

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday – September 25, 2024

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **5:30 PM on September 25, 2024**, by Chairman, Lorie Vaccaro.

Roll Call by Executive Director, Jared Heon: Lorie Vaccaro – Chairman, Brian Laskey- Vice Chairman, Ralphine Siggars- Commissioner, Fred Sardo- Commissioner.

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

- **Motion to approve the minutes of the September 25, 2024 Regular Meeting of the Board of Commissioners.**

Motion by Vice Chairman, Brian Laskey. **Second** by Commissioner, Fred Sardo. **All in favor.**
Motion passes unanimously.

Additions, deletions, or corrections to the agenda:

The following additions, deletions and corrections were made to the agenda:

7. Reports

- B. Change to: Public Housing Operations Report
- C. ADD: HUD Calendar Update
- D. ADD: HCV Program Report

10. New Business

- D. ADD: Cancel the regular meeting for October 23rd, 2024, and set a Special Meeting for October 16th, 2024, at 5:30pm at City Hall and Via Zoom

11. ADD: Executive Session

- A. Legal Actions: Update on Eviction Status for AHA Properties
- B. Pending Legal Matter: Former Participant Keidy Magdeline Alvarez and Former Landlord Fernando Santiago Fraud Arrest Re: Court Docket Numbers: A05D-CR24-0193508-S & A05D-CR24-0193507-S

- **Motion to add additions, deletions and corrections to the agenda.**

Motion by Commissioner, Fred Sardo. **Second** by Vice Chairman, Brian Laskey. **All in favor.**
Motion passes unanimously.

**Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday – September 25, 2024**

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. Hearing none, the Public Session was closed.

Review of Financial Statements:

Director Heon gave a brief update on the August financials and the 2024 budget revisions, see attached.

- **Motion to accept the Financials.**

Motion by Commissioner, Fred Sardo. **Second** by Vice Chairman, Brian Laskey. **All in Favor.**
Motion passes unanimously.

Monthly Reports:

Executive Director, Director Heon gave two very detailed reports, the Director report as well as the report of the Director of Public Housing, Maintenance, Facilities and Modernization.

- **Motion to accept the Director Reports.**

Motion by Commissioner, Ralphine Siggars. **Second** by Commissioner, Fred Sardo. **All in Favor.**
Motion passes unanimously.

HCV Program Report, Director Heon gave the monthly report.

- **Motion to accept the HCV Program Report.**

Motion by Commissioner, Brian Laskey. **Second** by Commissioner, Ralphine Siggars. **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
September 25, 2024.

Report of Committees: None.

Unfinished Business: None.

**Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday – September 25, 2024**

New Business:



**Housing Authority of the City of Ansonia
Resolution 2024-05**

**RESOLUTION AUTHORIZING THE RESIDENT ELECTIONS POLICY FOR THE
RESIDENT COMMISSIONER OF THE HOUSING AUTHORITY OF THE CITY OF
ANSONIA BOARD OF COMMISSIONERS**

WHEREAS, the Housing Authority of the City of Ansonia has a vacancy on the Board of Commissioners for the Resident Commissioner; and

WHEREAS, the Housing Authority desires to conduct a fair and equitable election for the election of the Resident Commissioner pursuant to Section 8-41 of the General Statutes regarding Public Housing of the State of Connecticut and the United States Code of Federal Regulations (24 CFR Part 964, Subpart E).

WHEREAS, the attached policy and its forms have been reviewed by the AHA Staff and Commissioners and recommend adoption of this policy; and

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 Resident Commissioner Elections Policy Resolution 2024-05; and
2. The Executive Director is hereby authorized to sign the policy in full effect as of September 25th, 2024.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

**Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday – September 25, 2024**

Signed by: _____
Jared Heon
Executive Director

_____ Date

- Motion to authorize the Residents 2024 Election Policy.

Motion by Commissioner, Ralphine Siggars. **Second** by Commissioner, Fred Sardo.
All in Favor. Motion passes unanimously.

~~~~~

**Housing Authority of the City of Ansonia**

**Resolution 2024-06**

**RESOLUTION AUTHORIZING THE APPROVAL OF THE REVISION TO FISCAL YEAR 2024 OPERATING BUDGETS AND CHFA MANAGEMENT PLAN FOR 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; THE HOUSING CHOICE VOUCHER (SECTION 8) OPERATING BUDGET AND SCATTERED SITE HOUSING OPERATING BUDGET**

---

**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**, based on actuals through August 31<sup>st</sup>, 2024, revisions are being recommended for approval:

1. Low Income Public Housing (LIPH) Operating Budget for Fiscal Year 2024
2. State Elderly (E-75) Operating Budget for Fiscal Year 2024
3. Riverside Development Operating Budget for Fiscal Year 2024
4. Housing Choice Voucher (Section 8) Operating Budget for Fiscal Year 2024
5. Scattered Site Housing for Fiscal Year 2024; and

**WHEREAS**, the following areas were reviewed and adjusted appropriately in the attached budget revision schedule:

1. Schedule of All Positions and Salaries based on current data
2. Benefits and Schedule of All Benefits based on the current Schedule of All Positions and Salaries

**Housing Authority of the City of Ansonia**  
**Meeting Minutes**  
**Wednesday – September 25, 2024**

3. 8/31/2024 Financial Statements to identify any line items with negative variances
4. Schedule of Administrative Expenses Other Than Salaries and the Schedule of Maintenance Materials and Contracts to bring more in line with actuals through 8/31/24
5. 2024 Budget Worksheets AHA Revision 9.18.24 details the adjustments/revisions

**WHEREAS**, the Chairman of the Board of Commissioners acting on behalf of the Board of Commissioners is authorized to certify the approval of the budget revisions, as necessary.

**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 recommended revisions to the Operating Budgets for Fiscal Year 2024; and
2. The Chairman is hereby authorized to execute any necessary forms or documents related to the approval of the Housing Authority of the City of Ansonia Operating Budgets for Fiscal Year 2024 and authorize the Executive Director to submit the budget revisions to HUD and the Management Plan to CHFA, as required.

AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: \_\_\_\_\_  
Jared Heon  
Executive Director

\_\_\_\_\_ Date

- Motion to approve the revisions to the 2024 Operating Budget of the AHA.

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

~~~~~  
Housing Authority of the City of Ansonia

Resolution 2024-07

**RESOLUTION AUTHORIZING THE FINANCIAL POLICES FOR ALL PROGRAMS
OF THE HOUSING AUTHORITY OF THE CITY OF ANSONIA**

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday – September 25, 2024

WHEREAS, the Housing Authority of the City of Ansonia desires to standardize the financial controls and policies agency wide; and

WHEREAS, the Housing Authority has sought input from the agency’s Fee Accountant and Audit Firm to create policies designed to comply with obligations with HUD, CT DOH, CHFA and all applicable federal, state, administrative, and local laws and regulations; and

WHEREAS, the following policies and procedures are being proposed for approval:

1. 2024-02 Security Deposit Policy
2. 2024-03 Petty Cash Policy
3. 2024-04 Capital Asset Policy
4. 2024-05 Cost Allocation Policy
5. 2024-06 Financial Reports Analysis and Control Policy
6. 2024-07 Interprogram Due To and Due From Policy
7. 2024-08 Tenant Account Receivable Policy
8. 2024-09 Credit and Debit Card Policy

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 following policies:
 1. 2024-02 Security Deposit Policy
 2. 2024-03 Petty Cash Policy
 3. 2024-04 Capital Asset Policy
 4. 2024-05 Cost Allocation Policy
 5. 2024-06 Financial Reports Analysis and Control Policy
 6. 2024-07 Interprogram Due To and Due From Policy
 7. 2024-08 Tenant Account Receivable Policy
 8. 2024-09 Credit and Debit Card Policy
2. The Executive Director is hereby authorized to sign the policy in full effect as of September 26th, 2024.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday – September 25, 2024

Signed by: _____
Jared Heon
Executive Director

_____ Date

- Motion to adopt the Financial Policies of the AHA.

Motion by Commissioner, Fred Sardo. **Second** by Vice Chairman, Brian Laskey.
All in Favor. Motion passes unanimously.



A few tenants came to the meeting late and had questions for the Board, so the Public Session was reopened.

- **Motion to go back into Public Session.**

Motion by Vice Chairman, Brian Laskey. **Second** by Commissioner, Fred Sardo.
All in Favor. Motion passes unanimously.

Bonita Potter- 70 Woodlawn Avenue Apt. 33 questioned the HUD Financial Policies the recycling bins and the parking policy.

Ronald Zimmerman- 70 Woodlawn Avenue Apt. 24 had a question regarding the procurement policy.



Cancel the regular meeting for October 23rd, 2024, and set a Special Meeting for October 16th, 2024, at 5:30 pm at City Hall and via Zoom.



Executive Session:

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday – September 25, 2024

- **Motion to first go into Executive Session at 6:32 pm with Executive Director, Heon to discuss legal action on eviction status for AHA properties, and a pending legal matter of a former tenant and landlord.**

Motion by Vice Chairman, Brian Laskey. **Second** by Commissioner, Fred Sardo.
All in Favor. Motion passes unanimously.

The Board of Commissioners came out of Executive Session at 6:42 PM.

- **Motion to adjourn at 6:42 PM.**

Motion by Vice Chairman, Brian Laskey. **Second** by Commissioner, Ralphine Siggars.
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.**