



CITIZENS ADVISORY  
COUNCIL FOR HOUSING MATTERS



Reply to: Morris Czaczkes, Esq.  
482 West Main St.  
Norwich, CT. 06360  
886-5175

**MINUTES OF THE MEETING JUNE 15, 1994**

**1. PRELIMINARY MATTERS**

a. Call to Order:

Meeting was called to order at 2:15 p.m.

b. Agenda and Minutes:

The minutes of the last meeting were approved.

**2. HOUSING COURT OPERATIONS:**

Suzanne Colosanto appeared and she, along with Cynthia Teixeira, provided information on the following matters:

a. Norwalk Housing Court - The position of Chief Clerk is currently open; advertisements for the position appeared in the Connecticut Law Journal and via Departmental Mail and thirty-five applicants have applied. The position may be filled by the end of July. This position opened up after Jeffrey Hammer, Esquire transferred to become the Housing Clerk in Bridgeport. Discussions followed concerning the job classifications for this position, Richard Tenenbaum made a motion to recommend to the Judicial Department to have the specifications for the Housing Court Clerk position be job specific as requiring two years relevant Housing Court experience. Motion was seconded by Robert Kor. Discussions followed. The Motion was passed unanimously.

b. Court Forms:

There is the presumption that Housing pleading forms would not change. Discussions followed on the availability of the Housing forms in the G.A. Court locations. Council members were informed that a list of the forms is now available and that all the forms should be available within each G.A. location and if they were not, Council members should inform Ms. Colosanto.

c. Judicial District of Middlesex:

There was a brief discussion as to the G.A./J.D. Housing operations in effect in Middletown. Talks focused on whether housing matter as properly being returned to the G.A. in Middletown and then being transferred to the J.D. Morris Czaczkes also informed the Council that since the opening of the new Courthouse, there appears to be some difficulty with the staff handling Housing Matters in Middletown. Ms. Colosanto that she would make inquiry. Raphael Podolsky gave a historical prospective to this issue on the Council's long standing position that all Housing matters should be heard within the J.D. exclusively. It was the

consensus of the Council that this policy should continue.

d. Judicial District of New Haven:

New Haven Housing Session - It was reported that the current Housing Court Judge, The Honorable Douglas Mintz, recently had knee surgery and that currently, Housing Court functions have been curtailed. Ms. Colostano reported that usually when a matter is required to be heard, the Administrative Judge is told and a Judge is assigned. Glen Falk indicated that this was creating problems with the administration of Housing matters. Mr. Podolsky suggested that the New Haven Subcommittee write a letter to Judge Joseph Licari, Administrative Judge for the Judicial District of New Haven as to Mr. Falk's concerns. Morris Czaczkes made a Motion that this be done. Barbara Perry seconded that motion. It carried unanimously.

e. Terms of Judges:

Mr. Podolsky indicated that in September all Housing Court Judges would probably be taking on other Judicial assignments and that the three Housing Court Subcommittees are looking for recommendations.

f. Housing Specialist:

It was reported that no hiring is currently being planned for the vacancy created by Cynthia Teixeira's acceptance of the position as Chief Housing Specialist. It was hoped that the position would be filled in the next fiscal year. Discussions followed as to future job descriptions for the position as requiring knowledge of the Spanish language and distribution of the job listing when it is made.

g. Housing Specialist Manual:

Ms. Colosanto and Cynthia Teixeira reported that work had begun on a Housing Specialist Manual and that Council Members comments would be solicited when the manual was nearer to completion.

h. Housing Specialist Bridgeport/Norwalk:

It was reported that Ron Kader, one of the specialist assigned to Bridgeport and Norwalk would soon be taking a medical leave, which would result in some reduced coverage.

i. Notice of Housing Council Meeting:

Cynthia Teixeira requested that the Council send notices of all of its meetings to each Housing Specialist. It was indicated that this would be done.

j. Magistrates:

Discussions were held on the Magistrate's Manual prepared by the Council for Small Claims Magistrates. The manual has been

well received and no revisions are planned until next years. It was also reported that Ms. Perry, Mr. Kor and Mr. Podolsky met with Maureen Flynn of the Judicial Department as to Magistrate Evaluation forms. It was indicated that these forms would soon be distributed to litigants in the along with Notices of Judgment.

### 3. Old Business:

#### a. Housing Court Prosecutors-Danbury:

It was reported that Housing prosecution matters within the Judicial District of Danbury were to be assigned to a Senior Assistant State's Attorney in Mr. Flanagan's office. It was suggested that Mr. Tenenbaum arrange for a meeting with this individual and interested Council Members when the selection was made to go overlong-standing Council Concerns over housing prosecutors and code enforcement activities in the Danbury area.

#### b. Pro Se Housing Specialist Letters:

The Housing Specialist Pro Se Letter as developed by Richard Tynan was discussed. The letter was enthusiastically received. Joseph Wincze made a motion to recommend to the Judicial Department that a litigant letter be developed for each location where Housing matters are heard. Richard Tenenbaum seconded the Motion. It carried unanimously.

#### c. Biannual Report:

Mr. Podolsky reminded the Council that the January 1, 1995 Report to the Connecticut Legislature is due before the end of the year.

Motion to adjourn was made by Mr. Kor and seconded by Mr. Tenenbaum. It was carried unanimously.

/s/ Morris Czaczkes  
Morris Czaczkes, Acting Secretary

Council members present: Morris Czaczkes, Elaine DeNigris, Glenn Falk, Joelen Gates, Sr. Susanne Gebrian, Robert Kor, Barbara Perry, Raphael Podolsky, Richard Tenenbaum, Joseph Wincze, Jr., Joseph Zibbiddeo.