single person instead of a family plan.

MOTION made to hire Megan McAuliffe was made by Commissioner

Verderame and seconded by Commissioner Cianelli. All were in favor, none were opposed and none abstained. **MOTION CARRIED**

OTHER BUSINESS

Chairwoman Massaro stated that she was resigning from the commission. She stated that she would be available anytime to help. Paul thanked Chairwoman Massaro for all she has done for the Authority. She then handed over all bank statements, etc. to Paul and handed out last month's statement.

At this time, Commissioner Verderame nominated Commissioner Cianelli as Chairperson, seconded by Chairwoman Massaro. It was asked "Were there any other nominations from the floor" 3 times. There being no further nominations from the floor, **MOTION** carried.

At this time, Chairwoman Cianelli nominated Commissioner Verderame as Treasurer, seconded by Commissioner Hoff. It was asked "Were there any other nominations from the floor" 3 times. There being no further nominations from the floor, **MOTION** carried

There being no further business to come before the Commission, **MOTION** made to adjourn at 8:47 p.m. by Commissioner Hoff and seconded by Chairwoman Cianelli. All were in favor, none were opposed and none abstained. **MOTION CARRIED**

Respectfully Submitted,

Linda S. LaLuna
Clerk