

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

## **Meeting Minutes**

### **Wednesday– August 22, 2018**

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on August 22, 2018** by Chairman, Joseph Pinto at the 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 - absent.  
Samuel Levey – absent.

#### **Approval of the minutes of the regular meeting of the AHA of June 27, 2018 and the August 14, 2018 Special Meeting.**

Chairman Joseph Pinto asked for the minutes to be reviewed and approved.

- **Motion to approve the minutes of the regular meeting of the AHA of June 27, 2018 and the August 14, 2018 Special Meeting.**

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

#### **Additions, deletions or corrections to the agenda:**

Chairman Joseph Pinto would like to add a motion to move adjournment to item 12 on the agenda and add item 11., Executive Session to discuss an individual employee. Board action as necessary.

- **Motion to add item 11., Executive Session to the agenda.**

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

#### **Public Session:**

Chairman Pinto opened the public session and 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:**

Executive Director Nakano gave a brief summary of the financials for July.

**Housing Authority of the City of Ansonia**  
**Meeting Minutes**  
**Wednesday– August 22, 2018**

Mr. Nakano reported that attached in the packet is the aggregate Statement of Net Position, the aggregate Statement of Revenues, Expenses & Changes in Net Position and the individual program's Statement of Revenues, Expenses & Changes in Net Position for the Housing Authority of the City of Ansonia for the period ending July 31, 2018.

Director Nakano stated that the financials can be found in pages 15 through page 45.

Commissioner Prestiano referred to the paragraph of the variance of revenue recognition of \$205,000, from the May Street property. Commissioner Prestiano questioned why this is in the current report when it was previously reported.

Chairman Pinto replied that it was not accounted for in the budget because it was sitting elsewhere in a grant.

Commissioner Prestiano inquired if there are any red flags that the Board should be aware of.

Executive Director Nakano replied no red flags that he is aware of.

Vice Chairman Lopez questioned why the administrative salaries are over budgeted.

Mr. Nakano explained the agency received funding for the ROSS Grant in April and the fee accountant is working on allocating it. He went on to explain that you can only go from the time the grant was received forward. So, what was expended prior to that cannot be used towards this round of the grant.

Commissioner Prestiano inquired if this is Lucy's salary.

Director Nakano replied Lucy and Juanita are both paid out of this grant.

Chairman Pinto questioned if Massimo's salary is also paid out of it. Mr. Nakano replied he is paid out of Public Housing under maintenance.

Vice Chairman Lopez also questioned why the legal costs are over budget.

Chairman Pinto explained the reason for this is there has been an extensive amount of labor law issues this year that the agency has not had in the past.

Chairman Pinto went on to explain that less was budgeted in legal services as well because the attorneys were not utilized in the same way as they were with the previous Executive Director. They are now used on a consulted basis not on a day to day. Even if it looks like more was spent it probably is less compared to last year at this time.

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

**Motion** by Commissioner, James Prestiano. **Second** by Vice Chairman, Wilson Lopez. **All in favor.**

**Housing Authority of the City of Ansonia**  
**Meeting Minutes**  
**Wednesday– August 22, 2018**

Motion passes unanimously.

**Monthly Reports:**

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

Executive Director Nakano reported the following:

- The Housing Authority is currently awaiting on final word regarding the 2018 Safety and Security Grant which the application is for 70 Woodlawn Avenue, Ansonia, CT.

Chairman Pinto questioned when will the agency find out if they will receive this grant.

Mr. Nakano stated that he spoke to the grant writer and he has not received any word yet. This is a HUD matter.

- The Appraisals have been scheduled for the property that the Authority has been viewing for redevelopment.
- Ansonia Housing Authority is continuing working with the U.S. Department of Housing & Urban Development's Office of Fair Housing towards resolution of the Voluntary Compliance Agreement (VCA). Also, will be meeting with CT Public Housing Director of HUD Hartford, CT and the Development Consultant regarding additional funding sources for redevelopment.
- The Ansonia Housing Authority (AHA), is working with the Development Consultant in acquiring properties to further the scattered site PBV housing as per required by the U.S. Department of Housing & Urban Development. Several possibilities have been considered regarding the purchase of existing properties and land for new construction.
- The signs for the new NO-SMOKING policy as mandated by the U.S. Department of Housing & Urban Development, have been installed at 70 Woodlawn Avenue and 75 Central Street.
- A Labor Day picnic for the AHA residents has been planned for Thursday, August 30, 2018 at 12:00 noon; located in the community room of Monsignor Hynes complex, 70 Woodlawn Avenue.

There were no other questions for Director Nakano. Motion was made.

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

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

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

## **Meeting Minutes**

### **Wednesday– August 22, 2018**

\* The Executive Directors report(s) for August 22, 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 submitted through the end of August.

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

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

Ms. Mobilio reported that there is only one vacancy at this location. There was a total of 24 work orders, which were all completed for the month of July.

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

There was a total of 44 work orders for the month and all were completed. Currently at this location there are no vacancies.

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

This property has four vacancies. There was a total of 17 work orders, all were completed. Of the four vacancies two were turned over by maintenance, two will be completed by the middle of September.

**Scattered Site Property- 11 May Street:**

This property had five work orders for the month. All five were completed. There are currently no vacancies at this location.

Chairman Pinto stated that the vacancies are much better than they have been in the past.

Chairman Pinto questioned if the two units that are vacant at the James J. O'Donnell Apartments are being held for the VASH.

Director Nakano replied unit 409 and 310 are the units that were shown to the VASH recipients, however, they turned them down.

Chairman Pinto asked if Director Nakano had any feedback as to why they did not take them.

Mr. Nakano replied, the size was the main problem.

Chairman Pinto questioned if it is a wheelchair bound resident, would these units be adequate for them or would it be difficult.

**Housing Authority of the City of Ansonia**  
**Meeting Minutes**  
**Wednesday– August 22, 2018**

Executive Director Nakano replied that he believes it would be fine accessibility wise, but the kitchen is set up as a galley style so at some point the agency may have to look into an ADA Modification so that a wheel chair bound resident can access the sink. Mr. Nakano explained that going forward when a shower/tub enclosure needs to be replaced, the replacement will be a walk-in shower unit.

Commissioner Prestiano questioned if the two VASH recipients were wheelchair bound. Mr. Nakano replied they were not. Both recipients were from out of town. They do have an option to go any where in the state as long as it is close to a health care facility.

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

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

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

Vice Chairman Lopez questioned if the agency will hold the units open for VASH recipients or will they be lease up.

Director Nakano stated that one of the units was shown to an HCV participant and the agency is waiting to hear back if she is interested in leasing it. Two more units will be ready soon in case any other VASH recipients are interested. The units cannot be held.

**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 August 22, 2018.

**Report of Committees:** None.

**Unfinished Business:** None.

**New Business:**



**Housing Authority of the City of Ansonia**

**Resolution 2018-10**

**RESOLUTION AUTHORIZING A RENT INCREASE FOR SECTION 8 TENANT  
BASED UNITS AT JAMES J. O'DONNELL APARTMENTS, 63 WOODLAWN  
AVENUE, ANSONIA, CT**

**Housing Authority of the City of Ansonia**  
**Meeting Minutes**  
**Wednesday– August 22, 2018**

**WHEREAS**, Ansonia Housing Authority owns a State Elderly Development, James J. O’Donnell Apartments, located at 63 Woodlawn Avenue in Ansonia; and

**WHEREAS**, the current rent to Ansonia Housing Authority for Section 8 tenant based units at James J. O’Donnell Apartments is below market value; and

**WHEREAS**, a Rental Unit Reasonableness Rating analysis was performed on behalf of AHA by J. D’Amelia & Associates for the Section 8 tenant based units at James J. O’Donnell Apartments;

**WHEREAS**, AHA recommends increasing the monthly rent at James J. O’Donnell Apartments to \$823 for Studio units and \$998 for 1-Bedroom units.

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

1. The Rent Increase for Section 8 Tenant Based Units at James J. O’Donnell Apartments is hereby approved and adopted by the Board of Commissioners of the Housing Authority of the City of Ansonia; and
2. The Resolution shall take effect immediately.

Chairman Pinto inquired if the new prices are market rates.

Director Nakano replied it is based on rent reasonableness. It is based on the amenities and also location. For the studio and the one bedroom it is a little low. Even though the fair market rent and the payment standard is higher the agency has to adhere to what is reasonable.

Chairman Pinto questioned if this increase would affect the tenants. The response was, very minimal if any at all.

- **Motion to approve Resolution 2018-10.**

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

**Housing Authority of the City of Ansonia**

**Resolution 2018-11**

**Housing Authority of the City of Ansonia**  
**Meeting Minutes**  
**Wednesday– August 22, 2018**

**RESOLUTION ADOPTING THE NEW PARKING POLICY FOR RESIDENTS OF  
MONIGNOR HYNES APARTMENTS, JOHN J. STEVENS APARTMENTS, AND  
JAMES J. O'DONNELL APARTMENTS, ANSONIA, CT**

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**WHEREAS**, Ansonia Housing Authority (AHA) provides limited parking at Monsignor Hynes Apartments, John J. Stevens Apartments, and James J. O'Donnell Apartments for residents who own vehicles registered and insured in accordance with State and local laws; and

**WHEREAS**, AHA is adopting and implementing a new Parking Policy effective September 1, 2018 to ensure parking areas are restricted for tenant and employee use only; and

**WHEREAS**, any vehicle parked on the properties of AHA without the new parking sticker will be towed at the owner's expense.

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

1. The attached new Parking Policy for residents of Monsignor Hynes Apartments, John J. Stevens Apartments, and 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 September 1, 2018.

Chairman Pinto explained to the Board members that at the last Board meeting many of the residents expressed how unhappy they are with current parking policy. Chairman Pinto believes the policy attached is reasonable. The tenants will be provided with stickers per unit. Their friends, relatives and visitors will have to park on the street. The agency will contract with a towing company to do periodic sweeps to make sure that all cars parked in the lots have stickers. The only item that would need to be addressed would be a scenario where if the tenant's car is in the shop, and they have a rental car or borrowed a vehicle for a short term they would need a temporary sticker or a hang tag.

Commissioner Prestiano mentioned that the agency should have proper signage in place.

Chairman Pinto stated that the typically the towing company would provide that.

It was also discussed that health care workers should have hang tags as well.

**Housing Authority of the City of Ansonia  
Meeting Minutes  
Wednesday– August 22, 2018**

- **Motion to approve Resolution 2018-11.**

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



**Executive Session:**

- **Motion to go into Executive Session to discuss a personnel matter inviting Executive Director Nakano, Lucy Dripchak and Carol Mobilio.**

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

**The Board came out of Executive Session at 7:40 p.m.**



**Adjournment at 7:40 p.m.**

\*These minutes are subject to the approval of the Housing Authority of the City of Ansonia at their next scheduled meeting.