

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

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

James Prestiano -Commissioner- absent
Samuel Levey – arrived at 6:30 PM.

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

Chairman Pinto questioned the time of the adjournment of the September meeting after the Executive Session. He requested to add the time and amend the meeting minutes at the next meeting.

- **Motion to approve the minutes of the September 26, 2018 Regular Meeting.**

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

Same issue with the adjournment time on this meeting. Please correct for the next meeting to be amended.

- **Motion to approve the minutes of the October 16, 2018 Special Meeting.**

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

Additions, deletions or corrections to the agenda: None.

Public Session:

Chairman Pinto opened the public session.

Joseph Cassetti -Alderman 3rd Ward. Mr. Cassetti questioned the access to a home in the back yard of the Woodlawn Avenue address (Ortoli Community Center). There are drug dealings that are going on at the home and people do not approach the house from the front which is on the busy section of North Main Street. People are parking and walking through the open access at the back of the Housing Authority property. It is the only part that does not have a fence. Mr. Cassetti is asking that the agency secures that area.

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Chairman Pinto replied that a few months ago the Commissioners looked at that area and he couldn't recall if the fence was broken or if it's that the fence is very low and easy to get over. He will certainly look into it again.

Chairman Pinto also stated that there is an access alley that is in between the Woodlawn property and the house. It is an alley or private driveway that turns off Woodlawn Avenue and runs behind the Housing Authority complex and the houses that face North Main. Chairman Pinto stated that people could be driving down this alley and getting to the house that way, not necessarily parking at 70 Woodlawn Avenue.

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.

Review of Financial Statements:

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

Mr. Nakano reported that the revenues from operations for the nine-month period ended September 30, 2018 and were at a 3.98% positive variance.

The total expenses for the nine-month period ended September 30, 2018, the agency is at a 20.88% positive variance.

Mr. Nakano stated that on page 15 is a summary of the operations for the three programs, Federal Low Rent, State Elderly and the Housing Choice Voucher program.

Director Nakano reported that the breakdown of the financial statements can be found on pages 17 through 45.

Chairman Pinto questioned who generates this report? Director Nakano replied it is from the fee accountant.

Chairman Pinto stated that for the Federal Low Rent Program, the unrestricted cash reserves are 109% of annual budgeted operating expenses which is above the 50% threshold, so the agency is on solid footing there. For the Housing Choice Voucher Program, the actual earned administrative fees are less than budget by \$3100 dollars. Commissioner Pinto believes the agency is not doing bad with this, there are no concerns. However, he did question if the agency needs to improve utilization.

Executive Director Nakano replied that is one reason and because the agency is looking into scattered sites, PBV housing so the process for that is to convert the tenant-based vouchers over to project based for the funding.

Chairman Pinto is concerned with the State Elderly Program. Operating cash of \$35,257 is 14% of annual budgeted operating expenses, indicating below average financial health.

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Chairman Pinto stated that the receivables have increased. Is this issue because the agency was not charging enough for rent or what is the problem.

Director Nakano believes that is part of the problem and also the units in that complex do not get occupied that quickly because of size and the rents are a little higher in the State building.

Mr. Pinto questioned the approximate size of the waiting list.

Executive Director Nakano replied that he spoke with Tanya who handles the State waiting list and she is going to send letters out to approximately fifty people that are on the list to try to lease the units. Director Nakano stated that three people from the VASH Program did look at the units, but they were not interested. One veteran did lease a unit, but it was not in one of the agencies properties.

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, Matthew Scarpa. **Second** by Vice Chairman, Wilson Lopez. **All in favor.** 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 looking into quotes for installing cameras at the Monsignor Hynes Complex, 70 Woodlawn Avenue.

Director Nakano reported that he did receive several quotes and has concerns that were addressed to him by Reverend Levey and several residents. The cameras will be strategically placed and hopefully it will help with the issue that was discussed earlier.

- The Appraisals are in for the scattered site properties and they are in the process of being reviewed by HUD.
- 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).

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- A Halloween Party has been scheduled for the residents for Thursday, October 25, 2018.
- In the Housing Choice Voucher (HCV) Program, there will be two (2) Family Self-Sufficiency (FSS) participants that have successfully completed the program and will be Graduating.
- Getting ready to launch for November 1, 2018; the Ansonia Housing Authority monthly newsletter for the residents.

Vice Chairman Lopez questioned if the newsletter will be posted online.

Director Nakano replied, yes it could be posted online.

Chairman Pinto also questioned if the agency has the residents email addresses. If not, perhaps an email list can be composed.

Director Nakano and Carol Mobilio replied the agency has a phone broadcast outreach system already set up for the residents.

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 October 24, 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 successfully submitted. Ms. Mobilio reported that she does not have a date for the VMS submission because she was not provided with a date from the fee accountant and the Board is aware of this from an email that was sent out regarding this issue. Ms. Mobilio stated that she did verify that it was submitted through Lisa Thompson, who was provided a copy from the fee account. Ms. Mobilio stated that she did not receive a written confirmation emailed to her, so she left that blank until she can verify it in writing.

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

John J. Stevens- 75 Central Street:

Ms. Mobilio reported that there are no vacancies. There was one unit that was leased for October 1, 2018. Ms. Mobilio reported that she did add a column to show when the unit is completely turned over. There was a total of 20 work orders, which were all completed.

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Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There was a total of 30 work orders for the month and all were completed. Two vacancies were leased October 1, 2018. The vacancy rate at this location is 2.7%.

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

There was a total of 26 work orders and all 26 were completed. This property has five vacancies. Ms. Mobilio affirmed that the first four units on the report are expected to be turned over during the month of November. The last apartment 310 was completed back in June. The vacancy rate at this location is 12.5%.

Scattered Site Property- 11 May Street:

There were 2 work orders for September and there are no vacancies.

Chairman Pinto asked if anyone had any questions.

Commissioner Scarpa inquired about 63 Woodlawn Avenue, there is some confusion as to when the units would be completed. Ms. Mobilio explained there was an error with the report and the dates are listed under the wrong column.

Vice Chairman Lopez questioned why unit 310 has been vacant for 328 days.

Ms. Mobilio replied that she believes a tenant passed away in that unit and there was a delay getting the unit emptied because the agency must wait for the family. Ms. Mobilio stated as Steve explained previously the Federal properties take priority over the State properties because of HUD PHAS. This unit has been shown but it is one of the smaller units, it's an efficiency.

Director Nakano confirmed that this is a small unit but a tenant from the Section 8 Program who can afford this unit but has some challenges, therefore, it was difficult to get her to look at the apartment. Meanwhile she had an attorney from legal aid representing her, so the housing specialist wasn't able to start the termination from the program. Mr. Nakano explained on top of that the agency was able to contact her worker from BHCare and she decided she would take the apartment. When it was time to come in and complete the paperwork to lease up, she never came in for her appointment. The agency tried twice to get her to lease the unit, since they cannot hold it any longer.

Vice Chairman Lopez questioned if there is anything that can be done to make the units larger by combining them.

Ms. Mobilio responded that funding for that is a problem. She stated that before Director Nakano was hired the State actually proposed applying for special funding so that the agency could rehab the building and make the units larger. Ms. Mobilio stated that maybe this is something to consider for the future.

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Vice Chairman Lopez questioned if there are special grants for this.

Ms. Mobilio replied there is funding, but she believes it is loans from the State.

Mr. Nakano responded the funding would come from the Federal Home Loan Program that's in cooperation with CHFA and unfortunately right now the State is all tapped out.

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
October 24, 2018.

Report of Committees: None.

Unfinished Business: None.

New Business:



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Resolution 2018-15

**RESOLUTION AUTHORIZING THE ADOPTION OF THE PAYMENT STANDARD
AMOUNT AT 100% OF THE HUD FISCAL YEAR 2019 FAIR MARKET RENT FOR
SECTION 8 TENANT VOUCHERS IN ANSONIA, SEYMOUR AND SHELTON**

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) issued final Fair Market Rents (FMRs) for HUD Fiscal Year (FY) 2019 in September 2018; and

WHEREAS, Ansonia Housing Authority (AHA) must adopt a Payment Standard schedule annually that is used to calculate the monthly housing assistance payment (HAP) for a family;

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WHEREAS, AHA’s 2018 FMRs are based on 100% of HUD’s FY 2018 Fair Market Rent Analysis; and

WHEREAS, AHA recommends adopting the Payment Standard at 100% of the HUD FY 2019 FMR’s for Ansonia, Seymour, and Shelton; and

WHEREAS, this Resolution sets forth AHA Payment Standard/FMRs by unit bedroom size to be calculated at 100% of the HUD Final FY 2019 FMRs for all bedroom sizes in Ansonia, Seymour, and Shelton.

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

1. The Payment Standard schedule calculated at 100% of the HUD Fiscal Year 2019 Fair Market Rent applicable on all AHA Section 8 Tenant Vouchers in Ansonia, Seymour, and Shelton 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 January 1, 2019.

The Chairman and Vice Chairman questioned why the rents in Ansonia and Seymour are more expensive than Shelton.

Director Nakano replied that Ansonia and Seymour’s fair market rents are higher because Milford is factored into the mix. Even though Shelton is on the other side of the bridge it is part of Fairfield County, so they fall under Bridgeport’s HMFA jurisdiction.

Chairman Pinto asked if anyone else had any questions.

Hearing none motion was made.

- **Motion to approve Resolution 2018-15.**

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



Executive Session:

- **Motion to go into Executive Session to discuss a pending claim/litigation.**

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

The Board went into Executive Session at 6:52 p.m.

Adjournment at 7:34 p.m.

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