

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

## **Special Meeting Minutes**

### **Wednesday– February 21, 2018**

The special meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on February 21, 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, Wilson Lopez -Vice Chairman, James Prestiano -Commissioner, Matthew Scarpa- Commissioner.

Samuel Levey- Commissioner was absent.

#### **Approval of the minutes of the regular meeting of the AHA of January 24, 2018 and the special meeting of February 5, 2018.**

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 and the special meeting of February 5, 2018.**

**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.

**Alderman -Joseph Cassetti.** Mr. Cassetti stated that he is a Commissioner with the Fire Department. He is concerned with the amount of false alarms that the Fire Company is dealing with regarding Monsignor Hynes Apartments.

Mr. Cassetti questioned the Board if they were aware of this problem, to which Chairman Pinto replied yes, they are aware of the issue.

Mr. Cassetti referred to a letter that the Fire Marshall wrote concerning this issue. The units that have separate bedrooms have two smoke detectors in each unit. If one detector activates it sounds an alarm in the unit only, if the second one is triggered it will trigger the building alarm system in which involves the Fire Department. There are less alarm issues with the larger apartments but still some. Mostly the problem is with the studio apartments, they have only one detector. When it is activated the building alarm is tripped, and the Fire Department responds. Most of the time the reason for the alarm activating is from cooking smoke. The fans above the stove are either not turned on or not venting externally. They are not vented to the outside of the buildings.

Because of the frequency with the alarms going off, residents are covering the detectors. This is creating a life safety hazard for the tenants as well as the other tenants in the building. The Fire

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Marshall is making it clear that this is illegal. He does not want to arrest anyone but if this continues he will have to, it is criminal.

Alderman Cassetti proposes that a Committee is formed to find a solution for this matter. City resources are being wasted responding to false alarms especially with the studio apartments.

Alderman Cassetti stated that he agrees with the Smoke Free policies that will be discussed at this meeting and suggested that the agency investigates a smoke cessation program for the residents to attend.

Chairman Pinto stated that they will discuss the smoke detector issue during Unfinished Business.

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

#### **Monthly Reports:**

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

Executive Director Nakano reported the following:

- The information is being distributed to all residents of 70 Woodlawn Avenue, Monsignor Hynes apartments and 75 Central Street, John J. Stevens apartments. Regarding the U.S. Department of Housing and Urban Development's policy on going Smoke-Free in all Public Housing Complexes.
- Progress is continuing regarding increasing HCV utilization rates.
- The closing for the property of 11 May Street, Ansonia, CT is scheduled for the end of February 2018.
- The fire control panel will be installed at the J.J. O'Donnell apartments at 63 Woodlawn Avenue.
- The resolution for SEMAP (Section Eight Management Assessment Program) for 2018 is included with the board packages.
- Public Housing recertification appointments will be completed by the end of February.

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

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

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

\* The Executive Directors report(s) for February 21, 2018  
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 prepared and submitted through February 2018 with the exception of the VMS report which is due on February 22<sup>nd</sup>. Ms. Mobilio stated that she reached out to the Fee Accountant, as she is usually copied on the email, but has not received anything as of yet. The report is due the next day so perhaps he is emailing it tomorrow. There is also a request to extend the obligation end date for the 2016 Capital Fund. Ms. Mobilio stated that she is going to contact HUD because the agency must be at 90% of the grant amount and it must be obligated by two years following 2016. So, the agency is right up to that window, within the next sixty days. Most of it has been spent but there is still a small amount that needs to be obligated or the money will be lost. Ms. Mobilio stated that the agency would not want HUD to recapture any monies. The amount is a little over \$100,000.00. The agency would need a project assigned for improvements in order to obligate the monies.

Commissioner Prestiano inquired how long the extension would be for.

Ms. Mobilio replied she is not sure, she has never applied for an extension before.

Commissioner Prestiano asked what this money can be used for.

Ms. Mobilio answered, for any federal public housing properties.

Chairman Pinto suggested that it be used to ventilate the smoke at Monsignor Hynes Apartments.

#### **Public Housing Operations Report:**

Ms. Mobilio reported that there are currently eight vacancies. Seven units have been leased up, including one today. There are still eight remaining. Five are in public housing and three are in the state elderly. The maintenance staff is working on getting the units turnover so that they can be leased up.

Commissioner Prestiano questioned the time frame on completing the units.

Chairman Pinto would like a report distributed to the Commissioners in a reasonable amount of time outlining each unit that is vacant, and what needs to be accomplished to lease it up. Chairman Pinto

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understands that the maintenance staff is doing their best to turn over the units, but they are still behind. He would like to put a deadline of two weeks. If the agency needs to contract out some of the work in order to get these leased up that might be what needs to be done.

Commissioner Prestiano suggested that another column be added to the report stating what needs to be done in the unit and how long it will take to be completed.

Ms. Mobilio added that the Capital Fund money can be used for unit turnovers.

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, James Prestiano. **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 February 21, 2018.

**Report of Committees:** None.

**Unfinished Business:** Smoke Detectors at the three properties.

Commissioner Scarpa reported that he agrees with Alderman Cassetti that the tenants are taking matters into their own hands by covering up the smoke detectors or removing them. There was a small fire a while back and it turned out that the tenant did remove the detector. The alarms are going off quite frequently.

Chairman Pinto questioned if the agency is being notified by the Fire Department when they encounter these situations.

Executive Director Nakano replied he has not been informed.

Commissioner Prestiano stated that the agency needs to be notified by the Fire Department when they encounter these situations.

Vice Chairman Lopez questioned if there is a policy to protect the Housing Authority in case of a fire.

Director Nakano replied no.

Chairman Pinto did not know the tenants are removing or covering the smoke detectors.

Alderman Cassetti reiterated that the Fire Marshall is going to take action against whoever is removing or covering the detectors.

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Chairman Pinto responded that the whole board is relatively new, and this problem is one that they want to get rectified. Mr. Pinto and Mr. Scarpa are both fire fighters and they understand the problem that is going on.

Chairman Pinto would like to know if the same few units keep setting off the alarms or is it scattered across the board?

Mr. Pinto questioned if Mr. Nakano or anyone from the Housing Authority has had any communication with the Fire Marshall.

Director Nakano replied he met with Derrick Lundeen in the fall with Tony Cole (maintenance staff) and Carol Mobilio regarding the young disabled tenant that pulled off the smoke alarm.

Chairman Pinto stated that if we have the money to fix this problem we will. Also, there needs to be better communication with the Fire Marshall's office and the Housing Authority office. Mr. Pinto does not appreciate that arrests will be made without first discussing this issue with the Board of Commissioners.

Ms. Mobilio reported that the alarm company, Simplex Grinnell was just out and inspected all the units and whatever issues were found were repaired.

Lucy Dripchak stated that she reached out to Griffin Hospital to see if they had a program to help the tenants to quit smoking, she is waiting to hear back.

Commissioner Scarpa questioned the smoke free policy, if anything is mentioned on the electronic cigarettes.

Ms. Mobilio replied that it was not specified in HUD's PIH notice and she drafted the policy on HUD's definition of prohibited tobacco products.

**New Business:**

Chairman, Joseph Pinto presented the following resolutions to the commissioners:



**Housing Authority of the City of Ansonia**  
**Resolution 2018-03**

**Housing Authority of the City of Ansonia  
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**RESOLUTION ADOPTING THE SMOKE-FREE PUBLIC HOUSING POLICY FOR  
RESIDENTS OF MONIGNOR HYNES APARTMENTS, 70 WOODLAWN AVENUE,  
ANSONIA, CT**

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**WHEREAS**, AHA is committed to the health and safety of all its residents and staff; and

**WHEREAS**, HUD has instituted a Smoke-Free Rule (FR-5597-F-03) for PHAs to adopt and implement a smoke-free policy within 25 feet from public housing buildings by July 30, 2018 to improve indoor air quality, benefit the health of public housing residents and PHA staff, reduce the risk of fires, and lower overall maintenance costs; and

**WHEREAS**, a Smoke-Free Public Housing Policy for residents of Monsignor Hynes Apartments will ensure that residents are prohibited from smoking anywhere in the building, including in apartment units.

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

1. The attached Smoke-Free Public Housing Policy for residents of Monsignor Hynes Apartments is hereby approved and adopted by the Housing Authority of the City of Ansonia.
2. This Resolution shall take effect May 1, 2018.

AYES

NAYS

ABSTENTIONS

ABSENT

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

\_\_\_\_\_ Date

Chairman Pinto reiterated that this policy is based on HUD's standards. This is the policy that HUD is requiring that the Housing Authority sets in place.

- **Motion to approve Resolution 2018-03 as presented by Chairman Joseph Pinto.**

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

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Alderman Cassetti questioned how this will be monitored.

Ms. Mobilio explained that the attached page is a copy of the policy and an area in which the tenant will sign that they received and understand the policy and that they will comply with the provisions of the policy.



**Housing Authority of the City of Ansonia**

**Resolution 2018-04**

**RESOLUTION ADOPTING THE SMOKE-FREE PUBLIC HOUSING POLICY FOR  
RESIDENTS OF JOHN J. STEVENS APARTMENTS, 75 CENTRAL STREET,  
ANSONIA, CT**

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**WHEREAS**, AHA is committed to the health and safety of all its residents and staff; and

**WHEREAS**, HUD has instituted a Smoke-Free Rule (FR-5597-F-03) for PHAs to adopt and implement a smoke-free policy within 25 feet from public housing buildings by July 30, 2018 to improve indoor air quality, benefit the health of public housing residents and PHA staff, reduce the risk of fires, and lower overall maintenance costs; and

**WHEREAS**, a Smoke-Free Public Housing Policy for residents of John J. Stevens Apartments will ensure that residents are prohibited from smoking anywhere in the building, including in apartment units.

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

1. The attached Smoke-Free Public Housing Policy for residents of John J. Stevens Apartments is hereby approved and adopted by the Housing Authority of the City of Ansonia.
2. This Resolution shall take effect May 1, 2018.

AYES

NAYS

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ABSTENTIONS

ABSENT

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

\_\_\_\_\_ Date

- **Motion to approve Resolution 2018-04 as presented by Chairman Joseph Pinto.**

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

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**Housing Authority of the City of Ansonia**

**Resolution 2018-05**

**RESOLUTION ADOPTING THE SMOKE-FREE HOUSING POLICY FOR  
RESIDENTS OF JAMES J. O'DONNELL APARTMENTS, 63 WOODLAWN AVENUE,  
ANSONIA, CT**

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**WHEREAS**, AHA is committed to the health and safety of all its residents and staff; and

**WHEREAS**, AHA is implementing a smoke-free policy within 25 feet from elderly and disabled housing buildings to improve indoor air quality, benefit the health of elderly and disabled housing residents and PHA staff, reduce the risk of fires, and lower overall maintenance costs; and

**WHEREAS**, a Smoke-Free Housing Policy for residents of James J. O'Donnell Apartments will ensure that residents are prohibited from smoking anywhere in the building, including in apartment units.

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

1. The attached Smoke-Free Housing Policy for residents of James J. O'Donnell Apartments is hereby approved and adopted by the Housing Authority of the City of Ansonia.
2. This Resolution shall take effect May 1, 2018.

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AYES

NAYS

ABSTENTIONS

ABSENT

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

\_\_\_\_\_ Date

- **Motion to approve Resolution 2018-05 as presented by Chairman Joseph Pinto.**

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



**Housing Authority of the City of Ansonia**

**Resolution 2018-06**

**RESOLUTION AUTHORIZING THE SUBMISSION OF THE FISCAL YEAR 2017  
SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (“SEMAP”)  
CERTIFICATION BY THE HOUSING AUTHORITY OF THE CITY OF ANSONIA**

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**WHEREAS**, the Housing Authority operates a Section 8 Housing Choice Voucher Program as authorized under the U. S. Housing Act of 1937, as amended; and

**WHEREAS**, 24 CFR §985.101 requires a Public Housing Agency (“PHA”) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification Form attached hereto as Exhibit A to the U.S. Department of Housing and Urban Development (“HUD”) within 60 calendar days after the end of its fiscal year; and

**WHEREAS**, failure of the PHA to submit its SEMAP Certification within 60 calendar days after the end of its fiscal year will result in an overall performance rating of troubled and the PHA will be subject to the requirements at 24 CFR §985.107.

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

1. The HUD-required SEMAP Certification Form is hereby approved; and
2. The Chairman and Executive Director are authorized to execute the HUD-required SEMAP Certification Form; and
3. The Executive Director is authorized to submit the HUD-required SEMAP Certification Form for Fiscal Year 2017 to HUD.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

The Chairman declared said motion and said resolution adopted.

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

Date \_\_\_\_\_

- **Motion to approve Resolution 2018-06 as presented by Chairman Joseph Pinto.**

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



**Housing Authority of the City of Ansonia**

**Resolution 2018-07**

**RESOLUTION AUTHORIZING THE PURCHASE OF A TWO-FAMILY  
PROPERTY LOCATED AT 11 MAY STREET, ANSONIA, CT IN THE  
AMOUNT OF \$185,000**

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**WHEREAS**, the Housing Authority of the City of Ansonia (AHA) has a need to replace public housing units lost due to the demolition of Riverside Apartments; and

**WHEREAS**, AHA received HUD Replacement Housing Factor (RHF) Grant funds in Years 2011 (\$39,622), 2012 (\$38,409), 2013 (\$38,409), 2014 (\$44,241), and 2015 (\$45,199) for development activities; and

**WHEREAS**, AHA received approval from HUD on February 16, 2018 to purchase 11 May Street, Ansonia, CT with RHF grant funds.

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

1. The purchase of 11 May Street, Ansonia, CT in the amount of \$185,000 with HUD RHF Grant funds is hereby approved; and
2. The Chairman of the Board and the Executive Director are hereby authorized to execute a Declaration of Trust with AHA granting to HUD an interest in the property known as 11 May Street, Ansonia, CT; and
3. This Resolution shall take effect immediately.

AYES

NAYS

ABSTENTIONS

ABSENT

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

\_\_\_\_\_  
Date

- **Motion to approve Resolution 2018-07 as presented by Chairman Joseph Pinto.**

**Motion** by Commissioner, James Prestiano. **Second** by Vice Chairman, Wilson Lopez. **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 a personnel matter.

- **Motion to go into Executive Session at 7: 02 p.m. to discuss personnel matters inviting Executive Director Nakano.**

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

**The Board came out of Executive Session at 7:33 p.m.**



- **Motion to adjourn at 7:33 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.