

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– November 15, 2017

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM on November 15, 2017** by Chairman, Joseph Pinto at the Main Office located at 36 Main Street, Ansonia, CT

Pledge of Allegiance.

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

James Prestiano and Matthew Scarpa- Commissioners were both absent.

Approval of the minutes of the regular meeting of the AHA of October 25, 2017.

Chairman Joseph Pinto asked for questions on the minutes.

Chairman Pinto stated that the date on the header of the attached minutes needs to be corrected to read October 25, 2017.

- **Motion to approve the minutes of the regular meeting of the AHA of October 25, 2017.**

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

Additions, deletions or corrections to the agenda as presented.

Director Nakano would like to table item number 6 until next month's meeting.

Chairman Pinto would like to add 9 A. to the agenda. Review of bylaws concerning secretary and treasurer positions on the Board of Commissioners and action as appropriate.

- **Motion to make changes on the agenda.**

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

Public Session:

Chairman Joseph Pinto opened the public session.

Mr. Pinto 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.

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– November 15, 2017

Item number six will be excluded.

Monthly Reports:

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

Executive Director Nakano stated that the grant funding from the Replacement Housing Factor (RHF), will be used for the sole purchase of the property located at 11 May Street, Ansonia, CT.

The housing authority's fee accountant, Tim Sandor was going to present the operating budget for the year ending 2018. This is going to be tabled until next month's meeting.

The Housing Choice Voucher (HCV)/Section 8 waiting list will be opening at the end of the month of November.

Director Nakano stated that progress is continuing regarding increasing HCV utilization rates.

The replacement paving of the parking lot and increasing the amount of parking at Monsignor Hynes complex, 70 Woodlawn Avenue will take place on Monday, November 27, 2017.

The garbage compactor for the James J. O'Donnell apartments, 63 Woodlawn Avenue has been ordered and will arrive in another couple of weeks.

- **Motion to accept the Executive Directors report.**

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

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

Vice Chairman Lopez inquired how many extra parking spaces will be added.

Director Nakano replied approximately eleven additional spaces.

Vice Chairman Lopez also questioned if the agency will reassign parking spaces.

Director Nakano replied there is no assigned parking and with the additional spaces he feels it should alleviate the current problems.

Vice Chairman Lopez is very concerned with the current parking issues, not enough spaces for all the tenants with vehicles. He would like to know how this problem will be solved.

Chairman Pinto questioned how many units are there at this complex.

Housing Authority of the City of Ansonia

Meeting Minutes

Wednesday– November 15, 2017

Mr. Nakano replied there are 74 units, and currently 30 parking spaces without the additional 11. Also, the paving company is removing the island in the middle of the lot which should help with the parking.

Ms. Lucy Dripchak stated that not everyone has a car. Some tenants have two cars. There are spaces available at night time. It is busier in the day due to aides coming in to assist tenants.

* The Executive Directors report(s) for November 15, 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 and submitted through the end of November.

- **Motion to accept the Compliance Coordinator report.**

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

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

John J. Stevens- 75 Central Street:

There was a total of 20 work orders, all were completed. There is only one vacancy and the maintenance staff will be turning the unit around. It just has some minor work that needs to be done. There is someone who will be renting it for December.

Vice Chairman Lopez questioned the length of time it is taking for the unit to be turned around.

Ms. Mobilio explained that the reason it is taking so long is because there has only been one maintenance man. The other maintenance employee is out on Workers Compensation. A part-timer has just been hired as full time to help with the work load. So as of now there is two full time employees.

The other reason it has taken so long is the fact that the tenant passed away and the agency had to wait for the family to clean out the unit.

Mr. Lopez inquired if the two maintenance employees will be enough.

Director Nakano believes this will be enough, especially because the new compactor should be installed soon, so the maintenance staff will not have to spend four hours raking and disposing the trash. Also, Director Nakano has instilled designated properties to each maintenance employee.

Vice Chairman Lopez questioned, with the new scattered house, would another maintenance man need to be added to the staff.

Housing Authority of the City of Ansonia

Meeting Minutes

Wednesday– November 15, 2017

Director Nakano replied yes, we would, however, the agency is still in limbo waiting to hear when the maintenance employee will be returning to work from workers compensation. That is also why the FY2018 budget was tabled for this meeting.

Director Nakano stated that he and Ms. Mobilio out sourced the landscaping at the properties because the agency was under staffed in the maintenance department. Mr. Nakano reached out to the owner of the business to request a quote for snow/ice removal.

Chairman Pinto would like to review the contract before anything is signed to be sure the proper insurance requirements are met. There is a lot of liability they would need to consume, standard language that should be stated in the commercial contract.

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There was a total of 38 work orders issued, 5 were emergencies, all were completed. There is only one vacant unit as of November 1st. The tenant moved to another vacant unit in the complex.

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

There was a total of 19 work orders, 1 emergency, all were completed. This property has three vacancies. Two are due to tenants passing. The other unit is due to a tenant moving to a smaller unit on the first floor.

Chairman Pinto inquired how long it will take maintenance to turn around the five units.

Ms. Mobilio stated that she is not sure at this point how much work needs to be completed in the two units where the tenants passed away. If a lot of work is required, the agency will outsource the work.

- **Motion to accept the Housing Operations Report.**

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

*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for
November 15, 2017.

Report of Committees:

Unfinished Business:

- A. Review bylaws and take action.

Earlier this evening in the annual meeting Commissioner Levey was elected Treasurer and Commissioner Prestiano Secretary. However, after reviewing the bylaws of the Housing Authority in Article 2 Section 4 it states that the Executive Director shall be the Treasurer/Secretary.

**Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– November 15, 2017**

- **Motion to rescind the nominations and elections of the annual meeting and elect Executive Director, Steven Nakano as /Secretary/Treasurer.**

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

New Business:



**Housing Authority of the City of Ansonia
Resolution 2017-14**

**RESOLUTION TO AUTHORIZE THE EXECUTIVE DIRECTOR
TO REVIEW, OFFER AND MAKE PAYOUT ADJUSTMENT TO
ACCUMULATED SICK LEAVE FOR EMPLOYEES HIRED PRIOR
TO OCTOBER 15, 1997**

WHEREAS, the Housing Authority of the City of Ansonia authorize its Executive Director to review and make adjustments for accrued sick time due employees in conjunction with past practice, financial affordability, and the Personnel Policy; and

WHEREAS, this action reduces the accumulated financial liability of the Housing Authority for employees that have excess sick time; and

WHEREAS, there are one position at AHA that will be considered for this action listed below;

- Bookkeeper

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

1. The Board of Commissioners of the Housing Authority of the City of Ansonia authorizes its Executive Director to review, offer and make payout adjustment to accumulated sick leave of employees hired prior to October 15, 1997, for up to thirty (30%) of hours accumulated above one hundred and forty (140) to occurred on the 1st pay period following this resolution.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– November 15, 2017

Signed by: _____
Steven G. Nakano

Date: _____

Chairman Pinto inquired if this is part of the collective bargaining agreement.

Ms. Mobilio stated that it is not in the collective bargaining agreement, but she believes it has been standard practice for the last several years.

Chairman Pinto reviewed the minutes from the last couple years and it was done previously he agrees it has been past practice procedure.

Ms. Mobilio reported that in the personnel policy and the contract it states that accrued sick time is paid up to 120 days and generally when someone leaves employment they are paid for there accrued sick time. Anyone hired prior to 1997 is paid 100%, after 1997 is paid 25%. There is no back up for this resolution.

Chairman Pinto questioned is it 30 or 30% of hours accumulated above one hundred and forty.

Ms. Mobilio replied it is 30% above the one hundred and forty hours accumulated. This employee has approximately five hundred hours. She would be paid the difference between five-hundred and one hundred and forty approximately.

Chairman Pinto confirmed it does not state in the collective bargaining agreement and the personnel policy that this should be paid out. He would like to see documentation with this resolution but states he thinks it should be done. He also questioned when the payout would have to take place.

Ms. Mobilio replied it is usually done on the first pay period following this resolution.

Chairman Pinto stated the Board will go into a five-minute recess, commencing at 6:34 p.m.

- **Motion to table Resolution 2017-14 until the December 20, 2017 Board meeting.**

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

-
- **Motion to adjourn at 6:42 p.m.**

Motion by Vice Chairman, Wilson Lopez. **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.