

**Housing Authority of the City of Ansonia**  
**Minutes**  
**Wednesday January 27, 2016**

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 p.m.** on **January 27, 2016** by Chairman, Robert Lisi at the main office located at 36 Main St., Ansonia, CT.

**Pledge of Allegiance.**

**Roll Call:** Robert Lisi - Chairman, Eileen Krugel- Commissioner, Dan Kershaw – Commissioner, Rev. Samuel Levey – Commissioner. Also present was Troy D. White, Executive Director. Edward Norman - Vice Chairman, arrived at 6:03.

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

**Approval of the minutes of the regular and annual meeting of the AHA of December 16, 2015.**

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

- **Motion to approve the minutes of the regular meeting of the AHA of December 16, 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, 1<sup>st</sup> Ward** – stated that he has received complaints from neighbors of Woodlawn Avenue Apartment's that drug dealing is going on. He has been to the Police Commissioners meeting and reported the problem to them and they will be watching the neighborhood.

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 explained that he received the financials for December from the fee accountant and he will present them at the next Board Meeting which will be closer to being caught up with the fiscal year ending December 31, 2015. Mr. White gave a brief overview of the financial standings for the period ending November 30, 2015. He stated that the total revenue was \$2,436,440 as compared to budgeted revenue of \$2,800,292 which would be a 12.99% negative variance. Expenses for the same time period were \$2,566,434 compared to budgeted expenses of \$2,704,829 which would

be a positive variance of 5.12%. Which means as of 11/30/15 we had an agency-wide net loss of \$129,994. However, the budget did not include depreciation expense which is estimated at \$412,775. Without the depreciation expense the agency net income is \$282,781.

Executive Director, Troy White explained that also included in the packet is the statement of net positions for all programs, the aggregate statement of revenues, expenses and changes in net position, notes to the financial statements, the PILOT and the payables through January 2016.

No one had any questions for Director White concerning the financials.

### **Monthly Reports:**

**Executive Director,** Troy White presented his monthly Director's Report for January 2016:

Director White reported that HUD approved the 2016 Annual Agency Plan.

The 2015 annual audit engagement will be starting in April. Mr. White will be reaching out to Chairman Lisi and also to Commissioner Levey, Treasurer to speak with the accountants.

The window project at Monsignor Hynes Apartments is complete. All went well and the new windows help reduce the cold and sound.

Executive Director White explained that the Housing Authority did not receive funding from the Federal Home Loan Bank. The Authority's application was 1.53 points away from being awarded project funding and less than 6/10 of a point away from being selected as an alternative project.

Commissioner Lisi questioned how many applications were awarded. Mr. White stated that 32 applicants were funded out of 123.

Director White reported that as of January 19, 2016 thirty seven residents have moved out of Riverside Apartments, four have submitted RTA's and ten are porting out of this jurisdiction. There are five residents remaining which Housing Opportunities Unlimited is working with. Mr. White informed the Board that everyone should be moved out by the end of March 2016.

Complete Financial Statements and the Executive Directors report(s) for January 27, 2016  
will be placed on file at the City of Ansonia Housing Authority Office.

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

Mr. Henderson thanked Alderman Carroll for his help with the criminal issues at the Woodlawn Avenue properties.

Mr. Henderson stated that he will refrain from reading his reports regarding the work order logs as well as the activities with the Section 8 program. Everything is going as well as expected. Instead he invited the Fire Marshall, Ray Tingley to address the Board regarding the concerns over the fire alarms at Monsignor Hynes Apartments.

Mr. Tingley reported that the alarms were installed approximately three years ago and it is a computer based system. Simplex Grinnel installed the system and programed it. Since then Simplex came back out to reprogram it so that it will ring into the central receiving station so that the firehouse would be notified when the alarms were going off. When they did this all the programming was deleted so they had to come back out and start all over again to reprogram it to the way it was before. Mr. Tingley has been very involved working with Mr. Henderson and Simplex Grinnel. Everything seems to be functioning normally again the way it was originally intended to. Mr. Tingley has no concerns, he is very comfortable with the way the system is working.

Vice Chairman, Edward Norman asked if the Housing Authority would be fined for the alarms going off so frequently. Mr. Tingley replied they could not be fined because the system is working properly.

Chairman Lisi asked if Simplex Grinnel charged the Housing Authority to come out to fix the problem to which Mr. White replied, yes there is a fee.

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

Ms. Clifford stated that the Holiday Luncheon was a great success.

Ms. Clifford reported that the residents are extremely pleased with the window project. Everything went along very smoothly.

Ms. Clifford submitted the annual ROSS Grant application.

While assisting the residents with their paperwork for their annual recertification Ms. Clifford is also assessing the tenant's needs.

Ms. Clifford will be submitting to Mr. White a list of activities that she has planned for the coming year for the residents.

Commissioner Sam Levey wanted to thank Vicky for the wonderful job she is doing with the tenants.

**\*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for January 27, 2016.**

**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 2016-01***

**RESOLUTION AUTHORIZING THE AMENDMENT OF RESOLUTION 2015-21 FOR  
THE WRITE-OFF FOR FISCAL YEAR END 2015 THE LOW INCOME PUBLIC  
HOUSING PROGRAM**

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**WHEREAS**, the Housing Authority of the City of Ansonia annually writes-off uncollected balances as part of its fiscal control process; and

**WHEREAS**, the Board of Commissioners approved the write off of 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 totaled \$9,549.17; and

**WHEREAS**, there were credits to balances of the low income public housing accounts that were not applied that would have reduced the 2015 fiscal year write off by \$219.44; and

**WHEREAS**, the Housing Authority of the City of Ansonia amends its writes-off for uncollected balances in the Low Income Public Housing Program during the 2015 fiscal year to the total amount of \$9,329.73.

**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 2015; and approves the amended annual write-off of the Low Income Public Housing incurred as of December 31,
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) in the amount of \$9,329.73.

Signed by: \_\_\_\_\_  
Troy D. White  
Secretary/Executive Director

\_\_\_\_\_  
Date

Chairman Lisi asked if commission members had any questions on ***Resolution 2016-01*** hearing none.

- **Motion to approve *Resolution 2016-01* as presented by Chairman Robert Lisi.**

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

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**Housing Authority of the City of Ansonia**  
***Resolution 2016-02***

**RESOLUTION AUTHORIZING THE ADOPTION OF THE 2016 FAIR MARKET RENT  
 FOR THE HOUSING CHOICE VOUCHER PROGRAM IN THE CITY OF ANSONIA,  
 TOWN OF SEYMOUR AND CITY OF SHELTON**

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**WHEREAS**, the U.S. Housing and Urban Development Department (HUD) established the Fair Market Rents (FMR's) annual during the month of October; and

**WHEREAS**, the Housing Authority's fiscal year 2016 Fair Market Rents (FMR's) are based on 100% of HUD's fiscal year 2016 Payment Standard/Fair Market Rent Analysis; and

**WHEREAS**, the Housing Authority in accordance with HUD standards, is recommending to set the Fair Market Rent standards to 100% of the 2016 FMR's for Ansonia, Seymour, and Shelton ; and

**WHEREAS**, the effective of this increase will further fair housing opportunities for participants by allowing a potentially large pool of available housing to be sought; and

**WHEREAS**, the increase in FMR's will also allow the Housing Authority to utilized unexpended HAP funding in accordance with HUD guidelines; and

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

1. To adopted the fiscal year 2016 Fair Market Rent Calculation applicable on all AHA Housing Choice Voucher is hereby approved and adopted by the Board of Commissioners of the Housing Authority of the City of Ansonia; and
2. The Executive Director is hereby authorized to execute all necessary forms and documents related to the increase in Fair Market Rents for Ansonia, Seymour, and Shelton.

Signed by: \_\_\_\_\_  
 Troy D. White  
 Secretary / Executive Director

\_\_\_\_\_ Date

Chairman Lisi asked if commission members had any questions on ***Resolution 2016-02***.

Vice Chairman, Edward Norman questioned why is the FMR's lower in Shelton. Mr. White replied that Fairfield County went down and New Haven County went up. HUD uses a very complicated formula to figure out the rates. The fair market rates that were established a year ago were a little inflated so then they bring them down to what they think is market rate.

- **Motion to approve *Resolution 2016-02* 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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### **Housing Authority of the City of Ansonia**

#### ***Resolution 2016-03***

**RESOLUTION AUTHORIZING CHANGE ORDER #3 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 MONSIGNOR HYNES AND JOHN J. STEVENS IN AN ADDITIONAL AMOUNT OF \$3,183.18 TO NOT EXCEED \$586,615.18 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)
- 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

**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 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 #2 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; and

**WHEREAS**, change order #2 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

**WHEREAS**, change order #3 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 \$3,183.18 for additional environmental abatement work not exceed \$586,615.18.

**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 \$3,183.18 to not exceed \$586,615.18

Signed by: \_\_\_\_\_  
Troy D. White  
Secretary / Executive Director

\_\_\_\_\_  
Date

Executive Director White explained that this is a negotiated number and that there were some minor issues with the project that were unseen. The Housing Authority has paid L. Holzner the total amount except for the retainage so this will close out the entire project.

Chairman Lisi asked if commission members had any questions on **Resolution 2016-03** hearing none.

- **Motion to approve Resolution 2016-03 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 *Resolutions 2016-01, 2016-02 and 2016-03* will be placed on file with the recording of the minutes of the January 27, 2016 meeting of the City of Ansonia Housing Authority.

**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 1650074-Damaris Santos v. Housing Authority of the City of Ansonia.

- **Motion to go into Executive Session at 6:23 p.m. to discuss the above item inviting Executive Director, Troy D. White and Robert Henderson to participate.**

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

**The Board returned to regular session at 6:33 PM.**

Motion was made to authorize the Executive Director to settle the CHRO case involving Damaris Santos based on the Attorney's recommendation.

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

**Adjournment:**

- **Motion to adjourn at 6:35 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 Special Meeting**  
**Friday – February 12, 2016**

The Special Meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM** on **February 12, 2016** 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, Rev. Samuel Levey – Commissioner and Dan Kershaw – Commissioner excused absence. 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 Board of Commissioners. Hearing none the Public Session was closed.

**Executive Session:**

Pursuant to Section 1-200 (6) and (8) of the Connecticut General Statutes there will be an executive session to discuss a personnel matter.

- **Motion to go into Executive Session at 6:01 p.m. to discuss the above item inviting Troy D. White, Robert Henderson and Attorney James Sheehy to participate.**

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

**The Board returned to regular session at 7:02 PM.**

**Adjournment:**

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

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

**Housing Authority of the City of Ansonia**  
**Minutes Special Meeting**  
**Wednesday – February 17, 2016**

The Special Meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM** on **February 17, 2016** by Chairman, Robert Lisi at the main office located at 36 Main Street Ansonia, CT.

**Pledge of Allegiance.**

**Roll Call by Housing Operations Director Robert Henderson:** Robert Lisi - Chairman, Edward Norman - Vice Chairman, - Eileen Krugel - Commissioner, Dan Kershaw - Commissioner and Rev. Samuel Levey – Commissioner.

**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.

**Executive Session:**

Pursuant to Section 1-200 (6) and (8) of the Connecticut General Statutes there will be an executive session to discuss a personnel matter.

- **Motion to go into Executive Session at 6:01 p.m. to discuss the above item inviting Attorney James Sheehy upon his arrival and then inviting Robert Henderson to participate.**

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

**The Board returned to regular session at 6:56 PM.**

**Adjournment:**

- **Motion to adjourn at 6:56 PM.**

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

**Housing Authority of the City of Ansonia**  
**Minutes**  
**Wednesday February 24, 2016**

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 p.m.** on **February 24, 2016** 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, Rev. Samuel Levey – Commissioner. Also present was Troy D. White, Executive Director.

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

**Approval of the minutes of the regular and special meetings of the AHA of January 27, 2016, February 12, 2016 and February 17, 2016.**

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

- **Motion to approve the minutes of the regular meeting of the AHA of January 27, 2016 and special meetings of February 12, 2016 and February 17, 2016.**

**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.

Mr. Lisi asked three times if anyone from the public wishes to address the Ansonia Housing Authority Board of Commissioners. Hearing none the public session was closed.

**Review of Financial Statements:**

A detailed financial statement was explained to the Board by Executive Director, Troy White. He stated that the Authority ended the 2015 year with a \$66,562 surplus with depreciation added in.

Mr. White pointed out to the Board that at the end of 2014 there was a deficit as compared to a surplus this year.

Generally, all goals were met in 2015 with the exception of revenue. Some challenges were faced and have been righted.

When entertaining questions for the 2015 fiscal year, none were heard.

Moving on to 2016, the numbers are misleading as most grant monies, ROSS, FSS, and the State Program has not been realized.

No one had any questions for Director White concerning the financials.

### **Monthly Reports:**

**Executive Director,** Troy White presented his monthly Director's Report for February 2016:

Director White opens his report with a respectful "Thank You" for the past two years of working with and for the Board.

One goal for 2016 is to get to 680 vouchers and maintain that position. This would provide the proper revenue to sustain good health in the staffing of the Agency.

A high percentage of the Riverside families after receiving their vouchers remained in the City of Ansonia regardless of stating otherwise.

Mr. White assured the Board that the Demo specs will be 100% finalized by March 7, 2016.

As far as the 9% tax credit it is not likely that the agency will receive any funding. Unfortunately, it was scored lower in the area of project readiness which is no fault of the Agency. The project will continue to move forward.

Mr. White reminded the Board that the Agency was randomly selected to have a VMS review beginning April 19, 2016. Tim Sandor will be present for the entire review.

There will also be a SEMAP review by the staff of the Hartford Field Office in April.

Lastly, there was a tentative agreement met to the CBA. It is under review.

**Complete Financial Statements and the Executive Directors report(s) for February 24, 2016  
will be placed on file at the City of Ansonia Housing Authority Office.**

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

Mr. Henderson reported that the Riverside Apartment Complex is very quiet. All winter problems are being handled. Snow removal and boiler service have been the norm. Almost all the households have moved out, only a few remaining. Law enforcement is still patrolling the complex. The bulk out of the units have not begun as of yet.

John J. Stevens Apartments annual pre-react inspections have been done by an outside source. Mr. Henderson will present the results to the Board at the March meeting.

Monsignor Hynes Apartments has a higher vacancy rate. Some renovations are taking place following an eviction. Previously installed sub-standard flooring is being replaced.

The vacancy rate at James J. O'Donnell Apartments is also still high do to past issues that still apply. A discussion on client behavior problems was induced and steps are being taken to solve or limit some of these in the way of fines or extra charges. Three units have been leased for March.

Mr. Lisi questioned where the referrals come from. Executive Director White and Mr. Henderson both explained that they came from the waiting list which was opened and tenants were randomly selected. It was advertised in a local newspaper.

The Housing Choice Voucher department is working very hard to lease up 680 total vouchers. Mr. Henderson praised the staff for their hard work and efforts and reassured the Board that this would occur very soon.

The floor was opened for questions, none were heard.

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

Ms. Clifford reported that an online program is being implemented to assist with disabilities and other communication challenges to keep the residents up to date with contracts and any other problems that may occur.

Guest speakers are scheduled for most of the March meetings. Emmett O'Brien Technical School has been asked to cater the St. Patrick's Day party.

A questions was asked, "Will any of the guest speakers be a tax expert to assist residents with their tax returns." A tax person was not planned but seemed like a good idea, one would be found to speak.

**\*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for February 24, 2016.**

**Report of Committees.** None.

**Unfinished Business:** None.

**New business:**

- **A formal acceptance with much regret of Troy D. White's resignation.**

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

A. Appointment of Interim Executive Director.

- **Motion to appoint Robert Henderson as Interim Executive Director.**

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

Mr. Henderson accepted the position. The Board also wanted to note that the position of Director of Housing Operations will be sought.

Chairman, Bob Lisi presented the following resolutions to the commissioners:

**Housing Authority of the City of Ansonia**

***Resolution 2016-04***

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

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**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 December 31, 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 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 for Financial Statements for period ending December 31, 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  
Secretary/Executive Director

\_\_\_\_\_  
Date

Chairman Lisi asked if commission members had any questions on ***Resolution 2016-04*** hearing none.

- **Motion to approve *Resolution 2016-04* as presented by Chairman Robert Lisi.**

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

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**Housing Authority of the City of Ansonia**  
***Resolution 2016-05***

**RESOLUTION AUTHORIZING THE SUBMISSION OF THE FISCAL YEAR 2015  
SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (“SEMAP”)  
CERTIFICATION BY THE HOUSING AUTHORITY OF THE CITY OF ANSONIA**

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**WHEREAS**, the Housing Authority operates a Section 8 (Housing Choice Voucher Program) as authorized under the Housing Act of 1937, as amended; and

**WHEREAS**, 24 CFR Part 985.101 requires the Housing Authority to submit the HUD-required *Section Eight Management Assessment Program* (SEMAP) certification form HUD-52648 attached hereto as exhibit A to the U.S. Department of Housing and Urban Development (“HUD”) no later than 60 days after the end of the fiscal year; and

**WHEREAS**, the failure of a public housing agency (“PHA”) to submit its SEMAP certification within 60 calendar days after the end of its fiscal year will result in an overall performance rating of troubled and the PHA will be subject to the requirements at 24 CFR Part 985.107.

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

1. That the HUD-required SEMAP certification Form HUD-52648 is hereby approved and by the Board of Commissioners of the Housing Authority of the City of Ansonia; and
2. The Chairman and Executive Director are authorized to sign the HUD-required SEMAP certification Form HUD-52648 for FY 2015 to HUD; and
3. The Executive Director is authorized to submit the HUD-required SEMAP certification Form HUD-52648 and supporting documentation for FY 2015 to HUD.

Signed by: \_\_\_\_\_  
Troy D. White  
Secretary / Executive Director

\_\_\_\_\_  
Date

Executive Director White explained how critically important the SEMAP is to the Authority. It must be submitted to HUD electronically. Mr. Henderson presented to the Board a hard copy of back up information that pertains to the SEMAP which he will also be sending to the Hartford Field Office. Last year the Agency failed so through much due diligence this year important steps have been taken to correct past issues.

Chairman Lisi asked if commission members had any questions on *Resolution 2016-05*.

- **Motion to approve *Resolution 2016-05* as presented by Chairman Robert Lisi.**

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

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**Housing Authority of the City of Ansonia**

***Resolution 2016-06***

**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, 2017 IN AN AMOUNT NOT TO EXCEED AN ADDITIONAL \$36,850.00 AND TO INCREASE THE AMOUNT OF THE CONTRACT TO \$138,130.00**

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

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

**WHEREAS**, on the submission date deadline, two (2) responses were received Timothy P. Sandor and HSF 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, 2017 and the contract amount will not exceed an additional \$36,850.00 and to increase the amount of the contract to \$138,130.00.



**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 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 \$36,850.00 for a period commencing May 1, 2016 and terminating April 30, 2017 and to increase the amount of the contract to \$138,130.00.

Signed by: \_\_\_\_\_  
Troy D. White  
Secretary / Executive Director

\_\_\_\_\_  
Date

Chairman Lisi asked if commission members had any questions on ***Resolution 2016-06*** hearing none.

- **Motion to approve *Resolution 2016-06* 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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**Housing Authority of the City of Ansonia**

***Resolution 2016-07***

**RESOLUTION AMENDING THE CONTRACT AGREEMENT BETWEEN THE HOUSING  
AUTHORITY OF THE CITY OF ANSONIA AND SHEEHY & DILLON FOR LEGAL  
SERVICES FROM JANUARY 6, 2016 AND ENDING JANUARY 5, 2017 IN AN AMOUNT  
NOT TO EXCEED AN ADDITIONAL \$50,000 AND TO INCREASE THE AMOUNT OF THE  
CONTRACT TO \$170,000.00**

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

**WHEREAS**, a solicitation was issues in for Legal Services, on January 29, 2014 the Board of Commissioners of the Housing Authority of the City of Ansonia approved Resolution 2014-1 to enter into an agreement for Legal Services with Sheehy & Dillon for a base period of two years with two (2) one year extensions, commencing January 6, 2014 and ending January 5, 2016; and

**WHEREAS**, the volume of work for Sheehy & Dillon has increased to insure that the Housing Authority is in compliance with state and federal requirements and real estate development services are also sought from the firm which has increased the total contract amount; and

**WHEREAS**, Sheehy & Dillon's legal services contract was amended from January 6, 2014 ending January 5, 2016 through resolution 2014-16 upon the approval by the Board of Commissioners the

legal services contract in an amount not to exceed an additional \$60,000.00 and to increase the amount of the contract to \$120,000.00.

**WHEREAS**, Sheehy & Dillon’s legal services contract shall be further amended through resolution 2016-07 upon the approval by the Board of Commissioners in an amount not to exceed an additional \$50,000.00 and to increase the amount of the contract to \$170,000.00.

**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 legal services between the Housing Authority of the City of Ansonia and Sheehy & Dillon in an amount not to exceed an additional \$50,000 for a period commencing January 6, 2016 and terminating January 5, 2017 and to increase the amount of the contract to \$170,000.00.

Signed by: \_\_\_\_\_  
Troy D. White  
Secretary / Executive Director

\_\_\_\_\_ Date

Chairman Lisi asked if commission members had any questions on *Resolution 2016-07* hearing none.

- **Motion to approve *Resolution 2016-07* as presented by Chairman Robert Lisi.**

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

\*Full text and accompanying information regarding *Resolutions 2016-04, 2016-05, 2016-06 and 2016-07* will be placed on file with the recording of the minutes of the February 24, 2016 meeting of the City of Ansonia Housing Authority.

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**Adjournment:**

- **Motion to adjourn at 6:45 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**  
**Tuesday – March 15, 2016**

The Special Meeting of the Housing Authority of the City of Ansonia was called to order at **4:06 PM** on **March 15, 2016** by Chairman, Robert Lisi at the main office located at 36 Main Street Ansonia, CT.

**Pledge of Allegiance.**

**Roll Call by Interim Executive Director Robert Henderson:** Robert Lisi - Chairman, Edward Norman - Vice Chairman, - Dan Kershaw – Commissioner. Excused absence - Eileen Krugel Commissioner.

Rev. Samuel Levey – Commissioner arrived at 4:07.

**New Business:**

- Motion to approve the payment of 16 accrued vacation days and 7.86 accrued sick days totaling 23.8 days to Executive Director Troy D. White upon the separation of his employment from the Ansonia Housing Authority.

Chairman Lisi asked if the Board had any questions.

Commissioner Norman questioned if Attorney James Sheehy reviewed this agreement with Labor Council, Attorney Bill Ryan.

Attorney Sheehy assured the Board that this was discussed with Attorney Ryan.

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

**Adjournment:**

- **Motion to adjourn at 4:10 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 March 30, 2016**

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 p.m.** on **March 30, 2016** 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, Rev. Samuel Levey – Commissioner.

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

**Approval of the minutes of the regular meeting of the AHA of February 24, 2016 and the special meeting of March 15, 2016.**

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

- **Motion to approve the minutes of the regular meeting of the AHA of February 24, 2016 and the special meeting of March 15, 2016.**

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

**Public Session:**

Chairman Robert Lisi opened the public session.

Mr. Lisi asked three times if anyone from the public wishes to address the Ansonia Housing Authority Board of Commissioners. Hearing none the public session was closed.

**Review of Financial Statements:**

A detailed financial statement was explained to the Board by Interim Executive Director, Robert Henderson. He stated that revenues from operations for the period ending February 29, 2016 were \$361,692 as compared to the budgeted operating revenue of \$498,062, which is a 27.38% negative variance. The reason for this is that anticipated loan income of \$37,500 was not distributed and the CFP grant income has not been requisitioned at the budget rate.

Total expenses for the two month period were \$454,472 as compared to budgeted operating expenses of \$495,144 for the same period, which would be an 8.21% positive variance. All major expense categories were under budget except for a few. The annual Health Savings Account payment of

\$35,223 was the reason behind the general expense overage. The results from operating activities through 2/29/16 provided an agency-wide net loss of \$92,780.

Mr. Henderson explained that it is too early in the year to consider any positive or negative variances as trends.

Chairman Lisi noted that the Housing Authority was charged \$666 for dumping fees by the City. This charge is not for the “bulk out” of the units at Riverside Apartments.

Vice Chairman, Edward Norman would like to know if the agency was served notice, who approved this charge and what is the motive behind it. Mr. Norman asked if the schools are being billed and if anyone knew of other agencies within the city that is also charged for dumping.

Chairman Lisi stated this will be discussed at the monthly meeting with the City that he, Vice Chairman Ed Norman and Mr. Henderson attend.

No one had any additional questions for Interim Director Henderson concerning the financials.

### **Monthly Reports:**

**Interim Executive Director/Housing Operations Director**, Robert Henderson presented his Director’s Report for March 2016:

Director Henderson began by explaining that he was notified by Tim Sandor, the Fee Accountant that the HCV Department has a deficit of approximately \$224,885. The first thing that was done to close the gap was to transfer \$118,345 from unrestricted non- federal funds. He is working with Mr. Sandor on Cost Saving Strategies. Mr. Henderson suggested to not fill the position of Housing Operation Director and instead distribute some of the responsibilities to current staff. Another idea was to reduce the hours from 40 to 35 for the HCV Specialists which Mr. Henderson felt would be detrimental to the department at this current time. Going forward the agency will have to cautious about spending and limit overtime.

Mr. Henderson reported that he received the annual pre REAC Scores for John J. Stevens and Monsignor Hynes Apartments. John J. Stevens scored 88 out of 100 and Monsignor Hynes scored a 92 out of 100. Mr. Henderson is extremely pleased with this score.

Director Henderson along with Vicky Clifford, ROSS Coordinator conducted a site inspection of John J. Stevens Apartments and discovered there is a lot of work that needs to be done there. He suggested taking monies out of the reserve to cover maintenance staff to continue working to get the development to where it needs to be.

The last tenant at Riverside Apartment Complex has moved out. The maintenance staff put chains across the parking lots to stop the influx of traffic. Law enforcement has been notified and will continue to keep a watch on the property.

The maintenance staff will begin to bulk out the units at Riverside.

There is only one vacancy at John J. Stevens which will be leased up soon. Monsignor Hynes has three units that are in the process of being leased up and maintenance is finishing up with the turnaround of

unit 23. As far as the state building is concerned three units need to be leased up and there will be four evictions within the next couple of weeks. The issues concerning this building remain. The Hartford Field Office has asked that the agency not issue any more vouchers at this time until the funding issue is resolved. HUD is aware of the problem and will be offering help.

Chairman, Robert Lisi questioned if the agency has telephone numbers on file of the Section 8 landlords. Mr. Henderson replied that they do list their phone numbers on the request for tenancy paperwork. When they change numbers they do not notify the Housing Authority. All correspondences are usual done by mail. Mr. Lisi explained that the Housing Authority as well as other departments are having many issues with absentee landlords. Mr. Henderson stated that the Housing Authority and the City of Ansonia need to work together, provide a certificate of occupancy once the tenant moves in to an apartment within the City of Ansonia. The standards for the blight ordinances and the Housing Authority are very different, the City is more stringent.

Mr. Lisi questioned if there are other agencies that place families in Ansonia. Mr. Henderson replied there is the John J. D'Amelia Agency, which is a State Program, they are located in Waterbury. Mr. Norman would like a specific count as to how many vouchers they have in this jurisdiction. Mr. Henderson will reach out to his contact at that agency and get back to the Board.

Chairman Lisi and Vice Chairman Norman requested that both issues, absentee landlords and John J. D'Amelia Agency be discussed with the City when they meet.

Complete Financial Statements and the Interim Executive Directors report(s) for March 30, 2016  
will be placed on file at the City of Ansonia Housing Authority Office.

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

Ms. Clifford reported that the monthly resident meeting was held on February 26, 2016. She has a record of the meeting minutes and provides the residents with this information at the following monthly meeting.

Joe Seres, Assistant Director of Shady Knolls Fitness Program came to the Ortolli Community Center and shared information and exercises with the tenants.

Ms. Clifford attended the monthly M-team meeting. This month the topic was the change in the clientele from Elderly and seniors to younger people with disabilities.

The Saint Patrick's Day Luncheon was held on March 17, 2016. Emmett O'Brien Technical School catered the event. The turnout was less than previous luncheons due to several seniors passed away and/or have gone to nursing homes. The clientele is much younger and Ms. Clifford stated that the agency needs to discuss the services that these younger disabled tenants need.

Ms. Clifford reactivated the Facebook page.

Mr. Henderson also wanted the Board to know that he reached out to the Derby Housing Authority and will be scheduling an informational meeting with the two agencies.

Mr. Lisi questioned if there is younger disabled tenants living at both complexes as well as the State building. Mr. Henderson informed him that they are currently at all three locations. Fair housing is watching to be sure there is no discrimination issues.

Vice Chairman Norman inquired if the list of complaints from the Board meetings that were held at the Ortoli Community Center have been resolved. Mr. Henderson replied that he is on top of all issues. He also informed the Board that Ralph Mann is scheduled to come out April 15, 2016 to address any HVAC problems.

Mr. Norman questioned if the resolution of guidelines have been established regarding the planting of flowers and bushes at the Apartment Complexes. Mr. Henderson replied that this issue has been set aside but will be discussed as soon as possible. This could be part of the deferred maintenance that can be done. Mr. Lisi suggested to Vicky that the residents be involved in the guidelines.

**\*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for March 30, 2016.**

**Report of Committees.** None.

**Unfinished Business:** None.

**Adjournment:**

- **Motion to adjourn at 6:57 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 April 27, 2016**

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 p.m.** on **April 27, 2016** by Chairman, Robert Lisi at the main office located at 36 Main St., Ansonia, CT.

**Pledge of Allegiance.**

**Roll Call:** Robert Lisi - Chairman, Eileen Krugel- Commissioner, Dan Kershaw – Commissioner, Rev. Samuel Levey – Commissioner.

Edward Norman-Vice Chairman was absent.

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

**Approval of the minutes of the regular meeting of the AHA of March 30, 2016.**

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

- **Motion to approve the minutes of the regular meeting of the AHA of March 30, 2016.**

**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.

Deb Hanley stated she is concerned that her phone calls are not being returned. She would also like to know what the status is regarding the plants and flowers at the development. Vicky will address this issue later in the meeting in her report.

Andrea Par is concerned that tenants in the upstairs apartments have animals. She is worried that the dogs could harm the other tenants. Also there are guests staying overnight for long periods of time. She feels certain people have special privileges.

Chairman Lisi suggested that if she is aware of anyone living in the apartments that is not on the lease she should get in touch with Mr. Henderson to report it. This is becoming a huge issue not only with the Housing Authority but with the City as well.

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:**

A detailed financial statement was explained to the Board by Interim Executive Director, Robert Henderson. He stated that revenues from operations for the period ending March 31, 2016 were \$562,620 as compared to the budgeted operating revenue of \$747,092, which is a 24.69% negative variance.

The total expenses for the three month period ended March 31, 2016 were \$694,261 as compared to budgeted operating expenses of \$742,716 for the same period, which is a 6.52% positive variance. All major expense categories were under budget except for a few. One issue that Mr. Henderson wanted noted was the maintenance overage, he explained this is due to maintaining the prior year's staffing level, which he is going to cut out all overtime and keep a close watch on the amount of work that is needed for three men. The results from operating activities at 3/31/16 provided an agency-wide net loss of \$131,641, below the agency-wide budgeted net income of \$4,376 for the same three-month period.

No one had any additional questions for Interim Director Henderson concerning the financials.

## **Monthly Reports:**

**Interim Executive Director,** Robert Henderson presented his Director's Report for April 2016:

Director Henderson began by explaining that the demolition bid has been advertised in the newspapers and will have a pre-bid conference and walk through on May 2, 2016 and the bids will be closed and opened on Monday, May 16, 2016. Mr. Henderson is waiting to hear from Vase Management as a consultant for the project. The department of public works is going to remove the playground at Riverside Apartments and is also waiving the dumping fees as part of in kind services.

Ralph Mann will be out to the sites this week to service air conditioners and heating units.

Simplex Grinnell will be out again to service the issues with the fire alarms at Monsignor Hynes Apartments.

John Ireland from Silver Petrucelli will be submitting a quote for new sidewalks, handrails and ramps at Monsignor Hynes, John J. Stevens and James J. O'Donnell Apartments. Part of the quote will be for a new roof at Monsignor Hynes Community Center as well as remodeling the center.

Mr. Henderson had a meeting with Rich Bshara the Assistant Comptroller for the City and submitted the 2<sup>nd</sup> requisition regarding the demolition of Riverside Apartments and the monies owed by the City Bond. As of yet neither the first or second request has been paid. The security deposits are in question. Mr. Henderson has reached out to Attorney Sheehy to try to resolve this matter.

Mr. Henderson wanted the Board to be aware that he was asked to attend meetings at the City on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the each month. These meetings are for all department heads. The Riverside Apartment Project and Housing meetings that were scheduled with the Mayor and Chairman, Vice Chairman and Interim Director of the Housing Authority has been cancelled until further notice.

Interim Director Henderson introduced Tanya Guagenti to the Board and explained she has taken over some administrative duties that belonged to the Housing Operation Director and she will be presenting the property manager's report at next month's meeting.

There is only one vacancy at John J. Stevens which is in the process of being leased up. Most of the vacancies at Monsignor Hynes are in the process of being leased up as well. As far as the state building the vacancy rate is at about 10%. The issues concerning this building remain and also there is an issue regarding how many units are and should be project based.

The Section 8 Program is still in a holding pattern per the Hartford Field Office. There is \$533,000 in reserves which HUD has asked that the agency not issue any more vouchers than the 671 that are on the streets already, until the funding issue is resolved.

Mr. Henderson stated that he spoke with Michelle Molina from John J. D 'Amelia and Associates regarding the number of active recipients that they have on the state program in Ansonia. Her reply was 22 recipients in this jurisdiction.

Mr. Henderson also stated that he is still working with the City regarding the certificate of occupancy issue.

Complete Financial Statements and the Interim Executive Directors report(s) for April 27, 2016  
will be placed on file at the City of Ansonia Housing Authority Office.

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

Ms. Clifford reported that she assisted the Public Housing Department with Annual Re-certifications. She also held a presentation on Rent Calculations for the residents of Monsignor Hynes, John J. Stevens and James J. O'Donnell Apartments. Many had questions regarding income and medical deductions.

The next tenant meeting is scheduled for Friday, April 29, 2016. The agenda includes the policy for live-in aides and forming a grounds committee.

Chairman Lisi suggested to Ms. Clifford to reach out to Eastside Greenhouse, Home Depot and Lowe's to see if they can donate flowers, plants or any supplies needed.

Commissioner Eileen Krugel also suggested to Ms. Clifford to check into Beautification Grants that are available.

There will be a Spring BBQ at the Ortoli Community Center catered by Chef Fusco and the students from Emmett O'Brien Technical High School.

Ms. Clifford stated in May she will be meeting at the Ortoli Community Center with the tenants to sign their new leases and she will be conducting a needs assessment survey.

Mr. Henderson added that the UI will finally be coming out to the site next week to address the ongoing problem of the high voltage equipment that is on the property.

**\*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for April 27, 2016.**

**Report of Committees.**

Commissioner Krugel stated that the Personnel Committee has met several times and they feel that everything seems to be running well under the direction of the Interim Director, Robert Henderson.

**Unfinished Business:** None.

**New Business:**

**Executive Session:**

Pursuant to Section 1-200 (6) and (8) of the Connecticut General Statutes an Executive Session was called at 6:30 PM to discuss pending litigation.

- **Motion to go into Executive Session to discuss the above item inviting Interim Director Robert Henderson and Attorney Don Swift to participate.**

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

**Adjournment:**

- **Motion to adjourn at 7:28 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**  
**Wednesday May 25, 2016**

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 p.m.** on **May 25, 2016** 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, Rev. Samuel Levey – Commissioner.

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

**Approval of the minutes of the regular meeting of the AHA of April 27, 2016.**

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

- **Motion to approve the minutes of the regular meeting of the AHA of April 27, 2016.**

**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.

**Barbara Borrowman- John J. Stevens Apartments.** Ms. Borrowman voiced her concerns regarding the new rules for the laundry room. Specifically the new key fobs and also the hours of operation.

Mr. Henderson will address this issue in his Interim Executive Director report.

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:**

A detailed financial statement was explained to the Board by Interim Executive Director, Robert Henderson. He stated that revenues from operations for the period ending April 30, 2016 were \$750,427 as compared to the budgeted operating revenue of \$996,123 for the same period which is a 24.67% negative variance.

The total expenses for the same four- month period were \$892,734 as compared to budgeted operating expenses of \$990,289 which is a 9.85% positive variance. All major expense categories were under

budget except for a few. The Legal Expense overage was related to the fair housing settlement. The Maintenance Labor overage is due to maintaining the prior year's staffing level, and the Health Savings Account payment was the driver behind the general expense overage. The results from operating activities at 4/30/16 provided an agency-wide net loss of \$142,308, below the agency-wide budgeted net income of \$5,834 for the same four-month period.

Mr. Henderson stated that he would like to invite the agency's fee account, Mr. Sandor to speak at the June board meeting.

No one had any additional questions for Interim Director Henderson concerning the financials.

### **Monthly Reports:**

**Interim Executive Director,** Robert Henderson presented his Director's Report for May 2016:

Director Henderson began by explaining that the demolition bids were opened on Monday, May 16, 2016. Tise Design Associates and Payne Environmental are reviewing the bids. The agency will announce publicly once this is complete as to who the lowest bidder is. As soon as the information is given to Mr. Henderson he will request a special meeting with the Board so that a notice to proceed will be issued, a resolution will be completed and the contract can be signed. Mr. Henderson stated that the bid came in just over 1,000,000 dollars.

Silver Petrucelli will begin the A&E work at John J. Stevens and Monsignor Hynes Apartments. The scope of work will be sidewalks, railings and ramps as well as a new roof for the community center and remodeling the interior of the building. A contractor should be selected by June.

Mr. Henderson informed the Board that the DEEP Letter has been sent to the Department of Energy and Environmental Protection regarding the 500 year FEMA floodplain. He has not heard back from them as of yet.

The United Illuminating Company has begun energy efficient improvement measures at Monsignor Hynes Apartments. The work that is being done consists of changing light bulbs, showerheads, weather-stripping and insulation. The price for the upgrades would be \$27,344.53, however, with this incentive it is all being done at no cost to the agency, which would be an approximate savings of \$4000.00 a year. They are also looking into upgrades for John J. Stevens Apartments, however, because they are heated with gas there would be a cost to the agency. Mr. Henderson is waiting for a quote for that development.

Interim Director Henderson presented the Board with a letter that was written by an employee Carol Mobilio regarding an incident that took place between her and the agency's labor attorney. It was so noted by the Board.

Complete Financial Statements and the Interim Executive Directors report(s) for May 25, 2016  
will be placed on file at the City of Ansonia Housing Authority Office.

**Property Manager Report,** Tanya Guagenti presented the monthly report:

Ms. Guagenti reported on the following AHA sites:

**Riverside Apartment Complex- Olson Drive:**

Work orders are still being completed at Olson Drive. The maintenance staff is removing refrigerators, stoves and any furniture that was left behind by tenants. They cleaned out the trailers as well. The Public Works Department will not be able to remove the playground from the site, it is buried in two feet of cement. The third floor windows on the High Street side of the development have been smashed out. Mr. Henderson informed the police department and they will have extra patrols in the area. The windows cannot be boarded up until the demolition contractor completes the abatement.

**John J. Stevens- 75 Central Street:**

There were a total of 35 work orders issued with 30 routine, 3 urgent and 2 emergencies. All were addressed and work completed. There are three vacancies. One of the units is being turned around, one was leased up in May and the other is being leased June 1<sup>st</sup>.

**Monsignor Hynes Apartments- 70 Woodlawn Avenue:**

There were a total of 37 work orders issued and all were addressed and work completed. There are four vacancies, one unit was leased up in May and three more will be ready to be leased for June 1<sup>st</sup>. Ms. Guagenti stated that she is mailing 30 to 35 letters and only receiving 5 participants that are interested. Vice Chairman Norman asked her where she is selecting the names from. She informed him they are from the waitlist.

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

There were a total of nine work orders issued with nine work orders completed. There are five vacancies. One unit will be leased up on June 1<sup>st</sup>, three others are ready to be leased and one unit maintenance is turning around.

Mr. Henderson informed the Board that the waitlist is being revamped. He is working with the field office concerning this matter. This was one issue that was indicated on the SEMAP score. Also, the Nelrod Company will be involved in helping with the FSS program which also needs revamping.

The Section 8 department is doing well with fraud recovery. Fifty percent of the money recovered, which is mostly from unreported income goes back to the agency as unrestricted monies.

Mr. Henderson addressed the concerns regarding the laundry room at John J. Stevens. The new changes were put in place for security reasons. Mr. Henderson feels it is not a safe environment for the tenants living there. The new times are 8:00 am till 4:30 pm., seven days a week. There are new key fobs in place which will only allow tenants access to the laundry room. This will be monitored closely and if the hours need to be adjusted Mr. Henderson will do so. The tenant's safety is the main concern. There will also be an amendment to the parking policy which was never enforced at John J. Stevens Complex. This resolution will be at the next board meeting.

Ms. Naomi Wallace, a tenant at John J. Stevens Apartments stated that her back door does not lock properly and she does not feel safe.

This is the first Mr. Henderson has heard concerning this matter and asked that Ms. Wallace please call the main office with any issues that she may have going forward. Director Henderson will have the door secured immediately. He will also speak with the contractor to have a key fob made to the back door which is connected to Ms. Wallace's unit.

Vice Chairman Norman asked can anything else be done to secure the safety of the tenants, especially with the back door. Mr. Henderson will check into the issue.

Interim Director Henderson informed the Board that there was an incident at James J. O'Donnell Apartments. There was a fire caused by a tenant who was smoking while on oxygen. There was no structural damage, however, there was damaged caused by the dry chemical from the fire extinguisher.

Vice Chairman Norman questioned if there are any restrictions concerning this problem. He is concerned for the safety of the other tenants. Mr. Henderson informed the Board that this was the second incident with the same tenant. Attorney Sheehy assured the Board that he is representing the Housing Authority with this case as well as others. The eviction process has already begun. The tenant also had his son living in the unit who is not on the lease. The Hartford Field Office is getting involved with issues such as this and other court proceedings and they are asking the agency's to be more lenient with the evictions. It is a very long and costly process dealing with the courts. Serve Pro was on the scene as well as Simplex Grinnel. Three residents on the floor where put up in a hotel for the night.

Mr. Lisi questioned if the City was still billing for dumping fees. Mr. Henderson stated that we will no longer be charged for any more dumping fees.

**Ross Grant Coordinator**, Vicky Clifford was absent. Mr. Henderson presented her monthly report:

Ms. Clifford held her monthly tenant meeting on Friday, April 29, 2016. Commissioner Dan Kershaw attended the meeting.

Ms. Clifford asked residents to take part in a Grounds Committee. Four tenants showed interest.

A meeting was held on Friday, May 13, 2016 at the Ortoli Community Center for the residents of John J. Stevens and Monsignor Hynes Apartments to review and sign new leases.

Vice Chairman Norman questioned if Ms. Clifford and Mr. Henderson set up guidelines as to what can be planted on the grounds. Mr. Henderson replied that they are still working on this issue. One problem is that nothing can be planted within two feet of the HVAC units which are in front of the first floor units. At this time Ms. Clifford feels the best would be shepherd hooks with hanging plants on them.

Commissioner Kershaw questioned if the maintenance men are able to keep up with the grounds. Mr. Henderson stated that they are trying, cutting the grass, trimming as well as seeding and fertilizing.

Vice Chairman Norman inquired if the maintenance department is overstaffed. Mr. Henderson explained that the plan was based on the REAC inspections and what was suggested as to the scope of

work that needs to be done at John J. Stevens Apartment Complex. This would validate having one extra maintenance man. This issue will be discussed with Tim Sandor at next month's Board meeting.

Mr. Henderson explained again to the Board that the City still owes the agency \$278,000.00 in regards to the demolition. He met with the Assistant Comptroller, Rich Bshara and also with the Mayor. Mr. Henderson explained to the Mayor that if the agency does not receive payment soon he will have to report it to the Hartford Field Office as well as Fair Housing. Also demolition will have to be suspended.

**\*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for May 25, 2016.**

**Report of Committees.** None.

**Unfinished Business:** None.

**New Business:**

Chairman Lisi requested to have Mr. Henderson reach out to Sheila O'Malley from the City to see if there are any Small City Grants that the Housing Authority would be eligible for.

Vice Chairman Edward Norman thanked the Board and the Staff for the flowers that were sent to him in sympathy for the passing of his brother.

**Adjournment:**

- **Motion to adjourn at 7:04 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.**



**Housing Authority of the City of Ansonia**  
**Minutes**  
**Wednesday July 27, 2016**

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 p.m.** on **July 27, 2016** by Chairman, Robert Lisi at the Ortol Community Center located at 70 Woodlawn Avenue, Ansonia, CT.

**Pledge of Allegiance.**

**Roll Call:** Robert Lisi - Chairman, Edward Norman- Vice Chairman, Eileen Krugel- Commissioner, Dan Kershaw – Commissioner, Rev. Samuel Levey – Commissioner.

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

**Approval of the minutes of the regular meeting of the AHA of May 25, 2016.**

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

- **Motion to approve the minutes of the regular meeting of the AHA of May 25, 2016.**

**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.

**Georgejinna Chevrette- Monsignor Hynes Apartments.** Ms. Chevrette stated she is having a problem with a dog roaming on the property specifically outside her window. The dog does not belong to any residents of Monsignor Hynes Apartments. She was asked to call Animal Control. Mr. Henderson will follow up with the Animal Control officer.

**Billie Mobley- James J. O'Donnell Apartments.** Ms. Mobley expressed her disappointment with the deplorable conditions of the James J. O'Donnell Apartment Complex. Mr. Henderson stated that a meeting will be held soon for the tenants of this property to discuss with them the future plans for the building.

**Deborah Hanley- Monsignor Hynes Apartments.** Ms. Hanley is upset with the parking policy. She does not agree with how it is being handled. She is also discussed with the landscaping and the restrictions on what can be left outside the apartments. Mr. Henderson explained that each resident is given a specific parking place and they are to adhere to this rule. He is following the AHA's ACOP Policy which was approved by the Board of Commissioners. As far as furniture and such being left outside of the apartments it must be removed for safety reasons and also blight restraints.

**Kathleen Tiano- Monsignor Hynes Apartments.** Ms. Tiano stated that she too had an issue with the parking policy and feels that she was disrespected and not treated fairly.

**Vincent Giammario- John J. Stevens Apartments.** Mr. Giammario also voiced his concerns regarding the parking policy. Mr. Henderson replied that Ms. Clifford will address the parking policy issues in her report.

**Kim'mula Eason- Monsignor Hynes Apartments.** Ms. Eason stated that she is afraid of the repercussions if she was to voice her concerns.

Commissioner Sam Levey spoke to the tenant's encouraging them to attend the monthly tenant meetings that Ms. Clifford conducts so that they can discuss all issues.

**Georgejinna Chevrette- Monsignor Hynes Apartments.** Commented on tenants feeding stray cats.

**Lucy Dripchak- Employee, Ansonia Housing Authority.** Ms. Dripchak stated she enjoys coming to work again since Mr. Henderson is the Interim Executive Director. She feels he respects her and the rest of the staff. He is very approachable and is always willing to help her when needed. She is no longer afraid to come to work.

**Randy Carroll- 1<sup>st</sup> Ward Alderman.** First would like to congratulate Mr. Norman, he is now the representative for the Housing Authority for the Public Safety Building Commission. Mr. Carroll stated that he is the Chairman for the Blight Committee and he handed out copies of the blight regulations and ordinances. He is also the Chairman for the Ordinance Committee. If anyone would like he can supply them with a copy of the noise ordinances.

**Carol Mobilio- Employee, Ansonia Housing Authority.** Ms. Mobilio would like everyone to know that the Housing Authority's staff is very dedicated and hard working. It is very important that the employees work in a respectful work environment. She stated under Bob Henderson's management, employees are valued and respected, were as previously certain employees were intentionally alienated and that is no longer the case.

**Luz Santiago- Monsignor Hynes Apartments.** Ms. Santiago stated that her air conditioner is still not working after.

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:**

A detailed financial statement was explained to the Board by Tim Sandor, Fee Accountant for the Housing Authority. Enclosed in the packet is the May and June financials. Mr. Sandor feels it is more pertinent to explain the June financials. The June financials show that the total expenses taken from total revenues there is a net loss of \$58,245, the loss includes non-operating items as well, mainly from depreciation. The first half of the year the agency did very well with the operating budget. One item to be aware of is the cash level decreasing since the beginning of the fiscal year mainly due to the funds owed to the Housing Authority from the City Bond. Once this money is received the cash level will increase. Issues concerning the \$288,000.00 demo site costs were raised by Commissioner Norman.

Mr. Henderson explained the application filed by the previous director has been found Mr. Henderson assured the Board that Karen Santana of the Department of Housing (DOH) would be contacted first thing Thursday morning to find the status of the \$255,000.00 “grant”.

Mr. Sandor announced for the first time in years they now have a positive reserve balance. Mr. Norman questioned the implications of having a positive reserve balance. Mr. Sandor replied the benchmark was a positive balance of \$800,000.00 or more before HUD would take the funds back.

Issues concerning the \$288,000.00 demo site costs were raised by Commissioner Norman. Mr. Henderson explained the demolition invoices totaling approximately \$288,000.00 were resolved and corrected forms were sent and approved by the City and the funds will be released.

Mr. Henderson also added that the revised plans may need to be presented to the City for the Olson Drive redevelopment.

No one had any additional questions concerning the financials.

Complete Financial Statements report(s) for May and June, 2016  
will be placed on file at the City of Ansonia Housing Authority Office.

**Property Manager Report,** Tanya Guagenti presented the monthly report:

Ms. Guagenti reported on the following AHA sites:

**John J. Stevens- 75 Central Street:**

There were a total of 50 work orders issued with a total of 44 complete. Three units are vacant and two out of the three will be leased up for August 1<sup>st</sup>.

**Monsignor Hynes Apartments- 70 Woodlawn Avenue:**

There are two vacant units that maintenance is working on to turn around. Ms. Guagenti has two interested parties looking into leasing.

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

Two vacant units are almost completed by the maintenance men.

Ms. Guagenti stated that she purged the low income public housing waiting list. She mailed 325 letters and only received 25 letters back.

The Section 8 waiting list will be purged next with a total of 600 letters being mailed out. If the letters come back undelivered or if the parties are no longer interested they will be removed from the master list.

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

Ms. Clifford spoke saying that the first time ever she felt comfortable coming to work. Ms. Clifford stated that as far as the parking issue is concerned, it is an ongoing problem. A sticker program is in use. A parking policy is included in the Board packet. Ms. Clifford will present the policy to the Board so that they can approve it.

Ms. Clifford stated that a notice was sent out that there will be a meeting to discuss the walkways, parking lots and landscaping issues.

Ms. Clifford informed everyone that she is sending out a newsletter monthly with upcoming events.

Chairman Lisi questioned if there is any available small city grants that can be obtained, perhaps through Sheila O'Malley. Commissioner, Eileen Krugel suggested contacting Lisa Low she has been managing this program for the City. Ms. Krugel encouraged the Housing Authority staff to attend the meetings that are held in Hartford. She strongly suggest that the agency work together with the City to compile a list of projects that the grants will be used for. Ms. Krugel will send the timeline for the grants.

**\*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for July 27, 2016.**

**Report of Committees.** None.

**Unfinished Business:** None.

**New Business:** None.

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

### **Resolution 2016-08**

***RESOLUTION AUTHORIZING A CONTRACT WITH STANDARD DEMOLITION, INC. FOR THE DEMOLITION OF NORTHSIDE, RIVERSIDE APARTMENTS, 106-165, TINNEY CENTER & BOILER ROOM OLSON DRIVE, ANSONIA FOR AN AMOUNT NOT TO EXCEED \$1,024,350.00 FOR A PERIOD COMMENCING AUGUST 1, 2016 THROUGH JANUARY 28, 2017***

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**WHEREAS**, the Housing Authority of the City of Ansonia (AHA) has determined it is in its best interests to redevelopment the Riverside Apartments; and

**WHEREAS**, AHA applied for and received demolition approval from HUD for Riverside Apartments, Northside, Apartments 106-165 Olson Drive ;Tinney Center; and Boiler Room and

**WHEREAS**, AHA undertook the relocation of all residents from the Northside location; and

**WHEREAS**, AHA publicly advertised Solicitation AHA-IFB-2013-05 for the Demolition of Northside, Riverside Apartments, 106-165 Olson Drive, Tinney Center and Boiler Room Ansonia; and

**WHEREAS**, nine (9) responses were received prior to the Solicitation deadline of Monday, May 16, 2016; and

**WHEREAS**, after descoping the work proposed by the lowest respondent, it was determined that Standard Demolition Services, Inc., was the lowest responsive and responsible bidder; and

**WHEREAS**, an award of a Contract in the amount not to exceed **\$1,024,350.00** between the Ansonia Housing Authority and Standard Demolition Services, Inc., is hereby requested.

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

1. The Interim Executive Director is hereby authorized to take any and all steps necessary to effectuate the terms of this Resolution, including executing a Contract between Ansonia Housing Authority and Standard Demolition Services, Inc. for a not to exceed contract amount of \$1,024,350.00 for the Demolition of Northside, Riverside Apartments, 106-165 Olson Drive, Tinney Center & Boiler Room, Ansonia for a period commencing August 1, 2016 through January 28, 2017.
2. This Resolution shall take effect immediately.

Signed by: \_\_\_\_\_  
Robert Henderson, Interim Executive Director (Date)

Chairman Lisi asked if commission members had any questions on **Resolution 2016-08**, hearing none.

- Motion to approve **Resolution 2016-08** as presented by Chairman Robert Lisi.

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

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

### **Resolution 2016-09**

**RESOLUTION AUTHORIZING A CONTRACT WITH VASE MANAGEMENT, LLC. FOR THE PROJECT OVERSIGHT OF THE DEMOLITION OF NORTHSIDE, RIVERSIDE APARTMENTS, 106-165, TINNEY CENTER & BOILER ROOM OLSON DRIVE, ANSONIA FOR AN AMOUNT NOT TO EXCEED \$44,582.00 FOR A PERIOD COMMENCING AUGUST 1, 2016 THROUGH JANUARY 28, 2017**

**WHEREAS**, the Housing Authority of the City of Ansonia (AHA) has determined it is in its best interests to redevelopment the Riverside Apartments; and

**WHEREAS**, AHA applied for and received demolition approval from HUD for Riverside Apartments, Northside, Apartments 106-165 Olson Drive ;Tinney Center; and Boiler Room and

**WHEREAS**, AHA undertook the relocation of all residents from the Northside location; and

**WHEREAS**, after descoping the work proposed by the lowest respondent, it was determined that Standard Demolition Services, Inc., was the lowest responsive and responsible bidder; and

**WHEREAS**, the Authority requires Riverside Apartments (Northside) Demolition Project oversight of the contractor and desires to retain Vase Management, LLC.to provide such services

**WHEREAS**, Vase Management LLC is designated as a Minority Business Enterprise (MBE), a Small Business Enterprise (SBE), a Women Business Enterprise (WBE) and a Section 3 Business Enterprise (Section 3), and has previously conducted such work for the Ansonia Housing Authority, the Authority has concluded that Vase Management LLC has, and brings specific qualifications and skills that no other local business possesses:

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

1. The Interim Executive Director is hereby authorized to take any and all steps necessary to effectuate the terms of this Resolution, including executing a Contract between Ansonia Housing Authority and Vase Management, LLC. for a not to exceed contract amount of \$44,582.00.00 for the Oversight of the Demolition of Northside, Riverside Apartments, 106-165 Olson Drive, Tinney Center & Boiler Room, Ansonia for a period commencing August 1, 2016 through January 28, 2017.
2. This Resolution shall take effect immediately.

Signed by: \_\_\_\_\_  
Robert Henderson, Interim Executive Director (Date)

Chairman Lisi asked if commission members had any questions on *Resolution 2016-09*, hearing none.

- Motion to approve *Resolution 2016-09* as presented by Chairman Robert Lisi.

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

\*Full text and accompanying information regarding *Resolution 2016-08* and *2016-09* will be placed on file with the recording of the minutes of the July 27, 2016 City of Ansonia Housing Authority.

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Vice Chairman, Edward Norman thanked Marge for all her hard work and organization of the Finance Department.

Mr. Norman also informed everyone that he attended a Board of Alderman Finance Committee meeting at the City and they created a Building Commission for the Public Safety Complex which ties into the project at the Olson Drive Complex. Mr. Norman volunteered to be on the committee and assured the Ansonia Housing Authority Board that he will look after the agency's interests.

Mr. Norman would like to ask the Board of Commissioners to bring on Bill Nimons as a financial consultant /advisor.

**Adjournment:**

- **Motion to adjourn.**

**Motion** by Commissioner, Eileen Krugel. **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 Special Meeting**

### **Monday – September 6, 2016**

The Special Meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM** on **September 6, 2016** by Chairman, Robert Lisi at the main office located at 36 Main Street Ansonia, CT.

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

Chairman, Robert Lisi asked everyone to remain standing for a moment of silence for Commissioner Sam Levey's wife who passed away recently.

**Roll Call by Interim Executive Director Robert Henderson:** Robert Lisi - Chairman, Edward Norman - Vice Chairman, - Eileen Krugel - Commissioner, Rev. Samuel Levey - Commissioner.

#### **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.

#### **New Business:**

A demolition update was presented by Vice Chairman, Edward Norman. Mr. Norman explained that a Demolition Task Schedule was prepared by Carol Mobilio with completion dates. Mr. Norman spoke with Mike D'Alessio and gave him permission to bring a crew into the Community Center and allow them to take anything that was left that might be of use to them. Mr. Norman stated the Hazardous Material Abatement will begin this week. The utilities disconnect will be completed by September 7, 2016. The key date for the completion of the project is set for February 2017. The second phase Mr. Norman would like to reinstate is the finance disposition. He explained that DEEP has still not gotten back with any resolution concerning the 500 year flood plain. Mr. Henderson stated that he has been in touch with Karen Santana and she will step in and contact DEEP. He also informed members of the Board that the City is now starting to pay the requisitions. The Fire and Police Departments would still like to use the Riverside Complex for training. Mr. Henderson spoke to both parties and they are going to pass. Mr. Norman explained that while Mr. Henderson is out he is studying the VCA and the Demo/Disposition. Mr. Norman requested a meeting with the Hartford Field office and Fair Housing just to keep everyone abreast of the situation at Riverside and to be sure everyone is on the same track. Mr. Norman had a meeting with the City regarding the Public Safety Complex. Mr. Lisi stated that the City needs to do a feasibility study on the property next to the Riverside Complex before anything else is done. Mr. Norman has been appointed to the new Building Committee for the Police Station.

#### **Executive Session:**

Pursuant to Section 1-200 (6) and (8) of the Connecticut General Statutes there will be an executive session to discuss Interim Management Matters.



**Housing Authority of the City of Ansonia**  
**Minutes Special Meeting**  
**Monday – September 6, 2016**

- **Motion to go into Executive Session at 6:25 p.m. to discuss the above item inviting Robert Henderson, Attorney James Sheehy and Bill Nimons to participate.**

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

**The Board returned to regular session at 7:17 PM.**

Motion was made to approve the stipend for additional duties for Carol Mobilio as Interim Acting Deputy Director.

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

Mr. Norman presented a Memorandum of Agreement between the Housing Authority of the City of Ansonia and the AFSCME Local 1303, 237 Council 4, as far as the union agrees that the Housing Authority can use non bargaining unit personnel to assist the Housing Specialist with inspections with her case load for a period not to exceed six weeks starting September 7, 2016 and ending October 19, 2016.

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

Mr. Lisi questioned the first motion, upon the return of the Interim Director, Robert Henderson Ms. Mobilio would return to her regular position. Mr. Norman replied that is correct.

**Adjournment:**

- **Motion to adjourn at 7:20 PM.**

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

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

## **Minutes Special Meeting**

### **Monday – September 12, 2016**

The Special Meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM** on **September 12, 2016** by Chairman, Robert Lisi at the main office located at 36 Main Street Ansonia, CT.

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

**Roll Call by Interim Executive Director Robert Henderson:** Robert Lisi - Chairman, Edward Norman - Vice Chairman, - Eileen Krugel - Commissioner, and Samuel Levey - Commissioner.

#### **Public Session:**

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

Ethan Fry, reporter for the Valley Independent Sentinel questioned the Executive Session. He stated that pursuant to Section 1-200 (6) and (8) of the Connecticut General Statutes which is the freedom of information act, it lists the specific reasons a public agency can go into executive session and discussing Interim Management Matters is not listed there so Mr. Fry was hoping for more specific information.

Mr. Lisi replied it is regarding personnel issues, specifically Interim Director.

Hearing no other questions the Public Session was closed.

#### **Executive Session:**

Pursuant to Section 1-200 (6) and (8) of the Connecticut General Statutes there will be an executive session to discuss Interim Management Matters specifically the Interim Executive Director .

- **Motion to go into Executive Session at 6:08 p.m. to discuss the above item inviting Robert Henderson and Attorney James Sheehy to participate.**

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

#### **The Board returned to regular session at 6:54 PM.**

Taking action on Interim Management Matters regarding personnel position.

Motion was made to accept the favorable and positive review which meets or exceeds expectations based on the goals for the Interim Executive Director identified as a six month evaluation.

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

**Housing Authority of the City of Ansonia**  
**Minutes Special Meeting**  
**Monday – September 12, 2016**

Based on the positive review a motion was made to accept the Executive Director employment agreement as written by Attorney Sheehy and make the offer of Executive Director to Robert Henderson and to leave up to Chairman Lisi and William Ryan, labor attorney to negotiate any specifics. The agreement is a three year agreement beginning September 14, 2016 through September 14, 2019.

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

**Adjournment:**

- **Motion to adjourn at 6:56 PM.**

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

**Housing Authority of the City of Ansonia**  
**Minutes**  
**Wednesday September 28, 2016**

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 p.m.** on **September 28, 2016** by Chairman, Robert Lisi at the Ortoli Community Center located at 70 Woodlawn Avenue, Ansonia, CT.

**Pledge of Allegiance.**

**Roll Call:** Robert Lisi - Chairman, Edward Norman- Vice Chairman, Eileen Krugel- Commissioner, Rev. Samuel Levey – Commissioner arrived at 6:03 p.m.

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

Annual Audit of the Housing Authority of the City of Ansonia for the fiscal year 2015 presented by Jason Geel from Maletta & Company.

Mr. Geel first wanted to note that under Emphasis of Matter the Authority has implemented Governmental Accounting Standards Board (GASB) Statement No. 68, Accounting and Financial Reporting for Pensions which is new this year and every government entity has to do this. Mr. Geel will discuss this matter further in his report.

Mr. Geel explained the Net Position for the end of the year was \$8,187,530. The Income (Loss) before Capital Contributions was a negative \$177,232. The depreciation expenses were \$467,227. This shows that the Agency is still operating within its funding with a surplus. Overall operating expenses are stable. The operating revenue itself has a slight increase due to HAP funding. The HCV Program suffered a \$100,000 loss. The Program currently cannot sustain itself. Currently leased at 81 % of the budgeted authority, there is a 20 % loss on revenue. There is \$90,015 available funds to lease up new vouchers. HUD is holding in reserves \$589,611, which is available once the agency requests it. If these funds are not used, HUD can take it away at any given time. If the agency uses \$6,000,000 this year that is the amount they would receive for the following year. If it is a lower figure, that is the amount received the following year. This shows the importance to use the full amount so that the program can sustain itself and grow.

Mr. Geel explained that there is \$1,000,000 in unrestricted net assets, showing approximately 5 months of operating expenses. The agency is not over nor under leveraged as far as HUD is concerned, it is exactly in the middle as it should be. This figure includes the \$400,000 reduction from bringing on the pension liability.

The Agency's total current assets is \$2,029,106. The total current liabilities are \$356,917 which is considered very healthy. There is enough funding to pay all current debts.

Mr. Geel also wanted to mention the \$3,189,417 of non-depreciable assets which are pertaining to the total cost not only land but what was put into demolition costs, 2.7 million was already spent on demolition. This figure of three million will probably change in the future.

Mr. Norman questioned whether or not the buildings to be demolished can be written off now or must the Agency wait until February 3, 2017 when it is slated to that the project will be 100% complete. Mr. Geel replied that if the buildings are vacant they can be written off now. The figure will be small because they have been depreciating for years.

There is a new State format for the State Property Program, basically they are reformatting the numbers so that they will match the private sector. This program had a \$28,000 loss with depreciation factored in. This program does have a cash surplus of \$465,000.

**For full details on the 2015 Audit report please refer to the September Board Package where the complete file is included.**

**Approval of the minutes of the regular meeting of the AHA of July 27, 2016 and the two special meetings held on September 6, 2016 and September 12, 2016.**

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

- **Motion to approve the minutes of the regular meeting of the AHA of July 27, 2016 and September 6, 2016 and September 12, 2016.**

**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.

**Randy Carroll- 1<sup>st</sup> Ward Alderman.** Mr. Carroll invited everyone to an Open House that Mayor Cassetti will be hosting on Thursday, September 30, 2016 at 7:00 pm. at the ARMS facility, to discuss issues that will be on the referendum.

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:**

A detailed financial statement for the months of July and August was explained to the Board by Executive Director, Robert Henderson. He stated that the total expenses for the seven-month period ended July 31, 2016 were \$1,365,759 as compared to budgeted operating expenses of \$1,733,007 for the same period which is a 21.19% positive variance. The results from operating activities at 7/31/16 provided for an agency-wide net income of \$16,012, below the agency-wide budgeted net income of \$10,209 for the same seven-month period.

The total expenses for the eight- month period ended August 31, 2016 were \$1,615,173 as compared to budgeted operating expenses of \$1,980,579 for the same period which is an 18.45% positive variance. The results from operating and non- operating activities at 8/31/16 provided an agency-wide net loss of \$43,196, below the budgeted net income of \$11,667 for the same eight-month period.

No one had any additional questions concerning the financials.

Complete Financial Statements report(s) for July and August, 2016  
will be placed on file at the City of Ansonia Housing Authority Office.

## **Monthly Reports:**

**Executive Director,** Robert Henderson presented his monthly Director's Report for August 2016:

Director Henderson gave a brief report and update on the demolition of Riverside Apartment Complex. The project is moving forward, Mr. Henderson supplied the Board with Standard Demolitions Two-Week Look Ahead Schedule. The completion date is February 3, 2017.

Mr. Henderson stated that the DEEP letter is still pending, as well as the \$225,000 loan from the Department of Housing.

Ms. Jennifer Gottlieb Elazhari from the Hartford Field Office will be here on Tuesday, October 4, 2016 to discuss with staff project based vouchers.

**Property Manager Report,** Tanya Guagenti presented the monthly report:

Ms. Guagenti reported on the following AHA sites:

### **John J. Stevens- 75 Central Street:**

There were a total of 19 work orders issued with a total of 16 complete.

### **Monsignor Hynes Apartments- 70 Woodlawn Avenue:**

There were a total of 34 work orders issued with a total of 26 complete.

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

There were a total of 17 work orders issued with a total of 15 completed. Five units will be lease up as of October 1, 2016.

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

Ms. Clifford explained that Ethan Fry from the Valley Independent Sentinel was scheduled to speak with the residents and the monthly meeting and the ice cream was to be served after but unfortunately he had to cancel but he will reschedule.

Ms. Clifford presented two Parking Policies to the Board of Commissioners. One is the Free Range policy and the other is the Tenant Assigned policy. There are concerns with both policies. Assigned parking will be a lot of work for Ms. Clifford and free range has issues as well.

Ms. Clifford along with other staff members attended a workshop on Fair Housing Laws sponsored by the Hamden Housing Authority. Attorney Don Swift who specializes in fair housing was the guest speaker. Ms. Clifford discussed her parking issue with Attorney Swift. There is no easy answer. You must be careful with free range and almost always there are requests for reasonable accommodations.

At this time the Board cannot make a decision. They need more information from Ms. Clifford. The number of spaces in each Complex along with the number vehicles in each.

**\*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for September 28, 2016.**

**Report of Committees.** None.

**Unfinished Business:** None.

**New Business:**

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

### **Resolution 2016-10**

***RESOLUTION RATIFYING A CONTRACT EXTENSION TO THE AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ANSONIA AND PAYNE ENVIRONMENTAL, LLC FOR ENVIRONMENTAL SERVICES RELATED TO THE DEMOLITION OF RIVERSIDE APARTMENTS FROM DECEMBER 31, 2013 TO MARCH 1, 2017 IN AN AMOUNT NOT TO EXCEED \$195,900 AND TO INCREASE THE AMOUNT OF THE CONTRACT TO \$338,554.90.***

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**WHEREAS**, the Housing Authority of the City of Ansonia (“AHA”) issued a Request for Proposals for Phase III Environmental Services related to the demolition of buildings on the Southside of Riverside Apartments; and

**WHEREAS**, four responses were received prior to the submission deadline date from Payne Environmental (“PAYNE”), EnviroMed, Fuss & O’Neill and TAG Associates; and

**WHEREAS**, PAYNE submitted the lowest responsible and responsive proposal and, therefore was awarded a contract in the amount of \$38,750 on August 15, 2012; and

**WHEREAS**, on September 5, 2012 Change Order Number 1 was approved for \$750 for additional testing for volatile organic compounds bringing the contract amount to \$39,500; and

**WHEREAS**, on October 17, 2012 the Board of Commissioners of AHA approved Resolution 2012-23 authorizing Change Order Number 2 to the Contract between AHA and PAYNE for environmental services associated with hazardous materials abatement and demolition activities increasing the contract amount from \$39,500 to \$99,300 and extending the contract term from September 30, 2012 to March 31, 2013; and

**WHEREAS**, on January 16, 2014 the Board of Commissioners of AHA approved Resolution 2013-38 authorizing Change Order Numbers 3 and 4 to the Contract between AHA and PAYNE for additional abatement, oversight, testing, project close-out and to obtain the final certification memo increasing the contract amount to \$142,654.90 and extending the contract term from March 31, 2013 to December 31, 2013; and

**WHEREAS**, supplemental environmental testing and consulting services for Riverside Apartments (Northside) is needed to include environmental testing of soil and groundwater, testing for hazardous materials in site buildings; development of Hazardous Materials Abatement Specifications and development of a final Remedial Action Plan to address impacted soils at the subject site; and

**WHEREAS**, additional time is needed to enable PAYNE to provide environmental testing and project oversight during planned hazardous materials abatement and demolition activities; therefore, the term of the contract is being extended to March 1, 2017; and

**WHEREAS**, PAYNE'S contract shall be ratified from December 31, 2013 and ending March 1, 2017 in amount not to exceed \$195,900 and to increase the amount of the contract to \$338,554.90.

**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 ratify a contract extension for environmental services related to the demolition of Riverside Apartments between AHA and PAYNE from December 31, 2013 and ending March 1, 2017 in an amount not to exceed \$195,900.00 and to increase the amount of the contract to \$338,554.90.
2. This Resolution shall take effect immediately.

**Signed by:** \_\_\_\_\_  
Robert Henderson, Executive Director

\_\_\_\_\_  
(Date)

Chairman Lisi asked if commission members had any questions on ***Resolution 2016-10***.

Vice Chairman Norman questioned why the contract started so low and increased to such an elevated amount. This contract should have been amended a while ago. Mr. Norman also questioned why the contract for the Northside was not closed out and a new one drawn up for the Southside.

Commissioner Eileen Krugel questioned if Payne Environmental was actually doing the abatement. Mr. Henderson replied they are not, Standard Demolition is abating the Complex and Payne



Environmental is conducting supplemental environmental testing, consulting and oversight of the project.

Mr. Norman would like to know if this figure also includes the abatement for the Tinney Community Center. Mr. Henderson will reach out to Neil Payne.

- **Motion to table *Resolution 2016-10* as presented by Chairman Robert Lisi.**

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

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

### **Resolution 2016-11**

#### **RESOLUTION AUTHORIZING THE CHAIRMAN OF THE BOARD OF COMMISSIONERS TO EXECUTE THE ANNUAL AFFIDAVIT FOR FINANCIAL STATEMENTS AND HAVE THE EXECUTIVE DIRECTOR SUBMIT THE 2015 ANNUAL AUDIT TO THE CONNECTICUT HOUSING FINANCE AUTHORITY AND CONNECTICUT DEPARTMENT OF HOUSING**

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

**WHEREAS**, the 2015 annual audit was presented and received by the Board of Commissioners at the regular board meeting held September 28, 2016; 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 2015 annual audit; and
2. The Executive Director is authorized to submit the 2015 annual audit to the Connecticut Housing Finance Authority and the Connecticut Department of Housing.

Signed by: \_\_\_\_\_  
Robert Henderson, Executive Director

\_\_\_\_\_  
(Date)

Chairman Lisi asked if commission members had any questions on *Resolution 2016-11*, hearing none.

- **Motion to approve *Resolution 2016-11* as presented by Chairman Robert Lisi.**

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

\*Full text and accompanying information regarding *Resolution 2016-10* and *2016-11* will be placed on file with the recording of the minutes of the September 28, 2016 City of Ansonia Housing Authority.  
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**Adjournment:**

- **Motion to adjourn at 7:28 p.m.**

**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 Special Meeting**  
**Tuesday – October 4, 2016**

The Special Meeting of the Housing Authority of the City of Ansonia was called to order at **6:08 PM** on **October 4, 2016** by Vice Chairman, Edward Norman at the main office located at 36 Main Street Ansonia, CT.

**Pledge of Allegiance.**

**Roll Call by Executive Director Robert Henderson:** Edward Norman - Vice Chairman, - Eileen Krugel - Commissioner, and Samuel Levey - Commissioner.

Robert Lisi Chairman absent.

**Public Session:**

Vice Chairman, Edward Norman closed the Public Session due to no one present from the Public.

**Unfinished Business:**

Vice Chairman, Edward Norman presented the following resolutions to the commissioners:

**Housing Authority of the City of Ansonia**

**Resolution 2016-10**

**RESOLUTION RATIFYING A CONTRACT EXTENSION TO THE AGREEMENT  
BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ANSONIA AND PAYNE  
ENVIRONMENTAL, LLC FOR ENVIRONMENTAL SERVICES RELATED TO THE  
DEMOLITION OF RIVERSIDE APARTMENTS FROM DECEMBER 31, 2013 TO  
MARCH 1, 2017 IN AN AMOUNT NOT TO EXCEED \$195,900 AND TO INCREASE  
THE AMOUNT OF THE CONTRACT TO \$338,554.90.**

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**WHEREAS**, the Housing Authority of the City of Ansonia (“AHA”) issued a Request for Proposals for Phase III Environmental Services related to the demolition of buildings on the Southside of Riverside Apartments; and

**WHEREAS**, four responses were received prior to the submission deadline date from Payne Environmental (“PAYNE”), EnviroMed, Fuss & O’Neill and TAG Associates; and

**WHEREAS**, PAYNE submitted the lowest responsible and responsive proposal and, therefore was awarded a contract in the amount of \$38,750 on August 15, 2012; and

**Housing Authority of the City of Ansonia**  
**Minutes Special Meeting**  
**Tuesday – October 4, 2016**

**WHEREAS**, on September 5, 2012 Change Order Number 1 was approved for \$750 for additional testing for volatile organic compounds bringing the contract amount to \$39,500; and

**WHEREAS**, on October 17, 2012 the Board of Commissioners of AHA approved Resolution 2012-23 authorizing Change Order Number 2 to the Contract between AHA and PAYNE for environmental services associated with hazardous materials abatement and demolition activities increasing the contract amount from \$39,500 to \$99,300 and extending the contract term from September 30, 2012 to March 31, 2013; and

**WHEREAS**, on January 16, 2014 the Board of Commissioners of AHA approved Resolution 2013-38 authorizing Change Order Numbers 3 and 4 to the Contract between AHA and PAYNE for additional abatement, oversight, testing, project close-out and to obtain the final certification memo increasing the contract amount to \$142,654.90 and extending the contract term from March 31, 2013 to December 31, 2013; and

**WHEREAS**, supplemental environmental testing and consulting services for Riverside Apartments (Northside) is needed to include environmental testing of soil and groundwater, testing for hazardous materials in site buildings; development of Hazardous Materials Abatement Specifications and development of a final Remedial Action Plan to address impacted soils at the subject site; and

**WHEREAS**, additional time is needed to enable PAYNE to provide environmental testing and project oversight during planned hazardous materials abatement and demolition activities; therefore, the term of the contract is being extended to March 1, 2017; and

**WHEREAS**, PAYNE'S contract shall be ratified from December 31, 2013 and ending March 1, 2017 in amount not to exceed \$195,900 and to increase the amount of the contract to \$338,554.90.

**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 ratify a contract extension for environmental services related to the demolition of Riverside Apartments between AHA and PAYNE from December 31, 2013 and ending March 1, 2017 in an amount not to exceed \$195,900.00 and to increase the amount of the contract to \$338,554.90.
2. This Resolution shall take effect immediately.

**Discussion on the motion;** Vice Chairman, Edward Norman explained that this resolution was tabled due to a clarification regarding the extension of this contract. Neil Payne was invited to this meeting to explain this contract extension.

Mr. Payne explained that initially his contract was for work on the Southside. Then, when the Northside came up he was asked to do a number of items, a budget was given to the Executive

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

## **Minutes Special Meeting**

### **Tuesday – October 4, 2016**

Director, it contained a project scope of work, hazardous material and soil testing along with abatement treatment. This was done to get an idea of environmental costs as part of grants and tax credits that were being applied to at that time. Payne Environmental submitted a proposal, he was not sure whether the agency was getting any other quotes. The proposal was signed and Payne Environmental commenced with the work.

The contract for the work on the Southside should have been closed out and a new contract should have been implemented for the next phase, however this was not done.

Mr. Payne explained that one of the reasons the cost is much higher on the Northside is due to asbestos in the roof of the buildings. Another issue is the soil removal, the darker fill does not meet residential living standards.

As far as Payne Environmental's responsibility as overseer of said project, he is very pleased with the abatement work that is being done at the project by American Vets.

Mr. Payne feels confident that this amount of the contract will not need to be increased for the duration of the project, even though the demolition is scheduled to be finished February 3, 2017.

Vice Chairman, Edward Norman requested that the contract be extended to a completion date of March 1, 2017.

- **Motion to approve Resolution 2016-10 as presented by Vice Chairman Edward Norman.**

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

#### **Adjournment:**

- **Motion to adjourn at 6:35 PM.**

**Motion** by Commissioner, Eileen Krugel. **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 Special Meeting  
Monday– October 17, 2016**

The special meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM** on **October 17, 2016** by Chairman, Robert Lisi at the main office located at 36 Main Street Ansonia, CT

**Pledge of Allegiance.**

**Roll Call by Executive Director Robert Henderson:** Robert Lisi - Chairman, Edward Norman – Vice Chairman, Eileen Krugel– Commissioner, Samuel Levey – Commissioner.

**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 2016-12**

**RESOLUTION AUTHORIZING THE APPROVAL OF THE 2017 PUBLIC HOUSING  
AGENCY FIVE-YEAR AND ANNUAL PLAN FOR THE HOUSING AUTHORITY OF THE  
CITY OF ANSONIA**

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**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 2017 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 2017 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 Monday, October 17, 2016 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**  
**Monday– October 17, 2016**

1. The 2017 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 2017 PHA Five-Year and Annual Plan for the Housing Authority of the City of Ansonia.
- **Motion to approve Resolution 2016-12 as presented by Chairman Robert Lisi.**

**Motion** by Commissioner, Samuel Levey. **Second** by Vice Chairman, Edward Norman.

**Discussion on the motion;** Vice Chairman, Edward Norman questioned the timing on the resolution and the submission to HUD.

Ms. Mobilio replied that the PHA Plan is due every year in October. One of the requirements is to publish a notice in the local newspaper 45 days prior to the public hearing. The public hearing was held on October 17, 2016 at 5:00 p.m.

Ms. Mobilio explained that she became involved in this submission in late August. She prepared the budgets and most of the information, however Tim Sandor, Fee Accountant did supply financial resources for FY 2016. The audit findings and recommendations are also included.

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

Mr. Norman also inquired if there is a calendar of items due to HUD that can be provided to the Board at the monthly meetings. Mr. Henderson replied he would include it in his monthly report.

**All in Favor.** Motion passes unanimously.

**Adjournment:**

- **Motion to adjourn at 6:07 PM.**

**Motion** by Commissioner, Eileen Krugel. **Second** by Vice Chairman, Edward Norman. **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 26, 2016**

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM on October 26, 2016** by Chairman, Robert Lisi at the main office located at 36 Main Street, Ansonia, CT

**Pledge of Allegiance.**

**Roll Call by Executive Director Robert Henderson:** Robert Lisi - Chairman, Eileen Krugel-Commissioner and Rev. Samuel Levey – Commissioner.

Vice Chairman, Edward Norman arrived at 6:18 PM

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

**Approval on the minutes of the regular meeting of the AHA of September 28, 2016 and the Special Meetings of October 4, 2016 and October 17, 2016.**

- **Motion to approve the minutes of the regular meeting of the AHA of September 28, 2016 and the Special Meeting of October 4, 2016 and October 17, 2016.**

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, Samuel Levey. **All in Favor.** Motion passes unanimously.

**Public Session:**

Chairman Robert Lisi opened the public session.

**Randy Carroll, Board of Aldermen, 1<sup>st</sup> Ward** – stated he went to the Planning and Zoning Office and requested a list of all the illegal apartments with children in them. He will forward that list to the Housing Authority as well as to Mr. Lisi for the Board of Education.

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, Robert Henderson reported that revenues from operations for the nine-month period ending September 30, 2016 were \$1,772,825 as compared to budgeted operating revenues of \$2,241,277 for the same period which is a 20.90% negative variance.

Total expenses for the same nine-month period were \$1,810,139 as compared to budgeted operating expenses of \$2,228,152, an 18.76% positive variance.



**Housing Authority of the City of Ansonia**  
**Minutes**  
**Wednesday – October 26, 2016**

The results from operating and non-operating activities at 9/30/16 provided for an agency-wide net loss of \$37,315, below the agency-wide budgeted net income of \$13,125 for the same period.

Executive Director, Henderson explained that when the 2017 budget is presented at next month's Board meeting there will be staffing changes. There is also a buyout offered to employees who have been employed at the agency for over ten years and are over sixty five by the end of October.

Mr. Lisi questioned if the "retirees" positions will be replaced. Mr. Henderson replied, it is anticipated that these positions will not be filled. Based on the amount of work orders, there have been a significant reduction. Mr. Henderson stated three maintenance positions cannot be sustained.

Mr. Lisi also questioned if the HSA account is funded every January. Mr. Henderson replied that is correct, it is funded every January.

The monthly billing statements for October 2016 were presented for review.

**\*Monthly Reports:**

**Executive Director,** Bob Henderson presented his monthly Director's Report for October 2016:

Director Henderson reported that UI upgrades have been completed at John J. Stevens Apartments. Basically the same upgrades have been done at this site that was done earlier in the year at Monsignor Hynes Apartments. All the work that was done was at no cost to the agency (light bulb replacement, weather-stripping, insulating the attics, new shower-heads). New England Conservations, LLC is now working to implement the same package at James J. O'Donnell Apartments.

Jennifer Gottlieb from HUD attended a meeting at the agency regarding project based vouchers and how the agency can start using them to increase the chances to secure the 9% tax credit funding for the redevelopment. Other ideas were brought to the table such as negotiating foreclosed properties from the City, renovating them and then moving residents into them in addition to the 54 units promised on the site. HUD would like to see the Housing Authority work with the City as far as the proposed Police Station on the site. The City will build the station on the property and in turn the City will turn over foreclosed properties in the area to the Housing Authority.

Mr. Henderson reported that the City has been involved in the Demolition meetings that are held at the Main Office on Monday mornings. Standard Demolition is on schedule to complete the project by February 3, 2017.

Chairman Lisi questioned if there is a guarantee that the agency will qualify for the 9% tax credit if foreclosed houses were purchased. Mr. Henderson replied there is no guarantee, the agency already applied twice and was denied.

Executive Director Henderson stated that he reached out to Patrick Frye, Vice President of NHP Foundation, he would be more than happy to meet to discuss the project to get back to where it was left previous.

**Housing Authority of the City of Ansonia**  
**Minutes**  
**Wednesday – October 26, 2016**

Mr. Henderson informed the Board that the DEEP issue also needs to be resolved before going forward.

Chairman Lisi inquired if there is a time table on the DEEP issue.

Attorney James Sheehy commented on this stating that he reached out to Antonio DeCamillo from Stantec, which is the engineer for the project. Mr. DeCamillo suggested that a meeting should be held with him at the Housing Authority to discuss exactly what has been done. Attorney Sheehy does not believe that a formal application was filed. He believes a letter was sent pursuant to the Public Act that we are exempt and they have to make a determination whether or not that is so. The only reason you would file an application to do something within the flood plain is to determine if you are in the flood plain or you are not exempt from doing that which is where Mr. Sheehy believes the problem is.

\*Complete Financial Statements and the Executive Directors report(s) for October 26, 2016  
will be placed on file at the City of Ansonia Housing Authority Office.

**Property Manager Report,** Tanya Guagenti presented the monthly report for October 2016:

Ms. Guagenti reported on the following AHA sites:

**John J. Stevens- 75 Central Street:**

There were a total of 21 work orders issued with a total of 20 complete. One unit was leased up on October 5, 2016.

**Monsignor Hynes Apartments- 70 Woodlawn Avenue:**

There were a total of 17 work orders issued with a total of 17 complete. Two units vacant and both will be leased up on November 1, 2016.

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

Ms. Guagenti stated that this development has a lot of vacant units. She is waiting for the units to be turned around, she has tenants waiting to lease up. Servpro will be hired to turn around the units.

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

Ms. Vicky Clifford, presented her monthly report for October 2016:

Ms. Clifford stated that Nancy Valentine, Registrar of Voters attended the tenant meeting and spoke to the residents regarding voting and explained the voting sheets to them.

Ms. Clifford reported she checked into the parking issues at the three different sites.

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

## **Minutes**

### **Wednesday – October 26, 2016**

Monsignor Hynes has 74 apartments with thirty-eight parking spaces. Thirty-one tenants have assigned parking which leaves seven available spaces left. This is the only development that has assigned parking.

James J. O'Donnell has 40 apartments with thirteen parking spaces. Two tenants have parking stickers, there is no available information regarding the owners of the eleven remaining vehicles. There was never assigned parking at this location. Ms. Clifford did obtain license plate numbers and she went to DMV to see if the plates are active or not.

John J. Stevens has 34 apartments with twenty-five spaces. Twenty spaces in the rear of the building on the Beaver Street side and five spaces on the Central Street side of the building. There are eleven vehicles in the parking lots and Ms. Clifford has no available information regarding the owners of the vehicles. Ms. Clifford stated there is a commercial vehicle parked there and also a vehicle with a tarp over it belonging to a tenant who informed her that he was going to store his car there for the winter.

Vice Chairman Norman questioned if the vehicles are registered. Ms. Clifford was not sure. She spoke with an officer and inquired if she supplied him with plate numbers could he could tell her who the cars belonged to.

Chairman Lisi would like Ms. Clifford to find out who owns a vehicle at that complex. Once that is done all the other cars not registered to a tenant should receive a note if there car is not removed within a period of 24 or 48 hours it will be towed. Ms. Clifford stated that she will send out a letter requesting the tenants to inform her if they own a vehicle by a certain date and time.

Mr. Lisi stated that he is on Food Task Force Committee in the Valley through the Valley United Way. All the Valley Food Banks are also on the committee. It is an issue especially in Ansonia and Derby the amount of hungry our families experience. One of the food banks had an enormous increase in seniors who are experiencing hunger. Mr. Lisi questioned is this something our seniors are experiencing as well. There is a website for the Valley United Way that is strictly for hunger. That will give you the excess information with phone numbers, hours of operation of the food banks in Ansonia. He would like Ms. Clifford to go to the website then write a letter to all of the seniors in the developments, passing along this information to them.

**\*\*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority of October 26, 2016.**

**Report of Committees.** None.

**Unfinished Business:** None.

**New Business:**

Approval of **Resolution 2016-13** as read by Chairman Robert Lisi:

**Housing Authority of the City of Ansonia**  
**Minutes**  
**Wednesday – October 26, 2016**

**Housing Authority of the City of Ansonia**

***Resolution 2016-13***

**RESOLUTION TO AUTHORIZE THE EXECUTIVE DIRECTOR  
TO REVIEW, OFFER AND MAKE PAYOUT ADJUSTMENT TO  
ACCUMULATED SICK LEAVE FOR EMPLOYEES HIRED PRIOR  
TO OCTOBER 15, 1997 AND VACATION TIME PAYOUT**

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**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 two positions at AHA that will be considered for this action listed below;

- Bookkeeper
- ROSS Coordinator

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

- Executive 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 adjustment 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 occurred on the 1<sup>st</sup> pay period following this resolution. Additionally, three weeks of vacation paid out to the Executive Director.

Signed by: \_\_\_\_\_

Robert J. Henderson Jr.  
Secretary/Executive Director

Date: \_\_\_\_\_

Chairman Lisi asked if commission members had any questions on ***Resolution 2016-13***.

Chairman Lisi questioned if only two positions need to be considered.

Mr. Henderson replied two positions for the sick time and one position for the payout of vacation time.

**Housing Authority of the City of Ansonia**  
**Minutes**  
**Wednesday – October 26, 2016**

Chairman Lisi also questioned if this meets the contractual obligations. Mr. Henderson replied that is correct.

- **Motion to approve *Resolution 2016-13* as presented by Chairman Robert Lisi.**

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

\*Full text and accompanying information regarding *Resolution 2016-13* will be placed on file with the recording of the minutes of  
the October 26, 2016 City of Ansonia Housing Authority.

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**Adjournment:**

- **Motion to adjourn at 6:30 PM.**

**Motion** by Commissioner, Eileen Krugel. **Second** by Commissioner, Samuel Levy. **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**  
**Monday November 28, 2016**  
**Annual Meeting**

The ***Annual Meeting*** of the Housing Authority of the City of Ansonia was called to order by Vice Chairman, Edward Norman at the main office located at 36 Main St., Ansonia, CT.

**Pledge of Allegiance.**

**Roll Call:** Edward Norman - Vice Chairman, Eileen Krugel-Commissioner. Also present was Robert Henderson, Executive Director.

Due to a lack of quorum the meeting will be postponed for 30 minutes.

James Prestiano joined the meeting at 6:06 PM.

**New Business: Election or Appointment of Officers.**

**a. Election or Appointment of Chairman.**

**Nomination of Edward C. Norman as Chairman of the Housing Authority of the City of Ansonia.**

- **Motion of Edward C. Norman as Chairman of the Housing Authority of the City of Ansonia.**

**Motion** by Commissioner, Eileen Krugel. **Second** by Commissioner, James Prestiano.  
**All in Favor.** Motion passes unanimously.

**b. Election or Appointment of Vice Chairman.**

**Nomination of James Prestiano as Vice Chairman of the Housing Authority of the City of Ansonia.**

- **Motion of James Prestiano as Vice Chairman of the Housing Authority of the City of Ansonia.**

**Motion** by Commissioner, Eileen Krugel.

Chairman, Edward Norman recused himself as Chairman of the Board of Commissioners and turned the Chair over to Commissioner Krugel. Commissioner, Edward Norman **Second** the motion. **All in Favor.** Motion passes unanimously.

Edward Norman resumes his position as Chairman of the Board of Commissioners.

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

d. Election or Appointment of Secretary.

**Nomination of Robert J. Henderson as Secretary of the Housing Authority of the City of Ansonia.**

- **Motion of Robert J. Henderson as Secretary of the Housing Authority of the City of Ansonia.**

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

e. Adoption of Newly Revised Roberts Rules of Order.

- **Motion of Newly Revised Roberts Rules of Order.**

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

**Adjournment:**

- **Motion to adjourn at 6:13PM.**

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

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

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

## **Meeting Minutes**

### **Wednesday– December 21, 2016**

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:02 PM on December 21, 2016** by Chairman, Edward Norman at the main office located at 36 Main Street Ansonia, CT

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

**Roll Call by Executive Director Robert Henderson:** Edward Norman –Chairman, James Prestiano – Vice Chairman, Eileen Krugel– Commissioner, Samuel Levey -Commissioner.

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

**Approval of the minutes of the regular meeting of the AHA of November 28, 2016.**

Chairman Edward Norman asked for questions on the minutes. Hearing none motion was made.

- **Motion to approve the minutes of the special and annual meeting of the AHA of November 28, 2016.**

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

#### **Public Session:**

Chairman Edward Norman opened the public session.

**Former Chairman Robert Lisi** addressed the Board of Commissioners and thanked them stating it was a pleasure to serve with them and he also thanked the staff for all their hard work. He wished the Board luck in the future going forward, they have a difficult task in front of them.

Chairman Norman thanked Bob Lisi for all his hard work and leadership. He was disappointed that Mr. Lisi was not able to stay on as Chairman.

Eileen Krugel and Sam Levey also thanked Bob Lisi. It was a pleasure working with him.

Mr. Norman 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, Robert Henderson gave a brief overview of the financial standings for the period ending November 30, 2016. He noted that revenues from operations were \$2,155,929 as compared to budgeted operating revenues of \$2,739,338 for the same period which is a 21.30% negative variance.



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

## **Meeting Minutes**

### **Wednesday– December 21, 2016**

Total expenses for the same eleven-month period were \$2,120,875 as compared to budgeted operating expenses of \$2,723,296 which is a positive 22.12% variance. All major expenses were under budget except for maintenance labor, maintenance contracts and general expenses.

The results from operating and non-operating activities at 11/30/16 provided for an agency-wide net income of \$35054, above the agency-wide budgeted net income of \$16,042 for the same eleven-month period.

#### **Monthly Reports:**

**Executive Director,** Robert Henderson presented his monthly Director's Report for December 2016:

Mr. Henderson notified the Board that UI upgrades are taking place at the State Elderly/Disabled Building. They are the same upgrades that have already been done at the two Federal Buildings. This project is also at no cost to the agency.

Mr. Henderson informed the Board that he met with Attorney Shelly White from New Haven Legal Aide to discuss issues that were brought up in an FOI complaint regarding the VCA (Voluntary Compliance Agreement). The Fair Housing Quarterly Reports are now being done and NHP Foundation will be reengaged in the redevelopment of Riverside Apartments.

Chairman Norman stated that the agency needs to be compliant and to maintain compliance going forward. He would like project plans with definitive time lines on when the quarterly reports are due as well as a schedule of all due dates, financial ones as well.

Mr. Henderson reported that the project at the Monsignor Hynes Community Center is moving forward with Silver Petrucelli. Environmental testing of the roof is currently underway. The agency should have an RFP issued by the end of January. Vice Chairman, Jim Prestiano questioned how much the total project for the Community Center will cost. Mr. Henderson replied approximately \$125,000 for a total renovation.

Mr. Norman questioned if there is a plan for parking once the sidewalks and ramps are completed. Mr. Henderson does not think there is Capital Fund money available at this time to use for parking. Vicky Clifford will discuss the parking issue in her report.

Commissioner Eileen Krugel would like to emphasize again that the agency should pursue the Small City Grants with the City. Mr. Norman would like to know who from the agency will be spearheading this assignment.

Mr. Henderson stated that there was a meeting in Hartford with DEEP, Department of Housing and the City of Ansonia to discuss the 500 year flood plain. Another discussion was with Karen Santana of the Department of Housing to discuss the \$225,000 loan. She will re-due the loan documents and bring them down to Housing Authority to sign. Mr. Henderson wanted to make sure once the documents are signed he has the money in hand and are not tied to the DEEP regulation. He was told as long as the money is used for administrative costs only and no construction costs it does not encumber it. Mr.

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Norman questioned who would be responsible for paying back the loan. What exactly is in the MOA with the NHP Foundation? Would it be the responsibility of the Housing Authority or the NHP Foundation? Mr. Henderson replied Karen Santana told him it would be the Housing Authority's responsibility and the loan is not a forgivable loan.

Mr. Norman would like to get clarification on this entire issue before moving forward. Everything hinges on where to get the money, how it's applied and the regulations such as 500 DEEP flood plain for State funding and how the money is spent. Mr. Norman would like to make sure the agency is on the right track and in compliance with the VCA.

Mr. Henderson reported that he received an official letter from the Mayor's office informing him that the City of Ansonia would like to build a state-of-the-art police facility on Olson Drive. The Mayor would like this to be considered a formal request to use the land for such purposes.

Chairman Norman stated that this letter is paramount. This was always just an idea, it was never presented to the Board. The Board would have to accept this concept and send it on to HUD for approval. The Board never agreed to relinquish that land for public use. A copy of this letter was sent to HUD and they too will respond to this. In all of the talks with the City, Police and the Housing Authority there was never a Board approval for this.

Commissioner Eileen Krugel questioned who would have to approve the property to be utilized by the City/ Police Department? Would it be up to the Board or HUD?

Mr. Norman explained it would be under the discretion of the Board if they wanted to ask permission from HUD to let the City use the land. He went on to explain that the Board can accept this letter as a form of communication and table the decision until it is decided exactly what that land will be used for. If it is indeed going to be used for the Police Station, the next step would be to find out what the HUD restriction are on the property and what are their requirements for allowing this to be a combination Police Station/Community Center.

Commissioner Eileen Krugel inquired as to how many acres the City is asking for. Mr. Norman replied two acres. Again Mr. Norman reiterated this was just a concept in the very beginning and the City asked if we can have the architect draw an idea of a Police Station/Fire Station/Public Safety Building on the property. Tise Design just photo shopped in an idea.

Commissioner Eileen Krugel questioned how many units have to be built on that property. Chairman Norman stated that the Board negotiated fifty-four units to be rebuilt on that property. The Housing Authority can definitely build more than that number. HUD has said in the past that the Board cannot just give this property to the City.

- **Motion to accept as a form of communication the letter that was dated September 9, 2016 to Chairman Lisi from Mayor Cassetti.**

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

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There was a discussion between the Board members regarding the composition of the Board and the positions that are opened on the Board and need to be filled.

Complete Financial Statements and the Executive Directors report(s) for December 21, 2016  
will be placed on file at the City of Ansonia Housing Authority Office.

**Housing Operations**, Tanya Guagenti presented her monthly report:

Ms. Guagenti reported on the following AHA sites:

**John J. Stevens- 75 Central Street:**

There were a total of 38 work orders issued with a total of 37 complete. There is one vacancy at this property. Maintenance is working on it and will be leased up soon as it is complete.

Chairman Norman questioned if there has been any heating problems at any of the properties. Ms. Guagenti replied no heating issues.

**Monsignor Hynes Apartments- 70 Woodlawn Avenue:**

There were a total of 33 work orders issued with a total of 32 complete. All units are leased up. No vacancies.

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

There were a total of 20 work orders issued with a total of 19 complete.

There is only two vacancies at James J. O'Donnell. They both will be leased up for January 2017.

One unit was off line, it had major issues however, the work has been completed by an outside source and will be but back on line now that it is completed.

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

Ms. Clifford reported that the Housing Authority held its Annual Thanksgiving and Christmas Luncheons catered by Emmett O'Brien Technical High School. Both were well attended.

Chairman Norman stated that he recommended that the Housing Authority present Chef Fusco and the students with a plaque thanking them for their great service. One plaque for the school and the other to hang in the Community Center.

Ms. Clifford reported that every month she includes a monthly newsletter that is sent to all tenants.

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Ms. Clifford explained the major issue is the parking. The new Policy is included in this packet and if the Board approves will be implemented immediately.

Parking spaces are assigned to tenants that have a valid Connecticut license, registration and valid insurance in their name. Tenants who qualify will receive one sticker to be placed on the windshield of their motor vehicle. A motor vehicle parked in the parking area without an issued sticker will be subject to towing at the owners expense. During bad weather the tenant will be responsible for moving their vehicle so that maintenance can clear the parking area.

Monsignor Hynes has assigned parking. Tenants must see Ms. Clifford for a parking sticker and a parking space. The sticker is non-transferable.

John J. Stevens and James J O'Donnell Apartments have unassigned parking. Tenants must have an Ansonia Housing Authority issued sticker for one motor vehicle. The sticker is non-transferable.

- **Motion to approve the Ansonia Housing Authority Parking Policy for Monsignor Hynes, John J. Stevens and James J. O'Donnell Apartments.**

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

**Report of Committees.** None.

**\*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for December 21, 2016.**

**Unfinished Business:** None.

**Executive Session:** Chairman Norman stated that because of the FOI with legal-aid, items number one and two have already been discussed in the regular meeting.

Regarding item number three the only issue discussed was an employee separation agreement.

- **Motion to accept the updated employee retirement package.**

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

**New Business:**

Chairman, Edward Norman presented the following resolutions to the commissioners:

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**Resolution 2016-16**

**RESOLUTION AUTHORIZING THE ADOPTION OF THE PAYMENT STANDARD  
AMOUNT AT 100% OF THE HUD FISCAL YEAR 2017 FAIR MARKET RENT FOR  
SECTION 8 TENANT VOUCHERS IN ANSONIA, SEYMOUR AND SHELTON**

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**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) issued final Fair Market Rents (FMRs) for HUD Fiscal Year (FY) 2017 in October 2016; and

**WHEREAS**, Ansonia Housing Authority (AHA) must adopt a Payment Standard schedule annually that is used to calculate the monthly housing assistance payment (HAP) for a family;

**WHEREAS**, AHA's 2016 FMRs are based on 100% of HUD's FY 2016 Fair Market Rent Analysis; and

**WHEREAS**, AHA recommends adopting the Payment Standard at 100% of the HUD FY 2017 FMR's for Ansonia, Seymour, and Shelton; and

**WHEREAS**, this Resolution sets forth AHA Payment Standard/FMRs by unit bedroom size to be calculated at 100% of the HUD Final FY 2017 FMRs for all bedroom sizes in Ansonia, Seymour, and Shelton.

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

1. The Payment Standard schedule calculated at 100% of the HUD Fiscal Year 2017 Fair Market Rent applicable on all AHA Section 8 Tenant Vouchers in Ansonia, Seymour, and Shelton is hereby approved and adopted by the Board of Commissioners of the Housing Authority of the City of Ansonia; and
2. The Resolution shall take effect March 1, 2017.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

Signed by: \_\_\_\_\_

\_\_\_\_\_

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Robert J. Henderson Jr.  
Executive Director

Date

Chairman Norman asked if commission members had any questions on **Resolution 2016-16** hearing none.

- **Motion to approve Resolution 2016-16 as presented by Chairman Edward Norman.**

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

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**Housing Authority of the City of Ansonia**

**Resolution 2016-17**

**RESOLUTION AUTHORIZING THE WRITE-OFF FOR FISCAL YEAR END 2016 FOR THE  
STATE MODERATE INCOME HOUSING PROGRAM**

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**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 2016 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, 2016 is \$4,992.00

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

3. The Board of Commissioners of the Housing Authority of the City of Ansonia approves the annual write-off of the State Moderate Income Housing Program incurred as of December 31, 2016; and
4. The Executive Director is hereby authorized to write-off the 2016 tenanted incurred balances at James O'Donnell (E-75).

AYES

NAYS

ABSTENTIONS

ABSENT

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Signed by: \_\_\_\_\_  
Robert J. Henderson Jr.  
Executive Director

\_\_\_\_\_  
Date

Chairman Norman asked if commission members had any questions on **Resolution 2016-17** hearing none.

- **Motion to approve Resolution 2016-17 as presented by Chairman Edward Norman.**

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

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**Housing Authority of the City of Ansonia**

**Resolution 2016-18**

**RESOLUTION AMENDING THE CONTRACT AGREEMENT BETWEEN THE  
HOUSING AUTHORITY OF THE CITY OF ANSONIA AND SHEEHY & DILLON FOR  
LEGAL SERVICES FROM JANUARY 6, 2017 AND ENDING JANUARY 5, 2018 IN AN  
AMOUNT NOT TO EXCEED AN ADDITIONAL \$50,000 AND TO INCREASE THE  
AMOUNT OF THE CONTRACT TO \$220,000.00**

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

**WHEREAS**, a solicitation was issued for Legal Services, on January 29, 2014 the Board of Commissioners of the Housing Authority of the City of Ansonia approved Resolution 2014-1 to enter into an agreement for Legal Services with Sheehy & Dillon for a base period of two years with one (1) one year extension, commencing January 6, 2014 and ending January 5, 2016; and

**WHEREAS**, the volume of work for Sheehy & Dillon has increased to insure that the Housing Authority is in compliance with state and federal requirements and real estate development services are also sought from the firm which has increased the total contract amount; and

**WHEREAS**, Sheehy & Dillon's legal services contract was amended from January 6, 2014 ending January 5, 2016 through resolution 2014-16 upon the approval by the Board of Commissioners the

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legal services contract in an amount not to exceed an additional \$60,000.00 and to increase the amount of the contract to \$120,000.00.

**WHEREAS**, Sheehy & Dillon’s legal services contract shall be further amended through resolution 2016-07 upon the approval by the Board of Commissioners in an amount not to exceed an additional \$50,000.00 and to increase the amount of the contract to \$170,000.00.

**WHEREAS**, Sheehy & Dillon’s legal services contract shall be further amended through resolution 2016-18 upon approval by the Board of Commissioners in an amount not to exceed an additional \$50,000.00 and to increase the amount of the contract to \$220,000.00.

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

5. The Executive Director is hereby authorized to amend the contract for legal services between the Housing Authority of the City of Ansonia and Sheehy & Dillon in an amount not to exceed an additional \$50,000 for a period commencing January 6, 2017 and terminating January 5, 2018 and to increase the amount of the contract to \$220,000.00.

AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: \_\_\_\_\_  
Robert J. Henderson  
Secretary / Executive Director

\_\_\_\_\_  
Date

A brief discussion was held concerning this resolution and the procurement of services.

- **Motion to approve Resolution 2016-18 as presented by Chairman Edward Norman.**

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

**Adjournment:**

- **Motion to adjourn at 7:31PM.**

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



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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.**