

**Town of East Haven, CT**  
**Housing Authority Meeting Minutes**  
**September 15, 2014**  
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**Members Present:**

Chairwoman Natarajan  
Vice-Chair Enders  
Commissioner Parlato (7:06)  
Commissioner Sagnella

**Staff Present:**

Sal Brancati, Director of Admin. & Mgmt.

**Members Absent:**

Commissioner Bellmore

Chairwoman Natarajan called the meeting to order at 7:04 p.m. Roll was called and a quorum was present.

**Approval of Minutes**

Vice-Chair Enders made a **MOTION** to approve the minutes of the July 7<sup>th</sup>, 2014 meeting. Commissioner Sagnella seconded. All were in favor, none were opposed and none abstained. **MOTION CARRIED**

**Director's Report**

Director Brancati handed out copies of last year's audit from Levitsky & Berney, P.C. to the commission members. The audit for 2014 has not been completed yet. Director Brancati stated that former Director Art DeSorbo never signed an engagement letter before he passed away, but stated that he did get one in the mail today. The members discussed the audit and its findings. Director Brancati also stated that because the insurance reimbursement money from the former Director Cassandra Ashe was deposited into the Housing account, HUD was not sending the monthly payments for administrative fees because there was too much money in the account and that had to be spent down before they would send any more funds. We are on track to receive funds for the October HAP and administrative fee payment now that Director Brancati used the excess funds to pay the landlords. Director Brancati then stated that the Housing Authority paid \$9,200 for the audit last year and does not have enough in the account now to cover an audit with that same cost. He will be speaking with Levitsky & Berney to work something out and see if they could reduce their fees. It was mentioned that the reason the cost might have been so high was because the auditors had to recreate the books for the year prior due to the fact that an audit wasn't performed by the previous administration and that could have caused the amount to be larger than usual.

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**Bills**

Linda S. LaLuna      Clerk Fee for September      \$100.00

**MOTION** to pay the bills as read was made by Commissioner Parlato and seconded by Commissioner Sagnella. All were in favor, none were opposed and none abstained.

**MOTION CARRIED**

**Personnel Issues**

Director Brancati stated that phone calls do come in with issues regarding landlords he has Jaime in the office fielding those phone calls and assisting walk-ins. She is on loan from the Public Works Department for now so that the office has someone in there as the employee on FMLA position still remains open. Director Brancati will be meeting with Imagineers later this week and will report back to the commission next month.

**Other Business**

Commissioner Parlato made a **MOTION** to name Sal Brancati as the Executive Director of the Housing Authority with the same capacity as former Director DeSorbo had with the same requirements including no additional pay. Commissioner Sagnella seconded. All were in favor, none were opposed and none abstained. **MOTION CARRIED**

There being no other business to come before the agency, a **MOTION** was made by Vice-Chair Enders to adjourn the meeting at 8:00. Commissioner Sagnella seconded. All were in favor, none were opposed and none abstained. **MOTION CARRIED**

Respectfully Submitted,

Linda S. LaLuna  
Clerk