

Housing Authority of the City of Ansonia

Meeting Minutes

Wednesday– February 27, 2019

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:34 PM** on **February 27, 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, Samuel Levey – Commissioner, James Prestiano – Commissioner, Matthew Scarpa - Commissioner.

Wilson Lopez -Vice Chairman, arrived at 6:36 PM

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

- **Motion to approve the minutes of the December 20, 2018 and January 14, 2019 Special Meetings 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. No one from the public was present so the Public Session was closed.

Monthly Reports:

Executive Director Nakano began by giving a brief summary of the financials for January.

Mr. Nakano reported on the Net Position of the Housing Authority for the period ending January 31, 2019. The FSS Grant revenue is not yet available for requisition. However, the agency did receive notification that the agency was awarded the grant which is a little over \$69,000.00.

Director Nakano explained that because it is the beginning of the year, everything remains status quo.

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

Executive Director Nakano reported the following:

- The new siding and gutters were installed at 11 May Street, Ansonia, CT.

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- The AHA is getting quotes for a new driveway at 11 May Street and for paving at 75 Central Street.
- The AHA new administrative office is in the process of being finalized with the renovations at 307 Main Street.
- The AHA is also getting quotes for replacement siding at 75 Central Street and 70 Woodlawn Avenue the Federal properties.
- Also, quotes will be taken for replacement windows at 11 May Street.

Director Nakano stated that the house on May Street looks wonderful. In the Spring the garage doors will be painted and also the front and back porches.

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

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

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

* The Executive Directors report(s) for February 27, 2019
will be placed on file at the City of Ansonia Housing Authority Office.

Compliance Coordinator Report, Lisa Thompson presented the monthly report.

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

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

John J. Stevens- 75 Central Street:

Ms. Thompson reported there were 18 work orders and they were all completed. There is only one vacancy at this location, and it is a complete turn over. The unit must be gutted and redone.

Commissioner Prestiano inquired if there was a long-term tenant living in this unit.

Director Nakano replied yes there was. It was a gentleman, and everything must be redone in the unit.

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There was a total of 21 work orders for the month and all were completed. There are no vacancies at this location.

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

There was a total of 16 work orders with one emergency and all were completed. There are nine units vacant. Three of the units are scheduled to be leased on 3/1/19. Two of the other units are completed and ready to be leased. Leaving four units for maintenance to complete. The work that needs to be done is basic routine work for a unit turnover. However, the other properties are a priority.

Chairman Pinto stated two of the four units will be completed by the middle of March leaving two units to be turned over. He questioned if there are enough of people on the waiting list to fill the vacancies it just a question as to have the clients lease them because they are smaller.

Scattered Site Property- 11 May Street:

There were 2 work orders, and both were completed. This property had no vacancies.

Chairman Pinto asked if anyone had any 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 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 February 27, 2019.

Report of Committees: None.

Unfinished Business: None.

New Business:

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**Housing Authority of the City of Ansonia  
Resolution 2019-01**

**Housing Authority of the City of Ansonia**  
**Meeting Minutes**  
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**RESOLUTION AUTHORIZING THE SUBMISSION OF THE FISCAL YEAR 2018  
SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (“SEMAP”)  
CERTIFICATION BY THE HOUSING AUTHORITY OF THE CITY OF ANSONIA**

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**WHEREAS**, the Housing Authority operates a Section 8 Housing Choice Voucher Program as authorized under the U. S. Housing Act of 1937, as amended; and

**WHEREAS**, 24 CFR §985.101 requires a Public Housing Agency (“PHA”) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification Form attached hereto as Exhibit A to the U.S. Department of Housing and Urban Development (“HUD”) within 60 calendar days after the end of its fiscal year; and

**WHEREAS**, failure of the PHA to submit its SEMAP Certification within 60 calendar days after the end of its fiscal year will result in an overall performance rating of troubled and the PHA will be subject to the requirements at 24 CFR §985.107.

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

1. The HUD-required SEMAP Certification Form is hereby approved; and
2. The Chairman and Executive Director are authorized to execute the HUD-required SEMAP Certification Form; and
3. The Executive Director is authorized to submit the HUD-required SEMAP Certification Form for Fiscal Year 2018 to HUD.

Chairman Pinto questioned Director Nakano if there is anything that the Commissioners should know about concerning the SEMAP. Director Nakano replied everything is good, no problems.

Chairman Pinto inquired if anyone had any questions for Director Nakano. Hearing none motion was made.

Vice Chairman Lopez asked if this has already been submitted.

Director Nakano replied yes it has for compliance reasons.

- **Motion to approve Resolution 2019-01.**

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

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Resolution 2019-02

**RESOLUTION AUTHORIZING THE PURCHASE AGREEMENT FOR A 6-UNIT
APARTMENT BUILDING LOCATED AT 1 HOLBROOK PLACE,
ANSONIA, CT IN THE AMOUNT OF \$380,000.00**

WHEREAS, the Housing Authority of the City of Ansonia (AHA) has a need to replace additional units of housing through scattered site project-based voucher housing; and

WHEREAS, the Board of Directors deems it desirable and in the best interests of this Authority to acquire that certain property located at 1 Holbrook Place, in the City of Ansonia, and County of New Haven, State of Connecticut; and

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

1. The purchase of 1 Holbrook Place, Ansonia, CT in the amount of \$380,000.00 is hereby approved; and
2. This Resolution shall take effect immediately.

Chairman Pinto asked if anyone had any questions.

Vice Chairman Lopez inquired if everything has been completed, the inspection. Is there an estimate on how much the agency will have to spend to make this property livable?

Director Nakano replied it is in pretty good shape. There are six units, five three bedroom and one two bedroom. It has a new roof, new siding and new windows.

Chairman Pinto stated that the only thing that will need to be done is updating the inside and testing to be sure there is no lead, make sure it is safe and livable. The landlords have done a good job on the upkeep of the building for a long time. It also will get the agency six units closer to the goal.

Vice Chairman questioned the parking situation at the building because of the six units.

Director Nakano replied there is off street parking.

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Vice Chairman again questioned if any major renovations needed to be done. Director Nakano replied no, and he also reported that the development consultant that the agency is working with is going to apply for monies. One of them being a grant through CHFA, housing redevelopment for approximately 350,000.00 because it is going to be family housing.

Chairman Pinto explained that the hope is the families that are currently living there qualify for a rental subsidy, so that they can remain.

Executive Director Nakano responded that as long as the families are income eligible and meet all the guidelines because the property will carry the voucher, so that they will not be displaced. They will benefit from a subsidy. HUD has already approved this.

Director Nakano stated that the development consultant said based on what he has been calculating with the costs concerning the properties and what the agency can get for the rents the Housing Authority will be making a net income of approximately a little over \$64,000.00 a year.

Chairman Pinto questioned if that would be the amount after repaying the mortgage.

Director Nakano replied yes.

Chairman Pinto asked if anyone had any other questions.

- **Motion to adopt Resolution 2019-02.**

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

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**Executive Session:**

- **Motion to go into Executive Session to discuss a personnel matter inviting Executive Director Nakano.**

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

**Executive Session began at 6:48 p.m.**

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The Board of Commissioners came out of Executive Session at 7:34 p.m.

- **Motion to adjourn at 7:34 p.m.**

Motion by Commissioner, Matthew Scarpa. **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.