

Housing Authority of the City of Ansonia

Regular Meeting Minutes

Wednesday – June 23, 2021

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:31 PM** on **June 23, 2021**, by Chairman, Joseph Pinto via Zoom.

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

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

- **Motion to approve the minutes of the April 28, 2021 Regular Meeting of the Board of Commissioners.**

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

Review of Financial Statements:

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

Revenues from operations for the five-month period ended May 31, 2021 were \$1,020,445 as compared to budgeted operating revenues of \$1,154,578 an 11.62% negative variance. The drivers for this variance were less than anticipated CFP grant income and ROSS grant income.

Total expenses for the five-month period ending May 31, 2021 were \$923,505 as compared to budgeted operating expenses of \$1,140,830 for the same period a 19.05% positive variance. The results from activities at 5/31/21 provided for an agency-wide net income of \$96,940, above the agency-wide budgeted new income of \$13,748 for the same five-month period.

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

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

Motion by Vice Chairman, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **All in favor.** Motion passes unanimously.

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Monthly Reports:

Executive Director, Steven Nakano gave a brief update.

Director Nakano reported the following:

- During the time of 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.

Director Nakano explained that the agency hosted in cooperation with the Griffin Hospital the COVID-19 vaccination clinics at the Community Center, 70 Woodlawn Avenue, which were very successful.

- The Ansonia Housing Authority is consulting with a Landscaping company for the replacement plantings of trees, shrubbery, various flowers & plants throughout the John J. Stevens Apartments Elderly/Disabled housing complex.
- The Ansonia Housing Authority is partnering with the City of Ansonia, Economic and Community Development office and has submitted a CDBG small cities grant. The CDBG grant will provide needed substantial rehabilitation of the James J. O'Donnell SSHP property.
- The AHA is also working with TAG Associates, Consulting on Restructuring funding through RAD Rental Assistance Demonstration program which is only provided to Housing Authorities that operate and manage Federal Public Housing Programs; (Elderly/Disabled housing, Housing Choice Voucher (HCV) Section 8 program).
- Future Housing Options through Federal Programs of the U.S. Department of Housing & Urban Development can ensure financial sustainability of the Ansonia Housing Authority for the foreseeable future.
- The Ansonia Housing Authority will be closing on a scattered-site project-based voucher multi-family property on June 30, 2021. This will be the first (PBV) scattered-site multi-family house for the AHA. However, this has been delayed due to documents that need to be provided by the law firm representing ION Bank. Hoping to close in the first two weeks of July.

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

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

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

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HUD Report, Lisa Thompson presented the monthly report.

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

- **Motion to accept the HUD Report.**

Motion by Commissioner, Matthew Scarpa. **Second** by Vice Chairman, James Prestiano. **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 24 work orders, and 20 were completed. There is 1 vacant unit at this location and maintenance just finished the turnover. They are waiting on an appliance to be delivered then the unit will be ready to be leased on July 1, 2021.

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There were 39 work orders, 33 were completed. Two units became available. Unit 69 has been completed and leased on June 14, 2021. Unit 47 became available the tenant went into a convalescent home. Unit 29 became available it's on the second floor, so the tenant moved into 69 which is on the first floor due to accessibility issues. The maintenance staff will be starting unit turnarounds.

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

There were 17 work orders, 15 were completed. There were a couple unit turnarounds at this location. Unit 409 has been completed and is being leased on June 1, 2021. The maintenance staff is currently working on units 404 and 206. These two units will be complete by the end of the month. Both units will be leased when completed.

Scattered Site Property- 11 May Street:

There were 3 work orders, and they were all completed. There are no vacancies.

Report of Director of Maintenance, Facilities & Modernization:

Mr. Heon reported on the ongoing projects.

15-2 John J. Stevens Apartments

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- Structural Façade & Columns
 - Painting to begin after June 1
 - Planting going in during early June

15-3 Monsignor Hynes Apartments

- Fire Alarm System Replacement
 - Community Building will have combined Burglar & Fire Alarm
 - Phase 2 fire alarm work to begin late summer
- Building 3 Stairwell Issue- obtaining remediation quotes
- Tree Trimming & Egress Sidewalk work to begin in early June

15-6 11 May St

- Exterior Stair work beginning
- Fence work beginning after stair work is done

Mr. Heon explained that it has been very difficult to get any work done at this location due to the tenant not allowing access to get in to have the work done. This has been an ongoing issue.

15-5 Main Office

- None

E75 James O'Donnell Apartments

- Comcast wiring issue waiting construction team from Comcast

Maintenance Status

15-2 John J. Stevens Apartment

- Completed repairs to Laundry Room Drain completed patch work in progress to sidewalk area
- Comcast needs to return to neaten up wires

15-3 Monsignor Hynes Apartments

- Investigating stairwell lighting issue solution
- Community Building Offices nearing completion

15-6 11 May St

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

Comcast needs to be rescheduled due the tenant coming out with mace which prevented them from coming onto the property. The tenant continues to threaten the maintenance staff and contractors with mace.

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Chairman Prestiano questioned if anything can be done about this tenant, stating there have been issues with her since day one.

Mr. Heon replied this would be a matter to discuss in executive session.

Main Office

- IT Room AC & Office AC- being repaired
- Leak in roof again, awaiting new ceiling tiles
- No HVAC in ED Office

E75 James O'Donnell Apartments

- Emergency Lighting repairs on order
- Investigating repairs to entry way flooring and front door replacement/repair- Early June to be repaired
- Investigating extermination contract for ongoing issues

Miscellaneous

Maintenance Organization

- Work Order Updates / Training
- Develop Requisition Purchase Order process
- Turnaround Standard
- 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 ED as directed
- Assist with CNA
- Assist with 1 Holbrook Pl acquisition as needed
- Assist ED with Grant Applications for Safety & Security

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

Chairman Pinto questioned who is responsible for the repairs to the Main Office. Is it the agency or the landlord?

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Mr. Heon replied the lease specifies in regards to the HVAC the landlord is responsible for the initial installation and one year maintenance after that the tenant is responsible. As far as the roof and the ceiling tiles the landlord is responsible for both according to the lease.

Chairman Pinto questioned if the landlord is cooperative?

Director Heon answered cooperative yes, responsive no.

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

Motion by Vice Chairman, James Prestiano. **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 June 23, 2021.

Report of Committees: None.

Unfinished Business: None.

New Business:



Housing Authority of the City of Ansonia

Resolution 2021-05

**RESOLUTION ADOPTING THE SMOKE-FREE PUBLIC HOUSING POLICY FOR
RESIDENTS OF JOHN J. STEVENS APARTMENTS, 75 CENTRAL STREET,
ANSONIA, CT**

WHEREAS, AHA is committed to the health and safety of all its residents and staff when it implemented a Smoke Free Public Housing Policy effective May 1, 2018; and

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WHEREAS, since said time of implementation of the original policy, various developments in the utilization of various smoking methods have changed resulting in the need to update the Policy; and

WHEREAS, an updated Smoke-Free Public Housing Policy for residents of John J. Stevens Apartments will continue to ensure that residents will continue to benefit from a smoke free environment and allow the AHA to have the necessary tools to enforce the policy.

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

1. The attached Smoke-Free Public Housing Policy for residents of John J. Stevens Apartments is hereby approved and adopted by the Housing Authority of the City of Ansonia.
2. This Resolution shall take effect July 1, 2021.

AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: _____
Steven Nakano
Executive Director

Date

Mr. Heon gave a brief synopsis on the policies that they have been updated to reflect the use of vaping products as well as smoking in general. There was prohibition on tobacco use and now it has further incorporated any type of smoking in general as well as any type of medical or recreational device that causes a vapor. This was a result of fire alarm activation and recommendations of the Fire Marshal to update the policies. The policies are the same for all locations.

- **Motion to accept Resolution 2021-05.**

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



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Resolution 2021-06

**RESOLUTION ADOPTING THE SMOKE-FREE PUBLIC HOUSING POLICY FOR
RESIDENTS OF MONSIGNOR HYNES APARTMENTS, 70 WOODLAWN AVENUE,
ANSONIA, CT**

WHEREAS, AHA is committed to the health and safety of all its residents and staff when it implemented a Smoke Free Public Housing Policy effective May 1, 2018; and

WHEREAS, since said time of implementation of the original policy, various developments in the utilization of various smoking methods have changed resulting in the need to update the Policy; and

WHEREAS, an updated Smoke-Free Public Housing Policy for Monsignor Hynes Apartments will continue to ensure that residents will continue to benefit from a smoke free environment and allow the AHA to have the necessary tools to enforce the policy.

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

1. The attached Smoke-Free Public Housing Policy for residents of Monsignor Hynes Apartments is hereby approved and adopted by the Housing Authority of the City of Ansonia.
2. This Resolution shall take effect July 1, 2021.

AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: _____
Steven Nakano
Executive Director

_____ Date

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- **Motion to accept Resolution 2021-06.**

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



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Resolution 2021-07

**RESOLUTION ADOPTING THE SMOKE-FREE PUBLIC HOUSING POLICY FOR
RESIDENTS OF JAMES J. O'DONNELL APARTMENTS, 63 WOODLAWN AVENUE,
ANSONIA, CT**

WHEREAS, AHA is committed to the health and safety of all its residents and staff when it implemented a Smoke Free Public Housing Policy effective May 1, 2018; and

WHEREAS, since said time of implementation of the original policy, various developments in the utilization of various smoking methods have changed resulting in the need to update the Policy; and

WHEREAS, an updated Smoke-Free Public Housing Policy for James J. O'Donnell Apartments will continue to ensure that residents will continue to benefit from a smoke free environment and allow the AHA to have the necessary tools to enforce the policy.

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

1. The attached Smoke-Free Public Housing Policy for residents of James J. O'Donnell Apartments is hereby approved and adopted by the Housing Authority of the City of Ansonia.
2. This Resolution shall take effect July 1, 2021.

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AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: _____

Steven Nakano
Executive Director

_____ Date

- **Motion to accept Resolution 2021-07.**

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



Housing Authority of the City of Ansonia

Resolution 2021-08

**RESOLUTION ADOPTING THE SMOKE-FREE PUBLIC HOUSING POLICY FOR
RESIDENTS OF 11 MAY ST APARTMENTS, 11 MAY ST, ANSONIA, CT**

WHEREAS, AHA is committed to the health and safety of all its residents and staff when it implemented a Smoke Free Public Housing Policy effective May 1, 2018; and

WHEREAS, since said time of implementation of the original policy, various developments in the utilization of various smoking methods have changed resulting in the need to update the Policy; and

WHEREAS, an updated Smoke-Free Public Housing Policy for 11 May Street Apartments will continue to ensure that residents will continue to benefit from a smoke free environment and allow the AHA to have the necessary tools to enforce the policy.

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

1. The attached Smoke-Free Public Housing Policy for residents of 11 May Street Apartments is hereby approved and adopted by the Housing Authority of the City of Ansonia.
2. This Resolution shall take effect July 1, 2021.

AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: _____
Steven Nakano
Executive Director

_____ Date

- **Motion to accept Resolution 2021-08.**

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



Housing Authority of the City of Ansonia

Resolution 2021-09

**RESOLUTION AUTHORIZING AND, TO THE EXTENT NECESSARY
REAUTHORIZING THE PURCHASE OF THE REAL PROPERTY AND
IMPROVEMENTS LOCATED THEREON IDENTIFIED AS ONE HOLBROOK
PLACE, ANSONIA, CONNECTICUT AND THE EXPENDITURE OF FUNDS IN
CONNECTION THEREWITH, THE BORROWING OF APPROXIMATELY \$562,500.00
FROM ION BANK TO FINANCE THE AFORESAID ACQUISITION AND**

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**REHABILITATION, AND THE EXECUTION AND DELIVERY OF LOAN DOCUMENTS
WITH ION BANK IN CONNECTION THEREWITH**

WHEREAS, pursuant to the terms and conditions of that certain Real Estate Purchase and Sale Agreement by and between the Authority and One Holbrook Place, LLC (“Seller”) dated January 14, 2019, as amended (collectively, the “Purchase Agreement”), Authority agreed to purchase, the real property and all improvements located thereon identified as 1 Holbrook Place, Ansonia, Connecticut (the “Property”) for the purchase price of \$380,000.00; and

WHEREAS, Authority intends to acquire and rehabilitate the Property as additional affordable housing in Ansonia, Connecticut, and will provide Housing Choice Vouchers for the eligible residents thereof; and

WHEREAS, Authority has applied for financing from ION Bank to provide the financing for the acquisition and rehabilitation of the Property; and has received and accepted a Commitment Letter from ION Bank with respect thereto; and

WHEREAS, pursuant to the terms and conditions of a Commitment Letter, ION Bank has agreed to make a loan in the amount of \$562,500.00 for the acquisition, financing and rehabilitation of the Property; and

WHEREAS, adoption of this resolution is requested to permit the transaction as described in the recitals above to proceed, including the borrowing of the Loan from ION Bank.

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

1. The execution and delivery of the Purchase Agreement, including the payment of all sums provided thereunder, be and hereby is ratified, authorized and to the extent necessary reauthorized; and
2. The execution and delivery of the Commitment Letter from ION Bank, including the payment of all sums provided thereunder, be and hereby is ratified, authorized and to the extent necessary reauthorized; and
3. The execution and delivery of the Loan Documents between ION Bank and the Authority, including the borrowing of \$562,500.00 and granting of a mortgage to ION Bank on the Property, upon such terms and conditions as the Executive Director, in consultation with the Chairman of the Board of Commissioners determines necessary and appropriate and in the best interest of the Authority including the expenditure of such necessary funds in connection therewith and as

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required in connection with the repayment of the ION Bank loan, be and hereby is authorized and directed, and upon such execution and delivery the Authority shall be bound thereby; and

- 4. The Executive Director be and hereby is authorized and directed to execute and deliver any and all such documents, agreements and instructions as may be required to effectuate the foregoing purposes; and

- 5. This resolution shall take effect immediately.

I hereby certify that the above Resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present on June 23, 2021.

AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: _____
Steven Nakano
Executive Director

_____ Date

Confirmed:

Joseph Pinto
Chairman, Board of Commissioners

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

- **Motion to accept Resolution 2021-09.**

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



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- **Motion to adjourn at 6:56 p.m.**

Motion by Vice Chairman, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **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.