

Housing Authority of the City of Ansonia

Regular Meeting Minutes

Wednesday – April 28, 2021

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:43 PM on April 28, 2021** by Chairman, Joseph Pinto via Zoom.

Roll Call by Lisa Thompson: Joseph Pinto – Chairman, James Prestiano- Vice Chairman, Lorie Vaccaro - Commissioner.

Commissioner Matthew Scarpa excused absent.

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

- **Motion to approve the minutes of the March 24, 2021 Regular Meeting of the Board of Commissioners.**

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

Addition to the agenda: None.

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.

Executive Director Nakano and Director Heon were called away for an emergency, they will be joining the meeting soon.

At this time the Board jumped ahead to the report of the Administrative Assistant.

Administrative Assistant Report, Lisa Thompson presented the monthly report.

Ms. Thompson stated that all HUD reports have been submitted and filed through the end of April 2021.

- **Motion to accept the Administrative Assistant Report.**

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

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Chairman Pinto would like a motion to go into recess until such time as the Executive Director and the Director of Maintenance appear at the meeting.

Executive Director Nakano and Director Heon joined the meeting.

Review of Financial Statements:

Executive Director Nakano gave a brief summary of the financials for March 2021.

Mr. Nakano stated that attached are the aggregate Statement of Net Position, the aggregate Statement of Revenues, Expenses & Changes in Net Position for the Housing Authority of the City of Ansonia for the period ended March 31, 2021.

Revenues from operations for the three-month period ending March 31, 2021 were \$591,123 as compared to budgeted operating revenues of \$692,747 for the same period. The drivers for this variance were less than anticipated Federal operating subsidy and CFP grant income.

Total expenses for the three-month period ended March 31, 2021 were \$475,422 as compared to budgeted operating expenses of \$684,498 for the same period which became a 30.54% positive variance. The results from activities at 3/31/21 provided for an agency-wide net income of \$115,701, above the agency-wide budgeted net income of \$8,249.

Chairman Pinto questioned if the agencies income was effected by lower collection rates from tenants' portion of the rent.

Director Nakano answered no, the income is coming from restructuring HUD's Financial Management Center.

Vice Chairman Prestiano inquired if the agency will be getting any more in the future.

Director Nakano believes that they will go back to some type of a moratorium, as for now this is the information that he has. Also, the Cares monies that the agency has received was originally to be spent by June but has now been extended to December 31, 2021.

Chairman Pinto asked if anyone had any other questions for Director Nakano. If not a motion would be in order.

- **Motion to accept the March 2021 financial statements.**

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

Monthly Reports:

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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 is in progress with the removal of various overgrowth of trees and the dense and tenacious wild weeds which are abundant around the Monsignor Hynes Elderly/Disabled housing complex.
- The Ansonia Housing Authority has had continued success with the on-site unit for COVID-19 Vaccinations at the Community Room of the Monsignor Hynes Complex. This program is being offered through the Griffin Hospital.
- The Ansonia Housing Authority will be partnering with the City of Ansonia, Economic Development office in submitting a CDBG small cities grant for the 2021-year end.

The CDBG is the Community Development Block Grant, this is sponsored through the Connecticut Housing Finance Authority (CHFA), the Department of Housing (DOH), and also the U.S. Department of Housing and Urban Development.

- The Ansonia Housing Authority will be working with Silver Petrocelli Consultants on formulating a long-term solution for the Federal properties and the State SSHP development.
- The AHA is also working with TAG Associates, Consulting on formulating a long-term solution for sustainable funding for the various projects/programs under management by the housing authority.

Director Nakano also wanted to add that on Monday, April 26th there was a food drive that was handled by St. Vincent DePaul. They donated 30 bags of food; they were all distributed to residents of the Housing Authority. It was very successful.

Vice Chairman Prestiano added that he received rave reviews from St. Vincent DePaul on the level of professionalism Tiesha Fleming displayed in her job. She made a very big impression.

Commissioner Vaccaro questioned if all or most of the residents received the vaccine?

Director Nakano referred the question to Mr. Heon since he has been working with the nurses.

Mr. Heon stated that there have been multiple clinics as the State has allowed them to lower the vaccination requirements to lower age brackets and have offered the vaccine to all the residents. This included signs through out the buildings, flyers to every door, and a 411 was made to all residents. All

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residents that requested the vaccine and that has shown up, along with the residents homebound, have all received at least their first vaccination. The last round of second vaccinations is scheduled for May 7, 2021.

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

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

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

Public Housing Operations Report, Jared Heon presented the monthly report.

John J. Stevens- 75 Central Street:

Mr. Heon reported there were 17 routine work orders, and sixteen completed in an average of 1.5 days. Unit 25 became vacant on February 10th; it was a major turnaround, and it was just completed so this unit is ready to be shown as early as tomorrow. This work was completed in house.

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There were 49 routine work orders, 49 were completed in an average of 3.1 days. Unit 49 was a unit turnaround, and it is completed and will be leased on 4/30/21. Unit 54 was a unit turnaround and that was leased on 4/26/21. Unit 69 is a major turnaround, and the maintenance staff just began work in this unit. It is scheduled to be completed by June 15th; however, Mr. Heon feels it will be completed sooner.

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

There were 29 routine work orders, 28 were completed, 2 were urgent. Of the urgent 1 is completed and the other 1 is waiting on parts. Unit 307 has been completed and it was leased on 4/15/21. Unit 310 was completed and leased on 4/7/21. Unit 409 has been vacant for some time it was a major turnaround as well as Unit 404. The goal is to get both completed by June 15th. Unit 206 should be completed mid-May. Unit 102 was vacated due to a death and once the turnaround was completed it was leased.

Scattered Site Property- 11 May Street:

There were 3 routine work order at this location, they were all completed. The average day is 24.67 days due to the tenant not allowing certain maintenance staff to enter her unit. The one maintenance staff that can enter her unit has been out on light duty. Contractors were hired for certain jobs, others that were not urgent waited for his return. There are no vacancies.

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Report of Director of Maintenance, Facilities & Modernization:

Mr. Heon reported on the ongoing projects.

John J. Stevens Apartments, the structural façade and column work continues. The patch work is completed on the fronts of the decking where the railings have been removed. The painting will begin in the next two weeks, as well as the exterior doors. Flik's will be doing a replanting of trees and bushes. The electrical panel replacement has been going very well. Every unit has been completed except for seven. All will be completed by the end of next week. All outlets and switches are also being replaced.

Monsignor Hynes Apartments, the fire alarm system, buildings 1,2,3,4,5 and 8 are completed. Buildings 6, 7 and the Community Building will be completed next. There is an issue in building 3 stairwell, it is being investigated and remediated. UI was out and did tree work to protect the wires for the upcoming hurricane season. The Comcast upgrade has been completed in the Community Building. The tree trimming and egress sidewalk work will begin in May.

11 May Street, the exterior stair work is beginning. Work is also going to be starting on security fencing and railings.

Main Office, there are no issues at this time.

James J. O'Donnell Apartments, the replacement of the fire alarm system has been completed, inspected and tested, it is all working. There is a Comcast wiring issue in the building and a construction team will be out to help. United Illuminating completed tree work at this location.

Mr. Heon then reported on the Maintenance Status.

John J. Stevens Apartments.

- Repairs to Laundry Room Drain being quoted
- Ongoing issue with Fire Alarm on Beaver Street Building
- Comcast needs to return to neat up the wires on the outside of the building
- Spring Clean Up has been completed

Monsignor Hynes Apartments.

- Investigating stairwell lighting issue solution (the lights are not going on during dark cloudy days)
- Spring Clean Up has been completed

11 May Street.

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- Quote in progress for new carpets on second floor
- Investigating installation Comcast for cameras/alarm system garage

Main Office.

- Quotes in progress for IT Room AC & Office AC
- Leak in roof has been fixed by landlord, awaiting new ceiling tiles

James J. O'Donnell Apartments.

- Emergency lighting repairs on order
- Key Fobs have been updated and building is restricted to residents only
- Spring Clean Up Completed
- Investigating repairs to entry way flooring and front door replacement/repair
- Investigating extermination contract for ongoing issues

Miscellaneous

Maintenance Organization

- Work Order Updates / Training
- Develop Requisition Purchase Order process
- Post & Pre-Occupancy Inspections
- John Deere Tractor Evaluation
- Investigate purchase of new truck

Security

- 15-2 Camera Installation
- E-75 Camera Repairs

General

- Assist the E.D. as directed
- Assist with CNA
- Assist with 1 Holbrook Place acquisition as needed

Chairman Pinto asked if anyone had questions, if not a motion should be made.

- **Motion to accept the Maintenance, Facilities & Modernization Report.**

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Motion by Vice Chairman, James Prestiano. **Second** by Commissioner, Lorie Vaccaro. **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 April 28, 2021.

Report of Committees: None.

Unfinished Business: None.

New Business:



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Resolution 2021-04

**RESOLUTION AUTHORIZING THE FOURTH ADDENDUM OF THE
PURCHASE AGREEMENT FOR A 6-UNIT APARTMENT BUILDING
LOCATED AT 1 HOLBROOK PLACE, ANSONIA, CT.**

THIS FOURTH ADDENDUM to Real Estate Purchase Agreement is made and entered into this ____ day of April, 2021, by and between ONE HOLBROOK PLACE, LLC, a Connecticut limited liability company with an office located at Main Street, Ansonia, Connecticut 06401 (“Seller”) and the HOUSING AUTHORITY OF THE CITY OF ANSONIA, a public body corporate and politic organized and existing pursuant to Chapter 128 of the Connecticut General Statutes, with a chief executive office located at 307 Main Street, Ansonia, Connecticut 06401.

WHEREAS, pursuant to the terms and conditions of that certain Real Estate Purchase and Sales Agreement by and between Buyer and Seller dated January 14, 2019 (the “Original Agreement”), as amended by that certain Addendum to Real Estate Purchase Agreement dated January 14, 2019 executed by Buyer and Seller on October 31, 2019 (the “First Addendum”), as further amended by that certain Second Addendum to Real Estate Purchase Agreement dated January 14, 2019 executed by Seller on June 26, 2019 and by Buyer on September 23, 2020 (the “Second Addendum”) as further amended by that certain Third Addendum to Real Estate Purchase Agreement dated January 14, 2019

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executed by Buyer and Seller on February 4, 2020 and February 3, 2021, respectively (the “Third Addendum” and, with the Original Agreement, the First Addendum and the Second Addendum, the “Agreement”), Buyer agreed to purchase and Seller agreed to sell to Buyer, the real property and all improvements located thereon identified as 1 Holbrook Place, Ansonia, Connecticut; and

WHEREAS, in connection with the extension of the closing date set forth in the Original Agreement, Buyer has paid Seller (a) pursuant to the First Addendum, the amount of \$10,000.00, (b) pursuant to the Second Addendum, the amount of \$10,000.00, and (c) pursuant to the Third Addendum, the amount of \$25,000.00 (all of which shall be hereinafter referred to as the “Addenda Payments”), none of which are credited towards the Purchase Price; and

WHEREAS, Buyer and Seller do each desire to further amend the Agreement to extend the closing date set forth therein and to pay Seller additional consideration therefor; and

WHEREAS, the Agreement provides that any modification thereto, to be effective, must be in writing and executed by each of Buyer and Seller.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Buyer and Seller do hereby agree as follows:

1. Closing Date Extension. The closing date for the transaction contemplated hereby is hereby extended to July 31, 2021. Seller hereby agrees to provide Buyer with an additional commercially reasonable extension of the closing date as may be required by Buyer’s lender, in the event that the lender requests the same, provided, however, that such lender will have issued a commitment letter for funding for the purchase contemplated hereby, Buyer shall have satisfied lender’s the preconditions to closing the bank financing as set forth in the commitment letter and as may be required by such lender, and such extension is for the sole purpose of accommodating a reasonable time for the parties to consummate the closing. Notwithstanding the foregoing, closing must occur by August 15, 2021, and TIME IS OF THE ESSENCE with respect to this date.
2. Additional Consideration. As additional consideration for the extension of the closing date, Buyer hereby agrees to pay Seller the amount of Five Thousand and No/100 Dollars (\$5000.00) (the “Fourth Amendment Additional Consideration”) which Fourth Amendment Additional Consideration shall be fully credited against the purchase price at closing but shall be non-refundable to Buyer in the event the transaction contemplated hereby does not close.
3. Cooperation. Seller hereby agrees to cooperate with Buyer and shall provide to Buyer in a timely manner such information, including, but not limited to such books and records, as Buyer may reasonably request to permit Buyer to respond to Buyer’s lender, and shall allow Borrower, and Borrower’s invitees, including Borrower’s lender’s appraiser, such reasonable access to the

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Property as may be reasonably necessary to permit Borrower’s lender to complete its underwriting process.

4. Section 8 Housing Assistance Program. Seller hereby acknowledges that Buyer has used Buyer’s best efforts to place Seller’s tenants of the Property onto the Section 8 Housing Assistance Program or a comparable program, but that Buyer is unable to complete such process because of the condition of the Property. Seller hereby acknowledges and agrees that placement of such tenants on the Section 8 Housing Choice Assistance Program, or a comparable program, shall not be a condition precedent to closing of the transaction contemplated by the Agreement as modified by this Fourth Addendum, and Buyer is released of all obligation and shall have no obligation to Seller with respect thereto.
5. Limitation of Liability. Buyer and Seller hereby agree that in the event that the transaction does not close in accordance with the terms of the Fourth Addendum. Seller’s sole remedy shall be to retain the Addenda Payments and the Fourth Amendment Additional Consideration paid by Buyer to Seller, and Buyer shall be released of any and all further liability to Seller.
6. No Other Modifications. Buyer and Seller hereby acknowledge and agree that except as set forth in this Fourth Addendum, the Agreement has not been otherwise modified, it being the intention of the parties hereto that this Fourth Addendum and the Agreement be read and construed as one and the same instrument.
7. Governing Law. This Fourth Addendum shall be governed and construed in accordance with the laws of the State of Connecticut and the United States.

AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: _____
Steven Nakano
Executive Director

_____ Date

Chairman Pinto explained that under advice from the agencies new Counsel they were able to negotiate an addendum, if approved the agency would pay the seller an additional sum of money but the sum of money that would be paid for the extension of the closing date and would be refunded at the

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closing. This was necessitated because basically a local community bank who made a lot of promises and did not come through in the end. Now the agency is working with ION Bank out of Naugatuck through their Ansonia branch and waiting for the appraisal to be completed.

Chairman Pinto questioned Director Nakano if this has been completed.

Director Nakano replied no, it has not been done yet.

Chairman Pinto stated that once the appraisal is completed the closing should follow very soon after. This addendum gives the agency until August 15, 2021 to close on the property.

Mr. Heon explained that there has been an access issue for the appraiser for ION Bank and that has delayed the process. At no fault of the bank or the Housing Authority.

Chairman Pinto stated that the agency has a very good financial partner for this purchase and for future purchases of scattered site projects. He feels that this needs to be done in order to move the purchase forward and to get this property in the agency's portfolio. It is \$5,000.00 and the money will be credited at the closing.

Chairman Pinto stated that he is not going to read the resolution into the minutes because it is very lengthy, and it is printed in the board packet.

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

- **Motion to accept Resolution 2021-04.**

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



Mr. Heon believed Alderwoman Stroman had a question.

Alderwoman Stroman questioned Director Nakano about the Community Development Block Grant. She would like to know what work is being done.

Director Nakano replied they are looking into substantial rehabilitation of the James J. O'Donnell Apartments since it is the only State property that the agency has.

- **Motion to adjourn at 7:12 p.m.**

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

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*These minutes are subject to the approval of the Housing Authority of the City of Ansonia at their next scheduled meeting.