

MINUTES  
Regular Meeting of the Board of Commissioners  
of the Housing Authority of the City of Ansonia  
Wednesday, January 29, 2014  
6:00 p.m.

Chairman Robert Lisi called the Regular Meeting of the Board of Commissioners of the Housing Authority to order at 6:00 p.m.

Following the Pledge of Allegiance the roll call was taken as follows:

Present:       Chairman Robert Lisi  
                  Vice Chairman Edward Norman  
                  Commissioner Eileen Krugel  
                  Commissioner Dan Kershaw

Minutes: Vice-Chairman Edward Norman made a motion to accept the minutes of the December 18, 2013 Regular Meeting of the Board of Commissioners. Commissioner Eileen Krugel seconded the motion.

The motion was approved by a unanimous vote of the Board.

Public Session: Landlord, John Izzo, suggested that the Ansonia Housing Authority keep a listing of apartments available for rent. Executive Director, Troy White, stated that due to the size of the Ansonia Housing Authority and the ability to keep track of units available and rented it would be difficult for staff; the Ansonia Housing Authority utilizes the GoSection8.com site to assist residents.

Simone Mason, a resident of 70 Woodlawn Avenue, Monsignor Hynes Apartments, asked that the Ansonia Housing Authority look into Comcast Cable opportunities for residents of the Ansonia Housing Authority. Chairman Lisi addressed Ms. Mason regarding the Comcast Essentials Program and informed Ms. Mason that it would be reviewed. Executive Director, Troy White, informed Ms. Mason that if she submitted the information to the office Executive Director, Troy White, would vet it and provide the information to the Board; Executive Director, Troy White, informed the Board that they set policy, not operations.

Executive Director, Troy White, informed the Board the year end was closed in January 2014; therefore, we do not have a full financial report for the month of January, and we will provide full financials for the February Meeting.

Executive Director, Troy White, gave his report.

Property Manager, Robert Henderson, gave his report.

HCV Manager, Jake Scaife, gave his report.

Ross Grant and Resident Service Coordinator, Vicky Clifford, gave her report.

Report of Committees: None

Unfinished Business: None

New Business: HCV Manager, Jake Scaife, gave a PowerPoint presentation on the Section Eight Management Assessment Program (SEMAP) and answered questions of the Board.

Property Manager, Robert Henderson, gave a PowerPoint presentation on the Public Housing Assessment System (PHAS) and answered questions of the Board.

Vice Chairman Edward Norman made a motion to approve Resolution 2014-01 Authorizing a Contract for Legal Services with Sheehy & Dillon. Commissioner Eileen Krugel seconded the motion.

The motion passed by unanimous vote of the Board.

Vice Chairman Edward Norman made a motion to approve Resolution 2014-02 Ratifying a Contract Extension to the Agreement with Lyons, Tuccio & Tuccio, LLC for Legal Services. Commissioner Eileen Krugel seconded the motion.

The motion passed by unanimous vote of the Board.

Vice Chairman Edward Norman made a motion to nominate and approve Resolution 2014-03 Appointment of Executive Director, Troy White, as Secretary-Treasurer to the Board of Commissioners. Commissioner Dan Kershaw seconded the motion.

The motion passed by unanimous vote of the Board.

Executive Session: Pursuant to Section 1-200(6)(D) of the Connecticut General Statutes there was an executive session to discuss the site selection, the purchase or lease of real estate by the Housing Authority of the City of Ansonia. Chairman Robert Lisi made a motion to enter into Executive Session with the Executive Director at 7:38 p.m. Commissioner Eileen Krugel seconded the motion.

The motion passed by unanimous vote of the Board.

Commissioner Dan Kershaw made a motion to come out of and enter into Regular Session at 8:36 p.m. Commissioner Eileen Krugel seconded the motion.

Vice Chairman Edward Norman made a motion to appoint Chairman Lisi to work with the Executive Director on a temporary office location. Commissioner Eileen Krugel seconded the motion.

The motion passed by unanimous vote of the Board.

Commissioner Dan Kershaw made a motion to adjourn at 8:37 p.m. Vice Chairman Edward Norman seconded the motion.

The motion passed by unanimous vote of the Board.

MINUTES  
Regular Meeting of the Board of Commissioners  
of the Housing Authority of the City of Ansonia  
Wednesday, February 26, 2014  
6:00 p.m.

Chairman Robert Lisi called the Regular Meeting of the Board of Commissioners of the Housing Authority to order at 6:00 p.m.

Following the Pledge of Allegiance the roll call was taken as follows:

Present:       Chairman Robert Lisi  
                  Vice Chairman Edward Norman  
                  Commissioner Eileen Krugel  
                  Commissioner Dan Kershaw

Minutes: Commissioner Krugel made a motion to accept the minutes of the January 29, 2014 Regular Meeting of the Board of Commissioners. Commissioner Kershaw seconded the motion.

The motion was approved by a unanimous vote of the Board.

Public Session: Naomi Wallace states that we need a place like the Tinney Community Center to offer programs for the summer for the children. Barbara Borrowman asked if the area next to the state senior development could be used for children to play at instead of the parking lots. Executive Director White says that the community needs to work together to reduce prices for summer programming. In March we will have a community meeting to talk about a program and what the community needs.

Executive Director White informed the Board that they will look at the parks nearby, they will look over the landscape and will report back to everyone.

Executive Director: Troy White gave his report.  
Property Manager: Robert Henderson gave his report.  
HCV Manager: Jake Scaife gave his report. Working with the school on a logo.  
Ross Grant and Resident Service Coordinator: Troy White gave the report.

Report of Committees: None

Unfinished Business: None

New Business: Commissioner Krugel made a motion to approve resolution 2014-04, Section Eight Assessment Program (SEMAP) certification. Vice Chairman Norman seconded the motion.

The motion was approved by a unanimous vote of the Board.

Executive Director White requested pulling resolution 2014-05 the Public Housing Assessment System (PHAS) certification because it is now done online per HUD.

Vice Chairman Norman made a motion to table resolution 2014-05 the Public Housing Assessment System (PHAS) certification. Commission Krugel seconded the motion.

The motion was approved by a unanimous vote of the Board.

Vice Chairman Norman requested that the Executive Director look into group rates at the Boys & Girls club and for swimming at the YMCA to determine if it could be fit into our budget.

Executive Session: Pursuant to Section 1-200(6)(D) of the Connecticut General Statutes there was an executive session to discuss the site selection, the purchase or lease of real estate by the Housing Authority of the City of Ansonia. Vice Chairman Norman made a motion to enter into Executive Session with the Executive Director at 7:05 p.m. Commissioner Kershaw seconded the motion.

The motion passed by unanimous vote of the Board and executive session started at 7:05p.m.

Vice Chairman Norman made a motion to return to regular session at 8:01p.m. Commissioner Kershaw seconded the motion.

The motion passed by unanimous vote of the Board and the meeting returned to regular session at 8:01p.m.

Commissioner Krugel made a motion for the Executive Director to continue to negotiate on behalf of the Housing Authority within the two parties to reduce cost for office space for the Housing Authority. Commissioner Kershaw seconded the motion.

The motion was approved by a unanimous vote of the Board.

Vice Chairman Norman made a motion to adjourn. Commissioner Kershaw seconded the motion.

The motion was approved by a unanimous vote of the Board and the meeting ended at 8:05p.m.

MINUTES  
Regular Meeting of the Board of Commissioners  
of the Housing Authority of the City of Ansonia  
Wednesday, March 26, 2014  
6:00 p.m.

Chairman Robert Lisi called the Regular Meeting of the Board of Commissioners of the Housing Authority to order at 6:00 p.m.

Following the Pledge of Allegiance the roll call was taken as follows:

Present: Chairman Robert Lisi  
Vice Chairman Edward Norman  
Commissioner Eileen Krugel  
Commissioner Dan Kershaw

Minutes: Vice Chairman Edward Norman made a motion to accept the minutes of the February 26, 2013 Regular Meeting of the Board of Commissioners. Commissioner Eileen Krugel seconded the motion.

The motion was approved by a unanimous vote of the Board.

Public Session: No public comments were made at the meeting.

Review of Financial Statements: Executive Director, Troy White, stated that he has a monthly meeting with the Housing Authorities Fee Account regarding the financial statements. On page 1, Revolving Fund the \$268,345 are funds transfers from when the Housing Authority operated the Milford Section 8 program. The Executive Director is reviewing rates for a twelve month CD's so those unrestricted funds could yield revenue for the agency. Page 3, when the budget was made it was based on a 92% pro-ration; we are funded at 89.2% this year, which will mean we have a \$27,000 negative variance in revenue through the fiscal year.

Report of Executive Director, Troy White, gave the report.  
Report of Property Manager, Bob Henderson, gave the report.  
Report of Housing Choice Voucher Manager, Jake Scaife, gave the report.  
Report of Ross Grant Coordinator/ Resident Service Coordinator, Troy White gave the report.

Report of Committees: None.

Unfinished Business: Vice Chairman Edward Norman inquired about the status of Ms. Naomi Wallace's requested at last month's meeting about the summer programs, such as the YMCA and Boys & Girls Club. The Executive Director is looking into the City of Ansonia summer programs. He is also costing out transportation that might be an issue. Staff will follow up with the Boys & Girls Club.

New Business: The Housing Authority is having a brief stakeholders meeting and have invited community members and the members of the redevelopment committee to discussion the reprograming of the community space. Lastly, at Riverside Apartments the Housing Authority

does not have funding to fund recreational programs at the new center and will work with the community partners to assist. Staff is working on a website for the Housing Authority; it will be running by June 2014.

A. Resolution 2014-06 Board approval of Draft Riverside Redevelopment Concept.

Vice Chairman Norman made a motion to approve resolution 2014-06 seconded by Commissioner Dan Kershaw.

During discussion Vice Chairman Norman inquired about the public safety facility as to the timing of that component of redevelopment. The Executive Director indicated that this component would be separate from the affordable housing redevelopment. The Housing Authority would move forward on its components independent of the city. At some point, a land lease would be put in place with the city for their component.

Vice Chairman Norman restarted that the draft concept currently includes affordable housing, community space/ office space and public services. The Housing Authority is responsible for these areas.

Commissioner Eileen Krugel asked if Tise Design would be doing design work for the city. The Executive Director stated it is early in the process and it has not been determined.

Chairman Lisi stated that the draft concept is preliminary and may change as the development process proceeds.

The motion was passed by unanimous vote of the Board.

B. Presentation of Ansonia Housing Authority website under construction.

There will be a brief history on the website, Riverside redevelopment, housing choice vouchers, minutes will be on the website for the public to see the site will be operational in June 2014.

Executive Session: Pursuant to Section 1-200(6) and (8) of the Connecticut General Statutes there will be an executive session to discuss the site location, the purchase or lease of real estate by the Housing Authority of the City of Ansonia and to discuss the negotiation with respect to the claim of Malika Mosley vs. the Ansonia Housing Authority before the U.S. Department of Housing and Urban Development. Commissioner Eileen Krugel made a motion to enter into Executive Session with the Executive Director and the General Counsel at 6:57 p.m. Commissioner Kershaw seconded the motion.

The motion passed by unanimous vote of the Board and executive session started at 6:58 p.m.

Vice Chairman Norman made a motion to return to regular session at 7:40 p.m. Commissioner Eileen Krugel seconded the motion.

The motion was approved by unanimous vote of the Board for the approval of a lease proposal as presented by the Executive Director to enter into a new lease for space 36-42 Main Street. Made by Vice Chairman Norman and seconded by Commissioner Kershaw.

There was a motion by Vice Chairman Norman and a seconded by Commissioner Krugel to take no action on the Housing Authority vs. Malika Mosley claim

The motion was passed by unanimous vote of the Board.

Vice Chairman Norman made a motion to adjourn. Commissioner Kershaw seconded the motion.

The motion was approved by a unanimous vote of the Board and the meeting ended at 7:43 p.m.



MINUTES  
Regular Meeting of the Board of Commissioners  
of the Housing Authority of the City of Ansonia  
Wednesday, April 30, 2014  
6:00 p.m.

Chairman Robert Lisi called the Regular Meeting of the Board of Commissioners of the Housing Authority to order at 6:00 p.m.

Following the Pledge of Allegiance the roll call was taken as follows:

Present:       Chairman Robert Lisi  
                  Vice Chairman Edward Norman  
                  Commissioner Eileen Krugel  
                  Commissioner Dan Kershaw

Minutes: Vice Chairman Edward Norman made a motion to accept the minutes of the March 26, 2014 Regular Meeting of the Board of Commissioners. Commissioner Eileen Krugel seconded the motion.

The motion was approved by a unanimous vote of the Board.

Public Session: Shelly White stated that there was no notice process in the election policy to give notice to the tenant about the vacancy of Resident Commissioner Board Member. State Statute 8401C talks about having 60 days to tell a tenant about a vacancy on a Housing Authority Board of Commissioners or provide 60 day notice prior to a vacancy. The Executive Director stated that staff would give notice. There will be a general informational sessions to review the new policy with residents if the policy is approved by the Board and then notice of the vacancy and election. AHA will be doing direct mailing to the residents to give notice.

Review of Financial Statements: Executive Director, Troy White, gave a brief review from the financial statements stating that the proration that we are being funded at from HUD is 89.2% rather than a 92% used to prepare the budget. There will be a \$27,000 loss by the end of the fiscal year as a result.. AHA received less money in Housing Choice Voucher administrative fees, \$23,969 less income, also less money in term of Ross Grant funding, due to not getting the amount the agency applied for. However, the Housing Authority is currently under budget on expenses by \$128,754 through March 31, 2014. The agency has a current surplus of \$15,412.

Report of Executive Director, Troy White, gave the report.

Report of Property Manager, Troy White, gave the report.

Report of Housing Choice Voucher Manager, Troy White, gave the report.

Report of Ross Grant Coordinator/ Resident Service Coordinator, Troy White gave the report.

Report of Committees: None.

Unfinished Business: None.

New Business:

A. Resolution 2014-07; Office Space Lease for 36-46 Main Street with Ansonia on Main LLC.

Commissioner Krugel made a motion to approve resolution 2014-07. Commissioner Kershaw seconded the motion.

Vice chairman Norman asked if everything matches from the previous action the Board took on the lease. The Executive Director stated yes. The Executive Director also states that all work is scheduled to be complete by July 31<sup>st</sup>.

The motion was passed by unanimous vote of the Board of Commissioners.

B. Resolution 2014-08; Resident Election Policy.

Executive Director would propose to the amendment the policy with the comments provided in the public session with the assistance of the Housing Authority's General Counsel. This would allow the process to start and not delay the election process by an additional 30 days.

Commissioner Krugel made a motion to approve resolution 2014-08. Commissioner Kershaw seconded the motion.

The motion was passed by unanimous vote of the Board of Commissioners.

Pursuant to Section 1-200 (6) and (8) of the Connecticut General Statutes there was an executive session to discuss the negotiations of the Conciliation Agreement with respect to the claim of Malika Mosley vs. the Ansonia Housing Authority before the United States Department of Housing and Urban Development.

Vice Chairman Norman made a motion to enter into Executive Session with the Executive Director, General Counsel and Counsel handling the Conciliation Agreement at 6:40 p.m. Commissioner Kershaw seconded the motion.

The motion passed by unanimous vote of the Board and executive session started at 6:41 p.m.

Vice Chairman Norman made a motion to return to regular session at 7:10 p.m. Commissioner Kershaw seconded the motion.

The motion was approved by a unanimous vote of the Board of Commissioners and the meeting returned to regular session at 7:10 pm.

Vice Chairman Norman made a motion to add the Conciliation Agreement with respect to the Fair housing agreement claim of Malika Mosley vs. the Ansonia Housing Authority before the U.S. Department of Housing and Urban Development to add the item to the agenda. Commissioner Krugel seconded the motion.

The motion was passed by unanimous vote of the Board of Commissioners.

Commissioner Krugel made a motion to approve the Conciliation Agreement with respect to the Fair housing agreement claim of Malika Mosley vs. the Ansonia Housing Authority before the

U.S. Department of Housing and Urban Development and authorize the Executive Director to execute the agreement. Commissioner Kershaw seconded the motion.

The motion was passed by unanimous vote of the Board of Commissioners.

Commissioner Kershaw made a motion to adjourn. Vice Chairman Norman seconded the motion.

The motion was approved by a unanimous vote of the Board of Commissioners and the meeting ended at 7:15 p.m.

DRAFT

MINUTES  
Regular Meeting of the Board of Commissioners  
of the Housing Authority of the City of Ansonia  
Wednesday, May 28, 2014  
6:00 p.m.

Chairman Robert Lisi called the Regular Meeting of the Board of Commissioners of the Housing Authority to order at 6:00 p.m.

Following the Pledge of Allegiance the roll call was taken as follows:

Present:       Chairman Robert Lisi  
                  Vice Chairman Edward Norman  
                  Commissioner Eileen Krugel  
                  Commissioner Dan Kershaw

Minutes: Commissioner Eileen Krugel made a motion to accept the minutes of the April 30, 2014 Regular Meeting of the Board of Commissioners. Commissioner Dan Kershaw seconded the motion.

The motion was approved by a unanimous vote of the Board.

Public Session: Alderwoman Joan Radin talks about having the AHA Vehicles being in front of the building. She asked for them not to be park there. The Executive Director then talked to Bob Henderson about having the employees parking across the street in the parking lot, which is much safer.

Review of Financial Statements: Tim Sanders gave a brief review of the financial statements starting with the net income shown for the month of April, 2014 for \$80,000. Both the State Elderly and the Section 8 Program have a net loss. The State Elderly is \$28,050 and the Section 8 is \$15,102. What were budgeted in for the Section 8 Program were admission fees at about 80%.

Report of Executive Director, Troy White, gave the report.

Report of Property Manager, Bob Henderson gave the report.

Report of Housing Choice Voucher Manager, Jake Scaife, gave the report.

Report of Ross Grant Coordinator/ Resident Service Coordinator, Troy White gave the report.

Report of Committees: None.

Unfinished Business:

New Business:

A. Financial Management Training

Tim Sanders provided PowerPoint training on Financial Management Training. The training gave an overview of the Public Housing and Housing Choice Voucher Programs. Additionally, the training covered the following,

- The agency's programs
- Financial and fiduciary responsibility
- Procurement
- Financial management

To go into executive session: to provide an Evaluation and Performance Review of the Executive Director at the request of the Executive Director.

Vice Chairman Edward Norman made a motion; Commissioner Eileen Krugel seconded the motion.

The Board went into Executive Session at 7:50pm.

Vice Chairman Edward Norman made a motion; Commissioner Dan Kershaw seconded the motion to re-enter into regular session at 8:40pm.

No action was taken by the Board.

Vice Chairman Edward Norman made a motion to adjourn the meeting; Commissioner Dan Kershaw seconded the motion.

The motion was approved by unanimous vote of the Board of Commissioners and the meeting adjourned at 8:41pm.

MINUTES  
Regular Meeting of the Board of Commissioners  
of the Housing Authority of the City of Ansonia  
Wednesday, July 30, 2014  
6:00 p.m.

Chairman Robert Lisi called the Regular Meeting of the Board of Commissioners of the Housing Authority to order at 6:00 p.m.

Following the Pledge of Allegiance the roll call was taken as follows:

Present: Chairman Robert Lisi  
Vice Chairman Edward Norman  
Commissioner Eileen Krugel  
Commissioner Dan Kershaw; not present

Minutes: Commissioner Eileen Krugel made a motion to accept the minutes of the May 28, 2014 Regular Meeting of the Board of Commissioners. Vice Chairman Edward Norman seconded the motion.

The motion was approved by a unanimous vote of the Board.

Public Session: None

Review of Financial Statements:

- A. Annual Audit of the Ansonia Housing Authority Fiscal Year 2013 presented by Maletta & Company

Maletta & Company presented the 2013 audit. There were three findings in the 2012 audit report and one finding from 2011. The 2013 audit had three finding as listed below.

2013:

- 2013-001 Eligibility  
Housing Choice Vouchers – CFDA# 14.871
- 2013-002 Eligibility / Special Test and Provisions – Waiting List  
Public Housing – CFDA#14.850
- 2013-003 Activities Allowed or Unallowed / Cost Principles  
Public Housing CFDA# 14.850

2012:

- 2012-002 Eligibility (partially closed)  
Housing Choice Vouchers – CFDA# 14.871
- 2012-003 Housing Quality Standards Inspections and Enforcement (closed)  
Housing Choice Vouchers – CFDA# 14.871
- 2012-004 Reporting (closed)  
Housing Choice Vouchers – CFDA# 14.871

2011:

2011-003 Reasonable Rent (closed)  
Housing Choice Vouchers – CFDA# 14.871

Maletta & Company review the 2013 audit and answered questions of Board Members.

Vice Chairman Edward Norman made a motion to accept the audit report from Maletta & Company for 2013. Commissioner Eileen Krugel seconded the motion.

The motion was approved by a unanimous vote of the Board.

The Executive Director, Troy White reviewed the financial statements and pointed out the net provision for unrestricted reserves and reviewed the current surplus of funds at the Housing Authority through June 30, 2014.

Report of Executive Director, Troy White, gave the report.

During the report of the Executive Director, Carol Mobilio, Compliance Coordinator gave a presentation on the proposed capital project at James J. O'Donnell Apartments. The site is the Housing Authority's State Elderly property.

A six month review of the Capital Funding Program was provided. Also during the report of the Executive Director the draft pre-development schedule on Riverside Apartments was highlighted as following areas:

In July 2014:

- Draft preliminary budget for the project (development and operation)
- File Re-zoning application with the City of Ansonia
- FHLB Boston AHP application period opens 7/28

In August:

- Finalize site and building program
- Obtain cost for hard construction costs
- Finalize preliminary budget
- Work on FHLB application

In September:

- FHLB AHP application due 9/12
- Submission of demolition-disposition application to SAC for remaining 60 units.

Report of Property Manager, not given.

Report of Housing Choice Voucher Manager, Jake Scaife, gave the report.

Report of Ross Grant Coordinator/ Resident Service Coordinator, Troy White gave the report

Report of Committees:

A. Report of Board Training

The Board of Commissioners held a training session on June 7, 2014 with Stan Quy who is a 36 year veteran of HUD in the Midwest. The topics covered were as follows:

- Public Housing commissioner fundamentals
- Non-traditional commissioner's roles and responsibilities
- Strategic Planning and management
- Public Housing changing the sphere of influence
- Formulating board policy

Unfinished Business: None

New Business:

Vice Chairman Edward Norman made a motion to ratify Resolution 2014-9 for the action the Board took at the May 30, 2014 meeting. Commissioner Eileen Krugel seconded the motion

- A. Resolution 2014-9: Ratifying the approval of the Conciliation Agreement under Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 and the Voluntary Compliance Agreement under Title VI of the Civil Rights Act of 1964 between the United States Department of Housing and Urban Development, Malika Mosley and the Ansonia Housing Authority.

The motion was approved by a unanimous vote of the Board.

Chairman Robert Lisi requested a motion for the Board of Commissioners to go into executive session to perform the evaluation and Performance Review of the Executive Director at the request of the Executive Director. Chairman Lisi also requested that the Executive Director attend the executive session.

Commissioner Eileen Krugel made a motion to go into executive session. Vice Chairman Edward Norman seconded the motion.

The motion was approve by a unanimous vote of the Board and the Board went into executive session at 7:35p.m.Vice Chairman Edward Norman made a motion to return to regular session. Commissioner Eileen Krugel seconded the motion.

The motion was approve by a unanimous vote of the Board and the Board returned to regular session at 7:52 p.m.

Commissioner Eileen Krugel made a motion to accept and approve the performance review of the Executive Director. Vice Chairman Edward Norman seconded the motion.

The motion was approved by a unanimous vote of the Board.



Vice Chairman Edward Norman made a motion to adjourn the meeting. Commissioner Eileen Krugel seconded the motion.

The motion was approved by unanimous vote of the Board of Commissioners and the meeting adjourned at 7:53pm.

MINUTES  
Regular Meeting of the Board of Commissioners  
of the Housing Authority of the City of Ansonia  
Wednesday, August 27, 2014  
6:00 p.m.

Chairman Robert Lisi called the Regular Meeting of the Board of Commissioners of the Housing Authority to order at 6:00 p.m.

Following the Pledge of Allegiance the roll call was taken as follows:

Present:

Chairman Robert Lisi  
Vice Chairman Edward Norman  
Commissioner Eileen Krugel  
Commissioner Dan Kershaw  
Commissioner Samuel Levey

Minutes: Commissioner Eileen Krugel made a motion to accept the minutes of the July 30, 2014 regular meeting of the Board of Commissioners. Vice Chairman Edward Norman seconded the motion.

**The motion was approved by a unanimous vote of the Board.**

Public Session: No one from the public spoke.

Review of Financial Statements:

The Executive Director, Troy White provided an overview of the financial statements. There was a review of the net profit / loss of the agencies financials through July 31, 2014. The Executive Director pointed out a fund transfer from the MRHP Enterprises account of \$150,000 of unrestricted revenue to the Riverside Redevelopment account. The Executive Director also pointed out the loss in the State Moderate Income Housing Program of \$40,106 through seven months. The reduction in the loss is largely due to the efforts of staff to reduce vacant units at the State Property. Finally, there was a mention of the savings the agency has been able to reserve during the seven month period.

In the cash payment register the Executive Director informed the Board that the cost for the fire watch and new fire alarm panel were the result of John J. Stevens being struck by lightning. An insurance claim has been filed to hopefully recoup some of these funds.

Report of Executive Director: Troy White gave the report.

Report of Property Manager: Robert Henderson gave the report.

Report of Housing Choice Voucher Manager: Troy White gave the report.

Report of Ross Grant Coordinator/Resident Service Coordinator: Vicky Clifford gave the report.

Report of Committees:

A. Quarterly Riverside Apartments Redevelopment Update

On Monday August 25, 2014 Executive Director Troy White, Chairman Robert Lisi, Vice Chairman Edward Norman, Attorney James Sheehy and Steve Tise, President –Tise Design Associates attended a planning and zoning meeting at City Hall. This was to petition the Planning and Zoning Board for a public hearing to rezone the Riverside Apartments site from a GA to BB. GA zoning requires 75 feet setbacks on all sides and BB requires 20 feet setbacks. The Planning and Zoning Board approved the request to hold a public hearing on the rezoning. The hearing will be held September 29, 2014 at 7:00 pm at Ansonia City Hall.

The final site plan is several months away from being completed. The first major step is site rezoning then the development of a full site plan that will require City site plan approval by the Planning and Zoning Board.

Funding for the project is very preliminary and ranges from \$18 million to \$22 million. Additional information will be presented at the next Board meeting, including the sources of funding that will be used such as tax credits from (CHFA), Federal Home Loan Bank, State funding through (DOH) and other funding sources.

Tag Associates is working on the Demolition / Disposition application for the Northside .The Executive Director should receive an update from TAG on Friday August 26, 2014 as to the progress of the application. It is anticipated that the resolution and HUD certification will be presented to the Board of Commissioner at the next meeting.

The Agency is beginning to review Section 3 job opportunities for the residents of Riverside Apartments. This time next year we will have qualified residents trained and prepared to work on the future demolition and construction of the new housing project.

Finally, the Housing Authority is making progress on the Conciliatory Agreement since it has been signed. The agency has completed the Fair Housing Training, the Rezoning and the funding applications are all in progress. The Ansonia Housing Authority is moving forward with the project. The first quarterly report on the agreement is due to the Boston Regional HUD Office on the first Tuesday in October 2014.

Unfinished Business: None

New Business:

The Executive Director highlighted the terms of the Commissioners as follows:

	<u>Term Expires</u>
Commissioner Samuel Levey	10/31/2014*
Commissioner Dan Kershaw	10/31/2015
Commissioner Eileen Krugel	10/31/2016
Chairman Robert Lisi	10/31/2017
Vice Chairman Edward Norman	10/31/2018

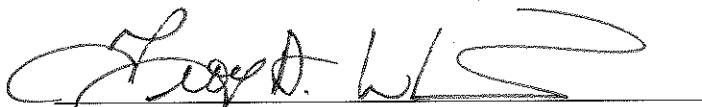
\*Commissioner Levey is service in the unexpired term of former Commissioner Jett. Upon completion of the unexpired term, the Mayor's Office will consider reappointing Commissioner Levey to a full term as the Resident Commissioner.

Vice Chairman Edward Norman made a motion to adjourn the meeting. Commissioner Dan Kershaw seconded the motion.

**The motion was approved by unanimous vote of the Board of Commissioners and the meeting adjourned at 6:41pm.**

\*These minutes are subject to the approval of the Housing Authority of the City of Ansonia's Board of Commissioners at their next scheduled meeting.

Submitted by:



Troy D. White  
Executive Director

**Housing Authority City of Ansonia**  
**Minutes**  
**Wednesday September 24, 2014**

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at 6:00 PM by Chairman, Robert Lisi at the main office located at 36 Main St., Ansonia, CT.

**Pledge of Allegiance.**

**Present** Robert Lisi - Chairman, Edward Norman - Vice Chairman, Eileen Krugel – Commissioner, Dan Kershaw – Commissioner and Rev. Samuel Levey – Commissioner. Also present was Troy White, Executive Director.

**Motion to approve the minutes of August 27, 2014.**

Question on the minutes from Chairman Robert Lisi regarding the appointment of Commissioner, Rev. Samuel Levey and that there is no mention in the minutes to reflect his appointment. Executive Director, Troy White explained that this was an appointment from Mayor Cassetti's office and was received in the form of an official letter from Elizabeth Lynch the Town/City Clerk. Director, White will have the letter forwarded to the Chairman. No other questions minutes approved as presented.

**Motion** by Vice Chairman, Edward Norman. **Second** by Commissioner, Dan Kershaw. **All in Favor.** Motion passes unanimously.

**Public Session:**

No one from the public wished to address the Commissioners after three calls from the Chairman.

**Review of Financial Statements:**

Executive Director, Troy White gave a brief overview of the current financial standings of the Ansonia Housing Authority through August 31, 2014. He stated that there was 21.8% less in revenue and a loss of 50% in grant monies nationally. He further indicated that due to tightening the budget and limiting spending they have managed to reduce expenses by 30.6%. Therefore, putting the budget for this fiscal year at a surplus of \$182,532.00 under anticipated costs. He did remind the commission that the AHA will be entering the cold weather season and these costs will rise but, reassured the commission that they will be keeping a close eye on spending.

Chairman, Robert Lisi inquired about the expense on page 8f regarding the WPCA charge and payment of \$3,374.00 made to the City of Ansonia. Executive Director, Troy White explained this bill was for our property (AHA) the other issue is with WPCA. Executive Director, Troy White explained that this is in the hands of the City of Ansonia corporation counsel.

**\*The full context of the Financial Statements will be placed on file with the filing of the Ansonia Housing Authority minutes of September 24, 2014.**

## **\*Monthly Reports:**

**Executive Director,** Troy White presented his monthly report:

Executive Director, Troy White stated that the Annual Agency Plan has been advertised and is available at the front desk of the AHA office for public review. A public hearing will take place on October 6, 2014. A Special Meeting of this commission will take place on October 15, 2014 at 6:00 PM to approve the plan which is due to HUD by October 18, 2014.

It was also noted that the Housing Authority will be issuing an RFQ for auditing services in October 2014. The contract with the previous auditor has expired and needs to be solicited.

Executive Director, Troy White made note that a Public Hearing of the Planning and Zoning Commission of the City of Ansonia will be held on September 29, 2014 at 7:00 PM at Ansonia City Hall, 253 Main Street Ansonia, CT to hear the proposed Zone Change by the Ansonia Housing Authority for property located on Olson Drive (Riverside Apartments). The proposed zone change is from a GA Multi-family Residential Zone to a BB Multi-family Residential Zone.

Chairman Lisi asked counsel present if there would be discussion on this issue at the public hearing. Counsel stated that 136 of the property owners have been notified and no questions have been brought forward to date. He further indicated that the P&Z have all the information well in advance of the hearing and they will have had adequate time to review.

Vice Chairman, Edward Norman asked if the figures presented for the Riverside Apartments included demolition. Executive Director, Troy White replied no.

**Property Manager,** Bob Henderson presented his monthly report:

Mr. Henderson reported on the following AHA sites:

**James J. O'Donnell Apartments – 63 Woodlawn Avenue:** Unit #110 and #304 are under maintenance. There were a total of 9 work orders issued with 7 being routine and 2 urgent work orders. All were addressed and work completed.

**Monsignor Hynes Apartment Complex – 70 Woodlawn Avenue:** Unit # 11 and #51 are under maintenance with Unit #11 completed. Unit #51 maintenance complete the unit was leased as of September 1, 2014. There were a total of 14 work orders issued with 9 being routine, 1 urgent and 4 emergency. All were addressed and work completed.

Mr. Henderson made note that Unit #11 is an efficiency unit and is one of the older units and needed more work. He further went on to say that in his opinion and others that right now the units at the various sites are cookie cutter. Meaning that they are all the same color, design, etc. With that being said he noted that they will be looking into having all of the units to be individualized from two different plans for the efficiency units and two plans for the one bedroom units. Making the units individualized would make them more appealing to the residents. The units would have different color pallets and no longer would have that cookie cutter imagine.

Mr. Henderson extended an invitation to the commissioners to come look at the units once they begin the new projects. The commissioners also expressed an interest for a pictorial update when available.

It was noted that Ralph Mann will be installing a new heat/air conditioning unit in the Ortoli Community Center.

**Riverside Apartment Complex – Olson Drive:** There are no units available and the vacancies are off-line.

There were a total of 21 work orders issued with 14 routine and 7 emergencies. All were addressed and work completed.

**John J. Stevens Apartments – 75 Central Street:** Unit #4 is currently under maintenance.

Mr. Henderson stated that Units #33 and #34 required new heat pumps to be installed.

Executive Director, Troy White explained that this particular unit was once the offices for the Housing Authority and was not properly converted into apartments.

Questions from the commissioners regarding going out to bid were brought up. Mr. Henderson stated that Ralph Mann is due to replace the heating units in 33 and 34. Three local vendors were given an opportunity to review and respond for quotes. It was noted by Mr. Henderson that he is following the regulations in place by the AHA in going out to bid, each situation would be taken one by one and reevaluated as to the urgency.

**Housing Choice Voucher Manager, Jake Scaife** presented his monthly report:

Mr. Scaife gave the following update to the commissioners: **1)** Instituting the Corrective Action Plan to correct the recent audit findings, **2)** Amending the Administrative and Agency Plan to reflect Project Based Vouchers in 2015, **3)** Amending a previous resolution regarding Project Based Vouchers, **4)** Issued 16 new admission vouchers, **5)** Cleaning and purging tenant files, **6)** Exhausting 2006 Waiting List, **7)** Leasing up candidates from 2006 Wait List and the beginning of 2012 and **8)** submitting Housing Choice Financials to Voucher Management System.

With regards to the inspections Vice Chairman, Edward Norman asked what corrective action is in place should corrective be required. Mr. Scaife stated that the landlord in question would have 30 days to take the corrective action. After which time the unit(s) in question would be reinspected.

Chairman, Robert Lisi than asked about a CO (Certificate of Occupancy) and if they are required when a new tenant moves in. Chairman Lisi stated that if the home is not occupied by the official owner of the property than yes all units with two or more apartments need to be inspected. He made note that mostly all towns have ordinances that do reinforce this. Chairman Lisi requested that Mr. Scaife look into this new City of Ansonia requirement and bring back to the commission for discussion.

**Ross Grant Coordinator/Resident Service Coordinator**, Vicky Clifford, presented her monthly report:

Ms. Clifford reported that twenty three residents will be participating in a trip to Yankee Candle Village Shops in Deerfield, Mass. on Thursday September 25, 2014.

She is currently in the process of developing an events schedule through the end of the year 2014. A quarterly senior trips schedule will be developed for 2015.

Ms. Clifford will be requesting to be placed on the October 2014 meeting of the Valley Senior Council to be able to reach the various agencies of the valley on said council and see how they can all gain and share the information which would be helpful to all concerned.

Chairman, Robert Lisi asked if hunger was an issue with regards to the residents of the Ansonia Housing Authority. Ms. Clifford noted that not to the best of her knowledge. Chairman Lisi noted the Hungry Initiative in the Valley program and wondered if this would be something that the residents might be interested in. Ms. Clifford stated that she would provide the residents with the literature/brochure and follow up to see if there was an interest and/or need and report back to Chairman Lisi.

**\*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority of September 24, 2014.**

**Report of Committees.** None.

**Unfinished Business:** None.

**New Business:**

Executive Director, Troy White presented the following resolution to the commissioners:

**Housing Authority of the City of Ansonia**

**RESOLUTION 2014-10**

**RESOLUTION AUTHORIZING THE EXECUTION OF ALL FORMS AND THE  
SUBMISSION OF THE DEMOLITION/DISPOSITION APPLICATION #005673 TO  
THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR  
RIVERSIDE APARTMENT (NORTHSIDE)  
105 – 165 OLSON DRIVE  
(SERVICE BUILDING)  
HOWARD TINNEY COMMUNITY CENTER  
ANSONIA, CT 06401**

Executive Director, Troy White explained that **RESOLUTION 2014-10** is the certification for the demolition/disposition application that will be submitted to HUD. The process for approval will take 120 to 150 days.



- **Motion to approve RESOLUTION 2014-10 as presented.**

It was duly noted that the spelling of **Olson** (Olsen) Drive was incorrect. This will be changed prior to submission.

**Motion** by Commissioner, Eileen Krugel. **Second** by Commissioner, Dan Kershaw. No further comments. **All in Favor**. Motion passes unanimously.

Executive Director, Troy White presented the following resolution to the commissioners:

**Housing Authority of the City of Ansonia**

**RESOLUTION 2014-11**

**RESOLUTION AUTHORIZING THE EXECUTION OF THE CONSOLIDATED ANNUAL CONTRIBUTION CONTRACT (ACC), FORM HUD – 53012A**

Executive Director, Troy White explained that back in 1994 a HUD PIH Notice was issued for 1995 compliance. However, it has been found that not all Housing Agencies ACC forms are on file and not all towns are in compliance.

Vice Chairman, Edward Norman voiced his concern if the AHA was out of compliance and if the AHA would be assessed fines going back to 1995. Executive Director, Troy White explained that no there would be no fines. This resolution as presented allows HUD to move forward and for all towns to comply with the ACC. If the resolution were not to be approved there would be less flexibility under the 1995 document. Again Vice Chairman, Norman stated “then we are not currently in danger of being fined going back to 1995”? Executive Director, Troy White repeated that “no there would be no fines assessed”.

- **Motion to approve RESOLUTION 2014-11 as presented.**

**Motion** by Vice Chairman, Edward Norman. **Second** by Commissioner, Eileen Krugel. No further comments. **All in Favor**. Motion passes unanimously.

Executive Director, Troy White presented the following resolution to the commissioners:

**Housing Authority of the City of Ansonia**

**RESOLUTION 2014-12**

**RESOLUTION AUTHORIZING THE AWARD OF UP TO (10) PROJECT BASED VOUCHERS TO THE HOUSING AUTHORITY OF THE CITY OF ANSONIA**

Executive Director, Troy White explained that the terms of said agreement will be forwarded to Hartford.

- **Motion to approve RESOLUTION 2014-12 as presented.**

**Motion** by Vice Chairman, Edward Norman. **Second** by Commissioner, Dan Kershaw. No further comments. **All in Favor**. Motion passes unanimously.

*\*All Resolutions as presented are on file with their full text with the filing of the minutes of the Ansonia Housing Authority of September 24, 2014.*

**Adjournment:**

- **Motion to adjourn at 7:12 PM.**

**Motion** by Commissioner, Dan Kershaw. **Second** by Commissioner, Eileen Krugel. **All in Favor**. Motion passes unanimously.

**Respectfully submitted,**

*Laura A. Wabno*

**Recording Secretary**

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

**Housing Authority City of Ansonia  
Minutes – Special Meeting  
Wednesday October 15, 2014**

The *Special Meeting* of the Housing Authority of the City of Ansonia was called to order at 6:00 PM by Chairman, Robert Lisi at the main office located at 36 Main St., Ansonia, CT.

**Pledge of Allegiance.**

**Present** Robert Lisi - Chairman, Dan Kershaw – Commissioner and Rev. Samuel Levey – Commissioner. Also present was Troy White, Executive Director.

Edward Norman - Vice Chairman, Eileen Krugel – Commissioner arrived at 6:02 pm.

**Public Session:**

No one from the public wished to address the Commissioners after three calls from the Chairman.

**New Business:**

**\*RESOLUTION 2014-13:**

**A.** Robert Lisi, Chairman read *Resolution 2014-13* to the Housing Authority of the City of Ansonia Commissioners. This resolution authorizes the approval of the 2015 Public Housing Agency Five-Year and Annual Plan.

**Housing Authority of the City of Ansonia**

**RESOLUTION 2014-13**

**RESOLUTION AUTHORIZING THE APPROVAL OF THE 2015 PUBLIC HOUSING  
AGENCY FIVE-YEAR AND ANNUAL PLAN FOR THE HOUSING AUTHORITY OF  
THE CITY OF ANSONIA**

Chairman Lisi asked if there were any questions from the commissioners on *RESOLUTION 2014-13*.

Troy White, Executive Director explained that this resolution, *RESOLUTION 2014-13* if approved tonight will be added to the Agency Plan. The Agency Plan will be resubmitted for amendment at the December 2014 meeting.

- **Motion to approve *RESOLUTION 2014-13*.**

**Motion** by Edward Norman, Vice Chairman. **Second** by Dan Kershaw, Commissioner. No further comments. **All in Favor.** Motion passes unanimously.

\*Full text of *RESOLUTION 2014-13* is placed on file with the filing of the minutes of the Housing Authority  
of the City of Ansonia – Special Meeting of October 15, 2015.

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**\*\*RESOLUTION 2014-14:**

**B.** Robert Lisi, Chairman read *Resolution 2014-14* to the Housing Authority of the City of Ansonia Commissioners. This resolution authorizes the approval of the increase of the Fair Market Rents for the Housing Voucher Program from 90 percent to 100 percent effective October 1, 2014.

**Housing Authority of the City of Ansonia**

**RESOLUTION 2014-14**

**RESOLUTION AUTHORIZING THE AMENDMENT OF THE FY2014 FAIR MARKET RENT CALCULATION METHODOLOGY FOR THE HOUSING CHOICE VOUCHER PROGRAM IN THE CITY OF ANSONIA, TOWN OF SEYMOUR AND CITY OF SHELTON**

Chairman Lisi asked if there were any questions from the commissioners on *RESOLUTION 2014-14*.

Executive Director, Troy White explained that this amendment refers to the Fiscal Year 2014 Fair Market Rent Calculations applicable on all AHA Housing Choice Vouchers and will authorize the Executive Director to execute all of the necessary forms and documents related to the increase in Fair Market Rents effective October 1, 2014 in Ansonia, Seymour and Shelton.

Edward Norman, Vice Chairman asked if the tenants have been made aware of the changes. Executive Director, White stated that the residents could not be notified until the resolution as presented and has been approved by the commission. If *RESOLUTION 2014-14* is approved tonight the notices will be sent out immediately.

- **Motion to approve *RESOLUTION 2014-14*.**

**Motion** by Edward Norman, Vice Chairman. **Second** by Dan Kershaw, Commissioner. No further comments. **All in Favor**. Motion passes unanimously.

**\*\*Full text of *RESOLUTION 2014-14* is placed on file with the filing of the minutes of the Housing Authority of the City of Ansonia – Special Meeting of October 15, 2015.**

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**\*\*\*RESOLUTION 2014-15:**

**C.** Robert Lisi, Chairman read *Resolution 2014-15* to the Housing Authority of the City of Ansonia Commissioners. This resolution ratifies Resolution 2013-26 that authorizes a contract for architecture, engineering and design services between the Housing Authority of the City of Ansonia and Tise Design Associates from June 3, 2013 to June 2, 2014 and with two one-year renewals in an amount not to exceed an additional \$284,991.43 and to increase the total contract amount to \$498,991.34.

**Housing Authority of the City of Ansonia**

**RESOLUTION 2014-15**

**RESOLUTION AMENDING AND RATIFYING THE CONTRACT AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ANSONIA AND TISE DESIGN ASSOCIATES FOR ARCHITECTURE, ENGINEERING AND DESIGN SERVICES FROM JUNE 3 2013 AND ENDING JUNE 2, 2014 TWO (2) ONE YEAR EXTENSIONS IN AN AMOUNT NOT TO EXCEED AN ADDITIONAL \$284,991.43 AND TO INCREASE THE AMOUNT OF THE CONTRACT TO \$498,991.34**

Chairman Lisi asked if there were any questions from the commissioners on **RESOLUTION 2014-15**.

Executive Director, Troy White explained this resolution would authorize the Executive Director to amend and ratify the contract for the architecture, engineering and design services between the Housing Authority of the City of Ansonia and Tise Design Associates in an amount not to exceed an additional \$284,991.34 for a period that commenced on June 3, 2013 and ending June 2, 2014 and to increase the amount of the contract to \$498,991.34.

- **Motion to approve RESOLUTION 2014-15.**

**Motion** by Edward Norman, Vice Chairman. **Second** by Eileen Krugel, Commissioner. No further comments. **All in Favor.** Motion passes unanimously.

\*\*\*Full text of **RESOLUTION 2014-15** is placed on file with the filing of the minutes of the Housing Authority of the City of Ansonia – Special Meeting of October 15, 2015.

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**\*\*\*\*RESOLUTION 2014-16:**

**D.** Robert Lisi, Chairman read **Resolution 2014-16** to the Housing Authority of the City of Ansonia Commissioners. This resolution adopts the revised Administrative Plan for the Housing Choice Voucher Plan.

**Housing Authority of the City of Ansonia**

**RESOLUTION 2014-16**

**RESOLUTION RATIFIES RESOLUTION 2014-01 THAT AUTHORIZES A CONTRACT FOR LEGAL SERVICES BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ANSONIA AND SHEEHY & DILLON COMMENCING JANUARY 6, 2016 IN AN AMOUNT NOT TO EXCEED AN ADDITIONAL \$60,000.00 AND TO INCREASE THE TOTAL CONTRACT AMOUNT TO \$120,000.00.**

Chairman Lisi asked if there were any questions from the commissioners on **RESOLUTION 2014-16**.

Troy White, Executive Director explained that this resolution, **Resolution 2014-16** if approved tonight will be added to the Agency Plan and submitted to HUD.

- **Motion to approve RESOLUTION 2014-16.**

**Motion** by Dan Kershaw, Commissioner. **Second** by Edward Norman, Vice Chairman. No further comments. **All in Favor.** Motion passes unanimously.

\*\*\*\*Full text of *RESOLUTION 2014-16* is placed on file with the filing of the minutes of the Housing Authority of the City of Ansonia – Special Meeting of October 15, 2015.

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\*\*\*\*\***RESOLUTION 2014-17:**

E. Robert Lisi, Chairman read *Resolution 2014-17* to the Housing Authority of the City of Ansonia Commissioners. This resolution once approved would be added to the Agency Plan.

**Housing Authority of the City of Ansonia**  
***RESOLUTION 2014-17***

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

Chairman Lisi asked if there were any questions from the commissioners on *RESOLUTION 2014-17*.

Troy White, Executive Director explained that this resolution, *RESOLUTION 2014-17* if approved tonight would bring up to date the language with regards to the Sec 8 guidelines. Once approved tonight it would be added to the Agency Plan and brought back to the full commission for the total approval of the Agency Plan with all revisions and added resolutions.

- **Motion to approve *RESOLUTION 2014-17*.**

**Motion** by Eileen Krugel, Commissioner. **Second** by Edward Norman, Vice Chairman. No further comments. **All in Favor.** Motion passes unanimously.

\*\*\*\*\*Full text of *RESOLUTION 2014-17* is placed on file with the filing of the minutes of the Housing Authority of the City of Ansonia – Special Meeting of October 15, 2015.

**Adjournment:**

- **Motion to adjourn at 6:18 PM.**

**Motion** by Eileen Krugel, Commissioner. **Second** by Dan Kershaw, Commissioner. **All in Favor.** Motion passes unanimously.

**Respectfully submitted,**

*Laura A. Wabno*

**Recording Secretary**

\*These minutes of the *Special Meeting* of October 15, 2014 are subject to the approval of the Housing Authority of the City of Ansonia at their next scheduled meeting.

# **Housing Authority of the City of Ansonia**

## **Minutes**

### **Wednesday October 29, 2014**

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at 6:00 PM by Chairman, Robert Lisi at the main office located at 36 Main St., Ansonia, CT.

#### **Pledge of Allegiance.**

**Roll Call:** Robert Lisi - Chairman, Edward Norman - Vice Chairman, Eileen Krugel – Commissioner, Dan Kershaw – Commissioner and Rev. Samuel Levey – Commissioner. Also present was Troy White, Executive Director.

#### **Additions, deletions or corrections to the agenda as presented.**

Director Troy White requested the commission to add two items to the agenda **1).** Amended Minutes of the Special Meeting of October 15, 2014 and **2).** Resolution 2014-20, Resolution Authorizing the Submission of a 9% Low Income Housing Tax Credit Application to the Connecticut Housing Finance Authority for Riverside Apartments.

- **Motion to add the above indicated items to the agenda.**

**Motion** by Commissioner, Eileen Kruger. **Second** by Vice Chairman, Edward Norman. **All in Favor.** Motion passes unanimously.

#### **Approval of the minutes of the regular meeting of the AHA on September 24, 2014 and the minutes of the Amended Special Meeting of October 15, 2014.**

Chairman Robert Lisi asked for questions on the minutes. Hearing none motion was made.

- **Motion to approve the minutes of the regular meeting of the AHA on September 24, 2014 and the amended minutes of the Special Meeting of October 15, 2014.**

**Motion** by Commissioner, Eileen Krugel. **Second** by Commissioner, Dan Kershaw. **All in Favor.** Motion passes unanimously.

#### **Public Session:**

Ms. Carol Mobillo an employee of the Housing Authority of the City of Ansonia informed the members of the commission that her position for the start of January 2015 has not been funded.

No one else from the public wished to address the Commissioners after three calls from the Chairman.

## **Review of Financial Statements:**

Executive Director, Troy White gave a brief overview of the current financial standings of the Ansonia Housing Authority for the period ending September 30, 2014. Director White indicated that there was less revenue than anticipated however, thru due diligence and watching the bottom line the actual surplus as of September 30, 2014 is \$185,582.00 under anticipated costs. He did reiterate his comments from last month to the commission that the AHA will be entering the cold weather season and these costs will rise but, reassured the commission that they will be keeping a close eye on spending.

**\*The full context of the Financial Statements will be placed on file with the filing of the Ansonia Housing Authority minutes of October 29, 2014.**

## **\*Monthly Reports:**

**Executive Director,** Troy White presented his monthly **Director's Report:**

Executive Director, Troy White presented his monthly report.

Director White reported that a new web-based payroll system will take effect November 2014. The system will be provided by ADP Payroll System. All staff will be trained on the new system which will be a two year contract. The new system will show a savings of \$2,500 annually.

News that the AHA was awarded a \$95,920 grant for FY 2014 for the Family Self Sufficiency Program (FSS) to support a flow position(s) for a FSS Program Coordinator (1.5 positions).

It was also noted that a Public Hearing would take place on December 10, 2014 at 5:00 PM at the AHA office regarding the new flat rents for all Public Housing developments. Director White also reminded the commissioners that The Amendment of the Agency Plan and the revision to the ACOP will be brought before the Board of Commissioners for action at the December 2014 meeting.

Vice Chairman, Edward Norman asked how many participants are currently enrolled in the FSS program. Director White indicated that there are about 50 participants. Vice Chairman Norman asked if there was a rating report available to show the progress and success rate. Director White indicated that he did not have a report at this time but would compile one for presentation for next months meeting.

With regards to the Riverside Apartments Redevelopment a 9% tax credit application is due to (CHFA) Connecticut Housing Finance Authority November 3, 2014. The Housing Authority and its partners Tise Design Associates and TAG Associates, Inc. are working to make the deadline for the pending round of competitive funding.

**Property Manager,** Bob Henderson presented his monthly report:

Mr. Henderson reported on the following AHA sites:



**James J. O'Donnell Apartments – State Elderly (Section 8) – 63 Woodlawn Avenue:** Unit #110, Unit #304 and #408 are under maintenance. There were a total of 8 work orders issued with 4 being routine and 4 urgent work orders. All were addressed and work completed.

**Monsignor Hynes Apartment Complex – 70 Woodlawn Avenue:** Unit # 11 has been completed under the new first turn around unit. The unit was received well by all. Bob Henderson, Property Manager commended his staff for all of their work and extra time in making this the first of many under the new turn around apartments. He noted that the trend would continue as the units became vacant. Contact has been made with Emmett O'Brien to do the remodel of the bathrooms. There were a total of 24 work orders issued with 15 being routine and 8 emergencies. All were addressed and work completed.

Vice Chairman, Edward Norman complimented Bob and his staff for a job well done and stated that he was very impressed with the first completed unit. Chairman Lisi echoed Vice Chairman Norman's compliments.

**Riverside Apartment Complex – Olson Drive:** There are no units vacant.

There were a total of 26 work orders issued with 17 routine, 8 emergencies and 1 urgent. All were addressed and work completed. Unit #149 has been placed offline.

**John J. Stevens Apartments – 75 Central Street:** Unit #4 is currently under maintenance.

There were a total of 13 work orders issued with 10 routine and 3 emergencies. All were addressed and work completed. Units #22 & #34 have had new heat furnaces installed by Ralph Mann & Sons.

Bob Henderson, Property Manager reported that both Simplex and the Fire Marshall have completed their inspections and he will have a final report for the commission next month. It was noted that all heating units in all of apartments are being serviced for the pending winter weather and are in line and on schedule. Also, all of the batteries in the tenant's smoke detectors are being changed.

Vice Chairman, Edward Norman stated that in looking back and comparing last year turn over reports that he would like to commend Bob and his crew for all of their work. Chairman Lisi stated that compared to the numbers when he first was appointed to this commission like Commissioner Norman he would like to commend Bob and his crew. He noted that last years reports showed a considerably longer turn around a 30-40 day turn around is commendable.

**Housing Choice Voucher Manager, Troy White** presented the monthly report:

Mr. White gave the following update to the commissioners: **1)** Instituting the Corrective Action Plan to correct the recent audit findings, **2)** Amending the Administrative and Agency Plan to reflect Project Based Vouchers in 2015, **3)** Amending a previous resolution regarding Project Based Vouchers, **4)** Issued 16 new admission vouchers, **5)** Cleaning and purging tenant files, **6)** Exhausting 2006 Waiting List, **7)** Leasing up candidates from 2006 Wait List and the beginning of 2012 and **8)** submitting Housing Choice Financials to Voucher Management System.

Director White stated that the AHA staff has been working long hours including nights and weekends to bring all of the files up to date and in-line with the Fair Market Rent new increase.

Chairman Lisi questioned the Port Ins (Vouchers in our jurisdiction which are billed to other agencies). Director White explained that if a resident lives and applies in Ansonia and they want to live in New Haven (example) there is a time frame to port the administrative costs from the AHA. This enables Ansonia to claim the administrative costs and gives the tenant a greater choice. Also, with a voucher in hand a resident has 90 days to secure an apartment with the possibility of a 30 day extension. If however, the tenant does adhere to the time line they will loose their voucher and the next name on the waiting list moves up.

**Ross Grant Coordinator/Resident Service Coordinator**, Vicky Clifford, presented her monthly report:

It was reported that all residents that participated in the recent trip to Yankee Candle in Mass. on September 25, 2014 and Rich's Ice Cream Farm in Oxford, CT were enjoyed by all.

The Star of Bethlehem Church in Ansonia will be putting together Thanksgiving baskets to local residents. Flyers will go out the last week of October 2014 to the residents. A request can be made through Vicky Clifford, Resident Service Coordinator by November 14, 2014.

There will also be two holiday luncheons planned for residents one on November 13, 2014 at the Ortoli Community Center and the second will be on December 12, 2014 at the Ortoli Community Center also. Both events will be catered by the culinary department at Emmett O'Brien Technical High School.

Ms. Clifford reported that she attended the recent meeting of the Valley Senior Council and found it informative and has invited a member of BHCare and South Central Connecticut Agency on Aging to coordinate with her and arrive at objectives that will help serve the tenants needs. She thanked Director Troy White for the opportunity and the tools to bring a wider range of services to the tenants.

Chairman Lisi echoed Ms. Clifford in commending Director White for his voice at the monthly meeting with Mayor Cassetti and his administration and always representing the tenants and providing concerns and progress reports.

She is currently in the process of developing an events schedule through the end of the year 2014. A quarterly senior trips schedule will be developed for 2015.

**\*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority of October 29, 2014.**

**Report of Committees.** None.

**Unfinished Business:** None.

**New Business:**

Chairman Bob Lisi presented the following resolution to the commissioners:

**Housing Authority of the City of Ansonia**

**RESOLUTION 2014-18**

**RESOLUTION AUTHORIZING THE APPROVAL OF THE SEMI-ANNUAL  
AFFIDAVIT FOR FINANCIAL STATEMENTS AS PER THE CONNECTICUT  
HOUSING FINANCE AUTHORITY STATE HOUSING PORTFOLIO FOR THE  
PERIOD ENDING SEPTEMBER 30, 2014 FOR THE HOUSING AUTHORITY OF THE  
CITY OF ANSONIA'S STATE ELDERLY DEVELOPMENT (E-75)**

- **Motion to approve RESOLUTION 2014-18 as presented.**

**Motion** by Commissioner, Eileen Krugel. **Second** by Commissioner, Rev. Samuel Levey. No further comments. **All in Favor.** Motion passes unanimously.

**\*\*Full text of RESOLUTION 2014-18 is placed on file with the filing of the minutes of the Housing Authority of the City of Ansonia – Meeting of October 29, 2015.**

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Chairman Bob Lisi presented the following resolution to the commissioners:

**Housing Authority of the City of Ansonia**

**RESOLUTION 2014-19**

**RESOLUTION AUTHORIZING THE APPROVAL OF THE FISCAL YEAR 2015  
OPERATING BUDGETS AND CHFA MANAGEMENT PLAN AT THE ANSONIA  
HOUSING AUTHORITY FOR THE FOLLOWING AREAS: LOW INCOME PUBLIC  
HOUSING OPERATING BUDGET LIHP; STATE ELDERLY OPERATING BUDGET  
(E-75); RIVERSIDE DEVELOPMENT OPERATING BUDGET; AND THE HOUSING  
CHOICE VOUCHER OPERATING BUDGET (SECTION 8)**

Vice Chairman Edward Norman inquired about the loss of revenue with the vacancies in the Riverside Apartments if they are not filled. Director White explained that rents are based on a 30% income and the rest is covered under HUD. With the breakdown of \$150-\$200 from tenant income and \$450-\$500 from HUD. With the project now in the demolition process the apartments once they become vacated and not re-rented the AHA would only lose the 30% of tenant income and would maintain the HUD portion.

- **Motion to approve RESOLUTION 2014-19 as presented.**

**Motion** by Vice Chairman, Edward Norman. **Second** by Commissioner, Dan Kershaw. No further comments. **All in Favor.** Motion passes unanimously.

**\*\*Full text of RESOLUTION 2014-19 is placed on file with the filing of the minutes of the Housing Authority of the City of Ansonia – Meeting of October 29, 2015.**

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Chairman Bob Lisi presented the following resolution to the commissioners:

**Housing Authority of the City of Ansonia**

**RESOLUTION 2014-20**

**RESOLUTION AUTHORIZING THE SUBMISSION OF A 9% LOW INCOME  
HOUSING TAX CREDIT APPLICATION TO THE CONNECTICUT HOUSING  
FINANCE AUTHORITY FOR RIVERSIDE APARTMENTS**

- **Motion to approve RESOLUTION 2014-20 as presented.**

**Motion** by Vice Chairman, Edward Norman. **Second** by Commissioner, Dan Kershaw. No further comments. **All in Favor**. Motion passes unanimously.

**\*\*Full text of RESOLUTION 2014-20 is placed on file with the filing of the minutes of the Housing Authority of the City of Ansonia – Meeting of October 29, 2015.**

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**Executive Session:**

Pursuant to Section 1-200 (6) and (8) of the Connecticut General Statutes an Executive Session was called at 6:45 PM to discuss:

1. April Brockenberry V. Ansonia Housing Authority
2. Ebony Whittle Claim
3. Real Estate – (site selection, the purchase or lease of property)

- **Motion to go into Executive Session to discuss the above items inviting Director Troy White and Attorney James Sheehy to participate.**

**Motion** by Commissioner Eileen Krugel. **Second** by Commissioner Dan Kershaw. No further comments. **All in Favor**. Motion passes unanimously.

- **Motion to come out of Executive Session at 7:31 pm.**

**Motion** by Commissioner Eileen Krugel. **Second** by Commissioner Dan Kershaw. No further comments. **All in Favor**. Motion passes unanimously.

**Adjournment:**

- **Motion to adjourn at 7:32 PM.**

**Motion** by Commissioner, Eileen Krugel. **Second** by Commissioner, Rev. Samuel Levey. **All in Favor**. Motion passes unanimously.

**Respectfully submitted,**

*Laura A. Wabno*

**Recording Secretary**

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

**Housing Authority of the City of Ansonia**  
**Minutes**  
**Wednesday December 17, 2014**

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 p.m. on December 17, 2014** by Chairman, Robert Lisi at the main office located at 36 Main St., Ansonia, CT.

**Pledge of Allegiance.**

**Roll Call:** Robert Lisi - Chairman, Edward Norman - Vice Chairman, - Dan Kershaw – Commissioner and Rev. Samuel Levey – Commissioner. Also present was Troy White, Executive Director. Absent Commissioner – Eileen Krugel.

**Additions, deletions or corrections to the agenda as presented.** None.

**Approval of the minutes of the regular meeting of the AHA of November 19, 2014.**

Chairman Robert Lisi asked for questions on the minutes. Hearing none motion was made.

- **Motion to approve the minutes of the regular meeting and annual meeting of the AHA of November 19, 2014.**

**Motion** by Vice Commissioner, Edward Norman. **Second** by Commissioner, Dan Kershaw. **All in Favor.** Motion passes unanimously.

**Public Session:**

**Joan Radin, Board of Aldermen, 5<sup>th</sup> Ward – AHA Community Housing Committee:** Ms. Radin commended the AHA and Director White for the recent Holiday Luncheon held at the Ortoli Community Center. She also praised the students and staff for the meal prepared by Emmett O'Brien Technical High School and the service to the residents. She further praised Director White and his staff for an excellent 2014 year and looked forward to a even better 2015.

Other members of the Commission also gave high marks to Ms. Clifford, ROSS Coordinator for arranging the luncheon and to the staff and students of Emmett O'Brien Technical High School for a job well done.

**Review of Financial Statements:**

Executive Director, Troy White stated that because the meeting for the month of December is earlier in the month due to the holiday the closing of the month's financials is delayed. The financial statements for November will be presented at the January 2015 scheduled meeting.

Director White did provide Commissioners with the Vendor Accounting Invoice Transaction through December 11, 2014.

Chairman Lisi asked if any of the commissioners had any questions on the statements provided by Director White. Chairman Lisi questioned the Investigative Services fee of \$6,334.91.

Director White stated that it was a personnel issue and he was not at liberty to discuss the matter due to the fact that it was a personnel issue.

**\*Full context of Vendor Accounting Invoice Transactions through December 11, 2014 will be placed on file with the filing of the minutes of the Ansonia Housing Authority for December 17, 2014.**

**\*Monthly Reports:**

**Executive Director,** Troy White presented his monthly **Director's Report:**

Executive Director, Troy White presented his monthly report.

Director White reported that a Public Hearing was held on December 10, 2014 with regards for public comments on the new flat rents for all Public Housing developments. No one was present other than Director White and Housing Operations Director Bob Henderson.

The AHA is participating in the Family Self Sufficiency Program which helps Housing Choice Voucher and Public Housing participants gain independence. Director White reported that with the help of the program the following results have occurred: **1).** 28 households have increased their income; **2).** 35 households had a cash reduction in assistance; **3).** 14 households have ceased receiving assistance as a result of household income increasing; **4).** the average increase in household income was \$8,688.77; **5).** one household graduated from the program in 2014; and **6).** there were a total of four graduates from the program in 2013.

Vice Commissioner Norman asked how the residents are made aware of the program. Director White stated that the program is promoted through mailings and the annual rectification process.

Director White also gave a report on the Riverside Development project. AHA staff, Tise Design and TAG Associates worked to provide additional information and clarity to the November 25, 2014 deficiency letter for the 9% tax credit application submitted November 3, 2014 to the Connecticut Housing Financing Authority (CHFA). All items for the CHFA letter were addressed and the December 16, 2014; 4:00 p.m. deadline was met.

It is also reported that the AHA has engaged A Different Perspective founded by Ms. Simone A. Mason to provide a preliminary assessment for the residents of Riverside Apartments for potential employment opportunities. This is a non-profit human services and education organization which would hold Community Engagement Meetings, Discuss Employment Opportunities, Evaluate Skill Sets and Training Needs and Development of a preliminary assessment for the residents.

**Housing Operations Director,** Bob Henderson presented his monthly Property Manager report:

Mr. Henderson reported on the following AHA sites:

**Riverside Apartment Complex – Olson Drive:**

There were a total of 32 work orders issued with 19 routine and 13 emergencies. All were addressed and work completed. Unit #149 a three-bedroom unit is off-line.

Mr. Henderson reported that there was roofing and plumbing issue which was handled in-house with maintenance at a savings of approximately \$5,000.00. Vice Chairman Norman voiced his concern regarding mold build-up when the warm weather approaches. Mr. Henderson is well aware of the concerns and with possible issues in the future and will work closely with the Naugatuck Valley Health District (NVHD).

**John J. Stevens Apartments – 75 Central Street:**

There were a total of 14 work orders issued with 10 routine, 2 emergencies, 1 contact and 1 urgent. All were addressed and work completed.

Unit #26 is currently under maintenance utilizing the new transformation policy recently put in place.

**Monsignor Hynes Apartment Complex – 70 Woodlawn Avenue:** There were a total of 22 work orders 15 routine and 7 emergencies. All have been addresses and taken care of.

Mr. Henderson reported that in the spring the current heating issues would be addressed. Mr. Henderson stated that although the current system is 5 years old it is not an efficient system.

**James J. O'Donnell Apartments – State Elderly – 63 Woodlawn Avenue:** There were a total of 10 work orders issued with 5 being routine, 4 emergency and 1 urgent work orders. All were addressed and work completed. Unit #202, Unit #401 and #408 are under maintenance and leases are up.

**Housing Operations Director,** Bob Henderson presented his monthly Housing Choice Voucher Program Report:

Mr. Henderson reported that management is currently under review and will be ready for presentation as soon as complete.

It was reported that there are a total of 563 tenants for the HCV program with room for an additional 169 for a total of 732. More information will be presented at the next monthly meeting. It was noted that the AHA is working closely with the City of Ansonia Building Inspector and all landlords are being made aware that each apartment rented must obtain a CO (Certificate of Occupancy) from said department. Mr. Henderson also made note the all blight issues would be addressed and follow-up and protocol will be followed to ensure that all residents are abiding by the rules and regulations when leasing apartments.

Mr. Henderson reported that there were a total of 89 inspections conducted for the month of November 2014 and all done by two staff members. Chairman Lisi asked about the 36 re-inspections? Mr. Henderson stated that it is a breakdown of communication between all parties. Landlords need to be clearly aware of the expectations and requirements prior to and when leasing to tenants. This will be followed much more closely and the numbers will drop.

**Ross Grant Coordinator/Resident Service Coordinator**, Vicky Clifford, presented her monthly report:

Ms. Clifford reported that a total of 55 residents participated in the Annual Holiday Luncheon at the Ortol Community Center. The special guest was Santa Claus assisted by one of his elves handed out stocking stuffers to the residents. The luncheon was catered by Emmett O'Brien Technical High School students under the direction of Chef Fusco.

Ms. Clifford is currently in the works of scheduling events for the tenants for 2015.

**\*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for December 17, 2014.**

**Report of Committees.** None.

**Unfinished Business:** None.

**New Business:** None.

Chairman Bob Lisi presented the following resolution to the commissioners:

Resolutions were read by Director Troy White:

**Housing Authority of the City of Ansonia**

**RESOLUTION 2014-23**

**RESOLUTION AUTHORIZING THE APPROVAL OF THE FIRST AMENDMENT OF THE 2015 PUBLIC HOUSING AGENCY FIVE-YEAR AN ANNUAL PLAN AND REVISIONS OF THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) FOR THE FLAT RENT AT PUBLIC HOUSING SITES AT THE HOUSING AUTHORITY OF THE CITY OF ANSONIA**

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**Housing Authority of the City of Ansonia**

**RESOLUTION 2014-24**

**RESOLUTION AUTHORIZING THE ADOPTION OF THE 2015 FAIR MARKET RENT FOR THE HOUSING CHOICE VOUCHER PROGRAM IN THE CITY OF ANSONIA, TOWN OF SEYOUR AND THE CITY OF SHELTON**

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**Housing Authority of the City of Ansonia**

**RESOLUTION 2014-25**

**RESOLUTION AUTHORIZING THE WRITE-OFF FOR FISCAL YEAR END 2014 FOR  
THE LOW INCOME PUBLIC HOUSING PROGRAM**

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**Housing Authority of the City of Ansonia**

**RESOLUTION 2014-26**

**RESOLUTION AUTHORIZING THE WRITE-OFF FOR FISCAL YEAR END 2014 FOR  
THE STATE MODERATE INCOME HOUSING PROGRAM.**

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- **Motion to approve the following Resolutions as presented and read into the record by Troy White, Executive Director: RESOLUTION 2014-23, RESOLUTION 2014-24, RESOLUTION 2014-25 and RESOLUTION 2014-26.**

**Motion** by Vice Chairman, Edward Norman. **Second** by Commissioner, Dan Kershaw. **All in Favor.**  
Motion passes unanimously.

*\*Complete text of RESOLUTION 2014-23, RESOLUTION 2014-24, RESOLUTION 2014-25 and RESOLUTION 2014-26 will be on file with the filing of the minutes of the Ansonia Housing Authority for December 17, 2014.*

- **Motion to go into Executive Session at 7:25 p.m. and inviting Troy White, Executive Director for the Evaluation and Annual Performance Review of the Executive Director at the request of Executive Director.**

**Motion** by Vice Chairman, Edward Norman. **Second** by Commissioner, Dan Kershaw. **All in Favor.**  
Motion passes unanimously.

- **Motion to return to regular session at 7:41 p.m. No action taken from Executive Session.**

**Motion** by Vice Chairman, Edward Norman. **Second** by Commissioner, Dan Kershaw. **All in Favor.**  
Motion passes unanimously.

**Adjournment:**

- **Motion to adjourn at 7:41 p.m.**

**Motion** by Vice Chairman, Edward Norman. **Second** by Commissioner, Dan Kershaw. **All in Favor.**  
Motion passes unanimously.

**Respectfully submitted,**

*Laura A. Wabno*

**Recording Secretary**

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