

**Town of East Haven, CT**  
**Housing Authority Meeting Minutes**  
**July 25, 2012**  
**Page 1**

**Members Present:**

Chairwoman Natarajan  
Commissioner Enders  
Commissioner Parlato

**Staff Present:**

Arthur L. DeSorbo  
Francine Gaglione

**Members Absent:**

Commissioner Sagnella  
Commissioner Cottle

Chairwoman Natarajan called the meeting to order at 7:40 p.m. Roll was called and a quorum was present.

**Approval of Minutes**

Commissioner Parlato made a **MOTION** to accept the minutes of the April 16<sup>th</sup> Meeting and again table the December minutes until the next meeting. Chairwoman Natarajan seconded. All were in favor, none were opposed and none abstained. **MOTION CARRIED**

**Director's Report**

Director DeSorbo stated that he was finally able to get in touch with Commissioner Cottle who handed in his resignation letter. He has asked the Town Council to add an appointment for a replacement on their August agenda. The audit has been completed and a copy of the draft was handed out to all commissioners. There were a couple of findings in the audit that have been there before. One finding was that funds that were owed to the Housing Authority from the Town from Section 8 HAP funds which is not allowed to be charged off needed to be rectified. Director DeSorbo stated that he was able to pay the Housing Authority back with monies from his Admin & Mgmt. account through the Town. The other issues were charged off as no one could track back far enough to find out where and when they were from.

Director DeSorbo stated that when the auditor was hired, he was concerned about how the auditor would get paid as the funds in the account had dwindled drastically from payroll and benefits from the previous director. There were no unspent funds. However, when the

**Town of East Haven, CT**  
**Housing Authority Meeting Minutes**  
**July 25, 2011**  
**Page 2**

former ED stole funds, she was bonded. The money went back to the Town instead of to the Housing Authority, as they were federal HUD monies. Director DeSorbo is going to the Board of Finance to request the \$100,000 that was supposed to go to the Housing Authority plus the \$14,690 that he used out of his account to pay the Housing Authority back so that we were in compliance with HUD and the audit.

There are no Housing funds being used anymore to pay any employees or their benefits, the employees are paid only by the Town. Director DeSorbo has paid the first installment billing to the auditor out of Town funds, with the permission of the Mayor and the Finance Manager. The HA will have the money to pay the next installment. The auditors need to start the 1012 audit now.

There was discussion held regarding the bookkeeping for the HA. Director DeSorbo discussed having Jim Keely, the account supervisor in Finance do the bookkeeping. The bank statements would only be opened by him so he can properly do the books so that when the audit is due for next year, we would be all set. He would bill in 20 hour increments when work is completed.

**Approval of Bills**

Linda LaLuna                      \$ 100.00    Clerk Fee for July

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

**Personnel Issues**

None

**Reorganization of the Committee**

Commissioner Parlato made a **MOTION** to nominate Barbara Natarajan as Chairwoman. Commissioner Enders seconded. There were no other nominations. **MOTION CARRIED**

**Town of East Haven, CT**

**Housing Authority Meeting Minutes**  
**July 25, 2011**  
**Page 3**

Commissioner Parlato made a **MOTION** to nominate Michael Enders as Vice-Chairman. Chairwoman Natarajan seconded. There were no other nominations. **MOTION CARRIED**

Chairwoman Natarajan made a **MOTION** to retain Linda LaLuna as clerk. Commissioner Parlato seconded. All were in favor, none were opposed and none abstained. **MOTION CARRIED**

**Other Business**

Chairwoman Natarajan made a **MOTION** to have Director DeSorbo enter into an understanding with Jim Keely to perform the accounting services for the Housing Authority at the rate of \$60 per hour. He will reconcile the account on a monthly basis using QuickBooks and will give a monthly report to the commission. Vice-Chairman Enders 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 to adjourn the meeting at 8:12 by Commissioner Parlato and seconded by Vice-Chairman Enders. All were in favor, none were opposed and none abstained. **MOTION CARRIED**

Respectfully Submitted,

Linda S. LaLuna  
Clerk