

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– May 31, 2017

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:03 PM** on **April 26, 2017** by Chairman, James Prestiano at the main office located at 36 Main Street Ansonia, CT

Pledge of Allegiance.

Roll Call by Interim Executive Director Carol L. Mobilio: James Prestiano –Chairman, Wilson Lopez- Vice Chairman, Joseph Pinto- Commissioner, Matthew Scarpa- Commissioner, Samuel Levey- Commissioner.

Approval of the minutes of the regular meeting of the AHA of April 26, 2017 and the May 3, 2017 special meeting.

Chairman James Prestiano asked for questions on the minutes.

Commissioner Pinto stated that the minutes from the April 26th meeting should reflect who opposed the two motions concerning the buyout of Robert Henderson’s contract and the effective date. The minutes will be changed to read Chairman James Prestiano opposed.

- **Motion to approve the minutes of the regular meeting of the AHA of April 26, 2017 and the special meeting on May 3, 2017 as amended.**

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

Additions, deletions or corrections to the agenda as presented.

There were no additions, deletions or corrections to the agenda.

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:

Tim Sandor the Ansonia Housing Authority’s fee accountant presented the April financials.

Mr. Sandor introduced himself to the Board and gave a brief summary of his background and his responsibilities to the agency.

Mr. Sandor explained that the agency is showing a loss of \$116,000 which includes a depreciation estimate of \$132,000, which is a non-operating expense.

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In Mr. Sandor's report, he states the agency's cash stands at \$757,718 along with \$153,570 in investments. Totaling \$911,288, Mr. Sandor brings attention to this because he feels this is excess cash. This is important because HUD has guidelines for cash reserves versus operating expenses and AHA is presently over this threshold. Mr. Sandor says this is something to keep in mind for the next budget cycle.

Tenant account receivables have more than doubled in the last four months. The dollar amount is not large but the trend should be looked at.

The PHAS scores were reported by Mr. Sandor. The financial assessment scored a perfect 25, due to the agency's cash position. Also reported was the management assessment score, a score of 16, with 15 being the passing score was mainly due to the tenant account receivable deficit.

Mr. Sandor explained with unclaimed vouchers available to the agency, it lowers HUD's monthly operating payments to the agency.

Commissioner Pinto questioned how can the agency spend the cash surplus.

Mr. Sandor replied on Federal Programs only.

Commissioner Pinto questioned upon deciding spending on new initiatives, how much cash should be kept in reserve.

Mr. Sandor replied roughly \$500,000.

Commissioner Pinto questioned the bearing that may have on the PHAS financial assessment.

Mr. Sandor replied it would not drastically effect the score.

Commissioner Pinto questioned Carol how many vouchers are we short right now.

Ms. Mobilio replied approximately 35.

Mr. Sandor stated another important reason for filling vouchers is HUD uses what they call a benchmark program where they analyze the previous year voucher activity to project present year needs.

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

- **Motion to accept the monthly financial statement.**

Motion by Commissioner Joseph Pinto. **Second** by Matthew Scarpa. **All in favor.**
Motion passes unanimously.

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Monthly Reports:

Interim Executive Director, Carol Mobilio presented her monthly Director's Report for May 2017:

Ms. Mobilio opened her report stating a SEMAP score of 83% was earned compared to a 62% from the previous year citing the staffs hard work. Ms. Mobilio did note that a zero rating was scored and HUD was notified of the corrective action taken.

A payment by AHA of \$43,279 was paid to HUD due to corrected PIC information.

NHP granted AHA an additional 120 days for the negotiation of a development agreement.

A positive report was received from HUD after visiting Monsignor Hynes and John J. Stevens Apartments.

CHFA will be visiting James J. O'Donnell Apartments on June 9th to inspect units.

Ms. Mobilio issued an Invitation to Bid for the roof replacement at Monsignor Hynes Community Center. A due date of June 14, 2017 has been set.

All HUD reports have been filed through the end of May.

Commissioner Pinto questioned the extension of the MOU with the NHP Foundation. Would this extension preclude us from soliciting proposals or bids from any other development companies?

Ms. Mobilio stated that it would prevent it.

Commissioner Pinto questioned without the extension are we free and clear from this company.

Ms. Mobilio replied, yes, we would be.

Commissioner Pinto asked how much have we paid this organization.

Ms. Mobilio replied we have not paid them anything.

Commissioner Pinto asked, then we owe them nothing.

Ms. Mobilio replied correct.

Commissioner Pinto asked if AHA needed the Boards signature on the extension documents and if not signed, would it go away.

Ms. Mobilio replied yes.

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The Interim Executive Directors report for May 2017
will be placed on file at the City of Ansonia Housing Authority Office.

Housing Operations, Tanya Guagenti presented her monthly report.

John J. Stevens- 75 Central Street:

There was a total of 9 work orders issued with a total of 9 complete. There are only two vacancies at this property. Unit 12 was held up in probate. A discussion about the difficulties in a few apartments, particularly the bedroom size, makes the apartments hard to lease up.

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There was a total of 34 work orders issued with a total of 33 complete. The work order that was incomplete was caused by a unit turnaround. There are two vacancies at this location.

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

There was a total of 24 work orders issued with a total of 23 complete. The work order that was incomplete was caused by a unit turnaround. This property has one vacancy.

Ms. Guagenti wanted to note that each morning the maintenance staff has work orders that include property cleaning that are not included in the report. She wants to find a way to include these duties in her report.

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

Ms. Clifford reported that she attended the M-Team meeting and discussed the difficulties dealing with high risk tenants. The Valley Senior Services Council met following the M-Team meeting, updates on program cuts were discussed.

Ms. Clifford held a Pot Luck Luncheon on Saturday, May 20th at the Ortoli Community Center. A good time was had by all.

Ms. Clifford explained that on May 26th BH Care came in and presented “Financial abuse, it’s a crime”. She felt that it was very useful information and plans on showing it at future tenant meetings.

Ms. Clifford stated that she intends on sitting with each tenant with an assessment form to help serve their needs.

Chairman Prestiano questioned Ms. Clifford how long it would take her to complete the assessments.

Ms. Clifford replied she did it last year and perhaps by the end of August, anyone who allows her in to do the assessments should be done.

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Chairman Prestiano questioned of those tenants that would not allow her in.

Ms. Clifford replied she can't do it if they don't want an assessment but generally they will let me in.

***All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for
May 31, 2017.**

Report of Committees. Search Committee, eight resumes received for the position of Executive Director.

Unfinished Business:

Commissioner Pinto explained there was a meeting today with HUD and two members from City Hall attended, Sheila O'Malley and Attorney, John Marini. City Hall provided an updated list of available properties. These properties would be good candidates for the agency's scattered site project.

New Business:

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

Housing Authority of the City of Ansonia

Resolution 2017-07

**RESOLUTION AUTHORIZING THE RATIFICATION OF RESOLUTION 2016-09
BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ANSONIA AND VASE
MANAGEMENT, LLC. FOR PROJECT OVERSIGHT OF THE DEMOLITION OF
RIVERSIDE APARTMENTS (NORTHSIDE), 106-165 OLSON DRIVE, TINNEY
COMMUNITY CENTER AND BOILER ROOM IN AN AMOUNT NOT TO EXCEED
AN ADDITIONAL \$11,202 AND TO INCREASE THE AMOUNT OF THE CONTRACT
TO \$55,784 FOR THE PERIOD COMMENCING AUGUST 1, 2016 THROUGH
APRIL 30, 2017**

WHEREAS, the Housing Authority of the City of Ansonia (AHA) has determined it is in its best interests to redevelopment the Riverside Apartments; and

WHEREAS, AHA applied for and received demolition approval from HUD for Riverside Apartments (Northside), 106-165 Olson Drive, Tinney Community Center, and Boiler Room; and

WHEREAS, AHA undertook the relocation of all residents from the Northside location; and

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WHEREAS, after descoping the work proposed by the lowest respondent, it was determined that Standard Demolition Services, Inc., was the lowest responsive and responsible bidder; and

WHEREAS, the Authority requires Riverside Apartments (Northside) Demolition Project oversight of the contractor and desires to retain Vase Management, LLC.to provide such services; and

WHEREAS, Vase Management LLC is designated as a Minority Business Enterprise (MBE), a Small Business Enterprise (SBE), a Women Business Enterprise (WBE) and a Section 3 Business Enterprise (Section 3), and has previously conducted such work for the Ansonia Housing Authority, the Authority has concluded that Vase Management LLC has, and brings specific qualifications and skills that no other local business possesses; and

WHEREAS, additional project oversight was required due to the removal of asbestos located in the foundation of the Tinney Community Center extending the contract from January 28, 2017 to April 30, 2017.

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

1. The Interim Executive Director is hereby authorized to ratify Resolution 2016-09 between AHA and Vase Management, LLC for project oversight of the demolition of Riverside Apartments (Northside) 106-165 Olson Drive, Tinney Community Center and Boiler Room in an amount not to exceed an additional \$11,202 and to increase the amount of the contract to \$55,784 for the period commencing August 1, 2016 through April 30, 2017.
2. This Resolution shall take effect immediately.

AYES

NAYS

ABSTENTIONS

ABSENT

The Chairman declared said motion and said resolution adopted.

APPROVED BY: _____
Carol L. Mobilio, Interim Executive Director

Date

Chairman Prestiano asked for a brief explanation.

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Ms. Mobilio explained the reason for this resolution is to cover three additional months for project oversight due to additional asbestos found at the Tinney Community Center. Reimbursement is expected from the City.

- **Motion to approve Resolution 2017-07 as presented by Chairman James Prestiano.**

Motion by Commissioner, Matthew Scarpa. **Second** by Commissioner, Samuel Levey. **All in Favor.**
Motion passes unanimously.

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**Executive Session:**

Pursuant to Section 1-200 (6) (b) of the Connecticut General Statutes there will be an executive session to discuss pending litigation in the matter of Jacob Scaife vs Ansonia Housing Authority.

- Motion to go into Executive Session.

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

**The Board returned to regular session at 7:05 PM.**

- **Motion was made to come out of Executive Session.**

**Motion** by Commissioner, Joseph Pinto. **Second** by Commissioner, Matthew Scarpa. **All in favor.**  
Motion passes unanimously.

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Adjournment:

- **Motion to adjourn at 7:06 PM.**

Motion by Commissioner, Joseph Pinto. **Second** by Commissioner, Matthew Scarpa. **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.