

Housing Authority of the City of Ansonia
Special Meeting Minutes
Wednesday –May 27, 2020

The special meeting of the Housing Authority of the City of Ansonia was called to order at **5:02 PM** on **May 27, 2020** by Chairman, Joseph Pinto at the Main Office, located at 307 Main Street, Ansonia, CT.

Pledge of Allegiance.

Roll Call by Executive Director, Steven Nakano: Joseph Pinto – Chairman, Matthew Scarpa - Commissioner, Lorie Vaccaro- Commissioner.

James Prestiano- Vice Chairman excused absent.

Samuel Levey- Commissioner via conference call.

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

- **Motion to approve the minutes of the April 22, 2020 Special Meeting of the Board of Commissioners.**

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

Review of Financial Statements:

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

Director Nakano stated the revenues from operations for the four- month period ended April 30th were \$916,502 as compared to budgeted operating revenues of \$922,743. The reason for this was less than anticipated FSS and ROSS grant income. At that period, the increase for the FSS grant did not go in.

Total expenses for the four-month period ended April 30, were \$670,508 as compared to budgeted operating expenses of \$909,637 for the same period for an agency-wide net income of \$245,994 and an agency-wide budgeted net income of \$13,106.

Chairman Pinto asked Director Nakano if there are any highlights in the following pages of the financials that need to be addressed.

Director Nakano responded that the only item he would like to discuss is under Housing Choice Voucher, actual earned administrative fees are less than budget based on 645 vouchers, however, the Housing Operations Coordinator, Housing Specialist sent out a mass mailing and called off 75 people from the HCV waiting list.

Chairman Pinto questioned how many vacancies does the agency have currently.

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Director Nakano replied the agency can lease up forty. Seventy-five names have been pulled off the list because not everyone will respond. Mr. Nakano did state that due to the pandemic, and people losing their jobs, the agency has been getting a lot of inquiries. The clients that have a subsidy are doing fine because they reported their income, but a lot of calls are from people that are not subsidized.

Chairman Pinto inquired where does this leave the waiting list now that seventy-five names have been pulled off.

Director Nakano replied there are still plenty of people on the list. He explained the packages were sent out certified mail, return receipt so that the individuals would have to sign for them. A briefing could not be done due to the COVID-19.

Chairman Pinto questioned where the utilization would be if the agency filled forty vouchers.

Director Nakano answered it would put the agency between 685-690 vouchers. The agency can lease up to 720 vouchers, however, the agency must keep money set aside for the scattered site project-based vouchers.

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

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

Monthly Reports:

Executive Director, Steven Nakano gave a brief update.

Director Nakano reported the following:

- During this time of the COVID-19/Coronavirus Pandemic, the AHA has been placing wellness calls to the residents of the housing complexes. These calls are being made every other day. Lucy Dripchak has been going into her office at 63 Woodlawn Avenue, James J. O'Donnell apartments and taking care of that complex. Tanya Guagenti and Pam Benanto are covering John J. Stevens and Monsignor Hynes Apartments. Director Nakano stated that the agency has been very fortunate there are not many cases with the residents having the Coronavirus.
- The Ansonia Housing Authority will be replacing the A/C units at the Monsignor Hynes Apartments, 70 Woodlawn Avenue, Ansonia, CT during the month of June 2020. This was delayed due to the Coronavirus as a double precaution because of having to enter tenant apartments, especially during the apex.
- The consulting firm, Silver Petrucelli is overseeing the rehabilitation projects at the Federal Housing locations, 70 Woodlawn Avenue and 75 Central Street, Ansonia, CT. and has provided an update on the progress of final work projections. Right now, there are samples of

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the new siding for the Stevens Apartments. Hopefully, these projects will be getting underway by the end of July beginning of August.

Commissioner Scarpa questioned if this has been out to bid yet.

Director Nakano replied not as of yet. Silver Petrucelli is fine tuning it. Part of the bid will include replacing the columns.

Chairman Pinto inquired who is installing the AC/Heat pumps at Monsignor Hynes.

Mr. Nakano answered A&S Nathan.

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

Commissioner Vaccaro had a question regarding the virus. He would like to know if anyone is checking in on all the residents. Director Nakano explained those are the wellness calls the two employees, Tanya Guagenti and Pam Benanto are making every other day. Lucy Dripchak is going into her office at James J. O'Donnell apartments two days a week. The HCV/Public Housing staff have console phones at home from the agency so when they are making their calls the resident's phones will show on their caller ID the Ansonia Housing Authority's name and number so the residents will answer their phones.

Chairman Pinto asked for any other questions. Hearing none, 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.

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 May 2020.

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

Ms. Thompson reported that due to the pandemic the maintenance department is only concentrating on emergency work orders.

John J. Stevens- 75 Central Street:

Ms. Thompson reported there were 4 emergency work orders and they were all completed. There was one vacancy at this location. Maintenance is turning over this unit and it is scheduled to be leased at the end of the month.

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Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There was a total of 2 work orders, and they were both completed. There are no vacancies at this location.

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

There was only one emergency work order and it was completed. There are 3 units vacant. The units are the same three units that have been vacant. Tanya is having trouble leasing them due to the size of the units.

Scattered Site Property- 11 May Street:

There was no work order at this location, and there are no vacancies.

Chairman Pinto questioned Director Nakano regarding the scattered site property. He would like to know where the agency stands on the purchase of the building at 1 Holbrook Place, Ansonia.

Director Nakano replied as it stands right now, the agency must wait until the City purchases the land on Olson Drive. Then the agency will use the proceeds from that to purchase the building.

Chairman Pinto inquired if there are any finances available.

Director Nakano explained to get the financing the agency has to show leverage and the money is there, but it is not authorized for the purchase of building. The problem is it is not Public Housing that is getting furthered, it is really Section 8. HUD and EEOC, HUD's Fair Housing Department agreed that for the purposes of furthering additional housing, because public housing cannot be built on the land at Olson Drive, so the only feasible choice would be to do scattered site project-based vouchers. Since that is a different program the money is not eligible. HUD has said because the agency has expended the RHF money (1.4 million) so the agency must use its proceeds to purchase the building.

Director Nakano stated that he had a conference call with Sheila O'Malley, John Marini and the consultant so he is just waiting for HUD. There is a date, a comment period because there was a public notice put in the paper and now it is in HUD's hands and they have their timeline to report on it. Mr. Nakano sent an email to request a conference call to see where things stand and to see how soon the application can get submitted and processed.

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

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

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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
May 27, 2020.

Report of Committees: None.

Unfinished Business: None.

New Business: None.

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- **Motion to adjourn at 5:19 p.m.**

**Motion** by Commissioner, Matthew Scarpa. **Second** by Commissioner, Lorie Vaccaro. **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.