

Housing Authority of the City of Ansonia

Special Meeting Minutes

Wednesday – November 18, 2020

The special meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on November 18, 2020** by Chairman, Joseph Pinto via Zoom.

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

Commissioner, Samuel Levey excused absent.

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

- **Motion to approve the minutes of the September 23, 2020 and the September 30, 2020 Special Meeting of the Board of Commissioners.**

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

Public Session:

Chairman Pinto opened the public session.

Diane Stroman- Elderly Service Coordinator for the City of Ansonia. Ms. Stroman questioned if the agency's seniors' needs are being met. She inquired if the agency will be giving out food baskets again at Monsignor Hynes Apartments. She stated that the Elderly Service Commission can help.

Director Nakano replied the ROSS Coordinator, Pam Benanto, reached out to Remy Kocurek at St. Vincent's De Paul Shoppe of the Valley and she was informed that because of the Covid-19 pandemic they were not able to have this event this year for Thanksgiving. However, they are planning on having a food drive for Christmas so she will be in touch with Pam to let her know specifics.

Vice Chairman, James Prestiano stated that St. Vincent De Paul is in fact working on passing out grocery bags of food for the Christmas Holiday.

Director Nakano will have the Ms. Benanto reach out to Ms. Stroman.

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.

Review of Financial Statements:

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

Director Nakano stated the revenues from operations for the ten-month period ended October 31, 2020 were \$2,712,522 as compared to budgeted operating revenues of \$2,306,857 for the same period, a 17.59% positive variance. The primary drivers for this were greater than anticipated Capital Fund

Housing Authority of the City of Ansonia

Special Meeting Minutes

Wednesday – November 18, 2020

Program grant income, and \$277,529 of CARES Act HCV admin fees. However, please note that any unused CARES Act HCV fees. Any unused fees will be due back to HUD.

Total expenses for the same period were \$1,626,935 as compared to budgeted of \$2,274,093 which is a 28.46% positive variance. The results from activities is a net income of \$1,085,587, above the agency-wide budgeted net income of \$32,764 for the same period.

Chairman Pinto questioned why the portability billing has not been completed for May, June, July, September and October 2020.

Director Nakano replied this issue is in regard to a VASH client who has been absorbed into AHA's Program.

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

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

Motion by Vice Chairman, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **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. Calls are very informative for the Coordinators in that they are aware of the general health of the residents.
- The Ansonia Housing Authority vinyl siding replacement project at the Monsignor Hynes Apartments 70 Woodlawn Avenue is completed; painting of the sides of the building will be done in Spring, 2021.
- The replacement fire alarm system at the Monsignor Hynes Apartments, 70 Woodlawn Avenue is in process.
- The construction of the concrete support columns and vinyl siding replacement at 75 Central Street, John J. Stevens apartments work is proceeding as scheduled.
- The process has been prepared for the Five-Year Annual Plan for the Ansonia Housing Authority 2020-2024.

Housing Authority of the City of Ansonia

Special Meeting Minutes

Wednesday – November 18, 2020

Commissioner Matthew Scarpa inquired about the fire alarm system at Monsignor Hynes Apartments. Director Nakano explained that the agency, along with the Vendor is working with the Fire Marshal, Darrick Lundeen. The vendor is trying to secure the supplies that are needed to correct the issues with the alarm system. Mr. Nakano awarded the contract in October. All of the fire alarms will have to be scheduled for inspections in each apartment.

Chairman Pinto asked that Director Nakano send an update to the Commissioners.

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

- **Motion to accept the Executive Directors Report.**

Motion by Commissioner, Matthew Scarpa. **Second** by Commissioner, Lorie Vaccaro. **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 2020.

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

John J. Stevens- 75 Central Street:

Ms. Thompson reported there were 16 work orders, and they were all completed. There is one vacancy at this location. The unit is ready to be leased.

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There was a total of 18 work orders, and they were all completed. There are four vacancies at this location. One unit will be leased on November 16, and the other will be leased on November 20th. The other two unit's maintenance is turning over.

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

There were 17 work orders, and they were all completed. There are 4 units vacant. Two of the unit's maintenance is turning over, and the other two units will be leased on November 16th and December 1, 2020.

Scattered Site Property- 11 May Street:

There were 2 work order at this location, and they both were completed. There are no vacancies.

Chairman Pinto asked for a motion.

Housing Authority of the City of Ansonia
Special Meeting Minutes
Wednesday – November 18, 2020

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

Motion by Commissioner, Matthew Scarpa. **Second** by Vice Chairman, 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 November 18, 2020.

Report of Committees: None.

Unfinished Business: None.

New Business: None.

Executive Session:

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

- **Motion to go into Executive Session at 6:51 p.m.**

Motion by Commissioner, Lorie Vaccaro. **Second** by Commissioner, Matthew Scarpa. **All in Favor.** Motion passes unanimously.

The Board came out of Executive Session at 7:07 p.m.

- **Motion to allow the Chairman and the Vice Chairman to handle contract negotiation.**

Motion by Commissioner, Matthew Scarpa. **Second** by Commissioner, Lorie Vaccaro. **All in Favor.** Motion passes unanimously.

-
- **Motion to adjourn at 7:08 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.

**Housing Authority of the City of Ansonia
Special Meeting Minutes
Wednesday – November 18, 2020**