

Housing Authority of the City of Ansonia

Special Meeting Minutes

Wednesday– July 31, 2019

The special meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on July 31, 2019** 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, Samuel Levey – Commissioner, James Prestiano – Commissioner, Matthew Scarpa – Commissioner.

Wilson Lopez -Vice Chairman absent.

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

- **Motion to approve the minutes of the Special June 25, 2019 Meeting of the Board of Commissioners.**

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **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.

Review of Financial Statements:

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

Director Nakano stated attached are the Financial 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 period ending June 30, 2019.

Revenues from operations for the six-month period ended June 30th were \$1,174,889 as compared to budgeted operating revenues of \$1,343,338 which is showing a 12.54% negative variance. The primary driver for this variance was less than anticipated CFP grant income. Director Nakano explained the reason for this is because at that time in 2017 the CFP which was awarded to the agency was when the AHA was a standard performer amount of \$409,548. As compared to when the agency received for 2018 \$619,000 because the agency is at a high performing status.

Chairman Pinto inquired if anyone had any questions for Director Nakano concerning the financials.

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

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Samuel Levey. **All in favor.** Motion passes unanimously.

Monthly Reports:

Executive Director, Steven Nakano will present his Director's Report for July 2019.

Executive Director presented his report for July.

Director Nakano reported the following:

- The overgrown trees at John J. Stevens Apartments, 75 Central Street, Ansonia, CT are in the process of being removed.
- The new Gazebo is up at 75 Central Street.
- The RFP for the replacement of ducted range hoods at Monsignor Hynes Apartments, 70 Woodlawn Avenue, Ansonia, CT has been closed and the bids were opened today, July 31, 2019 at 3:00 p.m. The bid was awarded to Holzner Electric who submitted a bid for \$229,000.

Director Nakano explained that the project is two-fold. Each individual hood has to be vented directly to the outside and the residents will have to be educated in utilizing the vent hood. This will help to alleviate all the calls to the fire department which has been an ongoing problem.

Commissioner Pretiano inquired how many units.

Director Nakano replied 74 units.

Chairman Pinto questioned if the ductwork will be concealed in any way or will it be exposed, going through the middle of the apartments.

Mr. Nakano answered he has not seen the final schematics, however, they will do the best they can. According to the Fire Marshal the hoods must be ducted to the outside.

Commissioner Prestiano asked if the stoves were on the inside or outside walls, or does it vary.

The response was, they vary.

Chairman Pinto stated that the Commissioners would need to see the schematics before the final stamp of approval is given for this project. Chairman Pinto's biggest concern is he understands the Fire Marshal's concern that we don't need the ladies and gentleman from the Fire department going there

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six times a week but the same time he feels if the ductwork is going through the middle of the apartments, this will hinder the agency's ability to rent them.

Chairman Pinto inquired if the awarding of the bid can be put on hold.

Director Nakano replied that a Special Meeting is needed regarding the contract.

Chairman Pinto stated at the Special Meeting the Board would need to see the schematics.

- The brand-new Gazebo was installed at John J. Stevens Apartments and the re-paving of the parking lot will begin soon.
- Quotes will be going out for the replacement of the Fire Alarm panel system; and for replacement Exterior Doors at Monsignor Hynes Apartments, 70 Woodlawn Avenue.
- An RFP will be going out for the addition of Cooling/Heating Heat Pumps at the Monsignor Hynes Apartments.

Chairman Pinto had one more question for Director Nakano, he understands that there is a lot of RFP's and bids, can the agency's threshold for bidding be changed.

Director Nakano replied it cannot be changed per HUD Federal guidelines.

Chairman Pinto inquired as to how do other Housing Authorities have higher thresholds.

Mr. Nakano replied for example Derby Housing Authority does not have Federal Housing.

Chairman Pinto questioned the cost of the bid with legal notices and etc.

Director Nakano responded, approximately depending on how many days posted it could be anywhere between \$100.00 to \$200.00.

Commissioner Prestiano asked Director Nakano if the agency was replacing the Heat pumps or installing a new system.

Executive Director Nakano replied a new system.

Chairman Pinto asked if anyone had questions for the Executive Director.

Compliance Report, Tanya Guagenti presented the monthly report.

Ms. Guagenti stated that all reports have been completed and submitted through the end of July 2019.

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Public Housing Operations Report, Tanya Guagenti presented the monthly report.

John J. Stevens- 75 Central Street:

Ms. Guagenti reported there were 18 routine work orders and they were all completed. They were completed on an average of 1.5 days. There are no vacancies at this location.

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There was a total of 30 work orders, 29 were routine and 1 emergency. They were completed in 3.5 days. There is one vacancy at this location. This unit has a problem with water coming up from the floor. Maintenance will fix the problem and turn the unit over.

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

There was a total of 8 routine work orders, and all were completed. They were completed in an average of 2 days. There are 4 units vacant. Ms. Guagenti stated that she is currently showing these units to perspective tenants. A couple people are from VASH and the other two are from the waiting list. These units are harder to rent because of the size and the price.

Scattered Site Property- 11 May Street:

There were 5 routine work orders, and all were completed in one day. Apartment #2 is vacant, and Ms. Guagenti stated that someone will be leasing it on September 1st.

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

- **Motion to accept the Executive Director, Compliance and the Public Housing Operations Reports.**

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 July 31, 2019.

Report of Committees: None.

Unfinished Business: None.

New Business: None.

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**Executive Session:**

Pursuant to Section 1-200 (6)(A)(B) and (D) of the Connecticut General Statutes there will be an executive session to discuss a specific personnel matter, a pending litigation matter and pending real estate negotiations.

- **Motion to go into Executive Session at 6: 46 p.m. to discuss two litigation matters.**

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

**The Board came out of Executive Session at 7:04 p.m.**

Chairman Pinto stated that there is no other business to come before the Housing Authority Board of Commissioners as such motion to adjourn would be in order.

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- **Motion to adjourn at 7:05 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.