

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

## **Meeting Minutes**

### **Wednesday– September 26, 2018**

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on September 26, 2018** by Chairman, Joseph Pinto at the Ortoli Community Center, located at 70 Woodlawn Avenue, Ansonia, CT

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

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

Wilson Lopez -Vice Chairman -absent.  
Samuel Levey – arrived at 6:52 PM.

Annual Audit of the Housing Authority of the City of Ansonia for the fiscal year 2017 presented by Jason Geel from Maletta & Company.

Mr. Geel referred to the last page in the report. The summary of Auditor’s Results. The auditor’s two main areas are to be sure that the agency is complying with the rules and regulations of each program and issuing an opinion on the financial statements themselves.

Mr. Geel explained that the most important thing is that there were no findings. So, for the programs tested the HCV Program was tested for compliance this year and there were no findings there as well. The agency is complying with program requirements. There were no issues noted.

The other item Mr. Geel wanted to explain was the type of auditor’s report issued as “Qualified Departure from GAAP” typically what is seen is Unmodified, and which is a clean opinion and this is an exception. Basically, it is listed as this because the State did not provide the data that is needed for the pension figures, so the exact figure is unknown. Mr. Geel estimated but he does not have enough of information to form an opinion on that number. Based on the nature of the liability this would not warrant any problems. The pension is healthy. The second paragraph simply states that except for the pension the financials are sound, and it would be a clean opinion.

#### **Financial Highlights**

- The Authority’s Net Position decreased by \$3,993,622 during fiscal year 2017 (FY2017). Net Positions were \$9,052,116 and \$5,058,494 for 2016 and 2017, respectively.
- Total revenue (operating and non-operating) decreased by \$415,060 during FY2017. Increases in tenant revenues and other government grants were offset by decreases in HUD operating grants and other income. Total revenues were \$9,096,960 for 2016 and \$8,681,900 for 2017.
- Total expenses for all Authority programs increased by \$23,613 or 0.26% from 2016. Total expenses were \$9,154,346 for 2016 and \$9,177,959 for 2017. Significant decreases in Housing Assistance Payments (HAP) and depreciation were offset by a loss recognized for the

**Housing Authority of the City of Ansonia**  
**Meeting Minutes**  
**Wednesday– September 26, 2018**

disposition of Riverside Apartments. The decrease in HAP was the result of declining voucher utilization.

**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 26, 2018.**

- **Motion to accept the annual audit report.**

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

**Approval of the minutes of the August 22, 2018 Regular Meeting of the Board of Commissioners**

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 August 22, 2018.**

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

**Additions, deletions or corrections to the agenda: None.**

**Public Session:**

Chairman Pinto opened the public session.

**Kim'mula Eason – Monsignor Hynes Apartments.** Ms. Eason stated that she has concerns regarding the Fire Department. She was told by members of that department that if they continue to come out to the complex to the same units they will have to start issuing fines to the tenants. Ms. Eason asked if there is any way the agency can install exhaust fans for over the stoves. Ms. Eason also explained that she timed the fire department when the alarms were triggered in the past and it took them 25 minutes to respond. She stated that sometimes if no one calls the fire department to let them know the alarm is sounding they do not come.

Chairman Pinto explained that the Board is aware of this issue and has been in touch with the Fire Marshal. Also, the agency applied for a grant to help offset the cost of exhaust fans.

Chairman 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.

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

## **Meeting Minutes**

### **Wednesday– September 26, 2018**

#### **Review of Financial Statements:**

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

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.

Mr. Nakano reported revenues from operations for the eight-month period ended August 31, 2018 were \$1,755,749 as compared to budgeted of \$1,660,031 for the same period (a 5.77% positive variance).

The total expenses as compared to budgeted operating expenses for the same period has a 20.97% positive variance.

Director Nakano stated that the following pages are the breakdown of the budget and corresponding documentations. The financials can be found in pages 11 through page 42.

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

Hearing none motion was made.

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

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

Commissioner Prestiano inquired if this will be the last time Riverside Apartments will be seen on the books.

Director Nakano replied yes until the property is sold.

#### **Monthly Reports:**

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

Executive Director Nakano reported the following:

- The Housing Authority has housed the first HUD/VASH Veteran for October 1, 2018. The veteran has a choice of where he wants to live and he elected to rent an apartment in Shelton. He has a voucher. There is another veteran who is homeless and will be leased up for November 1, 2018. He will be renting an apartment at 75 Central Street.

**Housing Authority of the City of Ansonia**  
**Meeting Minutes**  
**Wednesday– September 26, 2018**

- The appraisal for a scattered-site property is expected by the end of the month, one is already completed.
- Ansonia Housing Authority is working with the U.S. Department of Housing & Urban Development’s Office of Fair Housing towards resolution of the Voluntary Compliance Agreement (VCA).

Director Nakano stated that he spoke with Michele Johnson from the HUD/Office of Fair Housing. Everything is on track.

There were no other questions for Director Nakano. 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 September 26, 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 September with the exception of the Annual Audited Financials submission which will take place Thursday, September 27, 2018.

**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 and it is ready to be leased. Maintenance finished this unit. There was a total of 21 work orders, which were all completed.

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

There is only one vacant unit at this location and it has been vacant for 10 days and maintenance completed the work and it is ready to be leased. There was a total of 31 work orders for the month and all were completed.

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

This property has four vacancies. Two have been completed and the other two have been held up because the Federal property has priority. The two remaining should be completed by the middle of October.

**Housing Authority of the City of Ansonia  
Meeting Minutes  
Wednesday– September 26, 2018**

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

This property is fully occupied and had four work orders and they were all completed.

Chairman Pinto questioned if the agency has people on the waiting list ready to occupy the vacant units.

Ms. Mobilio responded there is a public housing waiting list as well as a section 8 waiting list which can be offered for the State building.

Commissioner Scarpa questioned if there is a report that would show a breakdown as to how long it is taking to turn over the units and then how long it takes to lease up the units.

Going forward that will be included in Ms. Mobilio's report.

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, 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 September 26, 2018.

**Report of Committees:** None.

**Unfinished Business:** None.

**New Business:**



**Housing Authority of the City of Ansonia**

**Resolution 2018-12**

**RESOLUTION ADOPTING THE REVISED PERSONNEL, CONDUCT AND OPERATIONS POLICY OF THE HOUSING AUTHORITY OF THE CITY OF ANSONIA**

**Housing Authority of the City of Ansonia**  
**Meeting Minutes**  
**Wednesday– September 26, 2018**

**WHEREAS**, Ansonia Housing Authority (AHA) was established on October 18, 1948 to operate and administer low-rent housing for the purpose of providing decent, safe and sanitary dwellings for low-income families; and

**WHEREAS**, all employees of AHA have a responsibility to support its mission while helping to create and support a highly professional and respectful work environment; and

**WHEREAS**, AHA is adopting and implementing a revised Personnel, Conduct and Operations Policy as a guide for the Authority and its employees during the term of their employment.

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

1. The attached revised Personnel, Conduct and Operations Policy is hereby approved and adopted by the Housing Authority of the City of Ansonia.
  
2. The Resolution shall take effect immediately.

Chairman Pinto stated that one section of the new policy has been changed slightly by Commissioner Prestiano, it was only a matter of the wording.

Chairman Pinto asked if anyone else had any questions.

Commissioner Scarpa questioned if this policy can be revisited.

Chairman Pinto stated that he doesn't see why it could not be, however, the revisions that were made was just to bring the current policy that already exist to be inline with the collective bargaining agreement.

Hearing none motion was made.

- **Motion to approve Resolution 2018-12.**

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



**Housing Authority of the City of Ansonia  
Meeting Minutes  
Wednesday– September 26, 2018**

**Resolution 2018-13**

**RESOLUTION AUTHORIZING THE CHAIRMAN OF THE BOARD OF  
COMMISSIONERS TO EXECUTE THE ANNUAL AFFIDAVIT FOR FINANCIAL  
STATEMENTS AND HAVE THE EXECUTIVE DIRECTOR SUBMIT THE 2017  
ANNUAL AUDIT TO THE CONNECTICUT HOUSING FINANCE AUTHORITY AND  
CONNECTICUT DEPARTMENT OF HOUSING**

---

**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 2017 annual audit was presented and received by the Board of Commissioners at the regular board meeting held September 26, 2018; 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 2017 annual audit; and
2. The Executive Director is authorized to submit the 2017 annual audit to the Connecticut Housing Finance Authority and the Connecticut Department of Housing.

- **Motion to approve Resolution 2018-13.**

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



**Executive Session:**

- **Motion to go into Executive Session to discuss pending real estate transaction and pending claim or litigation.**

**Housing Authority of the City of Ansonia  
Meeting Minutes  
Wednesday– September 26, 2018**

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

**The Board went into Executive Session at 7:11p.m.**

---

**Adjournment.**

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