

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– March 29, 2017

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM on March 29, 2017** by Chairman, James Prestiano at the main office located at 36 Main Street Ansonia, CT

Pledge of Allegiance.

Roll Call by Executive Director Robert Henderson: James Prestiano –Chairman, Dan King– Commissioner, Joseph Pinto- Commissioner, Samuel Levey- Commissioner.

Wilson Lopez- Vice Chairman arrived at 6:31 PM.

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

Approval of the minutes of the regular meeting of the AHA of February 22, 2017.

Chairman James Prestiano asked for questions on the minutes. Hearing none motion was made.

- **Motion to approve the minutes of the regular meeting of the AHA of February 22, 2017.**

Motion by Commissioner, Dan King. **Second** by Commissioner, Samuel Levey. **All in favor except Joseph Pinto who abstained.**

Public Session:

Chairman James Prestiano opened the public session.

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

Review of Financial Statements:

A detailed financial statement was explained to the Board by Executive Director, Robert Henderson.

Revenues from operations for the two-month period ended February 28, 2017 were \$347,098 as compared to budgeted operating revenues of \$406,318 for the same period which is a 14.57% negative variance.

Total expenses for the same period were \$389,612 as compared to budgeted operating expenses of \$399,055 which is a 2.37% positive variance. All major expense categories were under budget except for maintenance labor and general expenses.

With only two months gone by in the current fiscal year, it's too early to consider any positive or negative variances as trends.

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Mr. Henderson explained that the agency is receiving less funding now that Riverside Apartments have been demolished. One of the maintenance men retired so there was a buyout for him. Overtime costs are minimal, the driver behind these costs was the winter weather. Next month things should level out.

Commissioner Dan King inquired if Director Henderson was replacing the maintenance position. Mr. Henderson replied that based on the number of apartments and work orders the position will not be filled. If in the future, the need arises for an extra maintenance personnel he will consider hiring someone per diem.

Chairman Prestiano asked if anyone had any other questions for Director Henderson concerning the financials. Hearing none motion was made.

- **Motion was made to approve the February Financials.**

Motion by Commissioner, Dan King. **Second** by Commissioner, Samuel Levey. **All in Favor.**
Motion passes unanimously.

Chairman Prestiano apologized and introduced the new Commissioner Joseph Pinto. Stating that Mr. Pinto brings a lot of experience with him, he was a former member of the Derby Housing Authority's Board of Commissioners.

Monthly Reports:

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

Mr. Henderson gave a brief update on the demolition of Riverside Apartments. The buildings are now down and the property graded. The next steps will be hydro seeding in the Spring and then six lawn cuttings are included.

Executive Director Henderson reported that there have been discussions regarding redevelopment options. The reason for this is based on the 500-year flood plain issue which has not been resolved. This issue plays a significant part on what can be built on the property going forward. Mr. Henderson explained how there is an MOU between the agency and the NHP Foundation. They will assist with the 9% tax credit, basically how to score higher. The Housing Authority has already applied twice and lost both rounds by a substantial amount of points. One suggestion to gain points was to consider a three-story podium style building. The City has a list of roughly 100 foreclosed properties that perhaps the agency can obtain for a small price. Mr. Henderson explained this to the Hartford Field Office but was met with much resistance. They would rather have a three or four story building, which is not something the Housing Authority or the City would like. Mr. Henderson was also checking into Brownfield money to use for the abandon buildings on East Main Street however, he was told those buildings are not available. The agency is checking into other locations.

Executive Director Henderson stated that he will maintain contact with HUD monthly via phone conferences to see if they will give the agency some type of assistance. Fair Housing is involved as

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well. There is a VCA in place and the question to Fair Housing right now is because all the residents from Olson Drive have been relocated, how will they be harmed if we do not build on that site and if the date of October of 2018 is not met.

Chairman Prestiano stated that the agency should be involved in scattered housing projects. If there are dilapidated houses and/or foreclosures in the town the authority will come in and take over and manage the houses. This keeps up the neighborhood and the property value increases so that would benefit the community. Everything that is being discussed is going to need money and with the new Government in place it is uncertain what cuts will be made to HUD. There is a small amount of money that can be used for scattered housing, at least to get it started. Mr. Prestiano also indicated that the agency would need cooperation from the City for this to happen. They need to submit the list of foreclosures.

Commissioner King stated that when he first heard the idea of scattered housing he thought it would be difficult to maintain with housing all over the place. However, he now feels it would be good for everyone the residents, the neighborhood, AHA and the City, everyone would benefit from this.

Executive Henderson explained that the agency would be the landlord, the property owner, that is why there is an LLC. That is one thing to consider if the agency has enough of properties they can branch out under the LLC and manage the properties and then will be able to increase the amount of staff. The agency will become more self-sustaining.

Mr. Henderson touched based on the Pre-REAC inspection results for John J. Stevens and Monsignor Hynes Apartments. Attached in the board packet is the scores. Mr. Henderson explained that a company is hired every year to inspect 100 % the Public Housing units. Every apartment is inspected. They follow a UPCS inspection proto call. Every other year HUD conducts a REACT inspection. These inspections are done in February and HUD inspections are usually in April or May. John J. Stevens received a score of 83 and Monsignor Hynes scored an 87. The maintenance crew began working on Saturday's to work on the deficiencies so that when HUD is out to inspect, the agency should receive a higher score. The emergency issues were cured within 24 hours. A total of 62 work orders were generated, once complete the score should increase.

Chairman Prestiano inquired other than the critical issues were there any surprises or large dollar amounts. Mr. Henderson replied it is mostly small items.

Mr. Henderson mentioned that RFP's were issued for Legal, Fee Accountant and IT Services which Carol will explain in more detail.

The last item to discuss is the SEMAP submission which was submitted at the end of February. Mr. Henderson did not receive the score yet and is hoping to be a standard performer this year. Executive Henderson explained that the AHA along with most small agencies self-certify. Because of this, HUD checks if the files are calculated properly, if the inspections been done on time and if they have been quality controlled. The agency hired the Nelrod Company and they came out and did an assessment. They predicted that the agency will be at least a standard performer. They also helped put together a packet to send to HUD with information that is required.

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will be placed on file at the City of Ansonia Housing Authority Office.

Housing Operations, Tanya Guagenti presented her monthly report:

Ms. Guagenti reported on the following AHA sites:

John J. Stevens- 75 Central Street:

There was a total of 11 work orders issued with a total of 10 complete. There is only one vacancy at this property, unit 12 and maintenance is turning it over now. It should be leased up mid-April 2017.

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There was a total of 31 work orders issued with a total of 28 complete. There is one vacancy at this location which will be leased up April 1, 2017.

James J. O'Donnell Apartments- 63 Woodlawn Avenue:

There was a total of 10 work orders issued with a total of 7 complete. This property also has one vacancy which will be leased up April 3, 2017.

Chairman Prestiano questioned Mr. Henderson how these work orders are being completed while working on the other work orders generated from the Pre REAC inspections. Mr. Henderson replied the critical work orders are completed first. The others are completed by importance and what would score the higher points.

Compliance Coordinator, Carol Mobilio, presented her report:

Ms. Mobilio explained that she included in the packet the calendar of HUD reports that need to be submitted along with all the dates when they are due. Everything has been completed and submitted through the end of March. Also included is a procurement log with the Request for Proposals that have been issued since the beginning of the year. The Fee Accountants RFP is on the agenda for a contract to be approved for two years. The Legal Services Contract is also on the agenda for approval. There is another RFP which was issued on March 21st for unarmed security services with a due date of April 18th. Ms. Mobilio reported that she solicited quotes for IT Services and Cleaning Services. These are under the 50,000 thresholds for the Board to approve so those contracts will be issued shortly.

Chairman Prestiano questioned who would be awarded the IT Contract. Ms. Mobilio responded the current provider, Reliable Technologies.

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

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Ms. Clifford reported that the St. Patty’s Day Luncheon went very well. This luncheon is the last one Chef Fusco will be attending. He is retiring at the end of this school year.

The tenant meeting was held on Friday, February 24, 2017. At this meeting the residents questioned the smoking policy that HUD issued. The tenants would like to see this policy take place.

Ms. Clifford reported that she has no issues this month with the parking policy. All is going well.

Report of Committees.

Ms. Mobilio reported that there is a committee for the scoring criteria for the Fee Accountant. Two proposals were received, Tim Sandor the current Fee Accountant and another from Sedrick Blake from Georgia. Ms. Mobilio and Marge Brown who is the bookkeeper were on the committee and reviewed the responses. Included in the packet are the scoring sheets. Providing Board approval, the contract will be awarded to Tim Sandor.

There was not a committee for Legal Services. Only one response was received and that was from the agency’s current attorney James Sheehy, Sheehy & Dillon. Again, providing Board approval that contract will be awarded to Mr. Sheehy at tonight’s meeting.

*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for
March 29, 2017.

Unfinished Business: None.

Mr. Randy Carroll, Board of Alderman requested that the Board go into Executive Session last so that the public would not have to leave and come back.

Commissioner Pinto questioned if there will be any votes after the Executive Session to which Mr. Henderson replied there would only be a motion to accept the previous discussed contracts.

- **Motion was made to alter the agenda and go into Executive Session last.**

Motion by Commissioner, Dan King. **Second** by Commissioner, Samuel Levey. **All in Favor.**
Motion passes unanimously.

New Business:

Chairman, James Prestiano presented the following resolutions to the commissioners:

Housing Authority of the City of Ansonia
Resolution 2017-04

**Housing Authority of the City of Ansonia
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**RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE HOUSING
AUTHORITY OF THE CITY OF ANSONIA AND TIMOTHY P. SANDOR FOR FEE
ACCOUNTANT SERVICES IN AN AMOUNT NOT TO EXCEED \$75,900
COMMENCING May 1, 2017 AND TERMINATING APRIL 30, 2019**

WHEREAS, the Ansonia Housing Authority (AHA) issued a Request for Proposals (RFP) for Fee Accountant Services via Solicitation #AHA-RFP-2017-01 on January 3, 2017 with a return date of January 30, 2017; and

WHEREAS, on the submission date deadline, two (2) responses were received from Timothy P. Sandor and Emerge Accounting CPAs/Sedrick Blake; and

WHEREAS, during the course of review of the RFP it was determined that Timothy P. Sandor was the higher scored respondent for the requested services; and

WHEREAS, a Contract Award in an amount not to exceed \$75,900 is requested to be awarded to Timothy P. Sandor for a period commencing May 1, 2017 and terminating April 30, 2019.

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 award a Contract for Fee Accountant Services between AHA and Timothy P. Sandor in an amount not to exceed \$75,900 for a period commencing May 1, 2017 and terminating April 30, 2019.

AYES

NAYS

ABSTENTIONS

ABSENT

The Chairman declared said motion and said resolution adopted.

APPROVED BY: _____
Robert J. Henderson, Jr., Executive Director

Date

Chairman Prestiano inquired if the amount of \$75,900 is based on the amount it has been running on in the last couple of years.

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Ms. Mobilio replied that the \$75,900 is based on his proposal of \$37,950 so because it is a two year contract the amount is doubled. Ms. Mobilio specified that she ran a payment history report for last year and Mr. Sandor was at \$27,472 which was lower than originally indicated.

Commissioner Joseph Pinto questioned, Mr. Sandor will be billing \$110.00 dollars an hour with an estimated 345 hours a year, what is his rate now?

Ms. Mobilio replied that is his current rate, it has not changed. He bills monthly with an itemized bill.

Chairman Prestiano asked if commission members had any other questions on **Resolution 2017-04** hearing none.

- **Motion to approve Resolution 2017-04 as presented by Chairman James Prestiano.**

Motion by Vice Chairman, Wilson Lopez. **Second** by Commissioner, Sam Levey. **All in Favor.** Motion passes unanimously.

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**Housing Authority of the City of Ansonia**

**Resolution 2017-05**

**RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE HOUSING  
AUTHORITY OF THE CITY OF ANSONIA AND SHEEHY & DILLON FOR LEGAL  
SERVICES IN AN AMOUNT NOT TO EXCEED \$65,000 COMMENCING  
APRIL 1, 2017 AND TERMINATING MARCH 31, 2019**

**WHEREAS**, the Ansonia Housing Authority (AHA) issued a Request for Proposals (RFP) for Legal Services via Solicitation #AHA-RFP-2017-02 on January 16, 2017 with a return date of February 13, 2017; and

**WHEREAS**, on the submission date deadline of February 13, 2017 no responses were received; and

**WHEREAS**, AHA re-issued a second Request for Proposals (RFP) for Legal Services via Solicitation #AHA-RFP-2017-03 on February 21, 2017 with a return date of March 20, 2017; and

**WHEREAS**, on the submission date deadline of March 20, 2017 one (1) response was received from Sheehy & Dillon; and

**WHEREAS**, a Contract in an amount not to exceed \$65,000 is requested to be awarded to Sheehy & Dillon for a period commencing April 1, 2017 and terminating March 31, 2019.

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

2. The Executive Director is hereby authorized to award a Contract for Legal Services between AHA and Sheehy & Dillon in an amount not to exceed \$65,000 for a period commencing April 1, 2017 and terminating March 31, 2019.

AYES

NAYS

ABSTENTIONS

ABSENT

The Chairman declared said motion and said resolution adopted.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Robert J. Henderson Jr.  
Executive Director

Chairman Prestiano asked if commission members had any questions on *Resolution 2017-05* hearing none.

- **Motion to approve Resolution 2017-05 as presented by Chairman James Prestiano.**

**Motion** by Commissioner, Joseph Pinto. **Second** by Commissioner, Sam Levey. **All in Favor**.  
Motion passes unanimously.

**\*Full text and accompanying information regarding Resolutions 2017-04 and 2017-05 will be placed on file with the recording of the minutes of the March 29, 2017 meeting of the City of Ansonia Housing Authority.**

Chairman Prestiano asked Mr. Henderson to explain the new proposed 2017 Board of Commissioners Schedule.

Mr. Henderson responded that he would like to discuss the possibility of changing the Commissioners Meetings to one o'clock in the afternoon as opposed to six in the evenings. He explained that sometimes the meetings run late and staff is being paid overtime. In the winter months, it can be a safety issue. Other Housing Authority's do have meetings earlier in the day. It is also acceptable for Board Members to either phone or skype in.

Chairman Prestiano questioned if this would be a problem for those members who worked in the day.



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Commissioner Pinto replied if the meetings were going to be at 1:00 PM. he would not be able to attend. His second concern would be holding a public meeting during the work day would be convenient for the staff but not for the public, they would not be able to attend the meetings either. Therefore, he could not vote in favor of this.

Vice Chairman Lopez also would not vote in favor. He would not be able to attend.

Joan Radin, Board of Alderman stated that she could not attend meetings during the day so she would have to resign from the AHA Community Housing Committee.

Chairman Prestiano inquired if the meetings were moved to 5:00 PM. instead of 6:00 PM. would that be a problem.

Commissioner Pinto stated that 6:00 PM. would be the earliest.

Chairman Prestiano and Executive Director Henderson will discuss if the amount of staff can be reduced for the meetings going forward.

**Executive Session:**

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

- Motion to go into Executive Session to discuss the Tentative Agreement.

**Motion** by Commissioner, Joseph Pinto. **Second** by Commissioner, Sam Levey. **All in Favor.** Motion passes unanimously.

**The Board returned to regular session at 6:47 PM.**

- **Motion to deviate from the agenda and add an action item to approve the Union Contract.**

**Motion** by Commissioner, Dan King. **Second** by Commissioner, Sam Levey. **All in Favor.** Motion passes unanimously.

- **Motion to approve the collective bargaining agreement.**

**Motion** by Commissioner, Joseph Pinto. **Second** by Vice Chairman, Wilson Lopez. **All in Favor.** Motion passes unanimously.

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Adjournment:

- **Motion to adjourn at 6:51 PM.**

Motion by Commissioner, Joseph Pinto. **Second** by Commissioner, Sam 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.