

# Housing Authority of the City of Ansonia

## Special Meeting Minutes

### Tuesday – January 5, 2021

The special meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on January 5, 2021** by Chairman, Joseph Pinto via Zoom.

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

Vice Chairman, James Prestiano excused absent.

Commissioner, Samuel Levey excused absent.

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

- **Motion to approve the minutes of the November 18, 2020 Annual Meeting and the November 18 and November 30, 2020 Special Meetings of the Board of Commissioners.**

**Motion** by Commissioner, Lorie Vaccaro. **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 November.

Director Nakano stated the revenues from operations for the eleven-month period ended November 30, 2020 were \$2,685,899 as compared to budgeted operating revenues of \$2,537,542 for the same period, a 5.85% positive variance. The primary drivers for this were greater than anticipated Capital Fund Program grant income

Total expenses for the same period were \$1,801,530 as compared to budgeted of \$2,501,501 which resulted a 27.98% positive variance. The results from activities at 11/30/20 provided for an agency-wide net income of \$884,369, above the agency-wide budgeted net income of \$36,041 for the same eleven-month period.

The HCV portability matter has been resolved. It was for a VASH participant that was absorbed back on October 1, 2019. The agency has been receiving the full amount for admin fees and the correct HAP payment was paid out accurately.

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

**Monthly Reports:**

**Executive Director**, Steven Nakano gave a brief update.

Mr. Nakano stated before giving his report, he would like to speak with the Board regarding concerns that were brought to his attention from the office staff.

Director Nakano stated that the staff has concerns because City Hall is operating on a staggered schedule and the office staff was wondering if they will be also.

Chairman Pinto questioned if the office is still closed to the public.

Director Nakano replied yes, under HUD mandate.

Chairman Pinto asked if it is feasible/necessary to open now? If so, can we open by appointment only. He asked the other Commissioners if they disagreed with that. If the office did open by appointment there would be no contact. The clients would come in through the front door and the appointment would be done through the window. There would be no contact, there would be physical separation between clients and staff.

Chairman Pinto stated that at the end of the day, the agency is a public agency so it may be wise to consider opening by appointment only. All appointments done through the window only. The biggest concern is sanitizing the area between each client. Perhaps appointments should be scheduled only two days a week.

Commissioner Scarpa questioned if the staff had concerns about coming into the office or is the issue taking appointments.

Director Nakano replied he believes it is for the working staffs schedules.

Chairman Pinto thought that the staff is already on a staggered schedule. Mr. Nakano replied the staff is in five days a week except for a few employees working from home because of medical reasons.

Commissioner Scarpa believes the office should continue the schedule they are on, with everyone working five days. As long as everyone is safe. All agreed.

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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 Five-Year Annual Plan (5YAP), for the Ansonia Housing Authority 2020-2024 has been completed. Also, the Capital Fund Program Budget (CFP 2020), was approved by the U.S. Department of Housing & Urban Development.

Chairman Pinto questioned who is making the wellness calls to the residents.

Mr. Nakano replied Pam is calling the residents at 70 Woodlawn Avenue and Tanya is calling the residents at 75 Central Street and Lucy is calling clients at 63 Woodlawn Avenue.

Before moving on, Mr. Nakano wanted to just explain the reason the staff is concerned about the schedule is because a few employees have tested positive for COVID-19.

Chairman Pinto questioned how the employees are being paid while out with the virus.

Director Nakano replied he spoke with a representative from EANE and they explained the procedure so the agency is following the correct protocol.

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.

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Ms. Thompson stated that all HUD reports have been completed and submitted through the end of December 2020 with the exception of two reports. One is the resolution approving operating budgets and the other is the resolution approving the 5-year PHA Plan and the Annual PHA Plan which are included in tonight's meeting. Due to COVID-19 the PHA Plans were extended to January. Once the resolutions are approved, they will all be submitted.

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

**John J. Stevens- 75 Central Street:**

Ms. Thompson reported there were 11 work orders, and they were all completed. There is one vacancy at this location. The unit was leased on December 14,2020.

**Monsignor Hynes Apartments- 70 Woodlawn Avenue:**

There was a total of 26 work orders, and they were all completed except for two. One is a unit turnaround and the other is to repair the doors on the garbage shed. There are three vacancies at this location. One unit was leased on December 15, 2020. The other two unit's maintenance is turning over.

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

There were 16 work orders, and they were all completed except for one unit turnaround. There are 4 units vacant. Two of the unit's maintenance is turning over, one unit was leased on December 28<sup>th</sup> and the other is completed.

**Scattered Site Property- 11 May Street:**

There was 1 work order at this location, and it was completed. There are no vacancies.

Chairman Pinto asked for a motion.

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

**Motion** by Commissioner, Lorie Vaccaro. **Second** by Commissioner, Matthew Scarpa. **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  
January 5, 2021.

**Report of Committees:** None.

**Unfinished Business:** None.

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**New Business:**

Chairman, Joseph Pinto presented the following resolutions to the commissioners:



**Housing Authority of the City of Ansonia**

**Resolution 2020-08**

**RESOLUTION AUTHORIZING THE WRITE-OFFS FOR THE FEDERAL PUBLIC HOUSING PROGRAM FOR FISCAL YEAR END 2020**

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**WHEREAS**, the Housing Authority of the City of Ansonia annually writes-off uncollected balances as part of its fiscal control process; and

**WHEREAS**, the Housing Authority has arrears for uncollected rent and charges for fiscal year 2020 for the Federal Public Housing Programs; John J. Stevens Apartments (15-2) and Monsignor Hynes Apartments (15-3) as per the attached sheet, which indicates tenant balances incurred as of December 31, 2020 is \$4,347.00

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

1. The Board of Commissioners of the Housing Authority of the City of Ansonia approves the annual write-offs of the Federal Public Housing Program incurred as of December 31, 2020; and
2. The Executive Director is hereby authorized to write-off the 2020 tenanted incurred balances at John J. Stevens Apartments (15-2) and Monsignor Hynes Apartments (15-3).

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

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Signed by: \_\_\_\_\_  
Steven G. Nakano  
Executive Director

\_\_\_\_\_ Date

Director Nakano explained that the write-offs are for tenants that have either passed or moved out of the jurisdiction or from the COVID-19 pandemic, eviction protection which is for residents that have fallen behind on their rent. The agency cannot move forward with eviction.

- **Motion to approve Resolution 2020-08.**

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



**Housing Authority of the City of Ansonia**

**Resolution 2020-09**

**RESOLUTION AUTHORIZING THE WRITE-OFFS FOR THE STATE ELDERLY PROGRAM FOR FISCAL YEAR END 2020**

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**WHEREAS**, the Housing Authority of the City of Ansonia annually writes-off uncollected balances as part of its fiscal control process; and

**WHEREAS**, the Housing Authority has arrears for uncollected rent and charges for fiscal year 2020 for the State Elderly Program; James J. O'Donnell Apartments (E-75) as per the attached sheet, which indicates tenant balances incurred as of December 31, 2020 is \$293.00

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

1. The Board of Commissioners of the Housing Authority of the City of Ansonia approves the annual write-offs of the State Elderly Program incurred as of December 31, 2020; and

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2. The Executive Director is hereby authorized to write-off the 2020 tenant incurred balances at James J. O'Donnell Apartments (E-75).

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

Signed by: \_\_\_\_\_  
Steven G. Nakano  
Executive Director

\_\_\_\_\_  
Date

- **Motion to approve Resolution 2020-09.**

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



**Housing Authority of the City of Ansonia**

**Resolution 2020-10**

**RESOLUTION ADOPTING A SCHEDULE FOR THE HOUSING AUTHORITY OF THE  
CITY OF ANSONIA'S BOARD OF COMMISSIONER MEETINGS IN 2021**

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**WHEREAS**, it is desirable that the Housing Authority of the City of Ansonia's Board of Commissioners adopt the 2021 Board of Commissioners Meeting Schedule; and

**WHEREAS**, the meeting schedule for 2021 is attached to this resolution.

**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 of the Housing Authority of the City of Ansonia adopts the 2021 Meeting Schedule.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

Signed by: \_\_\_\_\_  
Steven G. Nakano  
Executive Director

\_\_\_\_\_ Date

Chairman Pinto explained that the schedule is basically the same as what is being followed now. The meetings will be held via Zoom or at the City Hall Erlingheuser Room as permitted.

- **Motion to approve Resolution 2020-10.**

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



**Housing Authority of the City of Ansonia**

**Resolution 2020-11**

**RESOLUTION AUTHORIZING THE APPROVAL OF THE FISCAL YEAR 2021  
OPERATING BUDGETS AND CHFA MANAGEMENT PLAN AT THE ANSONIA HOUSING  
AUTHORITY FOR THE FOLLOWING AREAS: LOW INCOME PUBLIC HOUSING (LIPH)  
OPERATING BUDGET; STATE ELDERLY (E-75) OPERATING BUDGET; RIVERSIDE  
DEVELOPMENT OPERATING BUDGET; AND THE HOUSING CHOICE VOUCHER  
(SECTION 8) OPERATING BUDGET**



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**WHEREAS**, it is a requirement of the Housing Authority of the City of Ansonia to have the annual operating budgets approved by the Board of Commissioners; and

**WHEREAS**, for the fiscal year beginning January 1, 2021 the following budgets are being recommended for approval:

1. Low Income Public Housing (LIPH) Operating Budget for Fiscal Year 2021
2. State Elderly (E-75) Operating Budget for Fiscal Year 2021
3. Riverside Development Operating Budget for Fiscal Year 2021
4. Housing Choice Voucher (Section 8) Operating Budget for Fiscal Year 2021; and

**WHEREAS**, the Chairman of the Board of Commissioners acting on behalf of the Board of Commissioners is required to certify the approval of the aforementioned budgets by executing form HUD-52574, the CHFA Management Plan and related documents.

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

1. The Board of Commissioners of the Housing Authority of the City of Ansonia approves all Operating Budgets for Fiscal Year 2021; and
2. The Chairman is hereby authorized to execute form HUD-52574, CHFA Management Plan and any other necessary forms or documents related to the approval of the Housing Authority of the City of Ansonia Operating Budgets for Fiscal Year 2021 and authorize the Executive Director to submit the budgets to HUD and the Management Plan to CHFA.

AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: \_\_\_\_\_  
Steven G. Nakano  
Executive Director

\_\_\_\_\_  
Date

- **Motion to approve Resolution 2020-11.**

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



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**Housing Authority of the City of Ansonia**

**Resolution 2020-12**

**RESOLUTION AUTHORIZING CHANGE ORDERS #1, 3 and 4 TO AMEND THE CONTRACT BETWEEN the HOUSING AUTHORITY of the CITY of ANSONIA AND GENNARINI CONSTRUCTION COMPANY INC. FOR STRUCTURAL REPAIRS AND SIDING AT JOHN J. STEVENS, IN AN ADDITIONAL AMOUNT OF \$41,934.00.**

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**WHEREAS**, the Housing Authority of the City of Ansonia solicited a bid / RFP for Structural Repairs and Siding at John J. Stevens. The work was as follows:

- Steel columns in the back of the building need to be cleaned and painted
- Brick columns in the front of the buildings need to be replaced by steel columns and covered by decorative covers of PVC or similar material
- Concrete walkways deteriorated leaving rebar exposed, need to be repaired
- Front and back stair railings will be replaced
- Wood siding will be replaced
- Replacement of some/all gutters and down spouts

**WHEREAS**, regarding the specific services requested under the bid / Request for Proposal AHA-RFP-2020-05, the Gennarini Construction Company Inc. was awarded the contract.

**WHEREAS**, Silver / Petrucelli completed the design for the structural repairs and siding at John J. Stevens; and

**WHEREAS**, the Board of Commissioners approved resolution 2020-07 to approve a contract between the Housing Authority of the City of Ansonia and Gennarini Construction Company Inc. for the Structural Repairs and Siding at John J. Stevens with a base price of \$405,000.00. The contract provided for the possibility of additional costs as noted in the Allowances and Unit Prices included in the Bid Form.

**WHEREAS**, Change Order #1 is for the Board of Commissioners to change the mounting procedure for the back railings. This would be a more secure attachment method; and

**WHEREAS**, Change Order #1 is to amend the contract for Structural Repairs and Siding between the Housing Authority of the City of Ansonia and Gennarini Construction Company Inc. in an additional amount of \$7975.00; and

**WHEREAS**, Change Order #3 is for the Board of Commissioners to add 84 extra square feet of concrete patching at \$225 each, as specified in the contract; and

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**WHEREAS**, Change Order #3 is to amend the contract for Structural Repairs and Siding between the Housing Authority of the City of Ansonia and Gennarini Construction Company Inc. in an additional amount of \$21,209.00; and

**WHEREAS**, Change Order #4 is for the Board of Commissioners to add for additional gutters as specified in the contract; and

**WHEREAS**, Change Order #4 is to amend the contract for Structural Repairs and Siding between the Housing Authority of the City of Ansonia and Gennarini Construction Company Inc. in an additional amount of \$12,750.00;

**NOW, THEREFORE BE IT RESOLVED BY the BOARD of COMMISSIONERS of the HOUSING AUTHORITY of the CITY of ANSONIA that:**

1. The Executive Director is hereby authorized to execute Change Orders #1, 3 and 4, amending contract #2020-05 for Structural Repairs and Siding at John J. Stevens, by an additional amount of \$41,934.00.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

Signed by: \_\_\_\_\_  
Steven Nakano  
Executive Director

\_\_\_\_\_  
Date

Director Nakano explained the columns in the front and the back of the buildings needed extra repair. Severe deterioration has taken place. The columns in the front needed to be replaced with steel. The concrete walkways deteriorated leaving rebar exposed. The front and back railings needed to be replaced. Some of the wood siding needed to be replaced as did the gutters and down spouts. There may be a possibility of receiving a credit, but we will not know until the job is complete.

Commissioner Matthew Scarpa questioned when the work will be completed.

Director Nakano answered the project is approximately 80 percent completed. The contractor is on schedule the weather has been very good which helped.

Chairman Pinto stated that the original contract was \$405,000 and the additional work that needs to be done is only a little more than ten percent. It is structural work that needs to be done, some of the

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buildings have been minimally maintained. There have been extensive complaints from residents for some of the issues so its important that this is done.

- **Motion to approve Resolution 2020-12.**

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



**Housing Authority of the City of Ansonia**

**Resolution 2020-13**

**RESOLUTION AUTHORIZING THE APPROVAL OF THE 2021 ANNUAL PHA PLAN FOR THE HOUSING AUTHORITY OF THE CITY OF ANSONIA**

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**WHEREAS**, pursuant to the requirements of Section 511 of the Quality Housing and Work Responsibility Act of 1998, the Housing Authority of the City of Ansonia has prepared its 2021 Annual PHA (Public Housing Agency) Plan for submission to the U.S. Department of Housing and Urban Development; and

**WHEREAS**, the Housing Authority has provided the public with the requisite notice and comment period for the 2021 Annual PHA Plan pursuant to 24 CFR §905.300; and

**WHEREAS**, the Housing Authority has conducted the required Public Hearing for the PHA Plan and has provided the required period for comments on said PHA Plan pursuant to 24 CFR §905.300. The public hearing was held on Thursday, December 18, 2020 at 3:00 p.m. via Zoom.

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

1. The 2021 Annual PHA Plan is hereby approved effective immediately by the Board of Commissioners of the Housing Authority of the City of Ansonia: and
2. The Chairman and Executive Director is hereby authorized to execute all necessary forms and certifications required to submit the 2021 Annual PHA Plan for the Housing Authority of the City of Ansonia.

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AYES:

NAYS:

ABSTENTIONS:

ABSENT:

Signed by: \_\_\_\_\_  
Steven G. Nakano  
Executive Director

\_\_\_\_\_ Date

Chairman Pinto asked that Director Nakano explain this resolution to the Board.

Director Nakano explained this is submitted every year usually before/prior to the physical year end, however, due to the corona virus pandemic HUD has extended the due date. Basically, this coincides with the CFP 2020. One part of it has already been approved which we received funding for, \$697,264 for capital improvements now this is the 5-year plan which is a forecast of the capital fund program going from 2020-2024. It is all set to be submitted to HUD. One part has already been approved.

- **Motion to approve Resolution 2020-13.**

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



- **Motion to adjourn at 7:00 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.