

Housing Authority of the City of Ansonia
Minutes
Wednesday – January 28, 2015

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM on January 28, 2015** 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, Eileen Krugel - Commissioner and Rev. Samuel Levey – Commissioner. Also present was Troy White, Executive Director.

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

Approval of the minutes of the regular meeting of the AHA of December 17, 2014.

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

- **Motion to approve the minutes of the regular meeting of the AHA of December 17, 2014.**

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

Public Session:

Dr. Simone Mason thanked the commission for the opportunity to help serve the residents under the Ansonia Housing Authority and educate the families through A Different Perspective.

Vice Chairman, Edward Norman asked if Dr. Mason would be able to give a short verbal presentation this evening on her engagement to date. Dr. Mason stated that she originally had 15 residents and to date 12 are still in the program. Her objective is to help woman with children with various stages of disabilities and pushing them beyond their comfort zone. The entire process is a transition from beginning to end of construction and rebuilding of themselves, to ready them for employment and self-sufficiently while building self-esteem and confidence. She went on to ask to meet with Chairman Lisi and form a working relationship with the Board of Education and utilize all avenues within the educational system in the City of Ansonia to help with the process. Chairman Lisi stated that yes he looks forward to meeting with Dr. Mason.

A resident (unidentified) stated that she has taken part in the program being offered with Dr. Mason and the Ansonia Housing Authority and she has been encouraging other residents. She also made note that she has seen a big change in the past year with the Ansonia Housing Authority as a whole and it has all been positive.

Chairman Lisi and Director White thanked Dr. Mason and the resident for their comments.

Review of Financial Statements:

Executive Director, Troy White reported that due to do diligence on behalf of himself and the staff of the Ansonia Housing Authority the actual financial surplus through the 11 month period of 2014 is \$248,462.00 even with 21.63% less funding from HUD. This includes a loss in the Housing Choice Voucher Program of \$38,915.00 due to reduced administrative fees. Executive Director, White made note that in 2013 the deficit within the State Elderly Program was \$109,000.00 and again due to hard work and watching the bottom line today the deficit is less than half at \$45,113.00.

Chairman Lisi asked what was All Star Property Management, LLC for \$3,350.00? Executive Director, White stated that this was the name of the new management company for the Ansonia Housing Authority's office space at 36 Main Street.

Chairman Lisi also asked if there were any complaints from the residents with regards to the changing of AT&T to Frontier? Executive Director, White stated no, he had not had any complaints within the AHA but, he has heard from outsiders of some problem that they were having.

***Full context of Vendor Accounting Invoice Transactions through November 30, 2014 will be placed on file with the filing of the minutes of the Ansonia Housing Authority of January 28, 2015.**

***Monthly Reports:**

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

Executive Director, White took this opportunity to thank Dr. Mason for all her help and assistance with the resident assessments.

On the Administrative side Executive Director, White reported that the requests for proposals (RFP) for the Management Review of the Housing Choice Voucher program were closed January 23, 2015. Staff is currently evaluating the proposals and will be selecting a firm to begin the assessments prior to the February 2015 Board meeting. Once the firm is under contract the total assessments will be completed within 60 days from notice to proceed. A full report will be presented to the Board once completed.

It was also reported that the proposals (RFP) for auditing services was re-issued when only one solicitation was submitted. The RFP will close February 16, 2015.

Chairman Lisi asked is there were any questions, hearing none Executive Director, White was thanked for his report.

Housing Operations Director, Bob Henderson presented his monthly report:

Mr. Henderson reported on the following AHA sites:

Property Management

Riverside Apartment Complex – Olson Drive:

There were a total of 32 work orders issued with 21 routine, 10 emergencies and 1 urgent. All were addressed and work completed. Unit #149 a three-bedroom unit is off-line.

Mr. Henderson reported that the heating system is the main cause for emergency service.

John J. Stevens Apartments – 75 Central Street:

There were a total of 17 work orders issued with 14 routine, 2 emergencies and 1 urgent. All were addressed and work completed.

Unit #31 is currently under maintenance being ready for vacancy turn using the new process.

Mr. Henderson reported that the boiler systems again are the main issues for service at the site.

Monsignor Hynes Apartment Complex – 70 Woodlawn Avenue: There were a total of 51 work orders 36 routine, 10 emergencies and 5 urgent. All have been addresses and taken care of.

Unit #1 is currently under maintenance.

Chairman Lisi asked Mr. Henderson to notify him once the unit is completed and prior to the new tenant moving in.

Mr. Henderson again reiterated to the commission that the heating system needs to be addressed.

Commissioner Eileen Krugel made note that the grant cycles are starting up for 2015. One grant that may be helpful, the Small Cities Grant with senior housing projects is seen as favorable. Ms. Krugel offered her assistance to help Mr. Henderson.

Executive Director, White stated that he and Mr. Henderson will be researching and going out to bid to replace the current heating system at the site and eventually replacing the windows.

James J. O'Donnell Apartments – State Elderly – 63 Woodlawn Avenue: There were a total of 32 work orders issued with 15 being routine, 6 emergency and 11 inspection work orders. All were addressed and work completed. Unit #202, Unit #401, Unit #408 and Unit #308 are under maintenance and leases are up.

Mr. Henderson reported that approximately 30% of the hot water heaters need to be replaced.

Mr. Henderson also reported with the change of the demographics of the residents and the concern of some of the long time residents he has asked the Ansonia Police Department to increase the patrols and possibly walk the halls occasionally and get to know the residents and for the residents to get to know the police officers. He also noted that some of the vacancies are due to residents not willing to adhere to the strict no pet policy and have opted to move elsewhere.

Housing Choice Voucher Program:

It was noted that the AHA is working closely with the City of Ansonia Building Inspector and all landlords will be made aware that each apartment rented in Ansonia 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 47 inspections conducted for the month of December 2014 and all done by two staff members. There were a total of 21 inspections, 19 failed inspections and 7 initial inspections.

It was duly noted that the Administrative Plan for Section 8 is being reviewed for changes. The staff and Mr. Henderson will be working on some Saturdays to start the lease up process (issue vouchers).

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

Ms. Clifford reported that on December 26, 2014 a Resident Meeting was held about AHA's Policies and Procedures. After the meeting some of the residents stayed and commented afterwards that they found the meeting informational however, they enjoyed the informal conversation with Ms. Clifford discussing everyday life issues.

A luncheon is being planned on Friday February 20, 2015 at the Ortoli Community Center. It will be catered by Emmett O'Brien Technical High School. The program will be coordinated to celebrate Black History Month, President's Washington and Lincoln's Birthday and Valentine's Day. Ms. Clifford will be reaching out and extending an invitation to the Ansonia Police Department, the Fire Department and Ansonia Library to attend the luncheon and give a small presentation.

Commissioner, Eileen Krugel commended Ms. Clifford for all the work she does on behalf of the residents. Commissioner Krugel made mention that the Valley Community Foundation has grants available which would help with future trips and culture experiences for the residents and offered her assistance if needed.

***All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority of January 28, 2015.**

Report of Committees. None.

Unfinished Business: None.

New Business: None.

Chairman Bob Lisi presented the following resolution to the commissioners:

Resolutions were read by Executive Director, Troy White:

Housing Authority of the City of Ansonia

RESOLUTION 2015-01

**RESOLUTION AUTHORIZING THE ADOPTION OF THE SMALL PURCHASES “P”
CARD POLICY AND PROCEDURES**

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Executive Director, White explained that this resolution would enable only those authorized; the Executive Director, Housing Operations Director, ROSS Coordinator and Bookkeeper to make small dollar purchases up to the Micro-Purchase threshold of \$2,000.00. “P” Cards are issued to purchase materials, supplies, equipment and services that are generally non-perishable or disposable. This program would allow the approved cardholder to purchase commodities and services from approved vendors only. This would allow the departments’ greater flexibility in obtaining goods or services under \$2,000.00 and reduce the volume of requisitions/purchase orders processed. The “P” Card is issued through Webster Bank.

It will be at the Executive Director’s discretion if anyone else would be eventually added to the initial list of approved departments submitted tonight. It would also be the Executive Directors if any expenses go beyond the \$2,000.00 limit in the case of an emergency and for the Executive Director to mitigate the expense with the vendor. Each emergency would be handled case by case.

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

\*Complete text of *RESOLUTION 2015-01* will be on file with the filing of the minutes of the Ansonia Housing Authority of January 28, 2015.

- **Motion to go into Executive Session at 7:00 PM and invite Troy White, Executive Director for the Evaluation and Annual Performance Review of the Executive Director at the request of Executive Director once the Commissioners have met initially.**

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

The Board returned to regular session at 7:27 p.m.

Motion was made to approve the Annual Performance Review of the Executive Director.

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

**Adjournment:**

- **Motion to adjourn at 7:30 PM.**

**Motion** by Commissioner, Dan Kershaw. **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 – February 25, 2015**

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM on February 25, 2015** 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 and Rev. Samuel Levey – Commissioner. Also present was Troy White, Executive Director. Excused absence Dan Kershaw – Commissioner.

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

**Approval of the minutes of the regular meeting of the AHA of January 28, 2015.**

Chairman Robert Lisi asked for questions on the minutes.

- **Motion to waive the reading of the minutes of the regular meeting of the AHA of January 28, 2015 and to approve as presented.**

**Motion** by Commissioner, Edward Norman. **Second** by Commissioner, Eileen Krugel. **All in Favor.** Motion passes unanimously.

**Public Session:** No one present wished to address the Commission.

**Review of Financial Statements:**

Executive Director, Troy White presented his financial report to the AHA commissioners. He stated on pages 9 through 14 are the closing figures for FY 2014. (Full contents of this report will be on file with the filing of the minutes of the AHA of February 25, 2015). The report shows a surplus of \$11,844.00. Adjustments were made for depreciation and to reclassify some expenditures.

Executive Director, Troy White explained that the monthly expense vouchers reported on pages 15 through 19 are paid twice a month. Chairman, Robert Lisi asked about the Howard & Johnson hotel bill in the amount of \$1,600.00. Executive Director, White explained that the bill was returned from Ansonia City Hall and needed to be paid directly from the AHA. The expense was incurred when a tenant had to be temporarily relocated when the roof leaked in their apartment.

**Full context of Vendor Accounting Invoice Transactions through February 20, 2015 will be placed on file with the filing of the minutes of the Ansonia Housing Authority of February 25, 2015.**

## **Monthly Reports:**

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

On the Administrative side Executive Director, White reported that there were two proposals for Housing Choice voucher Program Management Review received by the February 13, 2015 deadline. They are Quadel Consulting Corporation and The Nelrod Company. After a review of both proposals, the staff selected The Nelrod Company.

The Nelrod Company specializes in providing management, planning and training services to the affordable and assisted housing industry. They have also expanded their services offerings to include technical assistance in almost all facets of management and federal program operations. The program will include a total of eleven (11) tasks from orientation through a final written Technical Assistance report.

Executive Director, White stated he along with the AHA treasurer Rev. Samuel Levey and members of his staff will be reviewing the three audit proposals.

At last months meeting Chairman Lisi asked is there were reports or concerns with the recent takeover of AT&T by Frontier. At that time Executive Director, White stated none that have been reported to the AHA office or him directly. Since that time there was a breach in the system however, no personal information was obtained but, access was gained to allow an outside unknown to make out of the country telephone calls. The problems have since been remedied and he and his staff are currently looking into updating the current server and further protect all confidential information and data within the AHA. He is asking for no action at this time and will report back to the commissioners once a recommendation is ready to present to the AHA commissioners. Commissioner, Edward Norman asked if Cloud Computing was considered to be the host and stated that from his experience this would be more beneficial to all concerned.

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

#### **Mr. Henderson reported on the following AHA sites:**

##### **Riverside Apartments – Olson Drive:**

There were a total of 24 work orders issued with 15 routine, 8 emergencies and 1 urgent. All were addressed and work completed. Unit #149 a three-bedroom unit is off-line. Vacancy rate reported at 0.00%.

Mr. Henderson reported that the heating system is the main cause for emergency service.

Mr. Henderson reported that he is currently allowing the City of Ansonia to dump excessive snow removed from the downtown area to the empty lots on Olson Drive (South Side) and in return the city will give the AHA assistance during the spring.

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

There were a total of 12 work orders issued with 10 routine, 1 emergencies and 1 urgent. All were addressed and work completed. Vacancy rate reported at 2.94%.



Unit #31 is currently under maintenance utilizing the new transformation policy recently put in place.

Mr. Henderson reported that the boiler systems again are the main issues for service.

**Monsignor Hynes Apartments – 70 Woodlawn Avenue:** There were a total of 39 work orders 23 routine, 12 emergencies and 4 urgent. All have been addresses and taken care of. Vacancy rate reported at 1.35%.

Unit #1 is currently under maintenance utilizing the new transformation policy recently put into place.

Mr. Henderson again reiterated to the commission that the heating system needs to be addressed and he is currently researching pricing.

During a recent incident of pipes freezing it was brought to light when maintenance went to repair the problem that there was no insulation between the walls. It was noted that this may not be the only apartment with this issue and he and his team are going to be checking the other units to avoid the same problem in the future. Another issue was the tenants lowering the heat within their own units and leaving their apartment doors open (which is a violation) to obtain some heat from the hallways.

Commissioner, Edward Norman asked about the high volume of emergency calls to the units at 70 Woodlawn. Mr. Henderson stated that in most cases it is just a matter of the resident cooking and this in turn sets off the smoke detectors which in turns go to Simplex. The system is working exactly the way it should be. It was suggested that the residents meet with representatives from the Ansonia Fire department, the Fire Marshall and Ms. Vicky Clifford the Resident Service Coordinator in an open forum and discuss exactly what constitutes a real emergency call for 911 and simple safety steps when cooking to avoid the smoke alarms going off unnecessarily. This would also be the perfect opportunity to re-educate the residents on emergency procedures.

**James J. O'Donnell Apartments – State Elderly – 63 Woodlawn Avenue:** There were a total of 14 work orders issued with 8 being routine, 5 emergency and 1 urgent work orders. All were addressed and work completed. Vacancy rate reported at 10.00%.

#### **Bob Henderson, Housing Choice Voucher Program:**

Mr. Henderson reported that he and the staff have been working weekends and have closed the waiting list from 2006 and will be starting on the 2011 list. Once the vouchers have been issued the tenants are told to look aggressively for housing.

#### **Presentation: Housing Choice Voucher Inspection Process.**

A slide presentation prepared by Aida Davis and Donna Sember was presented by Aida Davis entitled *Inspection 101 – Housing Quality Control Standards*.

Their presentation detailed the four (4) different types of inspections and the process in which they must complete along with the landlords and tenants in order to qualify and/or maintain their status on the Housing Choice Voucher program.

Chairman Lisi asked if they are working with the City of Ansonia blight officials and the building department. Ms. Davis stated that they mainly work with the landlords unless after a reasonable amount of time it is determined that he/she is not cooperating and meeting the deadlines set they do work hand in hand with the blight officials.

Executive Director, White and the Commissioners thanked Ms. Davis for the slide presentation.

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

Ms. Clifford reported that there has been positive feedback regarding 55 plus participants at the luncheon and get togethers along with the round table discussions.

Ms. Clifford stated that she has meet with the representatives from the South Central Agency of Aging a Multi-Disciplinary Team known as the *M Team*. The mission is to bring together providers of services to the elderly for case management and education on issues of abuse, neglect and exploitation.

It was reported that a *Hoarding Task Force Bill 18* is currently in the CT Legislation waiting for approval. Once passed this will help the AHA to enforce the no hoarding rule.

On March 27, 2015 their will be a meeting with the Fire Marshall and Fire Chief with TEAM, Inc. of Derby Elderly Services Program providing the lunch.

Ms. Clifford concluded that beginning April 2015 she will start with the one on one resident re-assessments as part of the Ross Grant.

Executive Director, White stated that a few months back when it was decided to discontinue the lunch program due to low attendance it might not be received well. However, there has been no negative feedback to date, Ms. Clifford agreed.

**\*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority of February 25, 2015.**

**Report of Committees.** None.

**Unfinished Business:** None.

**New Business:** None.

Chairman Bob Lisi presented the following resolution to the commissioners:  
Resolutions were read by Chairman, Robert Lisi:

**Housing Authority of the City of Ansonia**

**RESOLUTION 2015-02**

**RESOLUTION AUTHORIZING THE SUBMISSION OF THE FY 2014 SECTION EIGHT  
MANAGEMENT ASSESSMENT PROGRAM (“SEMAP”) CERTIFICATION BY THE  
HOUSING AUTHORITY OF THE CITY OF ANSONIA**

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Executive Director, White explained that this resolution would allow him to make the necessary changes and rectify the application by this Friday the 27th on the Section 8 Management Program (SEMAP) Certification.

In his review he found certain areas that lacked the information to support or to back up the answers. He stated that all supplied data can be verified and where left blank this was insufficient data available. By 2016 all numbers will agree to the final numbers and percentage counts with all the correct documentation for verification.

Motion by Commissioner Eileen Krugel. **Second** by Commissioner, Edward Norman. **All in Favor.**
Motion passes unanimously.

*Complete text of *RESOLUTION 2015-02* will be on file with the filing of the minutes of the Ansonia Housing Authority of February 25, 2015.

Housing Authority of the City of Ansonia

RESOLUTION 2015-03

**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
DECEMBER 31, 2014 FOR THE HOUSING AUTHORITY OF THE CITY OF ANSONIA’S
STATE ELDERLY DEVELOPMENT (E-75)**

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Executive Director, White explained that this is the close out for 2014 as required by CHFA.

**Motion** by Commissioner, Eileen Krugel. **Second** by Commissioner, Edward Norman. **All in Favor.**  
Motion passes unanimously.

\*Complete text of *RESOLUTION 2015-03* will be on file with the filing of the minutes of the Ansonia Housing Authority of February 25, 2015.

**April Brockenberry vs. Housing Authority of the City of Ansonia Settlement Agreement:**

Executive Director, White stated that the case has been resolved and the tenant will be given a two-bedroom voucher and will relocate to another jurisdiction. There is no action required by this commission.

**Executive Director Performance Review:**

- **Motion to approve a 3% salary increase to the Executive Director, Troy White after a 2014 performance review.**

**Motion** by Commissioner, Edward Norman. **Second** by Rev. Samuel Levey. **All in Favor**. Motion passes unanimously.

**Adjournment:**

- **Motion to adjourn at 7:33 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 – March 25, 2015**

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM on March 25, 2015** by Chairman, Robert Lisi at the main office located at 36 Main Street Ansonia, CT.

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

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

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

**Approval of the minutes of the regular meeting of the AHA of December 17, 2014.**

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

- **Motion to waive the reading of the minutes of the regular meeting of the AHA of February 25, 2015 and to approve as presented.**

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

#### **Public Session:**

Chairman, Robert Lisi opened the Public Session and asked three times for any one from the public wishing to address the Ansonia Housing Authority. Hearing none the Public Session was closed.

#### **Review of Financial Statements:**

Executive Director, Troy White, stated it is too early in the fiscal year to have trend data. On the revenue side, interest income will be lower than expected because it was based off of development and Housing Choice Voucher reserves that were expended. Also, vacancy loss and funding from grants (allocation) will need to be monitored. On the expense side, the agency continues to spend less than the budget. Through February 2015 there is a small surplus of \$6,815. Two areas that are booked a year end depreciation and the PILOT will be accrued.

Executive Director, White explained that Reliable Technologies, LLC is in the process of updating the AHA main frame computers. Vice Chairman Edward Norman asked if there has been a work up done. Executive Director, White explained that all equipment will be ordered and delivered within 30 days of placing the order and will be up and running within 30 days after delivery. All software will also be updated to Microsoft 2013. The system will also contain a new Firewall with a four year guarantee and updates through Microsoft. The data will be hosted off site.

Vice Chairman Edward Norman asked if the other applications used by the AHA change. Executive Director, White stated that no the Public Housing Authority web will be in charge of their own applications. There is a licensing fee paid to PHA web, with that they make the updates as mandated and/or required. Vice Chairman Edward Norman asked if the new system will affect the PHA web. Director White replied no.

**\*Monthly Reports:**

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

**Riverside Apartments Redevelopment Update:**

Director White, announced that it is anticipated that the awards of the 9% Tax Credit Applications from the Connecticut Finance Authority (CHFA) will go before their Board of Directors at their March 26, 2015 meeting. The Board will be notified once the agency knows if the funding application was awarded or not awarded.

A letter was sent to the U.S. Department of Housing and Urban Development on March 2, 2015. The letter addressed the concerns raised by both SAC and the Fair Housing staff. A summary of the letter stated that the Housing Authority had an analysis completed to determine how to the greatest extent feasible how many more units could be placed on the site. Based on that, the project would add an additional six (6) hard construction units on the existing 6 acre component of the site for a revised total of 54 new units onsite. It was noted that these units are not part of the fiscal projections and would need to be funded.

The Authority will issue a Request for Proposals for the project-basing of 20 housing vouchers in our jurisdiction. Based on the current utilization, the Housing Authority has sufficient budget authority to cover the costs associated with these 20 units.

Executive Director White, indicated that the revised proposal addresses the concerns that were raised during a recent conference call.

A monthly meeting has been established with Mayor Cassetti and his staff to discuss the progress of the Riverside Apartments redevelopment project. The meetings will aid in the coordination needed with the City on the project.

Chairman Lisi asked is there were any questions, hearing none Executive Director White, was thanked for his report.

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

**Property Management:**

Mr. Henderson reported on the following AHA sites:

**Riverside Apartment Complex – Olson Drive:**

There were a total of 27 work orders issued 19 routine, 7 emergencies and 1 inspection. All were addressed and the work completed. Unit #149 a three-bedroom unit is off-line.

Mr. Henderson reported that the heating system is the main cause for emergency service.

Vacancy Rate: 0.00%

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

There were a total of 15 work orders issued 12 routine, 1 emergency and 2 urgent. All were addressed and the work completed.

Unit #31 is currently under maintenance utilizing the new transformation policy recently put in place.

Vacancy Rate: 2.94%

**Monsignor Hynes Apartment Complex – 70 Woodlawn Avenue:** There were a total of 36 work orders issued 22 routine, 11 emergencies and 3 urgent. All have been addressed and the work completed.

Unit #1 is currently under maintenance with the current lease up. Unit #54 is currently vacant and is undergoing the new transition policy recently adopted by the AHA.

Vacancy Rate: 2.7%

Mr. Henderson made note that two (2) units located on the first floors per building will be made handicap accessible.

**James J. O'Donnell Apartments – State Elderly – 63 Woodlawn Avenue:** There were a total of 10 work orders issued with 6 being routine, 3 emergencies and 1 urgent. All were addressed and the work is complete. Unit #410 under maintenance.

Vacancy Rate: 2.5%

**Housing Choice Voucher Program:**

Mr. Henderson reported that there were a total of 6 FSS transactions for the month of February 2015. Housing Choice Vouchers recertifications and vouchers issued totaled 86 transactions and there were 71 inspections. For a total of 142 transactions.

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

Ms. Clifford reported that a total of four residents were assisted with the Annual Food Stamp Renewal and State Assistance programs. One resident was referred to TEAM, Inc. home services programs. One additional resident returned home from convalescent rehabilitation and a needs assessment was performed to make sure all services are currently in place.

Ms. Clifford announced that TEAM, Inc. Meals on Wheels is scheduled to make a presentation on the services available and to provide lunch on Friday, March 27, 2015.

The Ansonia Housing Authority received the Ross Grant Award for a period of three years in the amount of \$246,000.00

Ms. Clifford will prepare a presentation of the E Logic Model for the next Board Meeting.

All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority of March 25, 2015.

**Report of Committees.** None.

**Unfinished Business:** None.

**New Business:** None.

Chairman Bob Lisi presented the following resolution to the commissioners:

Resolution was read by Executive Director, Troy White:

**Housing Authority of the City of Ansonia**

**RESOLUTION 2015-04**

**RESOLUTION AUTHORIZING THE APPROVAL OF A CONTRACT WITH  
MALETTA & COMPANY FOR AUDITING SERVICES FOR FISCAL YEARS  
2014, 2015, 2016 AND TWO ONE YEAR OPTIONS FOR FISCAL  
YEARS 2017 AND 2018**

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As previously stated Executive Director, White after evaluation of the three proposals for auditing services Maletta & Company was selected and recommended to the total Board of Commissioners.

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

*Complete text of *RESOLUTION 2015-04* will be on file with the filing of the minutes of the Ansonia Housing Authority of March 25, 2015.

Adjournment:

- **Motion to adjourn at 7:06 PM.**

Motion by Commissioner, Eileen Krugel. **Second** by Vice Chairman, Edward Norman. **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 – April 29, 2015

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at 6:00 PM on April 29, 2015 by Chairman, Robert Lisi at the main office located at 36 Main Street Ansonia, CT.

Pledge of Allegiance.

Roll Call by Executive Director Troy White: Robert Lisi - Chairman, Edward Norman - Vice Chairman, - Eileen Krugel - Commissioner and Rev. Samuel Levey – Commissioner (6:05 PM). Also present was Troy White, Executive Director. Dan Kershaw – Commissioner excused absence.

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

Approval of the minutes of the regular meeting of the AHA of March 25, 2015 as presented.

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

- **Motion to approve the March 25, 2015 minutes.**

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

Public Session:

Chairman, Robert Lisi opened the Public Session and asked three times for any one from the public wishing to address the Ansonia Housing Authority. Hearing none the Public Session was closed.

Review of Financial Statements:

Executive Director, Troy White presented to the commission all financials for the date ending March 31, 2015. A deficit of \$175,888 was reported at this time however, with the depreciation of property under the Ansonia Housing Authority of \$112,675 and with the recent Ross Grant monies received the financials will have a better review by the end of the fiscal year.

***Monthly Reports:**

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

Executive Director White reported that the Nelrod Company has completed a final draft of the Housing Choice Voucher Review summary report and action plan. The staff will provide final reviews in April at that time the Nelrod Company will review the comments and present its final report. The final report will then be reviewed by the Board of Commissioners at the May 27, 2015 meeting.

It was reported that the annual audit for the Housing Authority will begin the last week of April 2015. Maletta & Company will be conducting the audit. The anticipated completion and presentation to the Board of Commissioners is tentatively scheduled for June 2015.

Housing Authority of the City of Ansonia

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Executive Director White explained that at this time the Ansonia Housing Authority's application for the CHFA Tax Credit for 2014 Low-Income Housing Tax Credits did not receive sufficient points to be considered for a tax credit reservation in this funding round. The next round of tax credit funding is November 2015. The Housing Authority will review its funding options and discuss with the Redevelopment Committee of the Board.

Riverside Apartments Redevelopment Update:

Chairman Robert Lisi stated Mayor Cassetti has placed a Feasibility Study line item in the City of Ansonia budget for 2015-2016. Executive Director Troy White also echoed in stating that the entire process is right on course and heading in the right direction. Chairman Lisi asked approximately how many relocation meetings have taken place to date. Executive Director White stated that there have been approximately 8 plus informational meetings with the residents and three meetings with non-residents.

Vice Chairman Edward Norman asked if the plans recently submitted for the additional six units bringing the total to 54 units is in agreement with the regional offices. Executive Director White stated that yes everything submitted is in agreement with all parties. Executive Director White went on to explain that the remaining land which is not in the redesign plan will have the declaration of trust remain in place until the City of Ansonia had a plan in place.

Executive Director White further explained that all previous tenants will be given the opportunity to apply and be placed on the waiting list for the new units. A total of 165 tenants would be placed on a waiting list and would need to complete the interview process and meet all current guidelines set forth.

- 1) The Housing Authority must comply with the Uniformed Relocation Act (URA) on the relocation process.

Housing Operations Director, Bob Henderson presented his monthly reports:

Property Management:

Mr. Henderson reported on the following AHA sites:

Riverside Apartment Complex – Olson Drive:

There were a total of 43 work orders issued 23 routine and 20 emergencies. All were addressed and the work completed. Unit #149 a three-bedroom unit is off-line and will remain off-line along with Units #134 and #135.

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Mr. Henderson reported that most of the service was required due to the tenants removing the batteries in the smoke detectors. He also made note that the batteries were just recently replaced as with policy every year however, for one reason or another they were removed. It was reported that there are a total of 57 families still at the Riverside Apartment Complex to date.

Vacancy Rate: 0.00%

John J. Stevens Apartments – 75 Central Street:

There were a total of 25 work orders issued 15 routine and 10 emergencies. All were addressed and the work completed.

Unit #31 is currently under maintenance utilizing the new transformation policy recently approved by the Ansonia Housing Authority.

Vacancy Rate: 2.94%

Monsignor Hynes Apartment Complex – 70 Woodlawn Avenue: There were a total of 54 work orders issued 36 routine, and 18 emergencies. All but one routine work order was completed.

Unit #54 is currently vacant and is undergoing the new transition policy recently adopted by the AHA.

Vacancy Rate: 1.35%

James J. O'Donnell Apartments – State Elderly – 63 Woodlawn Avenue: There were a total of 20 work orders issued with 14 being routine and 6 emergencies. All were addressed and the work is complete. Unit #410 under maintenance.

Vacancy Rate: 2.5%

Mr. Henderson reported that during a recent inspection the fire suppression and the boilers all passed inspection.

Chairman Lisi asked Mr. Henderson the anticipated start date for the Ortol Community Room? Mr. Henderson stated that the start date will be in late summer with an approximate timeframe of 4 to 6 weeks.

Housing Choice Voucher Program:

Mr. Henderson reported that the Section 8 Program files have been brought up to date due to the due diligence of his dedicated staff and himself working late nights and weekends. There currently are 35 voucher participants looking for apartments. He also announced again due to the hard and dedicated work of the staff the department is approximately five months ahead of schedule in what they had initially reported.

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Vice Chairman, Edward Norman asked if the file clean-up process was moving forward, to which Mr. Henderson replied yes. He further stated that it has been a long on-going process and that another file purge will be upcoming very soon.

Vice Chairman, Edward Norman asked if the transition to CLOUD was complete. Reliable Technology uploaded new software and installed a new firewall on April 24th, the new mainframe will be installed May 1st and all data will be stored in the cloud. Our vendor was at the office April 27th to provide tech support and will be at the office on May 4th as well.

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

Ms. Clifford reported that a total of thirty elderly/disabled residents participated in a presentation by Ron Boucher, Nutritionists Coordinator from the Meals on Wheels (MOW), through our partnership with TEAM, Inc. This event brought thirty residents of the Ansonia Housing Authority together for a meal and to socialize with other residents throughout the AHA three elderly/disabled sites. Five of the residents which participated in the luncheon have since signed up with TEAM, Inc. program to participate in the Meals on Wheels program and are now having nutritional meals delivered to their homes.

Commissioner Eileen Krugel commended Ms. Clifford on the recent luncheon held April 24th for the residents and what a great job she is doing of bringing the other residents together to get to know their neighbors and just socialize with one another.

It was reported that the Resident Service component of the Ansonia Housing Authority has been added to the Ansonia Housing Authority website. Vice Chairman Edward Norman asked if the residents would be able to look for upcoming events. Ms. Clifford said once it is fine tuned that would be possible.

A trip is planned for the East Haven Trolley Museum in East Haven on Wednesday May 20th.

Resident Opportunity Self-Sufficiency Program:

Ms. Clifford presented a slid presentation of the Ross Grant's E-Logic Model. The Ross Grant provides services to three of the Ansonia Housing Authority's Developments: 15-1 Riverside Apartments, 15-2 John J. Stevens and 15-3 Monsignor Hynes Apartments. It was noted that the Riverside Apartments will still be assessed during the relocation process. Incorporating the E-Logic Model is an opportunity to establish a relationship between needs, services/activities (interventions) and outcomes or results of a program. The "logic" of these components associates the need to the services/activities which are expected to address and fix the need and then to the expected result(s) or outcome(s) that would be achieved as the result of the intervention (services/activities). Ms. Clifford went on to say that she will hand out the E-Logic model report at next month's Ansonia Housing Authority meeting.

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Vice Chairman Norman asked if the new website connection will be able to tie into the E-Logic resources. Executive Director White said that yes eventually it will be incorporated. Ms. Clifford also stated that a newsletter and other ways of communicating to the residents will also be implemented.

****All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority of April 29, 2015.**

Report of Committees. None.

Unfinished Business: None.

At this time Mr. Stephen E. Tise from TISE Design Associates of Newton, Massachusetts made a presentation to the members of the Ansonia Housing Authority and those present of the plans for the new Riverside Apartments/Townhouses. Once the plans have been fine-tuned and all have been approved by the City of Ansonia's Planning Commission they can proceed. Mr. Tise stated again these are just preliminary drawings and everything is on the table and opened for discussion before any final decisions are made and construction can begin.

Chairman Robert Lisi questioned Mr. Tise about a current retaining wall located on site. Mr. Tise said that with the location of said retaining wall it is best to work with what is currently in place and it would not be cost effective to remove or replace the wall as long as there are no structural issues. There will be additional landscaping done so as to give a much better view of the site and still serve its purpose.

It was also noted that there will be apartments designated for tenants that may have special needs and they would be located on the first floors and totally ADA equipped. Mr. Tise said though not required all units will be in compliance with ADA requirements. Under the state guidelines only 10% of the units are required to be ADA compliance however, all of the new units at the new Riverside Apartments will have ADA doorways, bathrooms, etc.

Executive Director stated that once the Demolition Disposition has been approved they can proceed with dialogue with the City of Ansonia City Planning for final approval.

New Business: None.

Chairman Bob Lisi presented the following resolution to the commissioners:

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

RESOLUTION 2015-05

**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 MARCH 31, 2015 FOR THE HOUSING AUTHORITY OF THE CITY
OF ANSONIA'S STATE ELDERLY DEVELOPMENT (E-75)**

Chairman Lisi asked the members of the commission if they had any questions. Hearing none
Chairman Lisi asked for a motion to pass Resolution 2015-05.

- **Motion to pass *Resolution 2015-5* as presented.**

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

****Complete text of *RESOLUTION 2015-05* will be on file with the filing of the minutes of the Ansonia Housing Authority of April 29, 2015.**

Adjournment:

- **Motion to adjourn at 7:02 PM.**

Motion by Vice Chairman, Edward Norman. **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 of the City of Ansonia
Minutes
Wednesday – May 27, 2015

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM on May 27, 2015** by Chairman, Robert Lisi at the main office located at 36 Main Street Ansonia, CT.

Pledge of Allegiance.

Roll Call by Executive Director Troy White: Robert Lisi - Chairman, Edward Norman - Vice Chairman, - Eileen Krugel - Commissioner and Dan Kershaw – Commissioner. Rev. Samuel Levey – Commissioner excused absence. Also present was Troy White, Executive Director. Representing the BOA from the 5th Ward and the AHA Community Housing Committee Ms. Joan Radin

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

Approval of the minutes of the regular meeting of the AHA of April 29, 2015 as presented.

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

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

Public Session:

Chairman, Robert Lisi opened the Public Session and asked three times for any one from the public wishing to address the Ansonia Housing Authority Board of Commissioners. Hearing none the Public Session was closed.

Review of Financial Statements:

Executive Director, Troy White explained that beginning with this monthly report for the period ending April 30, 2015 he will be compiling a summary of notes to the Financial Statements submitted. This new report will be broken down into five (5) different categories: **(1)** Federal Low Rent, **(2)** State Elderly, **(3)** Housing Voucher, **(4)** Enterprise and **(5)** Riverside Development.

Actual Dwelling Rental Income is under budget by 2.90%. For the FY2014 budget included was \$391,926 for grant revenue (\$358,354 for CFP and \$33,572 for FSS). To date the AHA has recognized the FSS grant revenue to the budget. However, only \$18,882 of the CFP grant revenue has been received to date. All major expense categories except maintenance areas are at or under budget. Year to date net loss is \$91,355 once the depreciation expense is backed out, the net income is \$56,245.

Housing Authority of the City of Ansonia

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Wednesday – May 27, 2015

Executive Director White also explained that in the \$64,000 on the administrative side in the budget, the cost sharing is done with employees through various departments within the Ansonia Housing Authority.

***Monthly Reports:**

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

Executive Director White reported that the Nelrod Company has completed the final Housing Choice Voucher Review Summary Report and Action Plan. Ansonia Housing Authority staff provided input to the report during the site visit March 16th through March 20th and reviewed the final drafted report on April 24th. The report was then broken into five sections: Executive Summary, Functions Affecting, All Housing Choice Voucher Operations, Assessments Summary Results for each SEMAP indicator and related items, Other Section 8 Programs and the Housing Choice Voucher Corrective Action Plan. It was determined that there are approximately 80 recommendations that need to be addressed and the timeline to accomplish these tasks in the corrective action plan will be from May 1, 2015 to December 31, 2015. The Nelrod Company will assist and work with the Housing Authority with additional technical assistance and training to improve the operation and compliance of the Housing Choice Voucher program.

The Nelrod system will be the AHA tools used for the; who, when and where to completion. This will enable a conclusion or solution on how to further succeed.

A new report will be added to the monthly Ansonia Housing Authority meeting packets. This will be entitled HCV (Housing Choice Voucher) Corrective Action Plan. The HCV Corrective Action Plan is a journey with four (4) stages in order for the Agency management and its personnel to improve their performance. For all aspects to be on board with the new plan all personnel must agree that there is a need for change, there must be a commit in carrying out the recommended improvements, learning the steps to become compliant with federal regulations and lastly all staff must put into practice just what they have learned through the open communications and steps. This will include but, not limiting the process to continual quality control checks. Every month the commissioners will be given an update of the current eighty (80) recommendations under this plan from the original 120 questions that were presented during this process. The Action Plan Table as presented tonight will show the (1) Page number referencing the recommendation in the Assessment Report, (2) Recommended Action and the desired outcome, (3) Assignment check to verify when the action was assigned to the Lead Staff, (4) AHA Lead, (5) Target Date; and (6) Actual Completion Date. This will also enable necessary actions if necessary to be put into place in the future. The effective start date for implementing this process is May 1, 2015 and to be completed within a 240 day timeframe or by December 31, 2015.

Vice Chairman Edward Norman asked what the purpose of the monthly HCV report is. Executive Director, Troy White stated that this will give the commissioners a way of tracking if the staff is on schedule and in compliance as indicated in this first report or behind schedule. Vice Chairman Norman asked if any changes needed to be done by a Resolution. Executive Director White responded yes and that all policies and procedures need to be ratified by the Ansonia Housing Authority Commission.

Housing Authority of the City of Ansonia

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Wednesday – May 27, 2015

An updated redraft of the Administrative Plan is the key to tying in local regulations for the Housing Choice Voucher Program. The second draft of the Administrative Plan is completed and was made for public comment as of May 26th. A Public Hearing will be scheduled for July 2015 with the new Policy going to the Board of Commissioners at the July monthly board meeting for approval. The new Administrative Plan fulfills Ansonia's needs and is more suitable for the AHA then the plan used previously as adopted and which was compiled by New Haven when the AHA first started back in 1948.

It was reported that the annual audit for the Housing Authority began the last week of April 2015. Maletta & Company is conducting the audit. The anticipated completion and presentation to the Board of Commissioners is tentatively scheduled for June.

Riverside Apartments Redevelopment Update:

Executive Director, Troy White reported that the Housing Authority has submitted all of the necessary documentation to the Special Application Center on the demolition and disposition amended application. The agency is waiting for final approval of said application. Once the application is approved the Housing Authority will begin the relocation process.

Vice Chairman Norman asked if the tenants have been notified. Executive Director White stated that once he has received the confirmation letter of approval he can proceed and start the meetings and discussions of the options for the remaining tenants.

Vice Chairman Norman asked if the voucher is an actual voucher. Executive Director White said that it is a letter issued by the Ansonia Housing Authority once all of the criteria and guidelines have been met. The letter is then given to the tenant at which time the tenant will search for potential housing.

**Complete Financial Statements and Executive Directors report for April 2015 will be placed on file at the City of Ansonia Housing Authority Office.*

Housing Operations Director, Bob Henderson excused absence.

Property Management:

The information contained in the filing of these minutes was taken directly from Mr. Henderson's monthly report as submitted for April 2015.

Riverside Apartment Complex – Olson Drive:

There were a total of 29 work orders issued 17 routine and 12 emergencies. All were addressed and the work completed.

Vacancy Rate: 0.00%

Housing Authority of the City of Ansonia
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Wednesday – May 27, 2015

John J. Stevens Apartments – 75 Central Street:

There were a total of 22 work orders issued 20 routine and 2 emergency. All were addressed and the work completed.

Vacancy Rate: 2.94%

Monsignor Hynes Apartment Complex – 70 Woodlawn Avenue:

There were a total of 32 work orders issued 30 routine, 1 emergency and 1 preventive. All have been addressed and the work completed.

Unit #54 has been updated with the new transition policy recently adopted by the AHA.

Members of the Ansonia Housing Authority Commission were invited to a walk-through of the recently transitioned unit #54 on Friday May 29th at 5:30 pm.

Vacancy Rate: 1.35%

James J. O'Donnell Apartments – State Elderly – 63 Woodlawn Avenue:

There were a total of 12 work orders issued with 9 being routine and 3 emergencies. All were addressed and the work is complete. Unit #410 under maintenance.

Vacancy Rate: 2.5%

Housing Choice Voucher Program:

Mr. Henderson's Section 8 report for April 2015 was placed on file with the filing of said minutes of May 27, 2015. No discussion.

Ross Grant Coordinator/Resident Service Coordinator, Ms. Vicky Clifford, presented her monthly report for April 2015:

Ms. Clifford reported that a Tenant Meeting was held on Friday May 1, 2015 at the Ortol Community Center. The agenda covered the Ross Grant Award, services and activities for summer 2015.

As part of the Ross Grant requirements Ms. Clifford attended the monthly Valley Senior Council meeting where she extended an invitation to all agency's that work closely with the elderly.

Vice Chairman, Edward Norman asked if TEAM, Inc. was a part of the outreach. Ms. Clifford stated that yes they are and that she is also pursuing the Northwest Elderly division as an important entity.

Commissioner Eileen Krugel again commended Ms. Clifford on all she does on behalf of the residents of the Ansonia Housing Authority.

Housing Authority of the City of Ansonia
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Chairman Robert Lisi questioned the \$850 for the recent bus trip the East Haven Trolley Museum. Ms. Clifford explained that May is a very busy time for renting buses with school class trips, etc. She also stated that the end of June there is a trip planned to Captain's Cove and she will research the competitive pricing before confirming.

****All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority of May 27, 2015.**

Report of Committees. None.

Unfinished Business: None.

Adjournment:

- **Motion to adjourn at 7:02 PM.**

Motion by Vice Chairman, Edward Norman. **Second** by Commissioner, Dan Kershaw. **All in Favor.**
Motion passes one no vote.

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 – June 24, 2015

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM on June 24, 2015** by Chairman, Robert Lisi at the Ortol Community Center – 70 Woodlawn Ave. Ansonia, CT.

Pledge of Allegiance.

Roll Call by Executive Director Troy White: 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. Representing the BOA from the 5th Ward and the AHA Community Housing Committee Ms. Joan Radin.

Vice Chairman, Edward Norman arrived at 6:10 PM.

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

Approval on the minutes of the regular meeting of the AHA of May 27, 2015.

- **Motion to approve the May 27, 2015 minutes.**

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

Motion by Commissioner, Dan Kershaw. **Second** by Commissioner, Rev. Samuel Levey. **All in Favor**. Motion passes unanimously.

Public Session:

Chairman, Robert Lisi opened the Public Session and asked for any one from the public wishing to address the Ansonia Housing Authority Board of Commissioners.

Pauline Taylor from John J. Stevens Apartments had the following concerns:

- Ramp needs repairs
- Laundry room door replacement
- Keys to laundry room door do not work
- Lawn care
- Trash at site

Michael Bonavita from John J. Stevens Apartments stated that those are his concerns also and added when will the parking lot be resurfaced and stripped.

Housing Authority of the City of Ansonia

Minutes

Wednesday – June 24, 2015

Naomi Wallace – John J. Stevens Apartments Ansonia, CT. Ms. Wallace agreed with the previous speakers and commended this commission and the new Executive Director Troy White on the improvements made to date and for continued success. She stated that things move slowly and she and the other residents are very appreciative for the progress to date and all the improvements to come. She also was very thankful that the new commissioners and Executive Director White keep the residents up to date and their quick response whenever there is a need or question.

Executive Director Troy White and Chairman Robert Lisi both thanked Ms. Wallace for her kind words and comments.

Review of Financial Statements:

Executive Director, Troy White reported that on pages eight (8) through twelve (12) of the Financial Report the aggregated totals are for the period ending May 31, 2015. It was reported that there was a loss in the YTD total ending May 31, 2015 of \$70,626.00. The reason being that when the budget was planned for 2014-2015 there was less revenue than expected and the need to offset cost with grant funds.

Federal Low Rent – Actual Dwelling Rental Income is under budget by 11.59%. The actual rent amounts are based on tenant income level and occupied units. State Elderly – Actual Dwelling Rental Income (Base Rent) is under budget by 5.94%. On page fourteen (14) there is now a PILOT report which will now be included every month with a breakdown of all Federal and State monies.

As noted with the new reporting all accounts are listed separately according to the items and the accounts from which the payments are withdrawn.

Also included in the Financial Report for May 2015 on pages fifteen (15) through twenty-two (22) is a complete list of vendors and account spending.

***Monthly Reports:**

Executive Director, Troy White presented his monthly Director's Report for June 2015:

Executive Director White reported that the Nelrod Company Corrective Action Plan being implemented by the Ansonia Housing Authority has a majority of the task for May 2015 completed. A complete list will be placed on file with the minutes.

It was noted that there would be a Special Board Meeting on June 29, 2015 at 6:00 p.m. at the Housing Authority's main office at 36 Main Street. The meeting will be held to receive the 2014 Annual Audit of the Ansonia Housing Authority conducted by Maletta & Company.

Housing Authority of the City of Ansonia

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Wednesday – June 24, 2015

Executive Director, White reported that an initial design has been completed for the window and door replacement project. The results from the environmental study recently completed are still pending. The timeline for the window and door replacement project will begin once the construction documents have been submitted. The bidding documents can be ready in approximately four weeks from approval, with the bid process taking two months. If all goes well the construction will be approximately six months depending on the access into each unit.

Riverside Apartments Redevelopment Update:

Regarding the Riverside Apartment Redevelopment project as reported in the May 27th report the Housing Authority has submitted all of the necessary documentation to the Special Application Center on the demolition and disposition amended application. The Board will be contacted once the demolition/disposition application has been approved and will proceed accordingly.

***Complete Financial Statements and the Executive Directors report(s) for June 24, 2015
will be placed on file at the City of Ansonia Housing Authority Office.**

Executive Director Troy White explained that on pages twenty-six (26) through thirty (30) the status of the corrective action plan shows the Recommended Action, appointed staff, target date, completion date and the final status. With the exception of page twenty-nine (29) three (3) items have been extended for completion. Vice Chairman Edward Norman asked Executive Director White how he knows when each report needs to be submitted. Executive Director White explained that every report or submission is put into the plan with the requirements, guidelines and timeframes and are watched very closely and adhered to.

The Executive Director mentioned with regards to HUD that he has a standing monthly telephone call about the corrective action plan.

Chairman Lisi asked if it is possible to have a lock and key system placed on the laundry room doors at the John J. Stevens Apartments. Executive Director White stated that he will meet with Mr. Henderson and follow-up. The other issue was painting. Again Executive Director answered by saying that the painting was a separate issue and that he would need to further research before he can give an answer.

Housing Operations Director, Bob Henderson:

Bob Henderson, Housing Operations Director presented new format reports showing a more detailed outline of work orders completed and incomplete along with the timeframe it took to resolve the issue(s) and which employee was assigned to it. The new reporting system will show the, Work Order by Priority and Work Order by User, this report will be presented on a quarterly basis.

Housing Authority of the City of Ansonia
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Wednesday – June 24, 2015

Riverside Apartment Complex – Olson Drive:

There were a total of 34 work orders issued with 32 completed and 2 incomplete. This was accomplished with two assigned workers within a total of 33 days with an average of 1.3 per day.

Vacancy Rate: 0.00%

John J. Stevens Apartments – 75 Central Street:

There were a total of 15 work orders issued with 11 completed and 4 incomplete. This was accomplished with two assigned workers within a total of 23 days with an average of 2.09 per day.

Monsignor Hynes Apartment Complex – 70 Woodlawn Avenue:

There were a total of 30 work orders issued with 29 completed and 1 incomplete. This was accomplished with three assigned workers within a total of 32 days with an average of 1.10 per day.

It was stated that most of the problems at the Monsignor Hynes Apartment Complex have to do with underground plumbing issues. Mr. Henderson reported that a scope camera was sent through the line to identify the problems and came up empty. He is still investigating the problem and working towards a solution especially before the cold weather returns.

James J. O'Donnell Apartments – State Elderly – 63 Woodlawn Avenue:

There were a total of 14 work orders issued with all 14 being completed. This was accomplished with just one assigned worker within 31 days with an average of 2.21 per day.

Mr. Henderson stated that he is very pleased with the new system now in place and with the new design for each unit as they become available. In all to date there has been a total of 5 unoccupied units within Monsignor Hynes Apartments going through or have been completed using the new design as previously adopted by the AHA.

Mr. Henderson reported that the new reporting system also allows for a Transaction Summary Report of all Housing Specialist, Transaction Type and the Status of All.

Under the Annual Reexamination Report it was reported that a total of 153 reexaminations took place of that; 1 New Admission, 4 Interim Reexamination, 147 Annual Reexaminations and 1 End Participation.

An article was submitted to the AHA Commissioners by Housing Operations Director, Bob Henderson he would like the commissioners to review and would like their input at the next scheduled meeting. The article was titled, "How Section 8 became a 'racial slur'. A history of public housing in America.

Housing Authority of the City of Ansonia

Minutes

Wednesday – June 24, 2015

Housing Choice Voucher Program:

Mr. Henderson's reported that the Section 8 report for June 2015 has a total of 40 new vouchers being issued. Also, included starting with this new reporting system is a breakdown of the Section 8 Leased Unit Summary and Transaction Summary Report with all names and social security numbers being detracted per law and for privacy.

He has encouraged all of his staff to participate in the free training with regards to the Housing Choice Voucher Program (HCVP) from the Nelrod Company.

Chairman Lisi requested feedback on the program from staff participating. He also asked if there were any other options for training to educate the Section 8 staff.

Ross Grant Coordinator/Resident Service Coordinator:

Ms. Vicky Clifford, presented her monthly report for June 2015:

Ms. Clifford reported that during the month she has addressed several issues on behalf of the tenants requesting her help. She has followed through either obtaining the information or helping with the paperwork so the issue(s) at hand would be taken care of.

Ms. Clifford recently attended a forum entitled, "On Demand Transportation". She reported that the Kennedy Center recently received a grant from the Federal New Freedom program to conduct a Mobility Management Project, the grant is provided by the U.S. Department of Transportation. The outcome of this project aims to coordinate all transportation options for people with disabilities, seniors/elderly and veterans. She will keep the commission informed as the information becomes available.

Another topic of concern recently discussed during the Valley Senior Council meeting was the lack of Adult Day Care facilities as well as getting information to seniors, elderly and persons with disabilities regarding programs and forums being held in the perspective communities.

A residents' trip is planned to Captain's Cove in Bridgeport on Friday June 26th.

A monthly resident's meeting is planned for Tuesday June 30th at the Ortol Community Center. At this time the agenda will include a review of medications and emergency numbers.

Ms. Clifford previewed her first issue of The Senior Life Times Newsletter. This will also be available on the ansoniahousing.com website under Resident Services. The newsletter will be available on a quarterly basis.

Executive Director, Troy White commended Ms. Clifford on the first printing of the newsletter. Ms. Clifford self-taught herself on MS Publisher and the end product speaks for itself. He stated that this is just one more way to reach the AHA tenants and is very pleased with the positive feedback he has received.

Housing Authority of the City of Ansonia
Minutes
Wednesday – June 24, 2015

****All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority of June 24, 2015.**

Report of Committees: None.

Unfinished Business: None.

New Business:

Approval of Resolution 2015-05 as read by Chairman Robert Lisi:

Housing Authority of the City of Ansonia

Resolution 2015-05

RESOLUTION AUTHORIZING THE RATIFICATION OF RESOLUTION 2013-13 THE CONTRACT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ANSONIA AND TIMOTHY P. SANDOR, FOR FEE ACCOUNTING SERVICES ENDING APRIL 30, 2016 IN AN AMOUNT NOT TO EXCEED AN ADDITIONAL \$30,000.00 AND TO INCREASE THE AMOUNT OF THE CONTRACT TO \$101,280.00

WHEREAS, the Housing Authority of the City of Ansonia (AHA) has a recurring need for a FEE Accounting Services; and

WHEREAS, solicitation AHA-RFP-2013-02 was issued on February 28, 2013 for Fee Accountant Services at the Ansonia Housing Authority to cover the Federal, State, Housing Choice Voucher and other programs; and

WHEREAS, on the submission date deadlines, two (2) responses were received Timothy P. Sandor and HFS Consulting, LLC; and

WHEREAS, on April 24, 2013 the Board of Commissioners of the Housing Authority of the City of Ansonia approved Resolution 2013-13 to enter into an agreement for Fee Accounting Services with Timothy P. Sandor for two years in the amount not to exceed \$71,280. The agreement also had a one year option; and

WHEREAS, the contract for Fee Accountant Services provided by Timothy P. Sandor shall be ratified upon the approval by the Board of Commissioners to expire April 30, 2016 and the contract amount will not exceed an additional \$30,000.00 and to increase the amount of the contract to \$101,280.00.

Housing Authority of the City of Ansonia
Minutes
Wednesday – June 24, 2015

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

1. The Executive Director is hereby authorized to ratify the contract for Fee Accountant Services between the Housing Authority of the City of Ansonia and Timothy P. Sandor in an amount not to exceed an additional \$30,000 for a period commencing May 1, 2013 and terminating April 30, 2016 and to increase the amount of the contract to \$101,280.00.
- **Motion to approve Resolution 2015-05 as presented by Chairman Robert Lisi.**

Motion by Vice Chairman, Edward Norman. **Second** by Commissioner, Eileen Krugel.

Discussion on the motion; Vice Chairman, Edward Norman asked why the resolution was needed.

Executive Director White explained that when the AHA first went into contract with Timothy P. Sandor with Resolution 2013-13 there was an option to extend the contract prior to the contract expiring. By extending this contract at this point and time the fee is set by **Resolution 2015-05**

All in Favor. Motion passes unanimously.

Executive Director White expressed his appreciation to the residents that attended tonight's meeting. He made note that the next three (3) monthly meetings (July, August and September) will also be held at the Ortoli Community Center and all are welcomed to attend.

Executive Session:

Pursuant to Section 1-200 (6) and (8) of the Connecticut General Statutes there will be an Executive Session to discuss a pending legal matter.

- **Motion to go into Executive Session and inviting Atty. James Sheehy, Housing Operations Director Bob Henderson and Executive Director Troy White 6:55 PM.**

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

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- **Motion to return to regular session at 7:30 PM.**

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

Adjournment:

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

Motion by Vice Chairman, Edward Norman. **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 of the City of Ansonia

Minutes – Special Meeting

Monday June 29, 2015

A Special Meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM on June 29, 2015** by Chairman, Robert Lisi at the main office located at 36 Main Street Ansonia, CT.

Pledge of Allegiance.

Roll Call by Executive Director Troy White: Robert Lisi - Chairman, Edward Norman – Vice Chairman and Eileen Krugel – Commissioner. Also present was Troy White, Executive Director.

Absent Dan Kershaw – Commissioner and Rev. Samuel Levey – Commissioner.

Public Session:

Chairman, Robert Lisi opened the Public Session and asked for any one from the public wishing to address the Ansonia Housing Authority Board of Commissioners.

Hearing none Chairman Robert Lisi continued the Special Meeting.

New Business:

Annual Audit of the Housing Authority of the City of Ansonia for the Fiscal Year 2014 presented by representatives from Maletta & Company.

The two auditors representing Maletta & Company were asked to join the commissioners' table to begin the presentation.

The representative started by stating that the responsibility of Maletta & Company is to express their opinions on the financial statements based on the audit prepared for presentation this evening. The audit is in accordance with the auditing standards contained in the Government Auditing Standards, issued by the Comptroller of the United States.

The information presented tonight was for the purpose of forming opinions on the financial statements that collectively comprise the Housing Authority of the City of Ansonia's basic financial statements.

The Financial Statements are broken down into three categories:

- 1) The *Statement of the Net Position* (Balance Sheet) which consist of all of the Authority's assets and liabilities, and provides information about the amounts invested in assets and the obligations to the Authority's creditors. It also provides a basis to assess the Authority's liquidity and financial flexibility. This information is also used to analyze the Authority's increases and decreases in the net position and to provide a useful and helpful indicator of the Authority's financial standings.

Housing Authority of the City of Ansonia

Minutes – Special Meeting

Monday June 29, 2015

- 2) The *Statement of Revenues, Expenses and Changes in Net Position* accounts for the year's revenues, expenses and charges in net position and depicts the operating activity during the fiscal year.
- 3) The *Statement of Cash Flow* provides information concerning the Authority's sources and use of funds during the reported period. It will also reflect any net changes in cash as a result of operating.

Conversations continued amongst the Executive Director, the commissioners and the representatives from Maletta & Company.

The biggest change was the depreciation and the use of the Capital Fund to supplement the difference as indicated on page 9 of this report.

On page 18 under NOTE 9 – *Housing Choice Vouchers Net Position Summary* shows that after a detailed breakdown of Housing Choice Voucher (HCV) that there were still funds not spent during the fiscal period and were taken back. It also shows that in addition, program reserves were available for Housing Assistance Program (HAP) expenditures in HUD-held program reserves totaling \$700,736 as of December 31, 2014. These funds are available to the Ansonia Housing Authority however, they will be held by HUD until the expenditures can be provided by the end of the fiscal year.

On page 18 under Note 10 – *HUD Capital Fund Program* the Ansonia Housing Authority is awarded federal capital grant from HUD. The grants are to be expended for the modernization and replacement of housing related to its federal public housing projects. The auditors made note to the AHA that they must be able to substantiate the need. The commissioners were reminded that Congress has the right to not fund the total of \$700,736 and fund a lower amount.

On page 48 a *Summary of Auditor's Results* a breakdown of all phases addressed in the presentation here were reviewed by the commission and the representatives from Maletta & Company. The positives and the areas where a need for improvement(s) were reviewed and discussed. Pages 49 -50 give a break down of each program showing condition, criteria, cause, effect or potential effect and the recommendations from Maletta & Company.

The meeting of all concluded with Executive Director Troy White, Chairman Robert Lisi and the commissioners thanking the representatives from Maletta & Company for their report and presentation.

With no further business or discussion the meeting concluded.

(The complete report presented to the AHA including the Financial Statements and Reports of Independent Certified Public Accountants (Maletta & Company) will be placed on file with the recording of the minutes of the Special Meeting held on June 29, 2015).

**Housing Authority of the City of Ansonia
Minutes – Special Meeting
Monday June 29, 2015**

Adjournment:

- **Motion to adjourn at 7:43 PM.**

Motion by Commissioner, Eileen Krugel. **Second** by Vice Chairman, Edward Norman. **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 – July 29, 2015

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM on July 29, 2015** by Chairman, Robert Lisi at the Ortoli Community Center – 70 Woodlawn Ave. Ansonia, CT.

Pledge of Allegiance.

Roll Call by Executive Director Troy White: Robert Lisi - Chairman, Edward Norman – Vice Chairman, Dan Kershaw – Commissioner and Rev. Samuel Levey – Commissioner. Also present was Troy White, Executive Director. Representing the BOA from the 5th Ward and the AHA Community Housing Committee Ms. Joan Radin. Excused absence Eileen Krugel – Commissioner

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

Approval on the minutes of the regular meeting of the AHA of June 24, 2015 and the Special Meeting of June 29, 2015.

- **Motion to approve the minutes of the regular meeting of the AHA of June 24, 2015 and the Special Meeting of June 29, 2015 as presented.**

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

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

Public Session:

Chairman, Robert Lisi opened the Public Session and asked for any one from the public wishing to address the Ansonia Housing Authority Board of Commissioners.

Dale Ruff – James O'Donnell Apartments. Concerns were raised regarding the overall condition of the building. The building was reported to be filthy beginning with the laundry room and working its way up. It was noted that there has not been major clean up in years to the apartment building. There is tape holding in screens, missing tiles on the floor as well as the ceiling, vents with caked on dirt, dust and grim. The floors have been neglected for a very long time. The walkway from where the garbage is taken out has a trail of dirt and smells.

Executive Director, Troy White explained that a lot of outstanding issues mentioned were present long before he came to this agency. All of Ms. Ruff's concerns were noted but, unfortunately a lot of the items have to do with budgeting constraints. He further stated that at times there is not even enough money to address the simplest of issues.

Housing Authority of the City of Ansonia
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Wednesday – July 29, 2015

Housing Operations Director, Bob Henderson informed the members of the commission and those present that the first floor of the James J. O'Donnell Apartments is scheduled for a cleaning this Saturday.

John Nolan – Monsignor Hynes Apartments. Mr. Nolan voiced his concerns with regards to the updated smoke alarm system installed. He said that even when it is just a matter of a little smoke from a resident cooking the alarm will go off and the fire department responds. This is happening continually due to the placement of the smoke detectors. Chairman Robert Lisi stated that he will meet with the Fire Department officials to see if there is something that can be addressed to cut down on the non-emergency smoke detectors going off.

Ms. Joan Radin, Board of Alderman, 5th Ward and AHA Community Housing Committee. Gave high praises to Vicky Clifford, Ross Grant Coordinator on her recent first addition of the Senior Life Newsletter which was released last month.

Debbie Hanley – Monsignor Hynes Apartments. Voiced her concerns as well with regards to the smoke alarm going off repeatedly for non-emergencies. In her opinion the way the system is set-up it is approximately less than 10 feet from the stove and the slightest amount of smoke from the stove sets it off.

Daryl Parks – Monsignor Hynes Apartments. Mr. Parks stated that he was scheduled to have the AC in his apartment recharged but to date has not been done.

Shawn Mcenany – Monsignor Hynes Apartments. The tenant stated that the parking issue is a problem. Visitors are staying over night and in some cases parking in the emergency lanes.

Review of Financial Statements:

Executive Director, Troy White reported that Financials through June 30th there is a \$206,510 deficit due to depreciation. However, netting out depreciation there is positive cash flow of \$18,640.

The monthly billing statements for July 2015 were presented for review. Executive Director White asked if the commission had any questions. Chairman Robert Lisi questioned the expense for the HCV (Housing Choice Voucher) hearing and the hiring of Atty. Stamos. Executive Director White stated that given the subject of the case it warranted hiring an independent hearing officer.

Ms. Radin commended the commission for use of local businesses as she had previously recommended.

Another concern discussed amongst the members of the audience was the need for better police protection. Vice Chairman, Edward Norman stated that at one time he did run a neighborhood block watch. However, at that time the use of the Ortol Community Center was not available for the group to use for meetings.

Housing Authority of the City of Ansonia

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Wednesday – July 29, 2015

It was suggested that there be a liaison between the Ansonia Police Department and the residents. A meeting will be held between Staff and Board members to address this concern. Mr. Henderson will address the issue of bringing back the neighborhood watch program.

***Monthly Reports:**

Executive Director, Troy White presented his monthly Director's Report for July 2015:

Executive Director White first would like to address some of the maintenance issues brought up tonight.

Contractor's bids for the parking lots are in process. Landscaping issues will also be addressed. The

With regards to the smoke detector issue, prior to the latest system installed the complexes were out of compliance. After going over extensively with the City of Ansonia's Fire Marshall, Mr. Tingley this was the system recommended bringing all of the complexes in compliance with city and state regulations.

Executive Director White and Chairman Lisi will meet with Mr. Tingley and research if there is a solution or option to address the number of false alarms with regards to cooking.

With regards to the parking issue Executive Director, White said that when the complex was built years ago for that time there was plenty of parking. However, with the change of times and needs people are driving or in some cases may have two cars. The problem for the AHA is the lack of land surrounding the units/complex and the costs associated with securing the funds for privately owned land and then the costs associated with converting the land into parking spaces. It is something that he and the commissioners are aware of and are looking into all options and possible funding sources. Again, this is not a simple process or simple solution but the commission and he will look into all options.

Regarding the air conditioning question from Mr. Parks. Executive Director, Troy White explained that a contract with Ralph Mann has them coming out twice a year. Once to recharge and inspect the air conditioning units and again in the fall to inspect all of the heating units and to repair as needed. If a tenant is made aware that Ralph Mann is coming out on a particular day to perform the necessary work and is not home or made the necessary arrangements Ralph Mann will not make a special trip. This is a very time consuming and costly process for the AHA. If the AHA were to call Ralph Mann out for individual yearly maintenance it would exceed the scope of the contract that the AHA has with them for the program. Emergencies are the exception and are taken on a case by case basis.

With that being said Executive Director, White said that one additional Robo Call will be made to advise residents when the air conditioning units missed the first time will be serviced. Residents are reminded that they must make arrangements and be available for service.

Housing Authority of the City of Ansonia

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Executive Director White and Chairman Robert Lisi will review the list presented and prioritize and address them in a pro-active way. Strategic planning is the main objective when trying to resolve some of the issues presented here tonight as well as others. Executive Director, White made note that there has not been any Capital Improvement money allocated in the past five plus years on major capital items. A lot of the issues presented here tonight as well as other concerns unfortunately far exceed the AHA budget.

Executive Director, White went on to give his monthly Director's Report.

The Housing Choice Voucher program is on track with the Corrective Action Plan recently adopted for the month on June 2015 with a majority of the tasks completed.

A public hearing was conducted on June 16, 2015 the purpose was to present the changes to the Administrative Plan. The revised plan is in compliance with all current HUD regulations. The completed revised plan will be placed on file with the recording of tonight's minutes.

The window and door replacement design for Monsignor Hynes and John J. Stevens has been completed. All environmental testing has been completed at both sites. Bid documents will be presented the week of July 20th and advertised no later than June 29th with a goal to bring the contract before the Board of Commissioners at the August 2015 meeting.

The Heating, Ventilating and Air Conditioning (HVAC) Project for the above mentioned sites has been placed on hold pending a review of an alternative approach since the costs projected far exceeded expectations.

Riverside Apartments Redevelopment Update:

The Housing Authority is currently awaiting a decision from the Department of Housing (DOH) regarding the Predevelopment Loan that was submitted on June 25, 2015 to cover predevelopment costs for the redevelopment of Riverside Apartments. The Housing Authority applied for \$300,000.00.

The next steps for the Riverside Redevelopment Project will include:

- Start the resident relocation process
- Gain site plan approval with the City of Ansonia
- Prepare demolition and abatement specifications

***Complete Financial Statements and the Executive Directors report(s) for July 29, 2015
will be placed on file at the City of Ansonia Housing Authority Office.**

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Housing Operations Director, Bob Henderson:

Mr. Henderson reported that the Ortol Community Center will begin with one of the biggest projects ever under taken by the Ansonia Housing Authority. Everything from top to bottom will be updated and brought to code. Chairman Lisi asked who will be doing the work, to which Mr. Henderson replied all will done with a bid process for contractors. Chairman Lisi asked that the commissioners be kept informed of the progress.

Riverside Apartment Complex – Olson Drive:

There were a total of 26 work orders issued with 24 completed and 2 incomplete.

Vacancy Rate: 0.00% development is off line due to demolition approval.

John J. Stevens Apartments – 75 Central Street:

There were a total of 31 work orders issued with 25 completed and 6 incomplete.

Vacancy Rate: 2.95%

Monsignor Hynes Apartment Complex – 70 Woodlawn Avenue:

There were a total of 39 work orders issued with 36 completed and 3 incomplete.

Vacancy Rate: 4.05%

James J. O'Donnell Apartments – State Elderly – 63 Woodlawn Avenue:

There were a total of 14 work orders issued with all 13 being completed and 1 incomplete.

Vacancy Rate: 2.50%

Housing Choice Voucher Program:

Mr. Henderson's reported that the Section 8 report for June 2015 has a total of 11 new admissions. Annual reexaminations 49 and Interim reexamination 47. Total of vouchers being issued from 1/1/2015 to 6/30/2015 was 82. The Voucher Management System of 6/2015 reports that there are 583 active vouchers.

Another issue Mr. Henderson would like to address was the possibility of hiring a security officer to go from site to site familiarize himself/herself with the residents and their concerns and for additional protection. This would be in conjunction with the APD.

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Ross Grant Coordinator/Resident Service Coordinator:

Ms. Vicky Clifford, presented her monthly report for July 2015:

Ms. Clifford reported that during the month of June there was a resident trip to Captain Cove in Bridgeport.

A tenant meeting was held on Tuesday June 30th in which medication lists, emergency contacts (updated in necessary), up-coming events, the Newsletter and the Ansonia Housing Authority's website.

Representatives from BHC presented a program on crimes against the elderly, ten residents attended the presentation.

Two representatives from Blue Cross/Blue Shield made a presentation regarding dual insurance needs along with Medicare, Medicaid and private insurance. A total of eight residents attended. Two residents have scheduled appointments with BC/BS for health insurance.

****All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority of July 29, 2015.**

Report of Committees. None.

Unfinished Business: None.

New Business:

Approval of ***Resolution 2015-06*** as read by Chairman Robert Lisi:

Housing Authority of the City of Ansonia

Resolution 2015-06

**RESOLUTION AUTHORIZING THE APPROVAL OF THE SECOND AMENDMENT OF
THE 2015 PUBLIC HOUSING AGENCY FIVE-YEAR PLAN, ANNUAL PLAN AND
SUBSTANTIAL REVISION TO THE ADMINISTRATIVE PLAN AT THE HOUSING
AUTHORITY OF THE CITY OF ANSONIA**

WHEREAS, pursuant to the requirements of Section 511 of the Quality Housing and Work Responsibility Act of 1998, the Housing Authority of the City of Ansonia (AHA) has prepared the second (2nd) amendment to its 2015 Public Housing Agency (PHA) Five-Year and Annual Plan and substantial revisions to the Administrative Plan; and

Housing Authority of the City of Ansonia
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Wednesday – July 29, 2015

WHEREAS, the Housing Authority has provided the public with the requisite notice and comment period for the 2015 PHA Five-Year, Annual Plan and substantial revisions to the Administrative Plan pursuant to 24 CFR §905.300; and

WHEREAS, the Housing Authority has conducted the required Public Hearing on July 16, 2015 for the PHA Plan and substantial revisions to the Administrative Plan and has provided the required period for comments on said PHA Plan and substantial revisions to the Administrative Plan pursuant to 24 CFR §905.300; and

WHEREAS, the Housing Authority is making substantial revisions to the Administrative Plan to ensure compliance with all HUD regulations; and

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

1. The second Amendment of the 2015 Public Housing Agency Five-Year, Annual Plan and substantial revisions to the Administrative Plan is hereby approved by the Board of Commissioners of the Housing Authority of the City of Ansonia; and
2. The Executive Director is hereby authorized to implement the new Administrative Plan.

Signed by: _____
Troy D. White, Executive Director

July 29, 2015
(Date)

Chairman Lisi asked if commission members had any questions on **Resolution 2015-06**, hearing none.

- Motion to approve **Resolution 2015-06** as presented by Chairman Robert Lisi.

Motion by Vice Chairman, Edward Norman. **Second** by Commissioner, Rev. Samuel Levey.
All in Favor. Motion passes unanimously.

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Approval of **Resolution 2015-07** as read by Chairman Robert Lisi:

**Housing Authority of the City of Ansonia**

**Resolution 2015-07**

**RESOLUTION AUTHORIZING THE APPROVAL OF A CONTRACT BETWEEN THE  
HOUSING AUTHORITY OF THE CITY OF ANSONIA AND HOUSING OPPORTUNITIES  
UNLIMITED TO PROVIDE RELOCATION SERICES FOR RIVERSIDE APARTMENTS  
RESIDENTS FOR ONE YEAR ENDING JULY 31, 2016 IN THE AMOUNT NOT TO  
EXCEED \$87,800.00**

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

## **Minutes**

### **Wednesday – July 29, 2015**

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**WHEREAS**, the Housing Authority of the City of Ansonia solicited a bid for relocation services as per our procurement policy; and

**WHEREAS**, the specific services request under Request for Proposal AHA-RFP-2015-04 are as follows:

- Development of a Relocation
- Development of a Marketing Plan for Affordable Housing within the New Haven County
- Housing Counseling Services
- Relocation Assistance Services

Each one of those services having a strict schedule with tasks, descriptions, a completion timeframe and listing of the staff responsible for each task; and

**WHEREAS**, Housing Opportunities Unlimited (HOU) is a private corporation that provides relocation services, case management/resident services and related consulting assistance to housing entities. This corporation provides clients with relocation methods that ensure the protection of residents during the relocation process and have developed systems that facilitate large scale relocation programs that comply with all HUD requirements; and

**WHEREAS**, HOU staff is experienced with federal regulations following the Uniform Relocation and Real Properties Acquisition Act of 1970, as amended (URA), the State of Connecticut laws including Chapter 153: Department of Economic and Community Development Uniform Relocation Assistance Act; and

**WHEREAS**, the relocation will include relocation policies, schedule, procedures and guidelines for the residents. A coordinator will meet one on one with the households to get their needs and preferences. After the results of those assessments HOU will reach out to potential landlords in New Haven County to identify available units that are of the appropriate size, rent, eligible for lease up and find private landlords willing to participate in the Housing Choice Voucher Program; and

**WHEREAS**, counseling services will explain relocation options, benefits and resident responsibilities; provide each household with comparable relocation options; calculate and administer relocation benefits and provide assistance in arranging for moves, including utility disconnection and connection. Also providing information on local childcare, schools, transportation options and other social services; and

**Housing Authority of the City of Ansonia**  
**Minutes**  
**Wednesday – July 29, 2015**

**WHEREAS**, relocation Assistance will be individualized to each household based on their relocation needs and preferences. HOU's Relocation Coordinator will provide assistance with completing and required paperwork, coordinate with AHA's Section 8 Department for unit inspections and other leasing procedures, schedule moves and make sure they're completed on time and prepare relocation claim forms; and

**WHEREAS**, the contract for Relocation Services provided by Housing Opportunities Unlimited shall be for one year, ending July 31, 2016 and the contract amount will not exceed \$87,800.00.

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

1. The Executive Director is hereby authorized to enter into contract for Relocations Services Between the Housing Authority of the Cit of Ansonia and Housing Opportunities Unlimited in an amount not to exceed \$87,800.00 for a period commencing July 31, 2015 and terminating July 31, 2016.

Signed by: \_\_\_\_\_  
Troy D. White, Executive Director

July 29, 2015  
(Date)

Chairman Lisi asked if commission members had any questions on **Resolution 2015-07**. Chairman Lisi asked if there were any other bids. Executive Director White stated only one bidder. Hearing no further questions Chairman Lisi asked for a motion.

- **Motion to approve Resolution 2015-07 as presented by Chairman Robert Lisi.**

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

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Approval of **Resolution 2015-08** as read by Chairman Robert Lisi:

Housing Authority of the City of Ansonia

Resolution 2015-08

**RESOLUTION AUTHORIZING THE CHAIRMAN OF THE BOARD OF COMMISSIONERS
TO EXCUTE THE ANNUAL AFFIDAVIT FOR FINANCIAL STATEMENTS AND HAVE
THE EXECUTIVE DIRECTOR SUBMIT THE 2014 ANNUAL AUDIT TO THE
CONNECTICUT HOUSING FINANCE AUTHORITY AND CONNECTICUT DEPARTMENT
OF HOUSING**

Housing Authority of the City of Ansonia
Minutes
Wednesday – July 29, 2015

WHEREAS, it is a requirement of the Housing Authority of the City of Ansonia to have the Semi-Annual Affidavit for Financial Statements approved by the Board of Commissioners; and

WHEREAS, the 2014 annual audit was presented and received by the Board of Commissioners at a special meeting held June 29, 2015; and

WHEREAS, the Chairman of the Board of Commissioners acting on behalf of the Board of Commissioners is required to sign the Annual Affidavit for Financial Statements which is a requirement of the Connecticut Housing Finance Authority for the State Housing Portfolio; and

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

1. The Chairman is hereby authorized to execute the Annual Affidavit for Financial Statements for the 2014 annual audit; and
2. The Executive Director is authorized to submit the 2014 annual audit to the Connecticut Housing Finance Authority and the Connecticut Department of Housing.

Signed by: _____
Troy D. White, Executive Director

July 29, 2015
(Date)

Chairman Lisi asked if commission members had any questions on **Resolution 2015-08**, hearing none.

- **Motion to approve Resolution 2015-08 as presented by Chairman Robert Lisi.**

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

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Approval of **Resolution 2015-09** as read by Chairman Robert Lisi:

**Housing Authority of the City of Ansonia**

**Resolution 2015-09**

**RESOLUTION AUTHORIZING THE APPROVAL OF THE SEMI-ANNUAL AFFIDAVIT  
FOR THE FINANCIAL STATEMENTS AS PER THE CONNECTICUT HOUSING FINANCE  
AUTHORITY STATE HOUSING PORTFOLIO FOR THE PERIOD ENDING JUNE 30, 2015  
FOR THE HOUSING AUTHORITY OF THE CITY OF ANSONIA'S STATE ELDERLY  
DEVELOPMENT (E-75)**



**Housing Authority of the City of Ansonia**  
**Minutes**  
**Wednesday – July 29, 2015**

**WHEREAS**, it is a requirement of the Housing Authority of the City of Ansonia to have the Semi-annual Affidavit for financial Statements approved by the Board of Commissioners; and

**WHEREAS**, for the period ending June 30, 2015 the financial statements for the John J. O'Donnell Apartments has been completed and certified; and

**WHEREAS**, the Chairman of the Board of Commissioners acting on behalf of the Board of Commissioners is required to sign the Semi-Annual Affidavit for Financial Statements which is a requirements of the Connecticut Housing Finance Authority for the State Housing Portfolio; and

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

1. That the Board of Commissioners of the Housing Authority of the City of Ansonia approve the Semi-annual Affidavit Statements for the period ending June 30, 2015; and
2. The Chairman is hereby authorized to execute the Semi-annual Affidavit for Financial Statements and any other necessary forms or documents related to the State Housing Portfolio requirements and authorize the Executive Director to submit the financials to the Connecticut Housing Finance Authority.

Signed by: \_\_\_\_\_  
Troy D. White, Executive Director

July 29, 2015  
(Date)

Chairman Lisi asked if commission members had any questions on ***Resolution 2015-09***, hearing none.

- **Motion to approve *Resolution 2015-09* as presented by Chairman Robert Lisi.**

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

\*Full text and accompanying information regarding *Resolution 2015-06, Resolution 2015-07, Resolution 2015-08 and Resolution 2015-9* will be placed on file with the recording of the minutes of the July 29, 2015 City of Ansonia Housing Authority.

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Adjournment:

- **Motion to adjourn at 7:15 PM.**

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

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

Housing Authority of the City of Ansonia

Minutes

Wednesday – August 26, 2015

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM** on **August 26, 2015** by Chairman, Robert Lisi at the Ortoli Community Center – 70 Woodlawn Avenue, Ansonia, CT

Pledge of Allegiance.

Roll Call by Executive Director Troy White: Robert Lisi - Chairman, Edward Norman – Vice Chairman, Dan Kershaw – Commissioner, Eileen Krugel- Commissioner and Rev. Samuel Levey – Commissioner. Also present was Troy White, Executive Director. Representing the BOA from the 5th Ward and the AHA Community Housing Committee Ms. Joan Radin.

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

Approval on the minutes of the regular meeting of the AHA of July 29, 2015.

- **Motion to approve the minutes of the regular meeting of the AHA of July 29, 2015**

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

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

Motion by Vice Chairman, Edward Norman to deviate from the agenda to bring up under Public Session the resolutions and actions taken on last month's issues and complaints. **Second** by Eileen Krugel. **All in Favor.** Motion passes unanimously.

Executive Director, Troy D. White explained that all the maintenance concerns that were raised at last month's meeting were summarized and documented in the Executive Director Report, recorded in the minutes and placed in the Board Packet, which becomes a permanent record.

Housing Operation Director, Robert Henderson gave an overview on the items. First stating that the three maintenance men worked eight hours of overtime on Saturday August 1, 2015 and will be working mandatory overtime Saturday, August 29, 2015 to address some of the issues at James J. O'Donnell Apartments.

As to the concerns regarding the smoke alarm system, Mr. Henderson spoke with the Fire Marshal, Ray Tingley and also Simplex Grinnell. Both agreed that it is a problem with the programming not with the placement of the detectors. Simplex will be out to correct the problem.

Ralph Mann was out to recharge several air conditioners that were not working properly. They will be returning to test the heating units within the next couple of weeks.

Housing Authority of the City of Ansonia

Minutes

Wednesday – August 26, 2015

Mr. Henderson addressed the concerns with the parking lot. He stated that he has in the past and will continue to tag and tow cars that are parked illegally.

Below is a list of issues at **John J. Stevens Apartments** that Mr. Henderson addressed:

- Ramp repairs – The Housing Authority is getting a quote from a contractor in September to install new ramps in the front of some apartments as well as the side of the building near the laundry room.
- Parking lot resurfacing and stripping- This will take place in September, again waiting for the quote. There is plenty of room for parking in the back of the building so numbering spaces is not needed at this time.
- Laundry room door replacement- One door was replaced and the other repaired.
- Lawn care- The maintenance men do a diligent job keeping up with the mowing, however, if it is not being done on a timely manner please call the main office and let Tanya know.
- Trash- A complaint was made to the City that someone has been putting trash out too soon. Must go out 24 hours prior to scheduled pick up day.
- Laundry room door keys not working- John has replaced the locks.

Executive Director White asked that the tenants please call all maintenance issues into the Main Office and speak with Tanya. He explained all work orders go into one system so that they can be tracked.

Vice Chairman Edward Norman asked if in Bob Henderson's report he could keep a log to separate work orders from complaints. Mr. White clarified that a work order is not a complaint and that complaints cannot be handled the same as a work order, however, he will look into this and get back to the Board.

Public Session:

Chairman, Robert Lisi opened the Public Session and asked for any one from the public wishing to address the Ansonia Housing Authority Board of Commissioners.

Debbie Hanley Monsignor Hynes Apartments. Thanked everyone for the work that is being done to the complexes. Her only concern is that she would like to know when the Housing Authority would be replacing the lilac bushes that were cut down from the front of her apartment.

John Nolan- Monsignor Hynes Apartments. Concerned that the parking lot is a speedway. He suggested that recess troughs are installed at the entrance and exit of the parking lot.

Dale Ruff- James J. O'Donnell Apartments. Voiced her concerns with the security of the building. The fire door as well as the main door in the back of the building is often left opened, both late at night and early in the morning. Troy White stated that he, Mr. Henderson and the IT provider had just had a lengthy meeting in the morning to discuss the security of the building. They will be reaching out to the Fire Marshal to schedule a walk through of the building to look at all exterior doors. Troy White will

Housing Authority of the City of Ansonia

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respond at the next Board meeting. Ms. Ruff was also concerned with that inappropriate items were left on the tables in the community day room.

Shawn Mcenany- Monsignor Hynes Apartments. Stated that there are no light bulbs in the fixtures at the back of the building. Also, there is an old stove in the back blocking the entrance.

John Nolan- Monsignor Hynes Apartments. Would like the Community Center to be open in the winter as a warming center if power outages occur.

Kim'mula Eason- Monsignor Hynes Apartments. Would like to know if there can possibly be a streetlight installed at the wooded area at the corner of Smith Street and the apartment complex. It is very dark there. Chairman, Robert Lisi suggested getting in touch with the United Illuminating.

Review of Financial Statements:

Executive Director, Troy White reported that Financials through July 31st there is a \$142,443 deficit due to depreciation. However, there is a net income of \$120,232. We are managing our portfolio, as we need to be.

Mr. White stated that the Housing Authority is current on the PILOT payment to the City of Ansonia. Paid over \$16,000 for 2014.

The monthly billing statements for August 2015 were presented for review. Executive Director, White asked if the commission had any questions. No one had questions.

***Monthly Reports:**

Executive Director, Troy White presented his monthly Director's Report for August 2015:

Executive Director White first deviated to the Voucher Management System Report. This is a monthly mandated report submitted to HUD, prepared by the Fee Accountant and approved by the Executive Director. This report tracks the utilization of the program, how many vouchers are being used in our budget authority. To summarize we have 611 vouchers being utilized out of 732. Twenty-four of them are housing authority owned (State Building). Ninety-six new vouchers issued, one portable voucher and three out of ten project based. The portable HAP costs billed and unpaid is \$ 17,844.

The ACOP and dwelling lease is currently available for public review and will be included in the packet for next month's meeting.

Also included in the packet is information on smoke free housing which will be discussed at next month's meeting.

Executive Director White addressed the concerns that were brought up by Vice Chairman, Edward Norman in regards to the State Elderly Program. The Housing Authority's Fee Accountant drafted three financial scenarios:

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1. If nothing is done and continue to manage the way it has been using the reserves, the money will run out in 2022.
2. Increase the Fair Market Rents. This will have a slight impact.
3. Invest in a 7.5 million dollar renovation to the site, which at this point is unaffordable.

Mr. White stated that this is certainly an item to start discussing and build on it. Perhaps this would need a separate committee. This report is just a first run draft and it needs to be dialoged each month going forward.

Vice Chairman, Edward Norman asked if number three scenario of 7.5 million could be adjusted to a lower figure. Mr. White replied that more input is needed from other sources. Possibly that number could go down with value engineering, perhaps to around 3.5 million. 7.5 million is a high estimate but considering the amount of work that would need to be done could also be realistic.

***Complete Financial Statements and the Executive Directors report(s) for August 26, 2015
will be placed on file at the City of Ansonia Housing Authority Office.**

Housing Operations Director, Bob Henderson:

Mr. Henderson reported that Riverside Apartments boilers have gone down again. Ralph Mann was called and came right out to repair them. They will do whatever they have to, to get them running through the end of the year.

Riverside Apartment Complex – Olson Drive:

There were a total of 26 work orders issued with 26 completed.

Vacancy Rate: 0.00% development is off line due to demolition approval.

John J. Stevens Apartments – 75 Central Street:

There were a total of 22 work orders issued with 22 completed.

Vacancy Rate: 0.00%

Monsignor Hynes Apartment Complex – 70 Woodlawn Avenue:

There were a total of 27 work orders issued with 27 completed.

Vacancy Rate: 4.05%

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James J. O'Donnell Apartments – State Elderly – 63 Woodlawn Avenue:

There were a total of 22 work orders issued with all 21 being completed and 1 incomplete.

Vacancy Rate: 10.00%

Housing Choice Voucher Program:

Mr. Henderson reported that Dwoun Byrd from HUD- Hartford Field Office came down and she is very pleased with the progress that is being made in the Section 8 Department.

Mr. Henderson reported that the Section 8 report for July 2015 has a total of 14 new admissions, 34 Annual re-examinations and 37 Interim re-examinations. Total of vouchers being issued from 1/1/2015 to 6/30/2015 was 87. The Voucher Management System of 7/2015 reports that there are 592 active vouchers.

Ross Grant Coordinator/Resident Service Coordinator:

Ms. Vicky Clifford, presented her monthly report for August 2015:

Ms. Clifford reported that Shirley Collins, a resident at Monsignor Hynes has been and will continue to collect soda can tabs, which are being donated towards the upkeep of the Ronald McDonald House in New Haven.

Vicky is meeting with residents of the James J. O'Donnell Apartments every Tuesday and Thursday, to discuss general items with the tenants.

Ms. Clifford attended the monthly M Team Meeting and The Valley Senior Service Meeting held in Shelton. The meeting assists those working with elderly and disabled clients.

Ms. Clifford held a monthly resident meeting. Sixteen residents attended. They were given a ticket to receive a free ice cream from Mr. Softee.

****All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority of August 26, 2015.**

Report of Committees. None.

Unfinished Business: None.

New Business:

Laura Wabno sent a resignation letter to the Executive Director and the Board of Commissioners. The Board asked Mr. White to write a letter on their behalf thanking her for her service and professionalism to the Housing Authority.

Housing Authority of the City of Ansonia
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Wednesday – August 26, 2015

Approval of *Resolution 2015-10* as read by Chairman Robert Lisi:

Housing Authority of the City of Ansonia

Resolution 2015-10

RESOLUTION AUTHORIZING THE APPROVAL OF A CONTRACT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ANSONIA AND L. HOLZNER ELECTRIC COMPANY FOR THE REPLACEMENT OF WINDOWS AT MONSIGNOR HYNES AND JOHN J. STEVENS IN AN AMOUNT NOT TO EXCEED \$560,000.00 AND BE COMPLETED BY DECEMBER 31, 2015. THERE IS AN ALTERNATE OPTION AS PART OF THE BID IF THE HOUSING AUTHORITY AND L. HOLZNER ELECTRIC COMPANY AGREE TO REPLACE DOORS AT BOTH SITES IN THE SPRING OF 2016 WOULD BE AN ADDITIONAL \$540,000.00

WHEREAS, THE housing Authority of the City of Ansonia solicited a bid/ RFP for construction work at Monsignor Hynes and John J. Stevens; and

WHEREAS, the specific services request under the bid / Request for Proposal AHA-RFP-2015-05, the project bids closed on August 14, 2015 and one bidder L. Holzner Electric Company submitted a bid. The work was as follows; and

- Replacement of Doors (Interior and Exterior)
- Replacement of Windows
- Removal of bars
- Environmental Abatement

WHEREAS, Silver / Petrucelli completed the design for the replacement of the windows and doors at Monsignor Hynes and John J. Stevens; and

WHEREAS, Payne Environmental, LLC completed sample environmental testing windows and doors at Monsignor Hynes and John J. Stevens; and

WHEREAS, the project was bid out and advertised in the New Haven Register. Three contractors attended the pre-bid walk through of both sites. The bid closed on August 14, 2015; and

WHEREAS, L. Holzner Electric Company was the only bidder to submit a bid. Founded in 1964 in Bridgeport, CT, Holzner Electric began as a family-owned and operated business, and has since grown to employ over 50 tradesmen, project managers, estimators, engineers and support staff. Holzner Electric provides licensed electrical contracting to federal, state and municipal agencies; commercial and residential property owners or managers; and general contractors; and

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WHEREAS, L. Holzner Electric Company Capabilities include “design/build”, creating a plan and engineering a solution for any electrical project. Whether you need an additional light switch in your home, a standby generator, a complete commercial service upgrade, or even a new data center. The qualifications and licenses are below; and

Qualifications and Licenses

- Major Contractor license in Connecticut #MCO.900418
- Licensed Home Improvement Contractor #HIC.0629092
- E1 Licensed in Connecticut E1#101214
- Connecticut Department of Administrative Services SBE certified
- Connecticut Department of Administrative Services Pre-qualified up to \$20 million
- Bonding capabilities of \$15 million for a single project, and \$20 million aggregate
- Participant in the Connecticut Department of Labor Apprenticeship Program
- All staff posses current OSHA training and certification
- Federal DUNS #018611160
- Fully insured, certificates available upon request
- Licensed professional engineers on staff
- Trained and certified estimators and project managers
- E1 licensed in Connecticut E1#101214
- Over 20 of our tradesmen hold individual E2 or otherwise required licenses
- NABCEP trained and recognized solar photovoltaic systems

WHEREAS, the contract to replace windows at Monsignor Hynes and John J. Stevens in an amount not to exceed \$560,000.00 to be completed by December 31, 2015; and

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

1. The Executive Director is hereby authorized to enter into a contract for window replacement at Monsignor Hynes and John J. Stevens between the Housing Authority of the City of Ansonia and L. Holzner Electric Company in an amount not to exceed \$560,000 with the work to be completed by December 31, 2015; and
2. There is an alternate option that the Executive Director proceed with “if funding is available to replace all doors at Monsignor Hynes and John J. Stevens between the Housing Authority of the City of Ansonia and L. Holzner Electric Company in an amount not to exceed \$540,000 with the work to start in the spring of 2016.

Signed by: _____
Troy D. White, Executive Director

August 26, 2015
(Date)

Housing Authority of the City of Ansonia
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Chairman Lisi asked if commission members had any questions on *Resolution 2015-10*, hearing none.

- **Motion to approve *Resolution 2015-10* as presented by Chairman Robert Lisi.**

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

*Full text and accompanying information regarding *Resolution 2015-10* will be placed on file with the recording of the minutes of the August 26, 2015 City of Ansonia Housing Authority.

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**Adjournment:**

- **Motion to adjourn at 7:19 PM.**

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

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

**Housing Authority of the City of Ansonia**  
**Minutes**  
**Wednesday – September 30, 2015**

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM on September 30, 2015** by Chairman, Robert Lisi at the Ortol Community Center – 70 Woodlawn Avenue, Ansonia, CT

**Pledge of Allegiance.**

**Roll Call by Executive Director Troy White:** Robert Lisi - Chairman, Edward Norman – Vice Chairman, Dan Kershaw – Commissioner, Eileen Krugel- Commissioner and Rev. Samuel Levey – Commissioner. Also present was Troy White, Executive Director. Representing the BOA from the 5<sup>th</sup> Ward and the AHA Community Housing Committee Ms. Joan Radin.

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

**Approval on the minutes of the regular meeting of the AHA of August 26, 2015.**

- **Motion to approve the minutes of the regular meeting of the AHA of August 26, 2015**

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

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

**Public Session:**

Chairman, Robert Lisi opened the Public Session and asked for any one from the public wishing to address the Ansonia Housing Authority Board of Commissioners.

Executive Director, Troy D. White noted that he would provide a written report to the Board regarding all tenant issues brought to attention at this meeting.

**John Nolan- Monsignor Hynes Apartments.** Mentioned again his concern regarding power outages and if the community center will be opened. He stated that in the past it has not been opened, nor did he receive a notice that it will be. He also stated that the pantries in the apartments were torn apart when heat pumps were installed and there are nails sticking out and holes are in the walls. They have not been patched or repainted; it is going on three years. Mr. Nolan also stated that the smoke detectors are still not working properly.

Chairman Robert Lisi informed the tenants that the Executive Director does a very good job acknowledging and addressing all the issues and concerns mentioned at the meetings.

**Debbie Hanley- Monsignor Hynes Apartments.** Stated that she is still upset that her lilac bushes were torn out and not yet replaced. She would like to know if the Housing Authority can tell her what can be planted there instead.

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

## **Minutes**

### **Wednesday – September 30, 2015**

**Pauline Taylor- John J. Stevens Apartments.** Voiced her concerns regarding the ramps at the complex, she feels that they are unsafe. She also stated that all the doors need to have the weatherized stripping replaced. Also she is concerned with the rift raft that is living at the apartments.

**Shawn Mcenany- Monsignor Hynes Apartments.** Concerned with the fire alarms still going off in the apartments as well as outside the building.

#### **Review of Financial Statements:**

Executive Director, Troy D. White first wanted to inform the Board that he received the 2015 Calendar Year Proration and that the agency as well as all housing authority's across the country received only 85.36 % of funding through the end of the year. The budget was predicated on a higher percentage so our revenue will be down as a result of this. The Housing Choice Voucher Program is receiving a little over 84% for administrative fees, which pays for salaries. Mr. White stated that the agency is doing a lot with a lot less.

Executive Director, Troy White reported that the Financials through August 31<sup>st</sup> there is a \$167,187 deficit due to less revenue and depreciation. However, if depreciation is removed there is net income of \$133,013. We are not losing money. We do need to increase our revenue and watch what is being spent going forward.

The monthly billing statements for September 2015 were presented for review. Executive Director, White asked if the commission had any questions. No one had questions.

#### **\*Monthly Reports:**

**Executive Director,** Troy White presented his monthly Director's Report for September 2015:

Director White explained that the agency has increased the total number of vouchers being utilized from 611 to 619. There are another 106 vouchers on the street. The new target would be to have 650 vouchers under lease. This will increase our administrative fee to cover cost for staff salaries.

Mr. White explained the VMS report is a standard report that is required by HUD to be submitted monthly. HUD tracks the budget authority and utilization. The agency's budget authority is around \$525,000 per month and currently \$507,000 per month is being used. Mr. White feels the agency is spending right around where it needs to.

There will be a public hearing on Wednesday, October 14, 2015 at 5:00 p.m. at the main office to take comments and recommendations on the PHA Annual / Five year plan. A special Board meeting will be held on October 15, 2015 to approve the new plan. The plan must be submitted to HUD by October 18, 2015.

There will also be a public hearing to take comments and recommendations on the Admissions and Continued Occupancy Policy (ACOP) and dwelling lease on Thursday, October 15, 2015 at 5:00 p.m.

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

## **Minutes**

### **Wednesday – September 30, 2015**

The hearing will be held at the main office. The revised policy and lease will be presented to the Board for approval at the regular October 28, 2015 Board meeting.

Executive Director, White reported that an application was submitted to the Federal Home Loan Bank of Boston's Affordable Housing Program. The amount applied for was \$500,000. The program is very competitive and applicants range from all over the jurisdiction. The agency is 1 out of 123 applicants. The total amount available is \$16.4 million and the total needed amount is \$53 million.

The Housing Authority is in compliance with the Voluntary Compliance Agreement with HUD. Mr. White has been submitting quarterly reports to the Boston Regional Office. The Housing Authority has complied to date so far except for two items the demo/dispo, which has been delayed because of approval of the application and the completion on the first unit on the site within three years based on funding.

**\*Complete Financial Statements and the Executive Directors report(s) for September 30, 2015 will be placed on file at the City of Ansonia Housing Authority Office.**

#### **Housing Operations Director, Bob Henderson:**

Mr. Henderson first addressed the concerns that were brought from the residents:

- Concerning the fire alarms, Mr. Henderson met with the Fire Marshal, Ray Tingly and Simplex Grinnel. The alarm at the main panel at the Apartment Complex was triggered to the Central Dispatch, which dispatched a truck to the complex not knowing which building or apartment was having problems. This has been corrected. As far as the alarms still going off they will continue when there is smoke or heat.
- Concerns with buildings 7 and 8, still cleaning up issues from a Capital project that was done incorrectly a long time ago.
- As far as the heating and cooling in the apartments Ralph Mann is called and he comes out quickly to repair the problems as needed.
- When there are power outages there is no electricity in the community room. The gas fireplace does work, however, there is no one who can man the building all night. Mr. Henderson has opened it in the past but no one showed up. He stressed that this is not assisted living but independent living. All of the Apartment Complexes are on the UI high priority list.
- John J. Stevens Apartments contractors have been out to assess installing concrete ramps and new sidewalks. The authority is very close to hiring a contractor.
- With regards to the rift raft, Mr. Henderson is diligent about evictions and lease violations. These processes are very time consuming, but the Authority is staying on top of them.
- A contractor is working in the state building turning over apartments. They have already turned over 4 units in 6 days. Mr. Henderson complimented the staff for working diligently to lease up these apartments.

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

## **Minutes**

### **Wednesday – September 30, 2015**

- As far as the landscaping, the maintenance men are not landscapers and they cannot be responsible for trimming bushes. The landscaping is on the list but at this time it is not a high priority.

Executive Director White explained that the agency is trying to take care of the big-ticket items first, but will speak with landscapers concerning a fall cleanup as well as treating the ground so it will be ready for the spring. His main concern right now is trying to improve the quality of life for the residents by taking care of the bigger more important items, like safety, slip and falls, painting and crime.

Vice Chairman, Edward Norman asked if there are guidelines for residents regarding what they can plant in front of their apartment. Mr. White replied there are no guidelines in place but it is certainly something that needs to be discussed with the Board.

Mr. Henderson introduced his guest speaker, Chief Hale.

Chief Hale updated the residents on different cases that took place over the summer. He noted how they are very close to making an arrest on a shooting and how a burglar has been arrested. He conveyed his grief for the two children lost in our community. His office also pledged the hiring of two new minority police officers. They also had a canine graduate, “Kane”.

Chief Hale touched on the topic of safety issues for the elderly community including phone scams, strange cars, allowing access to your home, lock your car doors and letters looking for money.

The Chief touched on block watch activities; he thinks they are very good. Vice Chairman Ed Norman stated that he was interested in starting it back up again. Mr. Norman also explained about the Red Alert System, which sends out notifications for all City alerts.

The Public Safety Committee has an Emergency Operation Center that opens up when storms are predicted and the Mayor declares an emergency. Members from different departments in the City are in attendance as well as staff from the United Illuminating Company. All of the Housing Authority Complex’s are listed in the top ten to have services repaired first.

The next topic Chief Hale discussed was the Code Red Program. It is free City wide and it is pre-recorded messages informing residents of pertinent information. You can sign up for this through a link on the City website or request a form to fill out.

Chief Hale also stated that the police department has a bus to get people who have no transportation to a shelter if needed.

Another program that the Police Department has is a ride along in the front seat of a police car. This gives you an idea of what the officers go through and you learn more about your community.

**Housing Authority of the City of Ansonia**  
**Minutes**  
**Wednesday – September 30, 2015**

**Ross Grant Coordinator/Resident Service Coordinator:**

Ms. Vicky Clifford, presented her monthly report for September 2015:

Ms. Clifford reported that she has been reaching out to different agencies and organizations in the Valley and New Haven County to speak with residents to inform them of the different programs that are available.

The meetings at James J. O'Donnell Apartments have been working out well. Everyone seems to be getting along much better.

Ms. Clifford has been also meeting with tenants to figure out their need assessments.

She will have more information on activities planned for November and December in next months report.

**\*\*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority of September 30, 2015.**

**Report of Committees.** None.

**Unfinished Business:** None.

**New Business:**

Approval of *Resolution 2015-11* as read by Chairman Robert Lisi:

**Housing Authority of the City of Ansonia**

***Resolution 2015-11***

**RESOLUTION AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE  
HOUSING AUTHORITY OF THE CITY OF ANSONIA AND L. HOLZNER ELECTRIC  
COMPANY FOR THE REPLACEMENT OF WINDOWS AT MONSIGNOR HYNES AND  
JOHN J. STEVENS IN AN ADDITIOAL AMOUNT OF \$3,500.00 TO NOT EXCEED  
\$563,500.00 AND TO BE COMPLETED BY January 31, 2016.**

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**WHEREAS**, the Housing Authority of the City of Ansonia solicited a bid/ RFP for construction work at Monsignor Hynes and John J. Stevens; and

**WHEREAS**, the specific services request under the bid / Request for Proposal AHA-RFP-2015-05, the project bids closed on August 14, 2015 and one bidder L. Holzner Electric Company submitted a bid. The work was as follows; and

- Replacement of Doors (Interior and Exterior)

**Housing Authority of the City of Ansonia**  
**Minutes**  
**Wednesday – September 30, 2015**

- Replacement of Windows
- Removal of bars
- Environmental Abatement

**WHEREAS**, Silver / Petrucelli completed the design for the replacement of the windows and doors at Monsignor Hynes and John J. Stevens; and

**WHEREAS**, Payne Environmental, LLC completed sample environmental testing windows and doors at Monsignor Hynes and John J. Stevens; and

**WHEREAS**, the project was bid out and advertised in the New Haven Register. Three contractors attended the pre-bid walk through of both sites. The bid closed on August 14, 2015; and

**WHEREAS**, the Board of Commissioners approved resolution 2015-10 at the August 26, 2015 meeting to approve a contract between the Housing Authority of the City of Ansonia and L. Holzner Electric Company for the replacement of windows at Monsignor Hynes and John J. Stevens in an amount not to exceed \$560,000.00 and to be completed by December 31, 2015; and

**WHEREAS**, the contract to replace windows at Monsignor Hynes and John J. Stevens was increased to add glazing to the windows and the Notice to proceed was issued in September causing an extension of time.

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

1. The Executive Director is hereby authorized to amend the contract for window replacement at Monsignor Hynes and John J. Stevens between the Housing Authority of the City of Ansonia and L. Holzner Electric Company in an additional amount of \$3,500.00 to not exceed \$563,500.00 and to be completed by January 31, 2016.

Signed by: \_\_\_\_\_  
Troy D. White, Executive Director

September 30, 2015  
(Date)

Chairman Lisi asked if commission members had any questions on *Resolution 2015-11*, hearing none.

- **Motion to approve *Resolution 2015-10* as presented by Chairman Robert Lisi.**

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

\*Full text and accompanying information regarding *Resolution 2015-11* will be placed on file with the recording of the minutes of the September 30, 2015 City of Ansonia Housing Authority.

**Housing Authority of the City of Ansonia**  
**Minutes**  
**Wednesday – September 30, 2015**

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Executive Director White would like to note that this resolution is not a change order. It is simply an amendment indicated by owner and architect. Difference was increased in adding glazing to the windows. The contractor will be starting in the next couple of weeks and will be completed by January 31, 2016.

Adjournment:

- **Motion to adjourn at 7:11 PM.**

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

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

**Housing Authority of the City of Ansonia
Minutes Special Meeting
Thursday – October 15, 2015**

The special meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM on October 15, 2015** by Chairman, Robert Lisi at the main office located at 36 Main Street Ansonia, CT

Pledge of Allegiance.

Roll Call by Executive Director Troy White: 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.

Public Session:

Chairman, Robert Lisi opened the Public Session and asked three times for any one from the public wishing to address the Ansonia Housing Authority. Hearing none the Public Session was closed.

New Business:

Chairman, Robert Lisi presented the following resolution to the commissioners:

Housing Authority of the City of Ansonia

Resolution 2015-12

**RESOLUTION AUTHORIZING THE APPROVAL OF THE 2016 PUBLIC HOUSING
AGENCY FIVE-YEAR AND ANNUAL PLAN FOR THE HOUSING AUTHORITY OF THE
CITY OF ANSONIA**

WHEREAS, pursuant to the requirements of Section 511 of the Quality Housing and Work Responsibility Act of 1998, the Housing Authority of the City of Ansonia (AHA) has prepared its 2016 Public Housing Agency (PHA) Five-Year and Annual Plan for submission to the U. S. Department of Housing and Urban Development (HUD); and

WHEREAS, the Housing Authority has provided the public with the requisite notice and comment period for the 2016 PHA Five-Year and Annual Plan pursuant to 24 CFR §905.300; and

WHEREAS, the Housing Authority has conducted the required Public Hearing for the PHA Plan and has provided the required period for comments on said PHA Plan pursuant to 24 CFR §905.300. The public hearing was held on Wednesday, October 14, 2015 at 5:00 p.m.

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

Housing Authority of the City of Ansonia
Minutes Special Meeting
Thursday – October 15, 2015

1. The 2016 Public Housing Agency Five-Year and Annual Plan is hereby approved by the Board of Commissioners of the Housing Authority of the City of Ansonia; and
 2. The Chairman and Executive Director is hereby authorized to execute all necessary forms and certifications required to submit the 2016 PHA Five-Year and Annual Plan for the Housing Authority of the City of Ansonia.
- **Motion to approve Resolution 2015-12 as presented by Chairman Robert Lisi.**

Motion by Vice Chairman, Edward Norman. **Second** by Commissioner, Eileen Krugel.

Discussion on the motion; Vice Chairman, Edward Norman asked if there is only a few minor changes or is it a whole new plan.

Executive Director Troy White explained that the 2016 Capital was updated and everything else just rolls forward every year.

Chairman Robert Lisi questioned what agency do you have to send the report to.

Executive Director White answered the Agency Plan is sent directly to HUD. This is just Federal and is a statutory requirement by all Housing Authority's. It must be sent on annual bases, once the Board approves the Chairman and Executive Director sign all necessary forms and it is then emailed to the Hartford Field Office where they then recede it so that the funding is noted.

Commissioner Norman asked if it is a static five-year plan 2011 to 2016 or does this extend another year. Mr. White answered it is extended one year.

Commissioner Norman questioned the Strategic planning for the 2016 financials at any measure, minor or major that would require an amendment to be filed.

Executive Director White stated yes it would have to be amended and that the 2016 Capital Funding moves forward based off of 2015 funding levels. He will not receive the 2016 funding levels until January or February, once those levels are received he will need to go back and fill out the same forms. It has to go to the City for the Mayor to sign then it will be sent to the Hartford Field Office. Mr. White explained the number would not be the same so they need to be accounted for.

Executive Director White further explained that this is the Capital Funding and not the Operating budget. They are two separate budgets. The operating budget will be prepared and discussed at the November Board Meeting.

All in Favor. Motion passes unanimously.

Adjournment:

Housing Authority of the City of Ansonia
Minutes Special Meeting
Thursday – October 15, 2015

- **Motion to adjourn at 6:11 PM.**

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

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

Housing Authority of the City of Ansonia

Minutes

Wednesday – October 28, 2015

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM on October 28, 2015** by Chairman, Robert Lisi at the main office located at 36 Main Street, Ansonia, CT

Pledge of Allegiance.

Roll Call by Executive Director Troy White: Robert Lisi - Chairman, Edward Norman – Vice Chairman, Dan Kershaw – Commissioner, Eileen Krugel- Commissioner and Rev. Samuel Levey – Commissioner. Also present was Troy White, Executive Director. Representing the BOA from the 5th Ward and the AHA Community Housing Committee Ms. Joan Radin.

Vice Chairman, Edward Norman arrived at 6:15 PM

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

Approval on the minutes of the regular meeting of the AHA of September 30, 2015 and the Special Meeting of October 15, 2015.

- **Motion to approve the minutes of the regular meeting of the AHA of September 30, 2015 and the Special Meeting of October 15, 2015.**

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

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

Public Session:

Chairman, Robert Lisi opened the Public Session and asked three times if any one from the public wishing to address the Ansonia Housing Authority Board of Commissioners. Hearing none the Public Session was closed.

Review of Financial Statements:

Executive Director, Troy White reported that the Financials in terms of revenue through nine months of the year ending September 30th, we have \$2,007,264 in revenue. Based on our budget we should have had \$2,291,148. We have a 12.39% negative variance for our revenue in terms of expenses. We had \$2,116,040 of expenses, our projected budget was \$2,213,042 which is a positive variance of 4.83% We are showing a net loss of \$108,776. However the budget did not factor in depreciation costs so we have a positive net operating income of \$228,941.

The monthly billing statements for October 2015 were presented for review. Executive Director, White asked if the commission had any questions.

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Chairman, Robert Lisi questioned the check for the City of Ansonia for the Site Plan Application in the amount of \$1000.00. Executive Director, White explained that there was two separate charges for \$500.00 each, made payable to two different departments. He also reminded the Board that last year there was a charge to file for zoning.

***Monthly Reports:**

Executive Director, Troy White presented his monthly Director's Report for October 2015:

Director White reported that there is a confirmatory review scheduled for November 16th and 17th by three members of the Hartford HUD Field Office. The agency was designated as troubled so this is the reason the review is necessary. It will be a complete review of the SEMAP indicators and determine the progress the Housing Choice Voucher program has made so far on the improvement plan. Once this is done, the field office can then go into the system and release it so that the SEMAP for 2016 can be submitted.

Mr. White stated that he received the schedule for the Window Contract. The staging will begin the week of November 2nd and the project will begin the week of November 9th. Mr. White has already sent out notices to residents to start to prepare them and will also do another notice as well as a 411 message to notify everyone.

Mr. Lisi asked for a projected ending date for the project. Mr. White stated that barring any unforeseen issues the completion date is scheduled for the end of January 2016. He is not anticipating any trouble.

Executive Director White thanked the Chairman and Vice Chairman for accompanying him to the Planning and Zoning meeting held on October 26, 2015. The site plan review went extremely well. They approved the plan on three conditions:

1. The approval of inland/ wetlands
2. Comply with the Fire Marshal's conditions
3. City Engineer Conditions

Executive Director White explained the Riverside Equity Bids, the Net Equity and Pricing Comparison Summary sheet and also the Syndicator list. Mr. White stressed the comparison of the tax credit price from the Richmond Group was only five cents more than RBC, but that it equates to nearly \$800,000.00 more in equity. This will be in addition to Naugatuck Valley Savings and Loan permanent financing of \$1.7 million as well as sponsoring \$500,000.00 for Federal Home Loan Bank application. Mr. White also expressed to the Board his opinion of keeping a local bank involved in local activities such as this project. Chairman Lisi agreed on behalf of the Board.

Housing Operations Director, Robert Henderson was absent and no report was filed. A double report will follow at the next Board meeting. There was a variety of questions presented to the Board

Housing Authority of the City of Ansonia

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regarding Housing Operations from the last meeting, all of which will be addressed and discussed by Robert Henderson at next months meeting.

***Complete Financial Statements and the Executive Directors report(s) for October 28, 2015 will be placed on file at the City of Ansonia Housing Authority Office.**

Ross Grant Coordinator/Resident Service Coordinator:

Ms. Vicky Clifford, presented her monthly report for October 2015:

Ms. Clifford reported that a resident at James J. O'Donnell Apartments would be involved in a program funded by the South Central Agency on Aging. The program matches companions with residents who are home bound or have other issues.

Vicky is still meeting with residents of the James J. O'Donnell Apartments on Tuesday's; everything is going very well.

A Memorial Service was held on Friday, October 23, 2015 at the Doyle Senior Center for Dorothy Edwards, a resident of Monsignor Hynes Apartment Complex. Dorothy lived at the Complex for 24 years and was a long time member of the Doyle Senior Center. Ms. Clifford and Ms. Mary Deptula Director of the Senior Center coordinated the service. Revered Samuel Levey gave the invocation.

Ms. Clifford stated that there is a tenant meeting scheduled for Thursday, October 29, 2015. Pizza will be served.

Ms. Clifford reported that she is working on coordinating the Thanksgiving and Holiday Luncheon. Right now there is an issue with transportation to Emmett O'Brien School where the Thanksgiving Luncheon will take place.

A representative from Shady Knowles will be coming to the Ortol Community Center to offer strength and endurance classes for seniors.

Mr. Lisi questioned how many residents attended the picnic that was held at John J. Stevens Apartments in September. Mr. White stated that he would get back to the Board with the correct number.

****All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority of October 28, 2015.**

Report of Committees. None.

Unfinished Business: None.

Housing Authority of the City of Ansonia
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New Business:

Approval of *Resolution 2015-13* as read by Chairman Robert Lisi:

Housing Authority of the City of Ansonia
Resolution 2015-13

**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, 2015 FOR THE HOUSING AUTHORITY OF THE CITY OF ANSONIA'S STATE
ELDERLY DEVELOPMNET (E-75)**

WHEREAS, it is a requirement of the Housing Authority of the City of Ansonia to have the Semi-Annual Affidavit for Financial Statements approved by the Board of Commissioners; and

WHEREAS, for the period ending September 30, 2015 the financial statements for John J. O'Donnell Apartments has been completed and certified; and

WHEREAS, the Chairman of the Board of Commissioners acting on behalf of the Board of Commissioners is required to sign the Semi-Annual Affidavit for Financial Statements which is a requirement of the Connecticut Housing Finance Authority for the State Housing Portfolio; and

**NOW, THEREFORE BE IT RESOLVED BT 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 approve the Semi-Annual Affidavit for Financial Statements for period ending September 30, 2015; and
2. The Chairman is hereby authorized to execute the Semi-Annual Affidavit for Financial Statements and any other necessary forms of documents related to the State Housing Portfolio requirements and authorize the Executive Director to submit the financials to the Connecticut Housing Finance Authority.

Signed by: _____
Troy D. White, Executive Director

October 28, 2015
(Date)

Chairman Lisi asked if commission members had any questions on *Resolution 2015-13*, hearing none.

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- **Motion to approve *Resolution 2015-13* as presented by Chairman Robert Lisi.**

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

Approval of *Resolution 2015-13* as read by Chairman Robert Lisi.

*Full text and accompanying information regarding *Resolution 2015-13* will be placed on file with the recording of the minutes of the October 28, 2015 City of Ansonia Housing Authority.

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**Housing Authority of the City of Ansonia**

***Resolution 2015-14***

**RESOLUTION AUTHORIZING THE APPROVAL OF THE THIRD AMENDMENT OF THE 2015 PUBLIC HOUSING AGENCY FIVE-YEAR, ANNUAL PLAN AND SUBSTANTIAL REVISION TO THE ADMISSIONES AND CONTINUED OCCUPANCY POLICY AND THE DWELLING LEASE AT THE HOUSING AUTHORITY OF THE CITY OF ANSONIA**

**WHEREAS**, pursuant to the requirements of Section 511 of the Quality Housing and Work Responsibility Act of 1998, the Housing Authority of the City of Ansonia (AHA) has prepared the second (3<sup>rd</sup>) amendment to its 2015 Public Housing Agency (PHA) Five-Year and Annual Plan and substantial revisions to the Administrative Plan; and

**WHEREAS**, the Housing Authority has provided the public with the requisite notice and comment period for the 2015 PHA Five-Year, Annual Plan and substantial revisions to the Administrative Plan pursuant to 24 CFR §905.300; and

**WHEREAS**, the housing Authority provided copies of the revised ADMISSION AND continued Occupancy Policy and the Dwelling Lease to residents that attended the September 30, 2015 regular Board of Commissioners meeting and encouraged them to attend the public hearing; and

**WHEREAS**, the Housing Authority has conducted the required Public Hearing on October 15, 2015 for the PHA Plan and substantial revisions to the Admission and Continued Occupancy Policy and the Dwelling Lease and has provided the required period for comments on said PHA Plan and substantial revisions to the Admission and Continued Occupancy Policy and the Dwelling Lease pursuant to 24 CFR §905.300; and

**WHEREAS**, the Housing Authority is making substantial revisions to the Admission and Continued Occupancy Policy and the Dwelling Lease to ensure compliance with all HUD regulations.

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



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1. The Third Amendment of the 2015 Public Housing Agency Five-Year, Annual Plan and substantial revisions to the Admission and Continued Occupancy Policy and the Dwelling Lease is hereby approved by the Board of Commissioners of the Housing Authority of the City of Ansonia; and
2. The Executive Director is hereby authorized to implement the new Admission and Continued Occupancy Policy and the Dwelling Lease.

Signed by: \_\_\_\_\_  
Troy D. White, Executive Director

October 28, 2015  
(Date)

Chairman Lisi asked if commission had any questions on *Resolution 2015-14*, hearing none.

- **Motion to approve *Resolution 2015-14* as presented by Chairman Robert Lisi.**

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

\*Full text and accompanying information regarding *Resolution 2015-14* will be placed on file with the recording of the minutes of the October 28, 2015 City of Ansonia Housing Authority.

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Housing Authority of the City of Ansonia

Resolution 2015-15

**RESOLUTION AUTHORIZING THE APPROVAL OF THE SELECTION OF A
DEVELOPMNET PARTNER AND THE EXECUTIVE DIRECTOR TO NEGOTIATE A
MEMORANDUM OF UNDERSTANDING FOR SERVICES IN CONJUNCTION WITH
THE REDEVELOPMENT OF RIVERSIDE APARTMENTS AT THE HOUSING
AUTHORITY OF THE CITY OF ANSONIA**

WHEREAS, the Housing Authority of the City of Ansonia has been working on the redevelopment of Riverside Apartments; and

WHEREAS, a redevelopment project requires specialized services available through third parties, especially in the areas of required guarantees by project funders and investors; and

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WHEREAS, a development partner is necessary to obtain the maximum developer capacity points pursuant to the Connecticut Housing Finance Authority's Low-Income Housing Tax Credit Application; and

WHEREAS, on September 23, 2015, the Housing Authority issued a request for proposal (RFP) solicitation for a Development Partner to assist it with the redevelopment of the Riverside Apartments; and

WHEREAS, the RFP required both a developer and private management agent experienced in managing tax credit housing and also required that any construction contract will be competitively bid and not awarded as of right to any identity of interest general contractors; and

WHEREAS, the solicitation contained prerequisites as to experience and set forth a proposed scope of services which included substantial involvement in construction bidding and oversight, assistance in updating the financing plan as currently created by the Housing Authority and its development team, property management of the completed site and the provision of customary operating, financing and compliance guarantees that will be required by the tax credit investor and other funders; and

WHEREAS, through public notice and outreach, there were eleven (11) firms that obtained copies of the solicitation, in addition to a few other individual firms that would have had to be a part of a larger development team The firms who received include:

- The Carabetta Companies
- Vesta Corporation
- Affordable Housing Services Collaborative (AHSC)/ Peabody Properties
- Corcoran Jennison
- Preservation Of Affordable Housng (POAH)
- Sheldon Oak
- Millenium
- Beacon Communities
- The NHP Foundation
- Penrose Properties
- Women's Institute for Housing and Economic Development (WIHED); and

WHEREAS, responses to the RFP were due on October 16, 2015 and three (3) proposals were received: Affordable Housing Services Collaborative (AHSC) / Peabody Properties, the Carabetta Companies and NHP Foundation; and

WHEREAS, the proposals received were evaluated by the Housing Authority and its development consultant (evaluation committee) using established criteria in order to determine the best, most qualified responsible proposal; and

WHEREAS, the evaluation factors include experience and qualifications of the proposed development team and individual key personnel members assigned to the project, the approach to the proposed

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scope and respective responsibilities, the financial strength of the firm, utilization of minority and Section 3 employees/firms and the proposed fee structure in terms of splitting developer fee, cash flow; and

WHEREAS, the evaluation committee ranked the firms in the following order:

1. NHP Foundation
2. Affordable Housing Services Collaborative (AHSC) / Peabody Properties
3. The Carabetta Companies

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

1. That the Executive Director of the Housing Authority of the City of Ansonia is authorized to secure the services of NHP Foundation as a development partner; and
2. That the Executive Director of the Housing Authority of the City of Ansonia is authorized to proceed with negotiations and the execution of a memorandum of understanding (MOU) to secure the services of NHP Foundation as a development partner; and
3. That, consistent with 24 CFP 85.36 procurement standards, the Housing Authority of the City of Ansonia maintain records sufficient to detail the history of the procurement, including the basis for the selection; and
4. Resolution 2015-15 shall take effect immediately.

Done this 28th day of October, 2015.

Signed by: _____
Troy D. White, Executive Director

October 28, 2015
(Date)

Chairman Lisi asked if commission members had any questions on ***Resolution 2015-15***, hearing none.

- **Motion to approve *Resolution 2015-15* as presented by Chairman Robert Lisi.**

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

Vice Chairman, Edward Norman questioned if the partners could draw more funding into this. Executive Director White answered it is dependent on our tax application; right now they are at their maximum. The next step would be to negotiate terms with them.

***Full text and accompanying information regarding *Resolution 2015-15* will be placed on file with the recording of the minutes of the October 28, 2015 City of Ansonia Housing Authority.**

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**Housing Authority of the City of Ansonia**  
**Minutes**  
**Wednesday – October 28, 2015**

Executive Director White proposed a memorandum titled Veterans Preference. He explained the benefits of tax credits and obvious good will towards our veterans. There are parameters to the certificate as well as all Housing Authority regulations.

Chairman Lisi asked if commission members had any questions on Certification of Veterans Preference.

Vice Chairman, Edward Norman asked how does this tie into the apartments for the disabled in reference to the outlined specifications. Mr. White answered that certain units need to be barrier free and that disabled veterans may occupy those apartments as need be.

- **Motion to approve *Certification of Veterans Preference* as presented by Chairman Robert Lisi.**

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

\*Full text and accompanying information regarding the *Certification of Veterans Preference* will be placed on file with the recording of the minutes of the October 28, 2015 City of Ansonia Housing Authority.

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Executive Session:

Pursuant to Section 1-200 (6) and (8) of the Connecticut General Statutes there will be an executive session to discuss the Commission on Human Rights and Opportunity (CHRO) case number 1530499- Jacob Scaife v. Housing Authority of the City of Ansonia.

- **Motion to go into Executive Session to discuss the above item inviting Director Troy D. White and Attorney William Ryan to participate.**

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

The Board returned to regular session at 7:09 PM.

Adjournment:

- **Motion to adjourn at 7:10 PM.**

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

**Housing Authority of the City of Ansonia
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***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 – November 18, 2015

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM on November 18, 2015** by Chairman, Robert Lisi at the main office located at 36 Main Street, Ansonia, CT

Pledge of Allegiance.

Roll Call by Executive Director Troy White: Robert Lisi - Chairman, Edward Norman – Vice Chairman, Dan Kershaw – Commissioner, Eileen Krugel. Also present was Troy D.White, Executive Director.

Commissioner, Samuel Levey arrived at 6:06 PM

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

Approval on the minutes of the regular meeting of the AHA of October 28, 2015.

- **Motion to approve the minutes of the regular meeting of the AHA of October 28, 2015.**

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

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

Public Session:

Chairman, Robert Lisi opened the Public Session and asked three times if any one from the public wishing to address the Ansonia Housing Authority Board of Commissioners. Hearing none the Public Session was closed.

Review of Financial Statements:

Executive Director, Troy White reported that the financials for November will not be presented at this month's meeting, the books have not been closed as of yet, due to the Board meeting being held one week earlier than normal because of the Holiday. They are also delayed because of a business decision made by the Executive Director to concentrate on the HUD site visit. They will be presented at the December meeting.

The monthly billing statements for November 2015 were presented for review. Executive Director, White asked if the commission had any questions.

Chairman, Robert Lisi questioned the Housing Authority Risk Retention bill and asked that Mr. White please define what risk retention meant.

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Director White explained the policy that we have with the Housing Authority Insurance we are covered for the claim with Mr. Scaife. However there is a deductible and we are responsible to pay part of the cost to Attorney Don Swift, who is representing the Housing Authority.

***Monthly Reports:**

Executive Director, Troy White presented his monthly Director's Report for November 2015:

Director White reported the Collective Bargaining Agreement between the Housing Authority of the City of Ansonia and Local 1303-237 employees union will be ending December 31, 2015. Negotiations of a new agreement will begin, four dates to start the process as well as the bargaining rules have been established. The first meeting will be November 23, 2015. Once it gets closer to a tentative agreement Mr. White will present it to the Board.

Vice Chairman, Edward Norman questioned who will be present at the meetings. Mr. White stated that representing the Housing Authority will be Bill Ryan the Labor Attorney, Bob Henderson and himself. Representing the union will be Union Representative, Josh Herbst, President, Aida Davis and Vice President, Tony Cole.

Executive Director White reported that the confirmatory review of the Housing Choice Voucher Program was conducted by two HUD officials, Dwoun Byrd and Edwin Martinez on Monday, November 16th and Tuesday, November 17th. Mr. White publicly wanted to thank the staff and especially Mr. Henderson for enduring the difficult two day process.

Mr. White then gave an update and attached a schedule on the Window Replacement Project. He explained that the contractor is working very diligently and they are ahead of schedule.

Vice Chairman, Edward Norman questioned how the tenants are adjusting to the project. Mr. White stated that the superintendent of the project is wonderful with the tenants and is very skilled at handling any tenant issues that may present themselves. Mr. White went on to explain that in the spring more money will have to be invested in the outside of the buildings as well as inside.

Director White gave a brief update on the relocation of Riverside Tenants. He explained that there was a total of fifty-six (56) vouchers given out. Seventeen (17) RTA's were submitted, one resident has already moved out, one resident moved out without our partners knowledge, fourteen (14) residents were porting out of our jurisdiction and twenty-four (24) residents remaining. They are undecided as to where they will be going, but they have a cutoff date of the 20th of November. Housing Opportunities Unlimited will be submitting this update monthly and Mr. White will present it to the Board.

*Complete Financial Statements and the Executive Directors report(s) for November 18, 2015
will be placed on file at the City of Ansonia Housing Authority Office.

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Housing Operations Director, Bob Henderson:

Mr. Henderson reported no new changes have taken place. All work orders are currently up to date. Emergency work orders have all been taken care of in the last two months. Nothing is outstanding.

At this time of the year the maintenance staff is operating on only two employees due to vacation schedules.

A few capital projects from previous administrations have not been completed as of yet and will be addressed at the beginning of the New Year. Mr. Henderson stated that the issues are not health or safety related.

Vice Chairman, Edward Norman questioned if the Housing Authority is prepared for the pending winter storms. Also, if Mr. White or Mr. Henderson knew what the City had planned for the empty lots on Olson Drive as far as snow disposal. Mr. Henderson reported that he has not yet heard from Mr. Novack.

Mr. Henderson stated that he will partner with the City and let them use the empty lots again however, they did dump asphalt there as well and they will need to address that issue first.

Mr. Norman questioned if the disposal of snow on the property will interfere with any testing that would need to be done on the development project. Mr. White replied that testing is not done on the surface, they will have to drill down to look at levels of contaminants ten feet below. The ground will need to be thawed before any testing can be done.

Mr. White reported that he and Mr. Henderson have already met with the maintenance men to go over the process of snow removal. They will be getting sand from the City, they are in the process of purchasing one more heavy duty snow blower and the tractor will be serviced in the next couple of weeks. He and Mr. Henderson are working with the maintenance to manage the process and decide when and what hours are needed. Mr. White assured the Board they will be prepared and ready.

Ross Grant Coordinator/Resident Service Coordinator:

Ms. Vicky Clifford, presented her monthly report for November 2015:

Ms. Clifford reported there was a Tenant Meeting covering policy and community issues. Those folks who did not attend the meeting were sent out brochures which included such material as Vial for medical information, services offered by the South Central Area Agency on Aging as well as the Ortolini Community Center hours of operation.

The Annual Thanksgiving Luncheon will be held at Emmett O'Brien Technical School Cafeteria on Friday, November 20, 2015. Valley Transit will be providing free transportation to the residents.

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Joe Sere Exercise and Rehabilitation instructor from Shady Knoll Convalescent Care will have to postpone his visit scheduled for Thursday, November 19, 2015. Ms. Clifford will be in touch with him to reschedule after the New Year.

Chairman, Robert Lisi questioned if the instructor will have several classes or just one. Ms. Clifford stated it is supposed to be one class only.

Vice Chairman, Edward Norman questioned if the Mayor's Cabinet meetings were going to continue in the New Year. Mr. White replied he will reach out to the Mayor's office and set up a new schedule of once per month for housing discussions.

****All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority of November 18, 2015.**

Report of Committees. None.

Unfinished Business: None.

New Business:

Approval of *Resolution 2015-16* as read by Chairman Robert Lisi:

Housing Authority of the City of Ansonia

Resolution 2015-16

**RESOLUTION AUTHORIZING THE APPROVAL OF THE EXECUTIVE DIRECTOR TO
REVIEW, OFFER AND MAKE PAYOUT ADJUSTMENT TO ACCUMULATED SICK
LEAVE FOR EMPLOYEES HIRED PRIOR TO OCTOBER 15, 1997**

WHEREAS, the Housing Authority of the City of Ansonia authorize its Executive Director to review and make adjustments for accrued sick time due employees in conjunction with past practice, financial affordability and the Personnel Policy; and

WHEREAS, this action reduces the accumulated financial liability of the Housing Authority for employees that have excess sick time; and

WHEREAS, there are three positions at AHA that will be considered for this action as listed below; and

- Bookkeeper
- Maintenance Mechanic
- ROSS Coordinator

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WHEREAS, a request to payout one week of vacation time is also being sought to reduce AHA's liability and not carry over the time. The below position will be considered.

- Housing Operation Director

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 authorizes its Executive Director to review, offer and make payout adjustments to accumulated sick leave of employees hired prior to October 15, 1997 for up to thirty (30%) of hours accumulated above one hundred and forty (140) to occur on the 1st pay period following this resolution. Additionally one week of vacation paid out.

Signed by: _____
Troy D. White, Executive Director

November 18, 2015
(Date)

Chairman Lisi questioned why this would not be a part of the bargaining agreement.

Mr. White explained this is done yearly and is separate from the bargaining agreement. Employees hired prior to October 15, 1997 were allowed adjustments for accrued sick time due employees in conjunction with past practice, financial affordability and the Personnel Policy. In addition, Mr. White requested to payout one week of vacation time to Mr. Henderson to represent the best interest of the Housing Authority.

Chairman Lisi asked if commission members had any questions on **Resolution 2015-16** hearing none.

- **Motion to approve Resolution 2015-16 as presented by Chairman Robert Lisi.**

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

Approval of **Resolution 2015-16** as read by Chairman Robert Lisi.

*Full text and accompanying information regarding **Resolution 2015-16** will be placed on file with the recording of the minutes of the November 18, 2015 City of Ansonia Housing Authority.

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**Housing Authority of the City of Ansonia**

**Housing Authority of the City of Ansonia  
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*Resolution 2015-17*

**RESOLUTION TO ADOPT A MEETING SCHEDULE FOR THE  
HOUSING AUTHORITY OF THE CITY OF ANSONIA’S BOARD OF  
COMMISSIONERS FOR THE YEAR 2016**

**WHEREAS**, it is desirable that the Housing Authority of the City of Ansonia’s Board of Commissioners adopt the 2016 Board of Commissioners Meeting Schedule; and

**WHEREAS**, the meeting schedule for 2016 is attached to this resolution.

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

1. The Board of Commissioners of the Housing Authority of the City of Ansonia adopt the 2016 Meeting Schedule.

**Signed by:** \_\_\_\_\_  
Troy D. White, Executive Director

November 18, 2015  
(Date)

Chairman Lisi asked if commission had any questions on *Resolution 2015-17* hearing none.

- **Motion to approve *Resolution 2015-17* as presented by Chairman Robert Lisi.**

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

\*Full text and accompanying information regarding *Resolution 2015-17* will be placed on file with the recording of the minutes of the November 18, 2015 City of Ansonia Housing Authority.

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Housing Authority of the City of Ansonia

Resolution 2015-18

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

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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, for the fiscal year beginning January 1, 2016 the following budgets are being recommended for approval;

1. Low Income Public Housing Operating Budget (LIPH) for fiscal year 2016
2. State Elderly Operating Budget (E-75) for fiscal year 2016
3. Riverside Development Operating Budget (Section 8) for fiscal year 2016; and
4. Housing Choice Operating Budget (Section 8) for fiscal year 2016; and

WHEREAS, the Chairman of the Board of Commissioners acting on behalf of the Board of Commissioners is required to certify the approval a resolution of the aforementioned budgets by executing form HUD-52574, the CHFA Management Plan and related document; and

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

1. That the Board of Commissioners of the Housing Authority of the City of Ansonia approve all Operating Budget for Fiscal Year 2016; and
2. That the Chairman is hereby authorized to execute Form HUD-52574, CHFA Management Plan and any other necessary forms of documents related to the approval of the Housing Authority of the City of Ansonia Operating Budgets for Fiscal Year 2016 and authorize the Executive Director to submit budgets to HUD and Management Plan to CHFA.

Signed by: _____
Troy D. White, Executive Director

November 18, 2015
(Date)

Executive Director, White in explaining the financials of the budget saw issues arising in the near future of an over staffed maintenance force based on the number of units managed. This overstaffing is a result of the demolition of Riverside Apartment Complex.

Mr. White also noted a reserve account that is always in jeopardy of HUD coming in and sweeping the account. He explained the over staffing can be afforded temporary from this reserve. Mr. White recommends that the Board approve the budget and he will report back to them after the first quarter of the new year.

Mr. Lisi questioned is there a time line when Mr. White expected the tenants to be moved out of Riverside Complex. Mr. White replied that all tenants should have been out by December, however, he does not believe that will happen. He will do everything in his power to move the process along.

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Vice Chairman, Edward Norman inquired about trash removal at the apartment complex. Mr. White responded trash removal will continue in some capacity as long as tenants are there.

Commissioner, Sam Levey questioned if anything can be done regarding the security of the tenants at Riverside. Mr. White replied he will reach out to Chief Hale for more police presence.

Chairman Lisi asked if commission members had any further questions on ***Resolution 2015-18***, hearing none.

- **Motion to approve *Resolution 2015-18* as presented by Chairman Robert Lisi.**

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

*Full text and accompanying information regarding *Resolution 2015-18* will be placed on file with the recording of the minutes of the November 18, 2015 City of Ansonia Housing Authority.

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**Housing Authority of the City of Ansonia**

***Resolution 2015-19***

**RESOLUTION AUTHORIZING CHANGE ORDER #1 TO AMENDMENT TO THE  
CONTRACT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ANSONIA  
AND L. HOLZNER ELECTRIC COMPANY FOR THE REPLACEMENT OF  
WINDOWS AT MONSIGNOT HYNES AND JOHN J. STEVENS IN AN ADDITIONAL  
AMOUNT OF \$19,932.00 TO NOT EXCEED \$583,432.00 AND TO BE COMPLETED  
BY JANUARY 31, 2016.**

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**WHEREAS**, the Housing Authority of the City of Ansonia solicited a bid/RFP for construction work at Monsignor Hynes and John J. Stevens; and

**WHEREAS**, the specific services request under bid / Request for Proposal AHA-RFP-2015-05, the project bids closed on August 14, 2015 and one bidder L. Holzner Electric Company submitted a bid. The work was as follows; and

- Replacement of Doors (Interior and Exterior)
- Replacement of Windows
- Removal of all bars
- Environmental Abatement

**WHEREAS**, Silver / Petrucelli completed the design for the replacement of the windows and doors at Monsignor Hynes and John J. Stevens; and

**Housing Authority of the City of Ansonia**  
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**WHEREAS**, Payne Environmental, LLC completed sample environmental testing windows and doors at Monsignor Hynes and John J. Stevens; and

**WHEREAS**, the project was bid out and advertised in the New Haven Register. Three contractors attended the walk through of both sites. The bid closed on August 14, 2015; and

**WHEREAS**, the Board of Commissioners approved resolution 2015-10 at the August 26, 2015 meeting to approve a contract between the Housing Authority of the City of Ansonia and L. Holzner Electric Company for the replacement of windows at Monsignor Hynes and John J. Stevens in an amount not to exceed \$560,000.00 and to be completed by December 31, 2015; and

**WHEREAS**, the Board of Commissioners approved resolution 2015-11 at the September 30, 2015 meeting to add the glazing to the windows for \$3,500 and the notice to proceed was issued in September causing an extension of time ending January 31, 2016 and the total contract amount not to exceed \$563,500.00; and

**WHEREAS**, change order #1 is the Board of Commissioners to add additional trim to cover the existing metal window jambs with plywood, install wood stops and cover with aluminum coil sill. The metal frames were unforeseen in the procurement process.

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

1. The Executive Director is hereby authorized execute change order #1 to amend the contract for window replacement at Monsignor Hynes and John J. Stevens between the Housing Authority of the City of Ansonia and L. Holzner Electric Company in an additional amount of \$19, 932.00 to not exceed \$583,432.00.

Signed by: \_\_\_\_\_  
Troy D. White, Executive Director

November 18, 2015  
(Date)

Executive Director, White explained that additional framing to the windows needed to be done. This work was not planned nor foreseen as part of the bided project.

Chairman Lisi asked if commission had any questions on *Resolution 2015-19* hearing none.

- **Motion to approve *Resolution 2015-19* as presented by Chairman Robert Lisi.**

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

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\*Full text and accompanying information regarding the *Resolution 2015-19* will be placed on file with the recording of the minutes of the November 18, 2015 City of Ansonia Housing Authority.

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Executive Session:

Pursuant to Section 1-200 (6) and (8) of the Connecticut General Statutes there will be an executive session to discuss the Annual Performance and Executive Director's contract at the request of the Executive Director.

- **Motion to go into Executive Session to discuss the above item inviting Director Troy D. White to participate.**

Motion by Vice Chairman, Edward Norman. **Second** by Commissioner Samuel Levey at **6:55 pm**. No further comments. **All in Favor.** Motion passes unanimously.

The Board returned to regular session at 7:46 PM.
No action was taken by the Board of Commissioners.

Adjournment:

- **Motion to adjourn at 7:46 PM.**

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

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

Housing Authority of the City of Ansonia
Minutes
Wednesday November 18, 2015
Annual Meeting

The *Annual Meeting* of the Housing Authority of the City of Ansonia was called to order at 5:52 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. Also present was Troy White, Executive Director.

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

New Business: Election or Appointment of Officers.

a. Election or Appointment of Chairman.

Nomination of Robert Lisi as Chairman of the Housing Authority of the City of Ansonia.

- **Motion of Robert Lisi as Chairman of the Housing Authority of the City of Ansonia.**

Motion by Commissioner, Edward Norman. **Second** by Commissioner, Eileen Krugel. **All in Favor**. Motion passes unanimously.

b. Election or Appointment of Vice Chairman.

Nomination of Edward Norman as Vice Chairman of the Housing Authority of the City of Ansonia.

- **Motion of Edward Norman as Vice Chairman of the Housing Authority of the City of Ansonia.**

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

c. Election or Appointment of Treasurer.

Nomination of Rev. Samuel Levey as Treasurer of the Housing Authority of the City of Ansonia.

- **Motion of Rev. Samuel Levey as Treasurer of the Housing Authority of the City of Ansonia.**

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

d. Election or Appointment of Secretary.

Nomination of Troy D. White as Secretary of the Housing Authority of the City of Ansonia.

- **Motion of Troy D. White as Secretary of the Housing Authority of the City of Ansonia.**

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

Adjournment:

- **Motion to adjourn at 5:55 PM.**

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

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

Housing Authority of the City of Ansonia
Minutes
Wednesday December 16, 2015

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 p.m.** on **December 16, 2015** 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. Also present was Troy D. White, Executive Director. Rev. Samuel Levey – Commissioner, arrived at 6:07.

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

Approval of the minutes of the regular and annual meeting of the AHA of November 18, 2015.

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 18, 2015.**

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

Public Session:

Chairman Robert Lisi opened the public session.

Randy Carroll, Board of Aldermen, 1st Ward – introduced himself and stated that he is happy to be working with the Ansonia Housing Authority and the Board of Commissioners. All welcomed him aboard.

Mr. Lisi asked if anyone else from the public wishes to address the Ansonia Housing Authority Board of Commissioners. Hearing none the public session was closed.

Review of Financial Statements:

Executive Director, Troy White gave a brief overview of the financial standings for the period ending October 31, 2015. He noted that there is a 13.88% negative variance for the revenue and that there was a 4.76% positive variance for expenses and results of the operating and non-operating activity as of 10/31/15 provided the agency with a net loss of \$149,638, which is below the agency net income of \$86,784. However, the budget did not include depreciation expense which is estimated at \$375,250. Without the depreciation expense the agency's net income is \$225,612.

Monthly Reports:

Executive Director, Troy White presented his monthly Director's Report for December 2015:

Director White reported that the window replacement project has been completed at John J. Stevens with the exception of a couple of minor issues that will be addressed. The project is moving forward at Monsignor Hynes, all the windows should be installed by December 25, 2015 with an anticipated completion date of the first week of January.

Vice Chairman Norman asked if the contractor was within the budget. Mr. White explained that everything is in line with the contract and the change order amount. If there are any other fees presented at the final close out, Mr. White will present it to the Board at that time.

Director White also gave a report on the Riverside Development project. Soil burrowing will start the week of December 21st for geo-testing so that the environmental reports can be updated. There will also be environmental testing in vacant units on the North Side for the abatement documents for the demolition. As far as the relocation of residents from Riverside Apartments, eight (8) have submitted RTA's, seventeen (17) have already moved out and thirteen (13) are porting out of our jurisdiction. There are eighteen (18) remaining residents. Fifty percent will be vacated by the end of the year, hopefully everyone will be moved out by the end of February.

Executive Director White explained that he is working with Tise Design and TAG Associates to work on the deficiency letter for the 9% tax credit application which needs to be submitted to the Connecticut Housing Finance Authority (CHFA) before the deadline of December 23, 2015.

Complete Financial Statements and the Executive Directors report(s) for December 16, 2015
will be placed on file at the City of Ansonia Housing Authority Office.

Housing Operations Director, Bob Henderson presented his monthly report:

Mr. Henderson gave a brief update regarding the fire that took place at Riverside Apartments. The resident is being housed a hotel in Milford and will be for the remainder of the year. There were reports that the hotel was in very poor condition. Mr. Henderson went there himself to verify the conditions. All was well.

Mr. Henderson along with Mr. White met with Chief Hale on having extra patrol officers at Riverside Apartments.

Mr. Henderson reported the work orders are still being issued for Riverside Apartments. Most of the problems are with the heat which are being taken care of.

Mr. Henderson informed the Board that there has been several evictions that have taken place at the three apartment complexes. The vacancy rate is high right now at James J. O'Donnell Apartments due to several reasons. Tenants walking out of units, evictions and the condition of the units.

Mr. White informed the Board that he met with Tise Design and TAG Associates who have been assigned to the Housing Authority through CHFA at no cost to the Authority to start the planning process to address what needs to be done at the property.

Commissioner Norman questioned the high percentage rate at the State building. Mr. White explained that they have been working very diligently with Attorney Sheehy on the evictions. The waiting list pool is not the best. However, in the coming months discussions will take place on how to better address the situation to have a more stable population.

Mr. Norman asked if there is anything else that can be done with the fire alarms going off at Monsignor Hynes Apartments. Mr. Henderson responded that he met again with the fire marshal, Ray Tingly and they are set up exactly how he wants them to be. Commissioner Norman stated that he is concerned that the firemen are not responding to the alarms as much because of the frequency of them.

Ross Grant Coordinator, Vicky Clifford, presented her monthly report:

Ms. Clifford reported that the residents went to Emmett O'Brien Technical High School for a Thanksgiving Luncheon. Valley Transit provided free transportation.

Traci O'Brien with Anthem Blue Cross/Blue Shield was back again to discuss health insurance with the residents.

Ms. Clifford along with the ROSS Grant Coordinator from Seymour Housing Authority are looking to collaborate on bringing services and educational forums to the residents.

The Annual Holiday Luncheon will be held on Friday, December 18, 2015. Emmett O'Brien Technical High School will be catering the event and Mark Lanzieri will provide entertainment.

***All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for December 16, 2015.**

Report of Committees. None.

Unfinished Business: None.

New Business: None.

Chairman Bob Lisi presented the following resolutions to the commissioners:

Housing Authority of the City of Ansonia

Resolution 2015-20

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 WITH TWO (2) ONE YEAR EXTENSIONS IN AN

**AMOUNT NOT TO EXCEED AN ADDITIONAL \$465,000.00 AND TO INCREASE THE
AMOUNT OF THE CONTRACT TO \$963,991.34**

WHEREAS, the Housing Authority of the City of Ansonia (AHA) has a need for architecture, engineering and design services as it relates to the redevelopment of Riverside Apartments; and

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Ansonia approved Resolution 2013-26 to enter into an agreement for architecture and engineering design services with Tise Design Associates for a base period of one year commencing June 3, 2013 ending June 2, 2014 with two (2) one year options. The contract amount was \$214,200.00; and

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Ansonia approved Resolution 2014-15 to amend the contract with Tise Design Associates to develop the final draft design concept for Riverside Redevelopment and aided in the efforts to gain re-zone of the site to make it possible to redevelop affordable housing at the existing site. The amendment was not to exceed an additional \$284,991.34 and to increase the amount of the contract to \$498,991.34; and

WHEREAS, this amendment will cover Tise Design Associates completing demolition documents for the North side of Riverside Apartments, bidding and project management of the demolition and completing the drawings to 90% for bidding purposes; and

WHEREAS, Tise Design Associates architecture, engineering and design services contract shall be amended and ratified from the original contract of June 3, 2013 ending June 2, 2014 upon the approval by the Board of Commissioners in an amount not to exceed an additional \$465,000.00 and to increase the amount of the contract to \$963,991.34.

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

1. The Executive Director is hereby authorized to amend and ratify the contract for 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 \$465,000.00 for a period that commenced June 3, 2013 ending June 2, 2014 and to increase the amount of the contract to \$963,991.34.

Signed by: _____
Troy D. White
Secretary/Executive Director

Date

Chairman Lisi asked if commission members had any questions on ***Resolution 2015-20*** hearing none.

- **Motion to approve *Resolution 2015-20* as presented by Chairman Robert Lisi.**

Motion by Commissioner, Dan Kershaw. **Second** by Vice Chairman, Edward Norman.

All in Favor. Motion passes unanimously.

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**Motion** by Commissioner, Edward Norman to except two late *Resolutions 2015-21* and *2015-22*.  
**Second** by Commissioner Eileen Krugel. **All in Favor.** Motion passes unanimously.

Chairman Robert Lisi questioned three times if anyone from the public wishes to comment on Resolutions 2015-21 and 2015-22. Hearing none public session was closed.

**Housing Authority of the City of Ansonia**

***Resolution 2015-21***

**RESOLUTION AUTHORIZING THE WRITE-OFF FOR FISCAL YEAR END 2015 FOR THE  
LOW INCOME PUBLIC HOUSING PROGRAM**

**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 2015 for the Low Income Public Housing (LIPH) Program; Riverside Apartments (15-1), John J. Stevens (15-2) and Monsignor Hynes ( 15-3) as per the attached sheet, which indicates tenant balances incurred as of December 31, 2015 is \$9,549.17

**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-off of the Low Income Public Housing incurred as of December 31, 2015; and
2. The Executive Director is hereby authorized to write-off the 2015 tenanted incurred balances at Riverside Apartments (15-1), John J. Stevens (15-2) and Monsignor Hynes (15-3).

Signed by: \_\_\_\_\_  
Troy D. White  
Secretary / Executive Director

\_\_\_\_\_  
Date

Chairman Lisi asked if commission members had any questions on *Resolution 2015-21* hearing none.

- **Motion to approve *Resolution 2015-21* as presented by Chairman Robert Lisi.**

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

### ***Resolution 2015-22***

#### **RESOLUTION AUTHORIZING THE WRITE-OFF FOR FISCAL YEAR END 2015 FOR THE STATE MODERATE INCOME HOUSING PROGRAM**

**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 2015 for the State Moderate Income Housing Program; James O'Donnell (E-75) as per the attached sheet, which indicates tenant balances incurred as of December 31, 2015 is \$11,034.00

**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-off of the State Moderate Income Housing Program incurred as of December 31, 2015; and
2. The Executive Director is hereby authorized to write-off the 2015 tenanted incurred balances at James O'Donnell (E-75).

Signed by: \_\_\_\_\_  
 Troy D. White  
 Secretary / Executive Director

\_\_\_\_\_  
 Date

Chairman Lisi asked if commission members had any questions on ***Resolution 2015-22*** hearing none.

- **Motion to approve *Resolution 2015-22* as presented by Chairman Robert Lisi.**

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

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*Full text and accompanying information regarding *Resolutions 2015-20, 2015-21 and 2015-22* will be placed on file with the recording of the minutes of the December 16, 2015 meeting of the City of Ansonia Housing Authority.

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**Executive Session:**

Pursuant to Section 1-200 (6) and (8) of the Connecticut General Statutes there will be an executive session to discuss the Annual Performance and Executive Director's contract at the request of the Executive Director.

- **Motion to go into Executive Session at 6:30 p.m. to discuss the above item inviting Troy D. White to participate.**

**Motion** by Commissioner, Edward Norman. **Second** by Commissioner, Eileen Krugel. **All in Favor.** Motion passes unanimously.

**The Board returned to regular session at 6:55 PM.**

Motion was made to approve the Executive Director of the City of Ansonia Housing Authority's Evaluation.

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

Motion was made to approve an equity adjustment to the Executive Director's salary in the amount to \$120,000.00 for the 2016 fiscal year.

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

**Adjournment:**

- **Motion to adjourn at 6:57 PM.**

**Motion** by Commissioner, Dan Kershaw. **Second** by Commissioner, Samuel Levey. **All in Favor.** Motion passes unanimously.

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