

# **Housing Authority of the City of Ansonia**

## **Meeting Minutes**

### **Wednesday– September 27, 2017**

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on September 27, 2017** by Chairman, James Prestiano at the Ortol Community Center located at 70 Woodlawn Avenue, Ansonia, CT

#### **Pledge of Allegiance.**

**Roll Call by Executive Director Steven Nakano:** James Prestiano –Chairman, Wilson Lopez- Vice Chairman, Joseph Pinto- Commissioner, Matthew Scarpa- Commissioner, Samuel Levey- Commissioner.

Annual Audit of the Housing Authority of the City of Ansonia for the fiscal year 2016 presented by Jason Geel from Maletta & Company.

Mr. Geel started by stating that the responsibility of Maletta & Company is to express their opinions on the financial statements based on the audit prepared for presentation this evening. The audit is in accordance with the auditing standards contained in the Government Auditing Standards, issued by the Comptroller of the United States.

The information presented tonight was for the purpose of forming opinions on the financial statements that collectively comprise the Housing Authority of the City of Ansonia's basic financial statements.

Mr. Geel explained that the information that was given to the Board throughout the year lined up very closely to this audit, implying that not many changes had to be done by the auditors. The staff and consultants maintain very good records, job well done.

#### **Financial Highlights**

- The Authority's Net Position increased by \$864,586 during fiscal year 2016 (FY2016). Net Positions were \$8,187,530 and \$9,052,116 for 2015 and 2016, respectively.
- Total revenue (operating and non-operating) increased by \$468,886 during FY2016. A decrease in tenant revenue was sufficiently offset by increases in HUD operating grants, other government grant revenue and fees for service. Total revenues were \$9,096,960 for 2016 and \$8,628,074 for 2015.
- Total expenses for all Authority programs increased by \$349,040 or 3.96% from 2015. Total expenses were \$9,154,346 for 2016 and \$8,805,306 for 2015. All expense categories with the exception of Housing Assistance Payments (HAP) decreased during the fiscal year. The increase in HAP was the result of additional voucher utilization.

Mr. Geel ended his presentation stating that there are no current year audit findings.

**Housing Authority of the City of Ansonia**  
**Meeting Minutes**  
**Wednesday– September 27, 2017**

**The complete report presented to the AHA by the Independent Certified Public Accountants, Maletta & Company will be placed on file with the recording of the minutes of the regular meeting held on September 27, 2017.**

- **Joseph Pinto made a motion for a two-minute recess.**

**All in favor.** Motion passes unanimously.

**Approval of the minutes of the regular meeting of the AHA of August 30, 2017.**

Chairman James Prestiano asked for questions on the minutes.

- **Motion to approve the minutes of the regular meeting of the AHA of August 30, 2017.**

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

**Additions, deletions or corrections to the agenda as presented.**

**Public Session:**

Chairman James Prestiano opened the public session.

**Lorraine Carter - Monsignor Hynes Apartments.** Ms. Carter is concerned that someone is going to get bit by a pit-bull who is roaming the property and chasing and frightening the tenants. She stated that the gate behind the building is broken and that is where the animal is entering the development.

Chairman, James Prestiano asked Ms. Mobilio if the gate belongs to the Housing Authority. She replied it does. Mr. Prestiano instructed Mr. Nakano to have the gate repaired.

The other issue Ms. Carter would like to mention is that not all the railings have been painted.

**Kim'mula Eason – Monsignor Hynes Apartments.** Ms. Eason questioned if a tenant can be transferred to another Housing Authority. Mr. Nakano explained that in Public Housing you would have to fill out an application for another Housing Authority and wait until your name is called from the waiting list. Then you would have to submit a letter to vacate. There are no transfers in Public Housing, you can only transfer with a Section 8 voucher.

Ms. Eason's also explained that she is in Bible College to become a missionary. She is asking permission to leave her unit for two to two and one-half years to travel to another country for her missionary work. She was told if she leaves her unit for more than 180 days it will be considered abandoned.

**Housing Authority of the City of Ansonia**  
**Meeting Minutes**  
**Wednesday– September 27, 2017**

Commissioner Pinto asked Mr. Nakano to please check into this issue to see if anything can be done to help her. Mr. Nakano replied he will get in touch with the Field Office.

**Elia Alvarez/Lydia Rosa Rios – James J. O’Donnell Apartments.** Ms. Alvarez spoke on Lydia’s behalf stating that she has called the office several times to have the lock fixed on her door and a bar installed in her bathroom. The bar was just installed yesterday after many phone calls to the main office and the door has not been repaired yet.

Chairman Prestiano stated that she should only have to place one call for the work orders to be done.

Ms. Alvarez said the tenants do not feel safe. Anyone can use a credit card to get into the units. They need new locks on the doors. Also, everyone has the code to get into the building.

Commissioner Pinto would like the maintenance staff to check out all the doors and turn in a report to Mr. Nakano. Commissioner Pinto suggested installing dead bolts or whatever it takes so that the tenants feel safe in their own homes.

**Maritza DeJesus – Monsignor Hynes Apartments.** Ms. DeJesus stated that the doors at Monsignor Hynes Apartments do not lock either. She does not feel safe.

Mr. Nakano will check into replacing and/or fixing the doors and locks on both developments.

**Kathleen Tiano – Monsignor Hynes Apartments.** Ms. Tiano stated that someone tried to enter her unit last month at 2:00 a.m. She also does not feel safe. Anyone can use a credit card to get in her unit.

**Georgejinna Chevrette – Monsignor Hynes Apartments.** Ms. Chevrette would like to know if the laundry card machine can be moved to the laundry room. When the Community Center is closed she cannot fill her card to do her laundry.

Executive Director Nakano will reach out to Macgray to see if they can move the machine.

Other tenants inquired if the laundry room can stay open longer. Mr. Nakano will look into that matter as well.

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

**Review of Financial Statements:**

Executive Director Nakano gave a brief summary of the financials for the past eight months ending August 31, 2017.

Executive Director Nakano explained revenues from operations for the eight-month period ended August 31, 2017 were \$1,542,913 as compared to budgeted operating revenues of \$1,625,271 for the same period which is a 5.07% negative variance.

# **Housing Authority of the City of Ansonia**

## **Meeting Minutes**

### **Wednesday– September 27, 2017**

Total expenses for the same period were \$1,580,288 as compared to budgeted operating expenses of \$1,596,218 for the same period which is a 1.00% positive variance. The results from operating and non-operating activities at 8/31/17 provided for an agency-wide net loss of \$37,375, below the agency-wide budgeted net income of \$29,053 for the same period. When the depreciation is backed out, the net operating income is \$227,764.

Chairman Prestiano asked if anyone had any questions for Director Nakano 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.

#### **Monthly Reports:**

**Executive Director**, Steven Nakano presented his monthly Director's Report:

- The grant funding from the Replacement Housing Factor (RHP) which was made available to the housing authority for development activity will be slated for use for redevelopment procurement.
- Mr. Jason Geel, the Auditor from Maletta & Company CPA's that conducted the 2016 IP Audit for the AHA presented the audit tonight for discussion.
- A meeting had taken place on Tuesday, September 19, 2017 with John Marini, Esquire, Corporation Council, City of Ansonia; and Ms. Sheila O'Malley, Economic and Community Development Director, City of Ansonia. The purpose for the meeting was to discuss any land sites for the sole purpose of the Riverside Apartments redevelopment if the AHA does not receive waiver regarding the 500-year flood plain problem.
- On September 8, 2017 Mr. Nakano had a meeting with Tim Sandor, Fee Accountant for the AHA regarding the upcoming budget for fiscal year ending 2018. Discussions also took place in regards increasing HCV utilization rates.
- Tuesday morning, September 19, 2017, Director Nakano received a call from Dwoun Byrd, the HUD Hartford, CT Field representative for the AHA, who had explained the current relationship regarding the housing authority and the field office. It was discussed that there will be standing phone calls between the Hartford Field Office and the AHA with hopes to move the redevelopment project further along and into completion.

# **Housing Authority of the City of Ansonia**

## **Meeting Minutes**

### **Wednesday– September 27, 2017**

Commissioner Pinto questioned how many vouchers the agency currently has.

Director Nakano replied the baseline is approximately 770. Currently there are 640 leased up, including Liberty Park.

Commissioner Pinto inquired how many vouchers are on the street and how many are left on the waiting list. Director Nakano stated that there are 27 vouchers on the street and the Section 8 department issued another 19. This will deplete the waiting list, it will have to be opened.

Director Nakano explained that the important thing is to keep the money there because the agency has until the end of November to lease up as many as possible, so that this will reflect the funding for 2018.

Director Nakano also reported that he has installed weekly staff meetings. The staff is on board and realizes how important it is to lease everyone up by November 30, 2017.

- **Motion to accept the Executive Director report for September.**

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

\*Complete Financial Statements and the Executive Directors report(s) for September 27, 2017  
will be placed on file at the City of Ansonia Housing Authority Office.

**Compliance Coordinator Report**, Carol Mobilio presented her monthly report.

Ms. Mobilio stated that all HUD reports have been completed through September 22, 2017. The only remaining item is to submit the Annual Audited Financial Report. The Fee Accountant will be submitting this report by the end of the week.

**Public Housing Operations Report**, Carol Mobilio presented the monthly report.

**John J. Stevens- 75 Central Street:**

There was a total of 16 work orders, and all were completed. Currently there is only one vacancy and the maintenance staff will be turning the unit around.

**Monsignor Hynes Apartments- 70 Woodlawn Avenue:**

There was a total of 37 work orders issued, all were completed. There are two vacancies at this location. A vendor is turning both units around. Both units had extensive repairs. Hopefully they will be completed the first week of October and leased up by the middle of the month.

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

**Housing Authority of the City of Ansonia**  
**Meeting Minutes**  
**Wednesday– September 27, 2017**

There was a total of 27 work orders, all were completed. This property has three vacancies. One unit will be leased up for October 1<sup>st</sup>, which will be a project based voucher. One is a tenant who has a Section 8 voucher and she is just moving to another unit in the building. The last unit the maintenance staff is turning around, due to the tenant passing away.

Commissioner Pinto would like to discuss the garbage issue at James J. O'Donnell Apartments.

Director Nakano replied that the problem with the garbage is that there is a closet with a garbage shoot on each floor, so the tenants throw their trash down the shoot and at the bottom is a compactor. The problem is the machine is very old and it does not empty into its own receptacle, so what happens is the maintenance staff must "rake" the garbage using a pitch fork into the compactor. This is a health issue as well as a bio-hazard issue.

Director Nakano explained that he is considering replacing the entire compactor. He is waiting for a proposal. The new machine will compact the garbage and bundle it. He also stated that the property will need to have two dumpsters on site, which brings up the next issue of how to remove the garbage. Right now, the maintenance men bag it and transport it to the dump. Director Nakano reached out to the City regarding getting a container and he was told the agency will be charged a fee of \$400.00 per month but they were not clear if that charge was just for the container itself or if it included picking up the trash as well. Mr. Nakano requested a meeting with Sheila O'Malley to get clarification on this issue. He is waiting for her response. The City picks up the trash for Monsignor Hynes and John J. Stevens Apartments. It is unclear why they do not pick up trash at James J. O'Donnell Apartments.

\*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for  
September 27, 2017.

**Report of Committees:**

Chairman Prestiano stated that the Redevelopment Committee is waiting to hear the results from the Phase I study.

**Unfinished Business:**

**New Business:**

**Housing Authority of the City of Ansonia**

**Resolution 2017-10**

**RESOLUTION AUTHORIZING THE CHAIRMAN OF THE BOARD OF  
COMMISSIONERS TO EXECUTE THE ANNUAL AFFIDAVIT FOR FINANCIAL  
STATEMENTS AND HAVE THE EXECUTIVE DIRECTOR SUBMIT THE 2016  
ANNUAL AUDIT TO THE CONNECTICUT HOUSING FINANCE AUTHORITY AND  
CONNECTICUT DEPARTMENT OF HOUSING.**

**Housing Authority of the City of Ansonia  
Meeting Minutes  
Wednesday– September 27, 2017**

---

**WHEREAS**, it is a requirement of the Housing Authority of the City of Ansonia to have the Annual Affidavit for Financial Statements approved by the Board of Commissioners; and

**WHEREAS**, the 2016 annual audit was presented and received by the Board of Commissioners at the regular board meeting held September 27, 2017; and

**WHEREAS**, the Chairman of the Board of Commissioners acting on behalf of the Board of Commissioners is required to sign the Annual Affidavit for Financial Statements which is a requirement of the Connecticut Housing Finance Authority for the State Housing Portfolio; and

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

1. The Chairman is hereby authorized to execute the Annual Affidavit for Financial Statements for the 2016 annual audit; and
2. The Executive Director is authorized to submit the 2016 annual audit to the Connecticut Housing Finance Authority and the Connecticut Department of Housing.

AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: \_\_\_\_\_  
Steven G. Nakano  
Executive Director

\_\_\_\_\_  
Date

- **Motion to approve Resolution 2017-10 as presented by Chairman James Prestiano.**

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



**Executive Session:**

Pursuant to Section 1-200 (6)(B) and (D) of the Connecticut General Statutes there will be an executive session to discuss pending litigation in the matter of Jacob Scaife v. Ansonia Housing Authority and possible real estate transaction.

**Housing Authority of the City of Ansonia**  
**Meeting Minutes**  
**Wednesday– September 27, 2017**

- Motion to go into Executive Session pursuant to Section 1-200 (6)(B) and (D) of the Connecticut General Statutes inviting Attorney Donn Swift and Mr. Steven Nakano.

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

- **Motion to return to regular session at 8:31 p.m. No action taken from Executive Session.**

**All in Favor**. Motion passes unanimously.

---

- **Motion to adjourn at 8:31 p.m.**

**Motion** by Commissioner, Joseph Pinto. **Second** by Vice Chairman Wilson Lopez. **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.