

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– January 25, 2017

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:10 PM** on **January 25, 2017** by Chairman, Edward Norman at the main office located at 36 Main Street Ansonia, CT

Pledge of Allegiance.

Roll Call by Executive Director Robert Henderson: Edward Norman –Chairman, James Prestiano – Vice Chairman, Wilson Lopez– Commissioner, Dan King- Commissioner, Samuel Levey - Commissioner.

Additions, deletions or corrections to the agenda as presented. None.

Approval of the minutes of the regular meeting of the AHA of December 21, 2016.

Chairman Edward Norman asked for questions on the minutes. Hearing none motion was made.

- **Motion to approve the minutes of the regular meeting of the AHA of December 21, 2016.**

Motion by Vice Chairman, James Prestiano. **Second** by Commissioner, Samuel Levey. **All in Favor.** Motion passes unanimously.

Public Session:

Chairman Edward Norman opened the public session.

Joan Radin, Board of Aldermen, Housing Committee Member- Stated that she was not at the last Board of Alderman meeting and she did not find anything in the minutes regarding the appointment of new members to the Board of Commissioner for the Housing Authority. Ms. Radin believed that the Board of Aldermen needed to approve any new appointments.

Attorney James Sheehy addressed this issue and stated that the Housing Authority received communication from the Mayor of the two new appointments.

Chairman Norman read a letter from the Mayor stating the two new appointments. This issue goes between the City Charter and the precedence of appointments through the Board of Alderman and State Statutes. There is a whole section on Housing Authorities and within that the Mayor has the authority to appoint board members of the Housing Authority. Because the agency is not a department nor a commission of the City, the agency is an independent entity. There have been discussions as to following the State Statutes or the City Charter.

There was a brief introductory meeting to discuss with Mr. King and Mr. Lopez that the two appointments require they must be sworn in to uphold the Charter of this Board and the City of Ansonia, State and Federal regulations. They will be sitting in and they need to work with the Mayor and his legal counsel as to how to proceed.

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– January 25, 2017

Chairman Norman stated that the agency has been receiving letters from the City and they have not been date stamped in the way all incoming correspondence are done. This letter will be acknowledged as a form of valid communication from the Mayor appointing the two new Commissioners.

Randolph Carroll, Board of Alderman, Housing Committee Member- questioned the appointments, affirming that the City Charter states members of the Board of Taxation cannot serve on any other boards.

Chairman Norman replied that the Board is considering that issue as well.

Beth Lynch, Resident City of Ansonia- Mr. King also holds an elected office in Ansonia, he is a City Sheriff, no Housing Commissioner can hold any other public office in the City. Again, that is in the State Statutes.

Mr. Norman replied this is up to the City to verify qualifications and to follow the proper guidelines in the appointments, he believes they are working on this now.

Ms. Lynch also stated that all boards and commissions must have equal representation of both major parties and this current board holds four republicans and one unaffiliated.

Chairman Norman replied that is a good point, however, the agency is regulated somewhat by the City of Ansonia, regulated by the State Department of Housing and regulated by HUD. In one of those regulations it is mentioned the composition of the Board could have four members from the same party. In the regulations, the Board is required to have a resident elective representative.

Mr. Norman asked if anyone else from the public wishes to address the Ansonia Housing Authority Board of Commissioners. Hearing none the public session was closed.

Monthly Reports:

Executive Director, Robert Henderson presented his monthly Director's Report for January 2017:

Mr. Henderson reported that there are no financials for this month, the accountant is closing the books for year-end so the information is not available yet. Next month's report will cover December and January financials.

Mr. Henderson informed the Board that he attends a meeting at the City twice a month and the topic is always the demolition of Riverside Apartments. Members of the City have in the past attended weekly demolition meetings at the Housing Authority to keep them updated on the progress. The completion date has been set back another ten days to the middle of February. It will be ready to be hydro seeded in April.

In the month of January there was a meeting with the NHP Foundation in regards to the Riverside Redevelopment Project. Eighteen attendees were present. The next follow-up meeting will be a phone

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– January 25, 2017

conference on January 30, 2017. Tim Sandor the fee accountant will be included in the discussion to answer very specific funding issues in relation to project based vouchers and budget authority.

The meeting attendees were two members from the City, Sheila O'Malley and John Marini, Patrick Fry and Steven Green from the NHP Foundation, Steve Tise from Tise Design, Paul Galvin and John May from Tagg Associates, Antonio DiCamillo from Stantec, Jennifer Gottlieb from HUD, Attorney James Sheehy, William Nimmons, Robert Henderson and Carol Mobilio.

Tagg Associates in the past two years have completed and submitted financial applications for tax credit funding. The agency was denied in the last two rounds of funding. The purpose of the meeting was to discuss the scoring and to try to improve on certain areas to obtain funding and to see if it is even viable to apply again. Some criteria is out of the control of the Housing Authority.

The next meeting on January 30th should give the agency some direction on how to proceed forward in the Redevelopment and what the options may be.

Executive Director Henderson has had discussions with the Department of Public Works in Re-cooperative Agreements. The maintenance staff now has two employees and he would like to work out an agreement with the DPW if need be during inclement weather.

The Nelrod Company is now on site working with the Family Self-Sufficiency Program. This review will also run into the review of the Housing Choice Voucher Program for the filing of the SEMAP report.

Mr. Henderson is also checking into funding for a part-time security officer for the three developments. The federal and state programs will share the expenses.

Commissioner Wilson Lopez questioned if there are any small city grants available.

Chairman Norman questioned if Mr. Henderson reached out to the Economic Developer for the City regarding the Small City Grants Program. He did speak with the developer and the way it was explained was that only one person was to attend the meetings which would be the Economic Developer. Mr. Henderson was told the City did not expend all the funding from last year so they were not eligible for this year.

Chairman Norman would like Mr. Henderson to double check. He thinks that if the City is not going to apply then the Housing Authority should be able to because it is an independent entity. It was also mention that the City would help the agency apply. These grants often focus on elderly projects.

Mr. Henderson reported that at the February meeting he will have dates as to when the roof replacement and interior remodeling will begin at the Ortolli Community Center.

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– January 25, 2017

Housing Operations, Tanya Guagenti was absent.

Executive Director Henderson gave a brief synopsis of the developments. He stated there is one vacancy at each development.

Mr. Norman questioned if anything was exceeding ninety days. Mr. Henderson replied there is not.

Ross Grant Coordinator, Vicky Clifford, presented her monthly report:

Ms. Clifford introduced herself to the new Board members, welcomed them and briefly explained her job duties.

Ms. Clifford explained that she sends out a newsletter to all residence once a month. She mentioned the new parking policy and how its working out well so far.

Chairman Norman asked if Ms. Clifford was planning any new events. Ms. Clifford replied she will be having a Valentines Pizza Party. Chef Fusco from Emmett O'Brien Technical High Scholl will be catering a St. Patrick's Day luncheon in March. She will be sending out invitations to all Board members.

Mr. Norman inquired if the plaque will be ready to present to Chef and the students at the March party. Mr. Henderson replied it would be ready.

Compliance Coordinator, Carol Mobilio, presented her report:

Ms. Mobilio explained that in the Board packet she provided everyone with a calendar for 2017 of HUD reports and their due dates. She recently completed the last report for January which was the EPIC Report. All reports are completed and submitted through February 7, 2017.

Chairman Norman questioned the date the financial closing report must be submitted by.

The unaudited submission report must be filed by the end of February.

Report of Committees. None.

***All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for
January 25, 2017.**

Unfinished Business: None.

Executive Session:

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– January 25, 2017

Pursuant to Section 1-200 (6), (b) and (d) of the Connecticut General Statutes there will be an executive session to discuss the Union Contract.

- **Motion to go into Executive Session at 6:50 p.m. to discuss the above item inviting Attorney James Sheehy, Union President Carol Mobilio, Attorney William Ryan and Executive Director Robert Henderson to participate.**

Motion by Vice Chairman, James Prestiano. **Second** by Commissioner, Samuel Levey. **All in Favor.** Motion passes unanimously.

The Board returned to regular session at 7:40 PM.

New Business:

Chairman, Edward Norman presented the following resolutions to the commissioners:

Housing Authority of the City of Ansonia

Resolution 2017-1

RESOLUTION AUTHORIZING THE RATIFICATION OF RESOLUTION 2016-10 BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ANSONIA AND PAYNE ENVIRONMENTAL, LLC FOR ENVIRONMENTAL SERVICES RELATED TO THE DEMOLITION OF RIVERSIDE APARTMENTS FROM DECEMBER 31, 2013 TO MARCH 1, 2017 IN AN AMOUNT NOT TO EXCEED AN ADDITIONAL \$25,320 AND TO INCREASE THE AMOUNT OF THE CONTRACT TO \$363,874.90.

WHEREAS, the Housing Authority of the City of Ansonia (“AHA”) issued a Request for Proposals for Phase III Environmental Services related to the demolition of buildings on the Southside of Riverside Apartments; and

WHEREAS, four responses were received prior to the submission deadline date from Payne Environmental (“PAYNE”), EnviroMed, Fuss & O’Neill and TAG Associates; and

WHEREAS, PAYNE submitted the lowest responsible and responsive proposal and, therefore was awarded a contract in the amount of \$38,750 on August 15, 2012; and

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– January 25, 2017

WHEREAS, on September 5, 2012 Change Order Number 1 was approved for \$750 for additional testing for volatile organic compounds bringing the contract amount to \$39,500; and

WHEREAS, on October 17, 2012 the Board of Commissioners of AHA approved Resolution 2012-23 authorizing Change Order Number 2 to the Contract between AHA and PAYNE for environmental services associated with hazardous materials abatement and demolition activities increasing the contract amount from \$39,500 to \$99,300 and extending the contract term from September 30, 2012 to March 31, 2013; and

WHEREAS, on January 16, 2014 the Board of Commissioners of AHA approved Resolution 2013-38 authorizing Change Order Numbers 3 and 4 to the Contract between AHA and PAYNE for additional abatement, oversight, testing, project close-out and to obtain the final certification memo increasing the contract amount to \$142,654.90 and extending the contract term from March 31, 2013 to December 31, 2013; and

WHEREAS, supplemental environmental testing and consulting services for Riverside Apartments (Northside) is needed to include environmental testing of soil and groundwater, testing for hazardous materials in site buildings; development of Hazardous Materials Abatement Specifications and development of a final Remedial Action Plan to address impacted soils at the subject site; and

WHEREAS, additional time is needed to enable PAYNE to provide environmental testing and project oversight during planned hazardous materials abatement and demolition activities; therefore, the term of the contract is being extended to March 1, 2017; and

WHEREAS, on October 4, 2016 the Board of Commissioners of AHA approved Resolution 2016-10 authorizing an extension to the Agreement between AHA and Payne for environmental services related to the demolition of Riverside Apartments from December 31, 2013 to March 1, 2017 in an amount not to exceed \$195,000 and to increase the amount of the contract to \$338,554.90; and

WHEREAS, on December 15, 2016 a change order was submitted by PAYNE for additional project management oversight for hazardous materials abatement and demolition in the amount of \$25,320 to complete the project.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ANSONIA THAT:

1. The Executive Director is hereby authorized to ratify Resolution 2016-10 between AHA and PAYNE for environmental services related to the demolition of Riverside Apartments from December 31, 2013 and ending March 1, 2017 in an amount not to exceed an additional \$25,320 and to increase the amount of the contract to \$363,874.90.
2. This Resolution shall take effect immediately.

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– January 25, 2017

policy provided to the board members because he stated he did not want anything circumventing the negotiations, as per Attorney Ryan’s reference to a prohibited practice.

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**Adjournment:**

- **Motion to adjourn at 7:42 PM.**

**Motion** by Vice Chairman, James Prestiano. **Second** by Commissioner, Samuel Levey. **All in Favor.**  
Motion passes unanimously.

\*These minutes are subject to the approval of the Housing Authority of the City of Ansonia at their next scheduled meeting.