

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– November 20, 2019

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on November 20, 2019** by Chairman, Joseph Pinto at the Ansonia City Hall, 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.

Samuel Levey- Commissioner excused absence.
Matthew Scarpa – Commissioner excused absence.

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

- **Motion to approve the minutes of the September 25, 2019 Regular Meeting of the Board of Commissioners and the Special Meetings on October 2, 2019 and October 17, 2019.**

Motion by Commissioner, James Prestiano. **Second** by Vice Chairman, Wilson Lopez. **All in Favor.** Chairman Pinto abstains, he did not attend one of the meetings. Motion passes.

Additions, deletions or corrections to the agenda:

Chairman Pinto would like to add 11-B Executive Session to discuss pending litigation.

- **Motion to add item 11-B to the Executive Session to discuss pending litigation.**

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.

Barbara Borrowman- John J. Stevens Apartments. Ms. Borrowman said that she came just to thank everyone for all the work that was done at this complex. The roof was repaired and is no longer leaking in her apartment, the overhanging trees were trimmed in the back-parking lot, and the wonderful job done power washing the building. The only thing needed, is the gutters need to be fixed. Ms. Barrowman stated that she feels if she can come to a meeting to complain, then she can also come to praise.

Chairman Pinto and the Board members thanked her for the compliments.

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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.

Chairman Pinto asked if Director Nakano would like to include the audit in the report or if he wishes to address this later in the meeting.

Executive Nakano will address the audit later.

Review of Financial Statements:

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

Director Nakano reported that the revenues from operations for the ten-month period were \$1,997,778 as compared to the budgeted operating revenues of \$2,238,897 for the same period, again the negative variance is driven due to the one year 2017 when the CFP was under by a little over \$200,000 dollars because at that time the agency was a standard performer. Now the agency is at a high performer status, so it has a positive Capital Fund and the agency is now at an agency wide net income of \$356,022 based off the budgeted net income of \$100,907.

Chairman Pinto questioned when will the CFP Grant income stop for that year ending.

Director Nakano replied it will stop in the new year. The budget will be adjusted accordingly.

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

Commissioner Prestiano questioned under State Elderly (page 16), it states that tenants accounts receivables have increased 525%, what is the driver behind this.

Director Nakano responded that the agency has a very high base of rent \$500.00, also, certain units there are Project Based Vouchers which command a higher rent so when those units are vacant depending if it is a unit that is rented at base rent, then its \$500 dollar month for as long as it is vacated. The rent amount for the PBV's is \$880.00. If those stay vacant that is what causes the revenues to increase. However, very good news is the agency was given five VASH vouchers and all five are leased. Three of the five are living at James J. O'Donnell Apartments.

Director Nakano applied for additional VASH vouchers but based on need in the area, HUD is not giving out anymore. Perhaps at the next round the agency will receive additional vouchers especially because all have been issued.

Vice Chairman Lopez questioned if the agency has frozen pipes already costing \$5000.00 in repairs.

Director Nakano replied it was from last winter at the Ortolli Community Center.

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

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

Vice Chairman Lopez questioned why Maintenance Contracts are over budgeted by 138.11%.

Chairman Pinto explained that it is due to unanticipated maintenance that was not included in the budget.

Vice Chairman Lopez asked where in the budget would he find the information on maintenance contractors?

Director Nakano replied that information would be in the main budget and can be found on page 26 in the financials. Any plumbing or electrical must be done by a licensed contractor, the maintenance staff is not trained for that.

Vice Chairman Lopez inquired if the agency is paying anyone to do Carol's job.

Director Nakano replied no.

Chairman Pinto stated the duties of that job have been absorbed by existing staff.

Mr. Lopez questioned if the staff is receiving stipends.

The staff members did receive an increase.

Vice Chairman Lopez questioned where that information can be found.

Chairman Pinto asked Director Nakano to please explain who is doing Carol's job and what is the increase amount.

The raises were given to Marge Brown and Lisa Thompson approximately 25% increase.

Vice Chairman Lopez questioned if Carol's position will be filled.

Chairman Pinto replied now is not the time to discuss this matter. There is an item on the agenda for an Executive Session to discuss that.

All in favor.

Motion passes unanimously.

Monthly Reports:

Executive Director, Steven Nakano presented his Director's Report for November 2019.

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Director Nakano reported the following:

- The work of the upgrade to the ducted vent hoods is in progress and should be completed by the end of December; a second crew has been added.
- The structural damage at John J. Stevens Apartments, 75 Central Street, Ansonia, have been inspected, addressed and will be repaired.

Director Nakano explained that around the eaves there are some cracks in the concrete on the second floor, they need to be reinforced. An RFP for the repairs will be going out.

- On Tuesday, November 19, 2019 St. Vincent’s DePaul in corporation with the Griffin Hospital provided free cholesterol screenings and thirty (30) free Thanksgiving meals which were offered on a first come/first serve basis. The event was a huge success.
- The IP Audit documentation were successfully submitted electronically by Maletta & Company.
- The Thanksgiving Luncheon is being held at Monsignor Hynes Apartments on November 21, 2019.

Commissioner Prestiano would like Steve to extend the invitation to all staff members to attend the luncheon.

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

Commissioner Prestiano inquired if Director Nakano received any feedback on the rangehoods that have been completed at Monsignor Hynes Apartments.

Executive Director Nakano did not hear anything.

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

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

Administrative Assistant Report, Lisa Thompson presented the monthly report.

Ms. Thompson stated that all HUD reports have been completed and submitted through the end of November 2019.

Public Housing Operations Report, Lisa Thompson presented the monthly report.

John J. Stevens- 75 Central Street:

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Ms. Thompson reported there were 18 routine work orders and they were all completed. There is one vacant unit at this location. Maintenance is turning the unit around and should be ready for December 1, 2019. Tanya already has someone ready to lease up for the first.

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There was a total of 34 work orders, 32 were completed. One of the two units are waiting for a contractor to repair the living room heater and the other open work order is for maintenance turn over. There were three vacancies at this location. Two have been leased and maintenance is turning over the third.

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

There was a total of 24 routine work orders, and 1 emergency, all were completed. There are 5 units vacant. Two have been leased. One will be leased on December 1, 2019. Unit 403 is completed. Maintenance is working on the other unit.

Scattered Site Property- 11 May Street:

There were 4 routine work orders, and all were completed. There are no vacancies at this location.

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

- **Motion to accept the Administrative Assistant and the Public Housing Operations Reports.**

Motion by Commissioner, James Prestiano. **Second** by Vice Chairman, Wilson Lopez. **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 November 20, 2019.

Report of Committees: None.

Unfinished Business: None.

New Business:

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**Resolution 2019-08**

**RESOLUTION AUTHORIZING THE EXECUTION OF ALL FORMS AND THE  
SUBMISSION OF THE DISPOSITION APPLICATION TO THE U.S. DEPARTMENT OF  
HOUSING AND URBAN DEVELOPMENT’S SPECIAL APPLICATIONS CENTER FOR  
RIVERSIDE APARTMENTS LOCATED ON OLSON DRIVE IN ANSONIA CT**

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**WHEREAS**, the Housing Authority of the City of Ansonia operates a Public Housing Program as authorized under the Housing Act of 1937, as amended; and

**WHEREAS**, the Board of Commissioners of the Ansonia Housing Authority has determined that its ability to rebuild and maintain the now demolished Riverside Apartments (CT 15-1) on Olson Drive is infeasible due to the current projected federal appropriations for modernization under Section 9 of the 1937 Housing Act, and federal flood plain restrictions which further restrict the ability to obtain development funding and which otherwise would substantially increase construction costs in order to build upon a flood plain; and

**WHEREAS**, the Board of Commissioners of the Ansonia Housing Authority is working diligently to acquire new properties within the City of Ansonia so as to satisfy all of the applicable requirements for replacement housing, and to further the fiduciary and legal duty of the Authority to provide quality public housing at the highest possible standards; and

**WHEREAS**, the proceeds of the proposed disposition will be applied to the development of new public housing units elsewhere in Ansonia, and in a manner that meets all applicable requirements of replacement housing in the aftermath of the demolition of the Riverside Apartments; and

**WHEREAS**, the Housing Authority is desirous of disposing of the vacant Riverside Apartments public housing development site located on Olson Drive, Ansonia, CT; and

**WHEREAS**, the disposition of public housing land authorized under Section 18 of the Housing Act of 1937 (the Act), as amended; and

**WHEREAS**, HUD has promulgated a regulation, 24 CFR 970, detailing the administrative steps required to perform disposition activity in accordance with the Act; and

**WHEREAS**, the Housing Authority will comply with the administrative steps required to perform disposition activity as required by Section 18 of the Act, as amended, and the regulation at 24 CFR Part 970, including consultation with the residents and the City regarding the plan, obtaining a fair market value for the property and completion of any environmental assessments; and

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

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1. The Board of Commissioners authorizes the Executive Director to execute all forms, certifications and documents and submit to HUD for approval a request for disposition for Riverside Apartments.

AYES

NAYS

ABSTENTIONS

ABSENT

APPROVED BY: \_\_\_\_\_  
Steven G. Nakano, Executive Director

\_\_\_\_\_  
Date

Chairman Pinto explained that the resolution 2019-07 that was passed in September did not have all the necessary wording, so this is a rehash of that resolution.

Commissioner Prestiano stated that there are two typos' in the resolution in the title, applications and disposition.

Chairman Pinto gave a brief explanation of the resolution explaining that this resolution must be sent with the application to SAC so this resolution had to be done to correct the wording from the resolution in September. Director Nakano has a meeting on Thursday with the Mayor's office to complete the application and submit it. This doesn't guarantee that SAC is going to approve the sale and/or use of the property that the developer is requesting, however, it is necessary for the application.

Chairman Pinto updated Vice Chairman Lopez in case he wasn't aware that the Commissioners approved the purchase price it was fair market value based on appraisals. HUD approved the purchase as well.

Chairman Pinto stated that the \$500,000.00 plus will be used for future purchases or scattered site properties. It must be used for whatever HUD allows.

- **Motion to approve Resolution 2019-08 as amended.**

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

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Executive Session:

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

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- **Motion to go into Executive Session at 6:56 p.m. and inviting Director Nakano.**

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 7:10 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 7:10 p.m.**

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