

Housing Authority of the City of Ansonia

Special Meeting Minutes

Wednesday – February 1, 2023

The special meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on February 1, 2023**, by Chairman, Lorie Vaccaro via Zoom.

Roll Call by Steve Nakano: Lorie Vaccaro – Chairman, Kim'mula Eason-Vice Chairman, Ralphine Siggars- Commissioner, Brian Laskey.

Joseph Pinto – Commissioner excused absence.

Chairman Vaccaro asked for the minutes to be reviewed and approved.

- **Motion to approve the minutes of the December 13, 2022 Annual and Regular Meeting of the Board of Commissioners.**

Motion by Commissioner, Ralphine Siggars. **Second** by Vice Chairman, Kim'mula Eason. Commissioner Laskey abstained. Motion passes.

Public Session:

Chairman Vaccaro opened the public session.

Chairman Vaccaro asked three times if anyone from the public wishes to address the Ansonia Housing Authority Board of Commissioners. Since no one from the public was in attendance, the Public Session was closed.

Review of Financial Statements:

Director Nakano explained the Fee Accountant, Tim Sandor is still working on closing the financials.

Chairman Vaccaro stated the financial statements will be tabled until the next meeting.

Monthly Reports:

Executive Director, Director Nakano gave his monthly report, see attached.

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

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

Motion by Commissioner, Ralphine Siggars. **Second** by Vice Chairman, Kim'mula Eason. **All in Favor**. Motion passes unanimously.

HUD Calendar Update, Director Nakano updated the monthly report.

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

Motion by Commissioner, Brian Laskey. **Second** by Vice Chairman, Kim'mula Eason. **All in Favor.** Motion passes unanimously.

Director of Public Housing, Maintenance, Facilities & Modernization Report, Jared Heon presented his monthly report, see attached.

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

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

Motion by Commissioner, Ralphine Siggars. **Second** by Vice Chairman, Kim'mula Eason. **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
February 1, 2023.

Report of Committees: None.

Unfinished Business:

Housing Authority of the City of Ansonia

Resolution 2022-13

**RESOLUTION ADOPTING A SCHEDULE FOR THE HOUSING
AUTHORITY OF THE CITY OF ANSONIA'S BOARD OF
COMMISSIONER MEETINGS IN 2023**

WHEREAS, it is desirable that the Housing Authority of the City of Ansonia's Board of Commissioners adopt the 2023 Board of Commissioners Meeting Schedule; and

WHEREAS, the meeting schedule for 2023 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 G. Nakano
Executive Director

Date

- **Motion to approve Resolution 2022-13.**

Motion by Vice Chairman, Kim'mula Eason. **Second** by Commissioner, Ralphine Siggars.
All in Favor. Motion passes unanimously.

New Business:



Housing Authority of the City of Ansonia

Resolution 2023-01

**RESOLUTION AUTHORIZING THE WRITE-OFFS FOR THE FEDERAL PUBLIC
HOUSING PROGRAM FOR FISCAL YEAR END 2022**

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 2022 for the Federal Public Housing Programs; John J. Stevens Apartments (15-2) and Monsignor Hynes

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Apartments (15-3) as per the attached sheet, which indicates tenant balances incurred as of December 31, 2022 is \$7057.00

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, 2022; and
2. The Executive Director is hereby authorized to write-off the 2022 tenanted incurred balances at John J. Stevens Apartments (15-2), Monsignor Hynes Apartments (15-3) and May Street Apartments (15-6).

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

Signed by: _____
Steven G. Nakano
Executive Director

_____ Date

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

- **Motion to approve Resolution 2023-01.**

Motion by Commissioner, Ralphine Siggars. **Second** by Commissioner, Brian Laskey.
All in Favor. Motion passes unanimously.



Housing Authority of the City of Ansonia

Resolution 2023-02

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**RESOLUTION AUTHORIZING THE WRITE-OFFS FOR THE STATE ELDERLY
PROGRAM FOR FISCAL YEAR END 2022**

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, 2022 is \$462.00.

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

3. 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, 2022; and
4. 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

Chairman Vaccaro asked if anyone had any questions concerning this resolution. Hearing none, motion was made.

- **Motion to approve Resolution 2023-02.**

Motion by Commissioner Brian Laskey. **Second** by Vice Chairman, Kim’mula Eason.
All in Favor. Motion passes unanimously.



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Resolution 2023-03

RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ANSONIA AND GIAIMO ASSOCIATES, LLC FOR PHASE II INTERIOR DEMOLITION REHABILITATION AT SCATTERED SITE LOCATION-1 HOLBROOK PLACE IN AN AMOUNT NOT TO EXCEED \$52,700.

WHEREAS, the Ansonia Housing Authority (AHA) is in the process of renovating the interior of Scattered Site, 1 Holbrook Place; and

WHEREAS, the project has been publicly bid and submissions exceeded the budget for the project; and

WHEREAS, it was determined that it is in the best interests of the AHA to procure the project utilizing a small business; and

WHEREAS, a Contract Award in an amount not to exceed \$52,700 is requested to be awarded to Giaimo Associates, LLC. Estimated demolition will take approximately six to eight weeks.

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

5. The Executive Director is hereby authorized to award a Contract for Interior Demolition of Scattered Site, 1 Holbrook Place between AHA and Giaimo Associates, LLC in an amount not to exceed \$52,700.

AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: _____ Date: _____
Steven G. Nakano
Executive Director

Chairman Vaccaro asked if anyone had any questions concerning this resolution. Hearing none, motion was made.

- **Motion to approve Resolution 2023-03.**

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Motion by Vice Chairman, Kim'mula Eason. **Second** by Commissioner, Brian Laskey.
All in Favor. Motion passes unanimously.



Executive Session:

- **Motion to go into Executive Session at 6:55 p.m. to discuss a union matter inviting Director Nakano and Mr. Heon.**

Motion by Vice Chairman, Kim'mula Eason. **Second** by Commissioner, Brian Laskey.
All in Favor. Motion passes unanimously.

The Board of Commissioners came out of Executive Session at 7:08 P.M.

- **Motion to approve and to have the Executive Director sign the Collective Bargaining Agreement between the Housing Authority and Local 1303-237 of Council #4.**

Motion by Commissioner, Brian Laskey. **Second** by Commissioner, Ralphine Sggars.
All in Favor. Motion passes unanimously.



- **Motion to adjourn.**

Motion by Commissioner, Ralphine Siggars. **Second** by Vice Chairman, Kim'mula Eason.
All in Favor. Motion passes unanimously.



***Please see attached reports.**

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