

Housing Authority of the City of Ansonia

Regular Meeting Minutes

Wednesday – November 17, 2021

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on November 17, 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, excused absence.

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

- **Motion to approve the minutes of the September 24, 2021 Regular Meeting and the October 15, 2021 Special Meeting of the Board of Commissioners.**

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

Additions, Deletions or Corrections to the Agenda:

- **Motion to add an Executive Session at the end of the regular meeting to discuss a real estate transaction.**

Motion by Vice Chairman, James Prestiano. **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 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.

Attached are the aggregate Statement of Net Position, the aggregate Statement of Revenues, Expenses & Changes in Net Position and the individual program's Statement of Revenues, Expenses and Changes in Net Position for the Housing Authority of the City of Ansonia for the period ending October 31, 2021.

Revenues from operations for the ten-month period were \$2,020,870 as compared to budgeted operating revenues of \$2,309,156 for the same period which was a 12.48% negative variance. The

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drivers for this variance were less than anticipated Federal operating subsidy, CFP grant income and ROSS grant income.

Total expenses for the ten-month period ended October 31, 2021, were \$1,883,197 as compared to budgeted operating expenses of \$2,281,659 a 17.46% positive variance. The results from activities provided for an agency-wide net income of \$137,673, above the agency-wide budgeted net income of \$27,497 for the same ten-month period.

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

Vice Chairman questioned if there are any red flags.

Mr. Nakano replied no red flags. He stated that since the agency has taken over managing Liberty Park 2 there have been an additional lease up of 7 units and the addition of 6 units at 1 Holbrook Place as well as other sources of voucher utilization.

Chairman Pinto commented that the budget is running in the black.

Mr. Nakano also stated that since the eviction moratorium has been lifted back in October the residents who are late with the rent will now be charged late fees.

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

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

Monthly Reports:

Executive Director, Steven Nakano gave a brief update.

Director Nakano reported the following:

- The Ansonia Housing Authority is still in the process of outside upgrades to the four Federal and State Housing complexes. One positive variance is that the City of Ansonia has received the Small Cities Grant for the rehabilitation for the State property at 63 Woodlawn Avenue.
- The Ansonia Housing Authority is seeking alternatives to the current deficiency of available apartments in Ansonia, CT. AHA is implementing various strategies for increasing Housing Choice Voucher (HCV) utilization.

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- The Ansonia Housing Authority is looking into assisting housing developments with specific funding where owners opt-out of their contracts and assisting the families/individuals in need of rental assistance.
- The AHA is continuing with the process 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 and the (PBV) Project Based Vouchers).
- The AHA will be reviewing inventory of existing housing complexes within the City of Ansonia and working with the Development Consultant on determining which complexes will be feasible for housing conversion subsidizing.

Chairman Pinto said that he is very happy regarding the last item, and he feels that since Holbrook Place is up and running the agencies scattered site program is gaining momentum putting the replacement units in place is going to be key.

Vice Chairman Prestiano questioned if the agency is going to be doing any landscaping at 75 Central Street or has it been done already.

Director Nakano replied that some of the plantings have been done but they had to stop due to the weather. They will be continuing in the Spring.

Mr. Heon replied that the tree trimming has been done. Next stump removal will be begin. There will be new plantings in the Spring. Other work is also being scheduled for this property.

The other issue Vice Chairman Prestiano would like to discuss is regarding the award of the dollars to the State property. He found this out through his wife who was reading the Independent Sentinel. He would like better communication.

Director Nakano replied that he was not told about the grant either, he also read it in the newspaper. He stated that since the award was granted to the City of Ansonia, he was not made aware.

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.

HUD Report, Lisa Thompson presented the monthly report.

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

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

John J. Stevens- 75 Central Street:

Mr. Heon reported there were 27 work orders, and 25 were completed on an average of 2.08 days. Currently unit 6 is open the tenant had to move to a different apartment and the turnaround has been completed and the unit is leased. Unit 25 is completed and will be leased for December 1st.

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There were 28 work orders, 25 were completed on an average of 2.28 days. Unit 29 is complete and was leased on November 16th. Unit 64 and Unit 66 both must be turned around and they will be completed by the first of the year.

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

There were 21 work orders, 21 have been completed in an average of 2.6 days. Unit 202 is a major turnaround the tenant there went into a skilled nursing facility and left the unit unoccupied. It developed multiple infestations and the agency had to wait the 60-day period before going into the unit. His emergency contact would not claim the items so maintenance could not go in to clean it out. It had to be treated. It is waiting on a new tub and floor, and it is already leased for the 1st. Unit 308 is currently occupied by a tenant in another unit which had a problem. The unit will be turnaround as soon as he moves back to his unit.

Scattered Site Property- 11 May Street:

There were 2 work orders, and they were completed in an average of 1 day. There are no vacancies as of yet, however, the agency is anticipating the second floor to be vacant in the near future.

Scattered Site Property- 1 Holbrook Place:

There were 1 work order, and it was completed in an average of 1 day. This property is new and there are a few back work orders that will be entered in for them. There is 1 vacancy at this location. It must be completely renovated before anyone can move in.

Report of Director of Maintenance, Facilities & Modernization:

Mr. Heon reported on the ongoing projects.

15-2 John J. Stevens Apartments

- Working on new trash enclosures and mailbox replacements

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- Multiple heat issues have been fixed

15-3 Monsignor Hynes Apartments

- Fire Alarm System Replacement
 - Met with Fire Department and Alderman
 - Replacement of old hardwire system continues
- Tree Trimming & Egress Sidewalk
 - Tree work completed
 - Survey Completed, fencing being installed
 - Stump removal and site prep underway
- Investigating stairwell lighting issue solution
- Community Building bathroom upgrade will take place after January 1
- Working on new trash enclosures and mailbox replacements
- Main drain break in Apt 35 repaired, full unit turnaround completed
- Community Bldg. heat serviced

15-6 11 May St

- Fence work pending
- Pending Rear Porch Repairs
- Pending Bathroom Repair (First Floor)
- Additional outside lighting is being added
- Repairs to the garage to being after January 1

15-5 Main Office

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

SS-1 One Holbrook Place

- Significant A&E Work Progressing
- Porches-Emergency Replacement- 2nd bids due 11/17
- Keypad installed on front door as unauthorized people reported in hallways

E75 James O'Donnell Apartments

- Landscaping stump removal has begun
- Fill being brought into repair erosion
- IT connection between buildings being installed
- Maintenance building furnace serviced

Miscellaneous

Maintenance Organization

- Work Order Updates/Training

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- All snowblowers are being serviced at Ideal Mower
- Job posting for additional Maintenance Mechanic

Security

- 15-2 Camera installation
- E-75 Camera repairs- new system and outside cameras going in

General

- Assist the E.D. as directed
- Assist with CAN
- Assist with 1 Holbrook Place renovations
- Assist ED with Grant Applications for Safety & Security
- Assist in developing the landlord/tenant portal
- Assist in CFP submittal
- Assist in update PH files
- Update website- in process

Commissioner Scarpa questioned how many positions are opened currently.

Mr. Heon replied he is currently hiring one maintenance mechanic.

Commissioner Scarpa questioned the probationary period for the new hire.

Mr. Heon replied 6 months for hourly employees per the CBA with reviews.

Vice Chairman questioned if the tenant at May Street is definitely leaving.

Director Nakano replied that it is the tenant on the second floor. Not the tenant on the first floor that Mr. Prestiano is thinking of.

Chairman Pinto questioned if there is any additional training for Mr. Heon. He would like him to get his PHM.

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

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

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 17, 2021.**

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Report of Committees: None.

Unfinished Business: None.

New Business:



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Resolution 2021-14

**RESOLUTION ADOPTING THE REVISED ADMINISTRATIVE PLAN FOR THE
HOUSING CHOICE VOUCHER PROGRAM**

WHEREAS, the Housing Authority of the City of Ansonia (AHA) has modified its Administrative Plan for its federally funded Housing Choice Voucher (HCV) Program; and

WHEREAS, the purpose of the modification is to revise the previously approved Project-Based Voucher Program in the Administrative Plan for the HCV Program; and

WHEREAS, the Housing Authority has provided the public with the requisite notice and comment period for the revised Administrative Plan;

WHEREAS, the Housing Authority has conducted the required Public Hearing for the revised Administrative Plan; and

WHEREAS, no comments have been received regarding the revised Administrative Plan.

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

1. The Administrative Plan for the Housing Choice Voucher Program is hereby approved and adopted by the Housing Authority of the City of Ansonia.
2. This Resolution shall take effect immediately.

AYES

NAYS

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ABSTENTIONS

ABSENT

Signed by: _____
Steven Nakano
Executive Director

_____ Date

Chairman Pinto asked Director Nakano to explain.

Director Nakano explained that the Administrated Plan had to be updated and those updates were presented in resolutions from prior meetings that were approved. The company has revamped the Administrative Plan to include the changes so now it is just a resolution for the Board to adopt.

- **Motion to accept Resolution 2021-14.**

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



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Resolution 2021-15

**RESOLUTION ADOPTING A SCHEDULE FOR THE HOUSING
AUTHORITY OF THE CITY OF ANSONIA'S BOARD OF
COMMISSIONER MEETINGS IN 2022**

WHEREAS, it is desirable that the Housing Authority of the City of Ansonia's Board of Commissioners adopt the 2022 Board of Commissioners Meeting Schedule; and

WHEREAS, the meeting schedule for 2022 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 2022 Meeting Schedule.

AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: _____
Steven Nakano
Executive Director

_____ Date

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

- **Motion to accept Resolution 2021-15.**

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



Executive Session:

- **Motion to go into Executive Session to discuss a pending real estate negotiation and transaction pursuant to the Connecticut Freedom of Information Statues.**

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

- **Motion to invite Mr. Nakano and Mr. Heon into Executive Session.**

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

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The Board of Commissioners went into Executive Session at 7:08 P.M.



The Board of Commissioners came out of Executive Session at 7:24 P.M.



- **Motion to adjourn at 7:25 P.M.**

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