

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– January 24, 2018

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on January 24, 2018** by Chairman, Joseph Pinto at the Ansonia City Hall, Erlingheuser Room located at 253 Main Street, Ansonia, CT

Pledge of Allegiance.

Roll Call by Executive Director Steven Nakano: Joseph Pinto –Chairman, James Prestiano - Commissioner, Matthew Scarpa- Commissioner.

Samuel Levey- Commissioner arrived at 6:32 p.m.

Wilson Lopez -Vice Chairman was absent.

Approval of the minutes of the regular meeting of the AHA of December 27, 2017.

Chairman Joseph Pinto asked for questions on the minutes.

- **Motion to approve the minutes of the regular meeting of the AHA of December 27, 2017.**

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **All in Favor.** Motion passes unanimously.

Additions, deletions or corrections to the agenda:

Chairman Pinto would like to propose that a member of the board make a motion under New Business to add subsection 9A, Discussion regarding current legal services and action as necessary.

- **Motion to add to New Business subsection 9A, Discussion regarding current legal services and action as necessary.**

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **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.

Review of Financial Statements:

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There are no financials this month due to the accountant closing the books for FY2017.

Monthly Reports:

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

Executive Director Nakano reported the following:

- The Federal Government entered into a shutdown at midnight Saturday, January 20, 2018 due to a lapse in appropriations. During this time the HUD field office staff in the Hartford office will not be on duty for assistance. However, I received an email from Jennifer Gottlieb-Elazhari, CT Public Housing Director, that the subsidies for (HCV and Administrative fees) will be coming to AHA on a timely basis.
- The Housing Choice Voucher/Section 8 waiting list applications for 1000 randomly selected pre-applications for the waiting list have been randomly selected.
- Progress is continuing regarding increasing HCV utilization rates.
- The fire control panel will be installed at the J.J. O'Donnell apartments at 63 Woodlawn Avenue.
- The pre-REAC inspections have been completed at the federal elderly/disabled complexes: 70 Woodlawn Avenue and 75 Central Street.
- AHA is looking into starting a monthly lunch and learn program at 70 Woodlawn Avenue which will be conducted by Elaine Marcucio of New England Young at Heart.

Chairman Pinto stated there are no financials this month due to the accountant closing the books for FY2017. Attached in the packet are the profit and loss sheets for the last month.

Chairman Pinto inquired if anyone one had any questions for the Executive Director. Hearing none motion was made.

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

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

* The Executive Directors report(s) for January 24, 2018
will be placed on file at the City of Ansonia Housing Authority Office.

Compliance Coordinator Report, Carol Mobilio presented her monthly report.

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Ms. Mobilio stated that all HUD reports have been prepared and submitted through January 2018.

Public Housing Operations Report:

Chairman Pinto informed Ms. Mobilio that she does not have to present the report for each of the properties. He explained that the work orders all looked good. The most concerning part of the reports is that there are eleven vacant units.

Ms. Mobilio stated that at this time there are nine vacant units. Two have been completed and will be leased up for February 1st.

Director Nakano added that there is a total of four that will be leased up February 1.

Chairman Pinto stated that the turnover is not good. It is taking much too long to lease up the units, 121, 91 and 76 days is much too long.

Chairman Pinto questioned what can be done to turn these units over faster. Even with the extra maintenance staff it is still taking too long.

Executive Director Nakano replied he notified the two maintenance men that the units need to be turned over on a timely basis. He gave them two deadlines. If the deadlines are not met, unfortunately the one maintenance employee who is still on probation will have to be let go.

Commissioner Prestiano added that in the past he has seen a few units that needed to be turned over and they are in very bad shape. Not all the units are that way, some units have already been turned over recently, so they should not take as long. He suggested out sourcing the unit turnovers so that they can be completed in less time. The cost will probably be the same.

Mr. Nakano explained that the agency still has one full time maintenance man on workers compensation and is currently on light duty. Only one full time person was working for many months alone and then one-part time employee. Mr. Nakano also stated that HUD questioned why the agency is falling below the 95% reporting rate for Public Housing. Mr. Nakano explained to HUD another alternative would be, which was done before, outsourcing the work to comply. The HUD official stated she has seen the budget and with two full time maintenance staff there should be no reason to outsource the work.

Chairman Pinto wanted to be sure if any electrically or plumbing issues needed to be done on these units then professionals are being called in to complete the job. The maintenance staff is only doing basic carpentry, painting, cleaning and replacing appliances.

Ms. Mobilio also added that there have not been many work orders. A total of 30 for the month of December. So, the maintenance staff needs to be more productive.

Commissioner Prestiano inquired on the status of the new garbage compactor.

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Executive Director Nakano replied there are issues with the compactor. It is operating but it is misconfigured, so the first floor cannot use it. Masonry work needs to be done because the chute is in line with the compactor. Another problem is where the compactor is positioned it is affecting the fire panel.

Director Nakano stated that payment was held, he has a meeting scheduled with the company for next week along with the mason.

Chairman Pinto asked if anyone had any other questions. Hearing none motion was made.

- **Motion to accept the Compliance Coordinator Report and the Housing Operations Report.**

Motion by Commissioner, Matthew Scarpa. **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 January 24, 2018.

Report of Committees: None.

Unfinished Business: None

New Business:

9A. Discussion regarding current legal services and action as necessary.

Chairman Pinto explained that several months ago there was a RFP issued for legal services. The only response was from the current firm. There have been some issues with this firm, not getting back to the agency on different matters. There is a pending real estate transaction and there is no communication. The agency has not heard from the current attorney regarding this matter. The real estate agent has been very proactive, she made a call and called back within 5 minutes to let the agency know that Attorney Sheehy has been in contact with the other attorney and they are willing to wait until February for the closing. Attorney Sheehy communicated not with the director but with Carol Mobilio. He did finally communicate but not with the correct person. There is a clause in his contract that the agency can release him with a 10-day written notice.

Ms. Mobilio reported that she issued another RFP in October with a due date for November and she did receive a bid from Berchem, Moses.

Chairman Pinto questioned how the fee compares with the current contract. Ms. Mobilio explained that Berchem, Moses's fee structure is a bit higher but they would be able to provide a variety of services that are needed, labor relations, evictions, real estate amongst many other.

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Chairman Pinto has dealt with this firm in the past and highly recommends them. He feels the agency should sever the relationship with the Sheehy & Dillion and hire Berchem, Moses.

Chairman Pinto questioned Alderman Jaumman if he deals with Berchem, Moses on a professional basis. He replied he does and it is an excellent law firm.

Director Nakano stated that he and Ms. Mobilio had a meeting with three of the attorneys and he was very impressed with their knowledge.

- **Motion was made to sever the relationship with Sheehy & Dillon according to the provisions in the contract.**

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



Executive Session:

Pursuant to Section 1-200 (6) (D) of the Connecticut General Statutes there will be an executive session to discuss the purchase of real estate.

- **Motion to go into Executive Session at 6: 49 p.m. to discuss the purchase of real estate inviting Mr. Nakano and Carol Mobilio.**

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **All in Favor.** Motion passes unanimously.

The Board came out of Executive Session at 6:52 p.m.



- **Motion to adjourn at 6:53 p.m.**

Motion by Commissioner, James Prestiano. **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.