

Housing Authority of the City of Ansonia

Special Meeting Minutes

Monday– December 3, 2018

The special meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on December 3, 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, Samuel Levey – Commissioner, James Prestiano – Commissioner, Matthew Scarpa - Commissioner.

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

- **Motion to approve the minutes of the October 24, 2018 Regular Meeting.**

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

Public Session:

Chairman Pinto opened the public session.

Chairman 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.

Vice Chairman Lopez reported that he checked the website today and it is not updated. There was no listing of the meeting today.

Vice Chairman Lopez would like to make sure this issue does not continue happening. He stated the last meeting a tenant arrived late because it was not on the website and this meeting tonight was not posted on the town's website.

Chairman Pinto and Ms. Mobilio both stated that the agency does not control the City's website. The City's Town Clerk handles that. They are responsible to post the changes. The agency always notifies the Town Clerk of the Housing Authority's meetings. This meeting and previous information regarding the Board Meetings are posted to the agency's website.

Review of Financial Statements:

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

Mr. Nakano reported that the revenues for the ten-month period ending October 31, 2018 were \$2,126,443 as compared to budgeted operating revenues of \$2,075,039 for the same period. The agency has a 2.48% positive variance. The \$205,880 from the RHF grant for the May Street scattered house property and then less the anticipated Capital Fund Program grant revenue.

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The total expenses for the ten-month period ended October 31, 2018 were \$1,586,187 as compared to budgeted operating expenses of \$1,980,917 the agency has a 19.93% positive variance. It is showing an agency-wide net income of \$540,256, above the agency-wide budgeted net income of \$94,122 for the same ten-month period.

Mr. Nakano stated that the statements are attached on the following pages.

Chairman Pinto affirmed that as of right now the agency's income is 2.48% higher than anticipated and operating expenses are approximately \$404,000 lower than anticipated. So, the agency is running about \$600,000 in the black.

Chairman Pinto inquired if any of that money is available to use for improvements.

Director Nakano replied it will be available for that, however, he is waiting for an approval from HUD for the Capital Funds.

Director Nakano explained there are certain restrictions and that is part of the Capital Fund Budget. When the budget was submitted there were line items as to what the funds can be used for. Currently Director Nakano is waiting for the final approval.

Commissioner Prestiano asked for clarification regarding the conversation that was had with the auditor about not having an excessive amount of monies in a particular budget.

Director Nakano explained that this is different funds. The funds that Commissioner Prestaino is questioning is the HAP payments. If these funds are not used accordingly HUD will recapture the funds. Director Nakano stated that this is a separate pool of funding.

Vice Chairman Lopez questioned if there are any plans for this money.

Director Nakano replied the agency is waiting for HUD approval and once this happens one of the items is to replace the siding at the May Street property, the scattered site. Another item is to replace the windows at the same property as well as at 63 Woodlawn Avenue, however, you cannot use Federal money for the windows in the State building, that would be out of a different fund because it is the State property.

Vice Chairman Lopez questioned again the use for the \$600,000. Ms. Mobilio explained that that is overall agency wide monies.

Chairman Pinto stated that this is the operating profit for the year. When the budget year closes the agency will have a better idea as to what the surplus is if there is one, at that point the agency can air mark it, until then nothing can be done.

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

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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 nearing completion of installing cameras at the Monsignor Hynes Complex, 70 Woodlawn Avenue.
- The Appraisals are in for the scattered site properties and they are in the process of being reviewed by HUD.
- Ansonia Housing Authority had a meeting/conference call with the U.S. Department of Housing & Urban Development's Office of Fair Housing towards resolution of the Voluntary Compliance Agreement (VCA).
- The Ansonia Housing Authority had the Thanksgiving Luncheon which was on the 15th of November and was a success. Thirty-nine people attended.
- The Family Self-Sufficiency (FSS) grant for the next year ending has been submitted.
- Waiting for the drawings for the installation of the outside vented hoods at 70 Woodlawn Avenue.

Chairman Pinto inquired if the agency was approved for the Security Grant.

Executive Director Nakano replied no the agency was not approved.

Chairman Pinto questioned if the agency can still undertake that project.

Executive Nakano replied yes that will be done.

Commissioner Scarpa questioned who would be monitoring the new cameras.

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Director Nakano replied the new ROSS Coordinator will be monitoring the cameras as well as a staff member from the main office. The cameras at all the properties are monitored from two separate locations.

Chairman Pinto questioned how much storage is available before it records over itself. Also, who is housing the data storage.

Director Nakano answered approximately up to sixty days, 7 days a week, 24 hours. The vendor is housing the information, he uses an outside clearing house. Director Nakano explained there are 12 cameras, one was placed behind the community building.

Also, the agency is waiting on bids to repair the damaged fence in the back of the building.

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

Commissioner Prestiano questioned what time the maintenance staff left for the day.

Director Nakano replied 5:00 p.m.

Commissioner Prestiano would like to have the maintenance staff do a perimeter check of all the lighting around the buildings. For example, if any of the lighting is not working or if there are locations that may need additional lighting, especially in the back of the buildings this would need immediate attention.

With no further questions, 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 December 3, 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 compliance reports have been completed and submitted through the end of November.

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

John J. Stevens- 75 Central Street:

Ms. Mobilio reported that there are no vacancies as of October 31st. There was a total of 29 work orders, which were all completed.

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Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There are two vacancies at this property. Both units have been turned over. One unit was leased November 5th., so just one vacancy. There was a total of 42 work orders for the month and all were completed.

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

There are five units vacant. One of the units has been turned over and the other four are in the process of being turned over. Ms. Mobilio stated the units are estimated to be completed by the middle of December. There was a total of 24 work orders and all were completed.

Chairman Pinto stated unit 310, if this is the unit that has been completed in June and ready to be occupied but it's small, so no one wishes to lease it.

Scattered Site Property- 11 May Street:

There were 2 work orders at this property and no vacancies.

Chairman Pinto asked Ms. Mobilio if she took care of the emergency regarding the flooring at this location.

Ms. Mobilio replied yes, the flooring was repaired, she contacted Rita Vezzino at the Health Department and the only item that is open is the two windows that they want replaced in the first-floor unit. Ms. Mobilio explained to her that she is getting estimates and the vendor is going to replace the two windows sooner rather than later with the same windows that they will be using in the rest of the house.

Vice Chairman Lopez questioned what was wrong with the floor.

Commissioner Pinto explained prior to the Housing Authority purchasing the property, the tenant who lives in the unit takes care of her grandson who has allergies and the carpet was older, so she took it upon herself to rip up the carpet and she has just the sub floor down. So, the Health Department did their annual inspection of a multi-family property and discovered the flooring.

Chairman Pinto explained that the tenant only allows certain people into the unit, so it has been difficult getting a vendor in there and to get pricing. Ms. Mobilio handled the problem because Mr. Nakano was on vacation.

Chairman Pinto asked if anyone had any questions.

Commissioner Levey questioned if the tenants at 70 Woodlawn Avenue could paint their units themselves.

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Ms. Mobilio responded that she will look at the Capital Fund to see if there are any monies there that can be used towards painting the units. This has been an ongoing issue, but it was not a priority in the past.

Commissioner Levey also stated that the back doors are getting rusted.

Executive Director replied that they will check into that as well.

Chairman Pinto suggested that perhaps the agency can check into the longevity of the units and start painting the eldest ones first.

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, 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 December 3, 2018.

Report of Committees: None.

Unfinished Business: None.

New Business:



Housing Authority of the City of Ansonia

Resolution 2018-16

**RESOLUTION TO AUTHORIZE THE EXECUTIVE DIRECTOR
TO REVIEW, OFFER AND MAKE PAYOUT ADJUSTMENT TO
ACCUMULATED SICK LEAVE FOR EMPLOYEES HIRED PRIOR
TO OCTOBER 15, 1997 AND FOR EMPLOYEES HIRED ON OR AFTER
OCTOBER 15, 1997**

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WHEREAS, the Housing Authority of the City of Ansonia authorizes its Executive Director to review and make adjustments for accrued sick time due to employees in conjunction with past practice, financial affordability, and the Personnel Policy; and

WHEREAS, this action reduces the accumulated financial liability of the Housing Authority for employees and the Executive Director who have excess sick time.

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

1. The Board of Commissioners of the Housing Authority of the City of Ansonia authorizes its Executive Director to review, offer and make payout adjustment to accumulated sick leave of employees hired prior to October 15, 1997, for up to 30% of hours accumulated above one hundred and forty (140) hours and for employees and the Executive Director hired on or after October 15, 1997, at 25% of hours accumulated to occur on the 1st pay period following this resolution.

Chairman Pinto asked Director Nakano if there is any change in this resolution from last years. Looking at the wording it appears that there may be a change.

Chairman Pinto stated that last year when this resolution was approved it was tabled for a month because there were questions as to whether it should be approved or not and if it was consistent with the collective bargaining agreement and the policies and procedures of the agency. It was passed, however, the new resolution states employees hired prior to October 15, for up to 30% of hours accumulated above one hundred and forty hours, so if you have two hundred and forty hours accumulated you would get thirty hours of pay.

Vice Chairman Lopez asked for an explanation.

Mr. Nakano handed the Commissioners a spreadsheet which is attached to this report of the minutes. Ms. Mobilio explained she prepared the spreadsheet based on information Director Nakano supplied her with.

She explained that Marge Brown is the only employee that is grandfathered in that receives 100% payout for unused sick hours, but it is accumulative to 120 hours per the personnel policy. Employees that are paid 25% up to a maximum of 30 days per the personnel policy.

Ms. Mobilio stated that it has been a past practice for just people that have 100 hours to buyout time. This year based on reducing financial liability and also improving employee morale, it was added in for other employees to be paid out at 25% that have unused sick hours.

Chairman Pinto questioned if this is stipulated in the Collective Bargaining Agreement (CBA).

Ms. Mobilio responded that it is in both the personnel policy and the CBA.

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Chairman Pinto asked if it is in both for employees hired after 10/15/97.

Ms. Mobilio stated that it is in both, but it is paid out upon separation but as a past practice for those employees that were getting 100%.

Chairman Pinto inquired as to who did the agency pay out last year for this.

Ms. Mobilio stated that Marge Brown was approved but she did not take it. That is why she has so many unused sick hours.

Chairman Pinto would like to entertain a motion to table this resolution for one month.

- **Motion to table Resolution 2018-16.**

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

Commissioner Scarpa would like to see a copy of the personnel policy and the CBA.

Ms. Mobilio would like to add a comment. Ms. Mobilio explained that based on this calculation it would cost \$19,000 if the agency was to payout the sick time. Ms. Mobilio also wanted to mention that in the budget there is a line item for compensated absences and right now the agency is under budget.

Chairman Pinto stated that they will put this on the agenda for the December meeting. If any of the Board members have any questions Chairman Pinto would like them to send him a email and he will forward a copy to all and Steve and obtain any information needed to make an educated decision on this issue next month.



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Resolution 2018-17

**RESOLUTION AUTHORIZING THE APPROVAL OF THE FISCAL YEAR 2019
OPERATING BUDGETS AND CHFA MANAGEMENT PLAN AT THE ANSONIA
HOUSING AUTHORITY FOR THE FOLLOWING AREAS: LOW INCOME PUBLIC
HOUSING (LIPH) OPERATING BUDGET; STATE ELDERLY (E-75) OPERATING
BUDGET; RIVERSIDE DEVELOPMENT OPERATING BUDGET; AND THE
HOUSING CHOICE VOUCHER (SECTION 8) OPERATING BUDGET**

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WHEREAS, it is a requirement of the Housing Authority of the City of Ansonia to have the annual operating budgets approved by the Board of Commissioners; and

WHEREAS, for the fiscal year beginning January 1, 2019 the following budgets are being recommended for approval:

1. Low Income Public Housing (LIPH) Operating Budget for Fiscal Year 2019
2. State Elderly (E-75) Operating Budget for Fiscal Year 2019
3. Riverside Development Operating Budget for Fiscal Year 2019
4. Housing Choice Voucher (Section 8) Operating Budget for Fiscal Year 2019; and

WHEREAS, the Chairman of the Board of Commissioners acting on behalf of the Board of Commissioners is required to certify the approval of the aforementioned budgets by executing form HUD-52574, the CHFA Management Plan and related documents.

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

1. The Board of Commissioners of the Housing Authority of the City of Ansonia approves all Operating Budgets for Fiscal Year 2019; and
2. The Chairman is hereby authorized to execute form HUD-52574, CHFA Management Plan and any other necessary forms or documents related to the approval of the Housing Authority of the City of Ansonia Operating Budgets for Fiscal Year 2019 and authorize the Executive Director to submit the budgets to HUD and the Management Plan to CHFA.

Chairman Pinto stated that the budget is attached in the board packet.

- **Motion to approve Resolution 2018-17.**

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

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- **Motion to adjourn at 6:58 p.m.**

Motion by Commissioner, Matthew Scarpa. **Second** by Commissioner, Samuel Levey. **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.