

Housing Authority of the City of Ansonia

Meeting Minutes

Wednesday– January 25, 2017

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:10 PM on January 25, 2017** 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, Wilson Lopez– Commissioner, Dan King- 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 December 21, 2016.

Chairman Edward Norman 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 21, 2016.**

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

Public Session:

Chairman Edward Norman opened the public session.

Joan Radin, Board of Aldermen, Housing Committee Member- Stated that she was not at the last Board of Alderman meeting and she did not find anything in the minutes regarding the appointment of new members to the Board of Commissioner for the Housing Authority. Ms. Radin believed that the Board of Aldermen needed to approve any new appointments.

Attorney James Sheehy addressed this issue and stated that the Housing Authority received communication from the Mayor of the two new appointments.

Chairman Norman read a letter from the Mayor stating the two new appointments. This issue goes between the City Charter and the precedence of appointments through the Board of Alderman and State Statutes. There is a whole section on Housing Authorities and within that the Mayor has the authority to appoint board members of the Housing Authority. Because the agency is not a department nor a commission of the City, the agency is an independent entity. There have been discussions as to following the State Statutes or the City Charter.

There was a brief introductory meeting to discuss with Mr. King and Mr. Lopez that the two appointments require they must be sworn in to uphold the Charter of this Board and the City of Ansonia, State and Federal regulations. They will be sitting in and they need to work with the Mayor and his legal counsel as to how to proceed.

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Chairman Norman stated that the agency has been receiving letters from the City and they have not been date stamped in the way all incoming correspondence are done. This letter will be acknowledged as a form of valid communication from the Mayor appointing the two new Commissioners.

Randolph Carroll, Board of Alderman, Housing Committee Member- questioned the appointments, affirming that the City Charter states members of the Board of Taxation cannot serve on any other boards.

Chairman Norman replied that the Board is considering that issue as well.

Beth Lynch, Resident City of Ansonia- Mr. King also holds an elected office in Ansonia, he is a City Sheriff, no Housing Commissioner can hold any other public office in the City. Again, that is in the State Statutes.

Mr. Norman replied this is up to the City to verify qualifications and to follow the proper guidelines in the appointments, he believes they are working on this now.

Ms. Lynch also stated that all boards and commissions must have equal representation of both major parties and this current board holds four republicans and one unaffiliated.

Chairman Norman replied that is a good point, however, the agency is regulated somewhat by the City of Ansonia, regulated by the State Department of Housing and regulated by HUD. In one of those regulations it is mentioned the composition of the Board could have four members from the same party. In the regulations, the Board is required to have a resident elective representative.

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.

Monthly Reports:

Executive Director, Robert Henderson presented his monthly Director's Report for January 2017:

Mr. Henderson reported that there are no financials for this month, the accountant is closing the books for year-end so the information is not available yet. Next month's report will cover December and January financials.

Mr. Henderson informed the Board that he attends a meeting at the City twice a month and the topic is always the demolition of Riverside Apartments. Members of the City have in the past attended weekly demolition meetings at the Housing Authority to keep them updated on the progress. The completion date has been set back another ten days to the middle of February. It will be ready to be hydro seeded in April.

In the month of January there was a meeting with the NHP Foundation in regards to the Riverside Redevelopment Project. Eighteen attendees were present. The next follow-up meeting will be a phone

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conference on January 30, 2017. Tim Sandor the fee accountant will be included in the discussion to answer very specific funding issues in relation to project based vouchers and budget authority.

The meeting attendees were two members from the City, Sheila O'Malley and John Marini, Patrick Fry and Steven Green from the NHP Foundation, Steve Tise from Tise Design, Paul Galvin and John May from Tagg Associates, Antonio DiCamillo from Stantec, Jennifer Gottlieb from HUD, Attorney James Sheehy, William Nimmons, Robert Henderson and Carol Mobilio.

Tagg Associates in the past two years have completed and submitted financial applications for tax credit funding. The agency was denied in the last two rounds of funding. The purpose of the meeting was to discuss the scoring and to try to improve on certain areas to obtain funding and to see if it is even viable to apply again. Some criteria is out of the control of the Housing Authority.

The next meeting on January 30th should give the agency some direction on how to proceed forward in the Redevelopment and what the options may be.

Executive Director Henderson has had discussions with the Department of Public Works in Re-cooperative Agreements. The maintenance staff now has two employees and he would like to work out an agreement with the DPW if need be during inclement weather.

The Nelrod Company is now on site working with the Family Self-Sufficiency Program. This review will also run into the review of the Housing Choice Voucher Program for the filing of the SEMAP report.

Mr. Henderson is also checking into funding for a part-time security officer for the three developments. The federal and state programs will share the expenses.

Commissioner Wilson Lopez questioned if there are any small city grants available.

Chairman Norman questioned if Mr. Henderson reached out to the Economic Developer for the City regarding the Small City Grants Program. He did speak with the developer and the way it was explained was that only one person was to attend the meetings which would be the Economic Developer. Mr. Henderson was told the City did not expend all the funding from last year so they were not eligible for this year.

Chairman Norman would like Mr. Henderson to double check. He thinks that if the City is not going to apply then the Housing Authority should be able to because it is an independent entity. It was also mention that the City would help the agency apply. These grants often focus on elderly projects.

Mr. Henderson reported that at the February meeting he will have dates as to when the roof replacement and interior remodeling will begin at the Ortolì Community Center.

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Housing Operations, Tanya Guagenti was absent.

Executive Director Henderson gave a brief synopsis of the developments. He stated there is one vacancy at each development.

Mr. Norman questioned if anything was exceeding ninety days. Mr. Henderson replied there is not.

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

Ms. Clifford introduced herself to the new Board members, welcomed them and briefly explained her job duties.

Ms. Clifford explained that she sends out a newsletter to all residence once a month. She mentioned the new parking policy and how its working out well so far.

Chairman Norman asked if Ms. Clifford was planning any new events. Ms. Clifford replied she will be having a Valentines Pizza Party. Chef Fusco from Emmett O'Brien Technical High Scholl will be catering a St. Patrick's Day luncheon in March. She will be sending out invitations to all Board members.

Mr. Norman inquired if the plaque will be ready to present to Chef and the students at the March party. Mr. Henderson replied it would be ready.

Compliance Coordinator, Carol Mobilio, presented her report:

Ms. Mobilio explained that in the Board packet she provided everyone with a calendar for 2017 of HUD reports and their due dates. She recently completed the last report for January which was the EPIC Report. All reports are completed and submitted through February 7, 2017.

Chairman Norman questioned the date the financial closing report must be submitted by.

The unaudited submission report must be filed by the end of February.

Report of Committees. None.

***All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for
January 25, 2017.**

Unfinished Business: None.

Executive Session:

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Pursuant to Section 1-200 (6), (b) and (d) of the Connecticut General Statutes there will be an executive session to discuss the Union Contract.

- **Motion to go into Executive Session at 6:50 p.m. to discuss the above item inviting Attorney James Sheehy, Union President Carol Mobilio, Attorney William Ryan and Executive Director Robert Henderson to participate.**

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

The Board returned to regular session at 7:40 PM.

New Business:

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

Housing Authority of the City of Ansonia
Resolution 2017-1

RESOLUTION AUTHORIZING THE RATIFICATION OF RESOLUTION 2016-10 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 AN ADDITIONAL \$25,320 AND TO INCREASE THE AMOUNT OF THE CONTRACT TO \$363,874.90.

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

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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, on October 4, 2016 the Board of Commissioners of AHA approved Resolution 2016-10 authorizing an extension to the Agreement between AHA and Payne for environmental services related to the demolition of Riverside Apartments from December 31, 2013 to March 1, 2017 in an amount not to exceed \$195,000 and to increase the amount of the contract to \$338,554.90; and

WHEREAS, on December 15, 2016 a change order was submitted by PAYNE for additional project management oversight for hazardous materials abatement and demolition in the amount of \$25,320 to complete the project.

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 Resolution 2016-10 between AHA and PAYNE for environmental services related to the demolition of Riverside Apartments from December 31, 2013 and ending March 1, 2017 in an amount not to exceed an additional \$25,320 and to increase the amount of the contract to \$363,874.90.
2. This Resolution shall take effect immediately.

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NAYS

ABSENT

The Chairman declared said motion and said resolution adopted.

APPROVED BY: _____
Robert J. Henderson, Jr., Executive Director Date _____

Chairman Norman asked if commission members had any questions on ***Resolution 2017-1*** hearing none.

- **Motion to approve Resolution 2017-1 as presented by Chairman Edward Norman.**

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

Chairman Norman then addressed the issue regarding the outcome of Executive Session.

Mr. Norman will be responding in writing that the grievance has been denied because it is a tentative agreement, there is no existing policy. Mr. Norman suggested that Ms. Mobilio go back to the Union and discuss the results from this meeting and hopefully come to a decision with the tentative agreement that would benefit everyone.

Ms. Mobilio responded that she was not prepared to discuss the grievance today. She wishes she had more notice so that she could have had union representation here. Ms. Mobilio stated that there were many untruths spoken today by Attorney Rayan.

Chairman Norman explained that it is against State bargaining agreements to try and circumvent negotiations. If there is a dispute, then the Board would have to go through Attorney Ryan and the union members need to go through there union representative at AFCEM. At that point the union representative would speak with Attorney Ryan on behalf of the union employees.

Ms. Mobilio stated that she is the Union President and she is the one negotiating for all her union members. She wanted to meet with the Board to discuss the issues so that they may come to an agreement. Ms. Mobilio stated that the Board has the ability to make an attendance policy that can be fair to all employees.

Ms. Mobilio provided copies of the personnel policy's section on sick leave to the board members that was discussed in executive session. Chairman Norman did not want the proposed union attendance

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policy provided to the board members because he stated he did not want anything circumventing the negotiations, as per Attorney Ryan’s reference to a prohibited practice.

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**Adjournment:**

- **Motion to adjourn at 7:42 PM.**

**Motion** by Vice Chairman, James Prestiano. **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**

## **Meeting Minutes**

### **Wednesday– February 22, 2017**

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:05 PM on February 25, 2017** by Chairman, James Prestiano at the main office located at 36 Main Street Ansonia, CT

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

**Roll Call by Executive Director Robert Henderson:** James Prestiano –Chairman, Wilson Lopez – Vice Chairman, Dan King– 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 January 25, 2017.**

Chairman James Prestiano 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 25, 2017.**

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

#### **Public Session:**

Chairman James Prestiano opened the public session.

Mr. Prestiano 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, Robert Henderson.

Revenues from operations for the one-month period ended January 31, 2017 were \$167,608 as compared to budgeted revenues of \$203,159 for the same period which is a 17.50% negative variance. The basis for this variance was that grant income (CFP, ROSS, FSS) normally recognized month-to-month was recognized through an accrual at 12/31/16.

Total expenses for the same period were \$194,386 as compared to budgeted operating expenses of \$199,527 which is a 2.58% positive variance. All major expense categories were under budget except for maintenance labor overage and general expenses.

The results from operating activities at 1/31/17 provided for an agency-wide net loss of \$26,778 below the agency-wide budgeted net income of \$3,632 for the same one-month period.

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Mr. Henderson noted that one of the maintenance employees retired December 31, 2016. That should bring the agency more in line as to where it should be financially with only two maintenance employees.

Chairman Prestiano questioned Mr. Henderson regarding the grant income and how it was recognized. Mr. Henderson explained that the grants run on a calendar year. The ROSS and FSS grants are for salaries of Vicky Clifford and Lucy Dripchak who run the two programs. The CFP is the Capital Fund Program where all major projects are funded from.

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

#### **Monthly Reports:**

**Executive Director,** Robert Henderson presented his monthly Director's Report for February 2017:

Mr. Henderson stated that he attends the Mayor's Cabinet Meeting which is held twice a month. Nothing new to report. The only thing discussed is the progress of the demolition of Riverside.

Mr. Henderson reported that there was a phone conference with Patrick Fry from NHP on January 30, 2017. The discussion was about getting back on track, how to move forward with the development of the Riverside Complex. A few obstacles are the 500-year flood plain, the 9% tax credit and the need for other funding. At this point the agency is considering other options for this project. There is a phone conference scheduled for Tuesday, February 28<sup>th</sup> with Jennifer Gottlieb Elazhari from the Hartford Field Office to explain the current situation.

Simplex Grinnell conducted their annual fire alarm inspections. They found a couple of small issues that they will be out to repair but overall the system is working as it was designed to.

Mr. Henderson informed every one of the resignation of Board Chairman, Ed Norman as of February 1, 2017.

Executive Director Henderson reported that he and Mr. Norman along with the Mayor of the City of Ansonia received a letter from Jennifer Gottlieb Elazhari from the U.S. Department of Housing and Urban Development, Hartford Field Office. The letter is in regards to the land where the former Tinney Community Center stood. The City expressed interest in putting the Police Station there. The letter from HUD explained in detail what the City must do to get approval from HUD. The decision is not up to the Housing Authority it must meet all HUD's criteria. By no means was this letter a denial from HUD, it was just informing the City as to what they need to do to comply.

Since receiving this letter Mr. Henderson stated that he has not heard from the City. He is unsure if they are still interested in the site or if they are looking elsewhere.

Mr. Henderson explained that in the Board packet there is a final report for the Monsignor Hynes Roof project. Included in the report are specs, drawings, pictures of the interior ceiling and Payne Environmental asbestos findings.

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As soon as Silver Petrucelli releases the final technical drawings it will go out to bid.

Mr. Henderson stated that at this time he has nothing official from the labor attorney Bill Ryan regarding the Tentative Agreement. The Union did approve the agreement and as soon as he receives it from Bill Ryan he will have a special meeting for the Boards approval. The current contract is over a year and a half out of date.

Executive Director Henderson explained that the agency is required to submit to HUD a SEMAP certification of the Section 8 Program. Mr. Henderson reported that he electronically submitted the report. He is required to send a hard copy once the resolution is approved and then must be signed by the Board Chairman. Mr. Henderson does not anticipate that the agency will be a troubled agency but a high standard.

Mr. Henderson reported to the Board that in the past there have been incidences where Ansonia Police assistance was required, especially with the elderly/disabled and the Police assistance was average at best. It was said by the Police Department that the agency will need to solve the crimes themselves then call for assistance. Executive Director Henderson is going to issue an RFP to hire a part time security guard.

Chairman Prestiano questioned if he and Mr. Henderson should meet with Chief Hale. Mr. Henderson replied at this point he spoke with all levels of management within the Police Department and spoke of his displeasure in their response time and their attitudes and nothing has changed. He is however, willing to try again but he truly feels the best thing would be is to hire a security guard.

Commissioner King inquired if anyone from the agency spoke with the Police Commissioners. Mr. Henderson replied he has not spoken to the Commissioners, he always went through the Police Chief. Mr. King suggested if nothing is done then go to the Public Meeting or the Board of Alderman Meeting until someone listens or does something about it.

**The Executive Directors report for February 22, 2017  
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 was a total of 25 work orders issued with a total of 24 complete. There is one vacancy at this property. It should be leased up for March 1, 2017.

Chairman Prestiano inquired as to how long this was vacant for. Ms. Guagenti replied 21 days.

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

There was a total of 38 work orders issued with a total of 28 complete.

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

There was a total of 20 work orders issued with a total of 19 complete. There is one vacancy at this property. This apartment should be leased up for March 1, 2017.

Ms. Guagenti stated that the recertification's have begun. There is only approximately fifteen tenants left that will be finished up next week.

#### **Compliance Coordinator, Carol Mobilio, presented her report:**

Ms. Mobilio reported that all the HUD reports have been prepared and submitted through the end of February and that includes the annual unaudited financial reports.

Also, included in the Board packet is a power point presentation on the Housing Choice Voucher Program. Ms. Mobilio thought this would be helpful for new Commissioners who are not familiar with the program. One of the agency's landlords is a real-estate agent and a member of the Valley Association of Realtors, they have a lunch and learn program and asked if Ms. Mobilio can be a guest speaker and present this report at their meeting.

Commissioner Lopez questioned how does this program make money? Ms. Mobilio responded that the agency is the administrator for the program. The agency receives administrator fees to administer the program. This is based on the number of vouchers the agency has. The funding comes from the Department of HUD. There is a waiting list and when that list is open, applicants can apply to be assisted. The agency basically assists low income families, elderly and disabled families. The subsidy payments that are made are made directly to the landlords. When an applicant's name comes up from the waiting list they are issued a voucher. The amount of the subsidy is based on the family composition and the family income. The agency receives a substantial amount of money from HUD to administer the program.

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

Ms. Clifford stated that all residents now have their parking stickers. She is monitoring the properties and so far, all is going well.

Ms. Clifford reported that she has been helping new tenants get established and adjusting to living in the developments. She also, has been helping the elderly that have returned to their apartments from nursing homes after rehabilitation. There are not many services offered or they do not want to comply with the information that different agencies require to assist them so Ms. Clifford helps.

Ms. Clifford has monthly tenant meetings and supplies the residents with the information she included in the Board Packet.

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Vice Chairman Prestiano inquired if other Housing Authorities have security personnel. Mr. Henderson replied usually only the larger authorities. Executive Director Henderson would like to be proactive and hire a security officer sooner rather than later. Mr. Prestiano agreed with him.

Commissioner King questioned if the complaints are just nuisances or are they criminal actions. Mr. Henderson replied it is more serious. He has been working with Attorney Sheehy getting these certain individuals in court and sending pre-termination/eviction notices out, spending a great deal of time and resources. Mr. Henderson has personally witnessed drug transactions along with assaults in the developments. If a tenant violates policies and procedures that are in place, then they will be taken to court.

Commissioner Lopez asked if this position, security officer would be out sourced or if it will be an in-house position. Mr. Henderson stated that he would like to have someone from a reputable agency that is bonded. Commissioner King is concerned and would want to be assured if the security officer calls the Police they will respond. Executive Director Henderson would like to issue a RFP as soon as next week.

Commissioner Sam Levey stated there is a tenant in his building that needs handicap parking. Ms. Clifford replied she know the tenant and the car is registered in her daughter's name, there are other residents who also need handicap parking and their cars are registered in their own name and she cannot do anything for them either. Ms. Clifford responded she must stick with the policy and be fair to everyone.

**Report of Committees.** None.

\*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for  
February 22, 2017.

**Unfinished Business:** None.

**New Business:**

Chairman, James Prestiano presented the following resolutions to the commissioners:

**Housing Authority of the City of Ansonia**

**Resolution 2017-02**

**RESOLUTION AUTHORIZING THE SUBMISSION OF THE FISCAL YEAR 2016  
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 U. S. Housing Act of 1937, as amended; and

**WHEREAS**, 24 CFR §985.101 requires a Public Housing Agency (“PHA”) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification Form attached hereto as Exhibit A to the U.S. Department of Housing and Urban Development (“HUD”) within 60 calendar days after the end of its fiscal year; and

**WHEREAS**, failure of the 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 §985.107.

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

1. The HUD-required SEMAP Certification Form is hereby approved; and
2. The Chairman and Executive Director are authorized to execute the HUD-required SEMAP Certification Form; and
3. The Executive Director is authorized to submit the HUD-required SEMAP Certification Form for Fiscal Year 2016 to HUD.

AYES

NAYS

## ABSTENTIONS

ABSENT

The Chairman declared said motion and said resolution adopted.

APPROVED BY: \_\_\_\_\_  
Robert J. Henderson, Jr., Executive Director Date \_\_\_\_\_

Executive Director Henderson reviewed the resolution for the Commissioners.

Chairman Prestiano asked if commission members had any questions on ***Resolution 2017-02*** hearing none.

- **Motion to approve Resolution 2017-02 as presented by Chairman James Prestiano.**

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

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Resolution 2017-03

**RESOLUTION AUTHORIZING THE RATIFICATION OF RESOLUTION 2016-08
BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ANSONIA AND
STANDARD DEMOLITION SERVICES, INC. FOR THE DEMOLITION OF PHASE II
NORTHSIDE, RIVERSIDE APARTMENTS, 106-165 OLSON DRIVE, BUILDINGS 8, 9,
10, 11, BOILER ROOM, AND TINNEY COMMUNITY CENTER FROM JANUARY 28,
2017 TO APRIL 7, 2017 IN AN AMOUNT NOT TO EXCEED AN ADDITIONAL
\$27,725.22 AND TO INCREASE THE AMOUNT OF THE CONTRACT TO
\$1,052,075.22.**

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

WHEREAS, AHA applied for and received demolition approval from HUD for Riverside Apartments, Northside, Apartments 106-165 Olson Drive, Tinney Community 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, Resolution 2016-08 authorized a Contract between AHA and Standard Demolition Services for the Demolition of Phase II Northside, Riverside Apartments, 106-165 Olson Drive, Buildings 8, 9, 10, 11, Boiler Room, and Tinney Community Center from August 1, 2016 to January 28, 2017 in an amount not to exceed \$1,024,350.00; and

WHEREAS, on February 10, 2017 a Change Order was submitted from Standard Demolition Services for additional asbestos removal located in the foundation of the Tinney Community Center in an amount not to exceed an additional **\$27,725.22**.

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

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1. The Executive Director is hereby authorized to ratify Resolution 2016-08 between AHA and Standard Demolition Services, Inc. for the Demolition of Phase II Northside Riverside Apartments, 106-165 Olson Drive, Buildings 8, 9, 10, 11, Boiler Room, and Tinney additional \$27,725.22 and to increase the amount of the contract to \$1,052,075.22. Community Center from January 28, 2017 to April 7, 2017 in an amount not to exceed an
2. This Resolution shall take effect immediately.

AYES

NAYS

ABSTENTIONS

ABSENT

The Chairman declared said motion and said resolution adopted.

Signed by: _____
Robert J. Henderson Jr.
Executive Director

Date: _____

Mr. Henderson reviewed this resolution for the Commissioners.

Chairman Prestiano asked if commission members had any questions on **Resolution 2017-03** hearing none.

- **Motion to approve Resolution 2017-03 as presented by Chairman James Prestiano.**

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

*Full text and accompanying information regarding *Resolutions 2017-02 and 2017-03* will be placed on file with the recording of the minutes of the February 22, 2017 meeting of the City of Ansonia Housing Authority.

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**Adjournment:**

- **Motion to adjourn at 6:58 PM.**

**Motion** by Vice Chairman, Wilson Lopez. **Second** by Commissioner, Dan King. **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– March 29, 2017**

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM on March 29, 2017** by Chairman, James Prestiano at the main office located at 36 Main Street Ansonia, CT

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

**Roll Call by Executive Director Robert Henderson:** James Prestiano –Chairman, Dan King– Commissioner, Joseph Pinto- Commissioner, Samuel Levey- Commissioner.

Wilson Lopez- Vice Chairman arrived at 6:31 PM.

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

**Approval of the minutes of the regular meeting of the AHA of February 22, 2017.**

Chairman James Prestiano 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 22, 2017.**

**Motion** by Commissioner, Dan King. **Second** by Commissioner, Samuel Levey. **All in favor except Joseph Pinto who abstained.**

#### **Public Session:**

Chairman James Prestiano opened the public session.

Mr. Prestiano 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, Robert Henderson.

Revenues from operations for the two-month period ended February 28, 2017 were \$347,098 as compared to budgeted operating revenues of \$406,318 for the same period which is a 14.57% negative variance.

Total expenses for the same period were \$389,612 as compared to budgeted operating expenses of \$399,055 which is a 2.37% positive variance. All major expense categories were under budget except for maintenance labor and general expenses.

With only two months gone by in the current fiscal year, it's too early to consider any positive or negative variances as trends.

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

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Mr. Henderson explained that the agency is receiving less funding now that Riverside Apartments have been demolished. One of the maintenance men retired so there was a buyout for him. Overtime costs are minimal, the driver behind these costs was the winter weather. Next month things should level out.

Commissioner Dan King inquired if Director Henderson was replacing the maintenance position. Mr. Henderson replied that based on the number of apartments and work orders the position will not be filled. If in the future, the need arises for an extra maintenance personnel he will consider hiring someone per diem.

Chairman Prestiano asked if anyone had any other questions for Director Henderson concerning the financials. Hearing none motion was made.

- **Motion was made to approve the February Financials.**

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

Chairman Prestiano apologized and introduced the new Commissioner Joseph Pinto. Stating that Mr. Pinto brings a lot of experience with him, he was a former member of the Derby Housing Authority's Board of Commissioners.

#### **Monthly Reports:**

**Executive Director**, Robert Henderson presented his monthly Director's Report for March 2017:

Mr. Henderson gave a brief update on the demolition of Riverside Apartments. The buildings are now down and the property graded. The next steps will be hydro seeding in the Spring and then six lawn cuttings are included.

Executive Director Henderson reported that there have been discussions regarding redevelopment options. The reason for this is based on the 500-year flood plain issue which has not been resolved. This issue plays a significant part on what can be built on the property going forward. Mr. Henderson explained how there is an MOU between the agency and the NHP Foundation. They will assist with the 9% tax credit, basically how to score higher. The Housing Authority has already applied twice and lost both rounds by a substantial amount of points. One suggestion to gain points was to consider a three-story podium style building. The City has a list of roughly 100 foreclosed properties that perhaps the agency can obtain for a small price. Mr. Henderson explained this to the Hartford Field Office but was met with much resistance. They would rather have a three or four story building, which is not something the Housing Authority or the City would like. Mr. Henderson was also checking into Brownfield money to use for the abandon buildings on East Main Street however, he was told those buildings are not available. The agency is checking into other locations.

Executive Director Henderson stated that he will maintain contact with HUD monthly via phone conferences to see if they will give the agency some type of assistance. Fair Housing is involved as

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

## **Meeting Minutes**

### **Wednesday– March 29, 2017**

well. There is a VCA in place and the question to Fair Housing right now is because all the residents from Olson Drive have been relocated, how will they be harmed if we do not build on that site and if the date of October of 2018 is not met.

Chairman Prestiano stated that the agency should be involved in scattered housing projects. If there are dilapidated houses and/or foreclosures in the town the authority will come in and take over and manage the houses. This keeps up the neighborhood and the property value increases so that would benefit the community. Everything that is being discussed is going to need money and with the new Government in place it is uncertain what cuts will be made to HUD. There is a small amount of money that can be used for scattered housing, at least to get it started. Mr. Prestiano also indicated that the agency would need cooperation from the City for this to happen. They need to submit the list of foreclosures.

Commissioner King stated that when he first heard the idea of scattered housing he thought it would be difficult to maintain with housing all over the place. However, he now feels it would be good for everyone the residents, the neighborhood, AHA and the City, everyone would benefit from this.

Executive Henderson explained that the agency would be the landlord, the property owner, that is why there is an LLC. That is one thing to consider if the agency has enough of properties they can branch out under the LLC and manage the properties and then will be able to increase the amount of staff. The agency will become more self-sustaining.

Mr. Henderson touched based on the Pre-REAC inspection results for John J. Stevens and Monsignor Hynes Apartments. Attached in the board packet is the scores. Mr. Henderson explained that a company is hired every year to inspect 100 % the Public Housing units. Every apartment is inspected. They follow a UPCS inspection proto call. Every other year HUD conducts a REACT inspection. These inspections are done in February and HUD inspections are usually in April or May. John J. Stevens received a score of 83 and Monsignor Hynes scored an 87. The maintenance crew began working on Saturday's to work on the deficiencies so that when HUD is out to inspect, the agency should receive a higher score. The emergency issues were cured within 24 hours. A total of 62 work orders were generated, once complete the score should increase.

Chairman Prestiano inquired other than the critical issues were there any surprises or large dollar amounts. Mr. Henderson replied it is mostly small items.

Mr. Henderson mentioned that RFP's were issued for Legal, Fee Accountant and IT Services which Carol will explain in more detail.

The last item to discuss is the SEMAP submission which was submitted at the end of February. Mr. Henderson did not receive the score yet and is hoping to be a standard performer this year. Executive Henderson explained that the AHA along with most small agencies self-certify. Because of this, HUD checks if the files are calculated properly, if the inspections been done on time and if they have been quality controlled. The agency hired the Nelrod Company and they came out and did an assessment. They predicted that the agency will be at least a standard performer. They also helped put together a packet to send to HUD with information that is required.

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

## **Meeting Minutes**

### **Wednesday– March 29, 2017**

The Executive Directors report for March 2017  
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 was a total of 11 work orders issued with a total of 10 complete. There is only one vacancy at this property, unit 12 and maintenance is turning it over now. It should be leased up mid-April 2017.

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

There was a total of 31 work orders issued with a total of 28 complete. There is one vacancy at this location which will be leased up April 1, 2017.

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

There was a total of 10 work orders issued with a total of 7 complete. This property also has one vacancy which will be leased up April 3, 2017.

Chairman Prestiano questioned Mr. Henderson how these work orders are being completed while working on the other work orders generated from the Pre REAC inspections. Mr. Henderson replied the critical work orders are completed first. The others are completed by importance and what would score the higher points.

**Compliance Coordinator**, Carol Mobilio, presented her report:

Ms. Mobilio explained that she included in the packet the calendar of HUD reports that need to be submitted along with all the dates when they are due. Everything has been completed and submitted through the end of March. Also included is a procurement log with the Request for Proposals that have been issued since the beginning of the year. The Fee Accountants RFP is on the agenda for a contract to be approved for two years. The Legal Services Contract is also on the agenda for approval. There is another RFP which was issued on March 21<sup>st</sup> for unarmed security services with a due date of April 18<sup>th</sup>. Ms. Mobilio reported that she solicited quotes for IT Services and Cleaning Services. These are under the 50,000 thresholds for the Board to approve so those contracts will be issued shortly.

Chairman Prestiano questioned who would be awarded the IT Contract. Ms. Mobilio responded the current provider, Reliable Technologies.

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

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Ms. Clifford reported that the St. Patty's Day Luncheon went very well. This luncheon is the last one Chef Fusco will be attending. He is retiring at the end of this school year.

The tenant meeting was held on Friday, February 24, 2017. At this meeting the residents questioned the smoking policy that HUD issued. The tenants would like to see this policy take place.

Ms. Clifford reported that she has no issues this month with the parking policy. All is going well.

#### **Report of Committees.**

Ms. Mobilio reported that there is a committee for the scoring criteria for the Fee Accountant. Two proposals were received, Tim Sandor the current Fee Accountant and another from Sedrick Blake from Georgia. Ms. Mobilio and Marge Brown who is the bookkeeper were on the committee and reviewed the responses. Included in the packet are the scoring sheets. Providing Board approval, the contract will be awarded to Tim Sandor.

There was not a committee for Legal Services. Only one response was received and that was from the agency's current attorney James Sheehy, Sheehy & Dillon. Again, providing Board approval that contract will be awarded to Mr. Sheehy at tonight's meeting.

**\*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for March 29, 2017.**

**Unfinished Business:** None.

Mr. Randy Carroll, Board of Alderman requested that the Board go into Executive Session last so that the public would not have to leave and come back.

Commissioner Pinto questioned if there will be any votes after the Executive Session to which Mr. Henderson replied there would only be a motion to accept the previous discussed contracts.

- **Motion was made to alter the agenda and go into Executive Session last.**

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

#### **New Business:**

Chairman, James Prestiano presented the following resolutions to the commissioners:

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

#### **Resolution 2017-04**

**Housing Authority of the City of Ansonia**  
**Meeting Minutes**  
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**RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE HOUSING  
AUTHORITY OF THE CITY OF ANSONIA AND TIMOTHY P. SANDOR FOR FEE  
ACCOUNTANT SERVICES IN AN AMOUNT NOT TO EXCEED \$75,900  
COMMENCING May 1, 2017 AND TERMINATING APRIL 30, 2019**

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**WHEREAS**, the Ansonia Housing Authority (AHA) issued a Request for Proposals (RFP) for Fee Accountant Services via Solicitation #AHA-RFP-2017-01 on January 3, 2017 with a return date of January 30, 2017; and

**WHEREAS**, on the submission date deadline, two (2) responses were received from Timothy P. Sandor and Emerge Accounting CPAs/Sedrick Blake; and

**WHEREAS**, during the course of review of the RFP it was determined that Timothy P. Sandor was the higher scored respondent for the requested services; and

**WHEREAS**, a Contract Award in an amount not to exceed \$75,900 is requested to be awarded to Timothy P. Sandor for a period commencing May 1, 2017 and terminating April 30, 2019.

**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 award a Contract for Fee Accountant Services between AHA and Timothy P. Sandor in an amount not to exceed \$75,900 for a period commencing May 1, 2017 and terminating April 30, 2019.

AYES

NAYS

ABSTENTIONS

ABSENT

The Chairman declared said motion and said resolution adopted.

APPROVED BY: \_\_\_\_\_  
Robert J. Henderson, Jr., Executive Director

\_\_\_\_\_  
Date

Chairman Prestiano inquired if the amount of \$75,900 is based on the amount it has been running on in the last couple of years.

**Housing Authority of the City of Ansonia**  
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Ms. Mobilio replied that the \$75,900 is based on his proposal of \$37,950 so because it is a two year contract the amount is doubled. Ms. Mobilio specified that she ran a payment history report for last year and Mr. Sandor was at \$27,472 which was lower than originally indicated.

Commissioner Joseph Pinto questioned, Mr. Sandor will be billing \$110.00 dollars an hour with an estimated 345 hours a year, what is his rate now?

Ms. Mobilio replied that is his current rate, it has not changed. He bills monthly with an itemized bill.

Chairman Prestiano asked if commission members had any other questions on **Resolution 2017-04** hearing none.

- **Motion to approve Resolution 2017-04 as presented by Chairman James Prestiano.**

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

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Housing Authority of the City of Ansonia

Resolution 2017-05

**RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE HOUSING
AUTHORITY OF THE CITY OF ANSONIA AND SHEEHY & DILLON FOR LEGAL
SERVICES IN AN AMOUNT NOT TO EXCEED \$65,000 COMMENCING
APRIL 1, 2017 AND TERMINATING MARCH 31, 2019**

WHEREAS, the Ansonia Housing Authority (AHA) issued a Request for Proposals (RFP) for Legal Services via Solicitation #AHA-RFP-2017-02 on January 16, 2017 with a return date of February 13, 2017; and

WHEREAS, on the submission date deadline of February 13, 2017 no responses were received; and

WHEREAS, AHA re-issued a second Request for Proposals (RFP) for Legal Services via Solicitation #AHA-RFP-2017-03 on February 21, 2017 with a return date of March 20, 2017; and

WHEREAS, on the submission date deadline of March 20, 2017 one (1) response was received from Sheehy & Dillon; and

WHEREAS, a Contract in an amount not to exceed \$65,000 is requested to be awarded to Sheehy & Dillon for a period commencing April 1, 2017 and terminating March 31, 2019.

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

2. The Executive Director is hereby authorized to award a Contract for Legal Services between AHA and Sheehy & Dillon in an amount not to exceed \$65,000 for a period commencing April 1, 2017 and terminating March 31, 2019.

AYES

NAYS

ABSTENTIONS

ABSENT

The Chairman declared said motion and said resolution adopted.

Signed by: _____

Robert J. Henderson Jr.
Executive Director

Date: _____

Chairman Prestiano asked if commission members had any questions on **Resolution 2017-05** hearing none.

- **Motion to approve Resolution 2017-05 as presented by Chairman James Prestiano.**

Motion by Commissioner, Joseph Pinto. **Second** by Commissioner, Sam Levey. **All in Favor**.
Motion passes unanimously.

***Full text and accompanying information regarding *Resolutions 2017-04 and 2017-05* will be placed on file with the recording of the minutes of the March 29, 2017 meeting of the City of Ansonia Housing Authority.**

Chairman Prestiano asked Mr. Henderson to explain the new proposed 2017 Board of Commissioners Schedule.

Mr. Henderson responded that he would like to discuss the possibility of changing the Commissioners Meetings to one o'clock in the afternoon as opposed to six in the evenings. He explained that sometimes the meetings run late and staff is being paid overtime. In the winter months, it can be a safety issue. Other Housing Authority's do have meetings earlier in the day. It is also acceptable for Board Members to either phone or skype in.

Chairman Prestiano questioned if this would be a problem for those members who worked in the day.

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Commissioner Pinto replied if the meetings were going to be at 1:00 PM. he would not be able to attend. His second concern would be holding a public meeting during the work day would be convenient for the staff but not for the public, they would not be able to attend the meetings either. Therefore, he could not vote in favor of this.

Vice Chairman Lopez also would not vote in favor. He would not be able to attend.

Joan Radin, Board of Alderman stated that she could not attend meetings during the day so she would have to resign from the AHA Community Housing Committee.

Chairman Prestiano inquired if the meetings were moved to 5:00 PM. instead of 6:00 PM. would that be a problem.

Commissioner Pinto stated that 6:00 PM. would be the earliest.

Chairman Prestiano and Executive Director Henderson will discuss if the amount of staff can be reduced for the meetings going forward.

Executive Session:

Pursuant to Section 1-200 (6), (b) and (d) of the Connecticut General Statutes there will be an executive session to discuss the Tentative Agreement.

- Motion to go into Executive Session to discuss the Tentative Agreement.

Motion by Commissioner, Joseph Pinto. **Second** by Commissioner, Sam Levey. **All in Favor.** Motion passes unanimously.

The Board returned to regular session at 6:47 PM.

- **Motion to deviate from the agenda and add an action item to approve the Union Contract.**

Motion by Commissioner, Dan King. **Second** by Commissioner, Sam Levey. **All in Favor.** Motion passes unanimously.

- **Motion to approve the collective bargaining agreement.**

Motion by Commissioner, Joseph Pinto. **Second** by Vice Chairman, Wilson Lopez. **All in Favor.** Motion passes unanimously.

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**Housing Authority of the City of Ansonia**  
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**Adjournment:**

- **Motion to adjourn at 6:51 PM.**

**Motion** by Commissioner, Joseph Pinto. **Second** by Commissioner, Sam 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**

## **Meeting Minutes**

### **Wednesday– April 26, 2017**

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM on April 26, 2017** by Chairman, James Prestiano at the main office located at 36 Main Street Ansonia, CT

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

**Roll Call by Executive Director Robert Henderson:** James Prestiano –Chairman, Wilson Lopez- Vice Chairman, –Joseph Pinto- Commissioner.

Matthew Scarpa- Commissioner arrived at 6:06 PM.

Samuel Levey- Commissioner absent.

#### **Approval of the minutes of the regular meeting of the AHA of March 29, 2017.**

Chairman James Prestiano 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 29, 2017.**

**Motion** was made to approve the minutes. **All in favor.**  
Motion passes unanimously.

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

- **Commissioner Joseph Pinto would like to amend agenda Number 11 to read:**  
**Pursuant to Section 1-200 (6) (b) of the Connecticut General Statutes there will be an executive session to discuss pending litigation in the matter of Jacob Scaife vs Ansonia Housing and a personnel matter regarding Executive Director Henderson.**

- **Commissioner Pinto would like to amend Number 12 to read action on executive session discussion as necessary.**
- **Number 13 to read adjournment.**

**Second** by Vice Chairman, Wilson Lopez. **All in favor**. Motion passes unanimously.

#### **Approval of the minutes of the regular meeting of the AHA of March 29, 2017.**

Chairman James Prestiano 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 29, 2017.**

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

## **Meeting Minutes**

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**All in favor.**

#### **Public Session:**

Chairman James Prestiano opened the public session.

Mr. Prestiano 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:**

Executive Director Henderson informed the Board that Tim Sandor, the agency's fee accountant will be attending the next Board meeting in May to explain the financials and answer any questions.

A detailed financial statement was explained to the Board by Executive Director, Robert Henderson.

Revenues from operations for the three-month period ended March 31, 2017 were \$481,577 as compared to budgeted operating revenues of \$609,477 for the same period which is a 20.99% negative variance. The basis for this is lower than anticipated federal capital grant revenue and federal operating subsidy, and greater than anticipated vacancy losses.

Total expenses for the same period were \$606,929 as compared to budgeted operating expenses of \$598,582 which is a 1.39% negative variance. All major expense categories were under budget except for maintenance labor and general expenses.

These results provided for an agency-wide net loss of \$125,352, below the agency-wide budgeted net income of \$10,895 for the same period. The net loss includes a depreciation estimate of \$99,426, which is a non-operating expense.

Commissioner Pinto inquired how far in the black and red is the agency.

Mr. Henderson explained the depreciation is mainly caused from the age of the properties. The vacancy losses are caused from the demolition of the Riverside Apartments.

Commissioner Pinto questioned amending the budget.

Executive Director Henderson replied he did not think amending the budget is needed for this fiscal year.

Chairman Prestiano asked if anyone had any other questions for Director Henderson concerning the financials. Hearing none motion was made.

#### **Monthly Reports:**

**Executive Director,** Robert Henderson presented his monthly Director's Report for April 2017:

**Housing Authority of the City of Ansonia**  
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Mr. Henderson explained that the demolition of Riverside Apartments is complete except for an issue involving the top soil, it did not meet the approval of the environmental company.

Executive Director Henderson reported that there has been no official word from DEEP granting the variance for the 500-year flood plain.

Mr. Henderson spoke with Karen Santana from the State of Connecticut Department of Housing concerning a \$225,000 predevelopment loan originated under the previous Executive Director, Troy White. The loan was never issued or executed fully. Because of the lack of a sight plan the loan is more than likely unavailable at this point.

Mr. Henderson stated that design options are limited because of the 500-year flood plain.

The agency applied for tax credits and were denied twice.

Other options including brownsfield properties were being considered but it appeared unfavorable.

Alternate sites and scattered sites are also being explored with the options from Tise Design. Mr. Henderson seems to think scattered sites are the best option at this point mainly foreclosed properties.

Chairman Prestiano inquired as to how much funding does the agency have to purchase foreclosed properties.

Executive Director Henderson and Carol Mobilio both responded the RHF fund contained approximately \$200,000.

Another issue is the Voluntary Compliance Agreement which states the agreement should serve 54 families.

Mr. Henderson explained the podium style building option and mentioned touring an established community in Boston, MA built by Tise Design could be arranged.

Executive Henderson reported that the SEMAP submission had a glitch in it at HUD's Hartford Field Office. It was resubmitted twice and the agency is waiting for their reply.

REAC inspections were done and an 82 was scored on the Public Housing side. Strategies are in place to control and raise scores steadily.

Commissioner Pinto questioned if DEEP had responded to the 500-year flood plain issue.

Mr. Henderson referred to a POD cast by Jeff Caiola in 2014 and 2015 which he discussed that with the present plans the DEEP would respond unfavorably. Even though a formal hearing on the matter was held there was no response.

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

## **Meeting Minutes**

### **Wednesday– April 26, 2017**

The Executive Directors report for April 2017  
will be placed on file at the City of Ansonia Housing Authority Office.

**Housing Operations**, Tanya Guagenti was absent. Vicky Clifford presented Tanya's monthly report:

Ms. Clifford reported on the following AHA sites:

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

There was a total of 31 work orders issued with a total of 29 complete. There is only one vacancy at this property, unit 12 and it is held up in probate.

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

There was a total of 78 work orders issued with a total of 73 complete. There is one vacancy at this location.

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

There was a total of 17 work orders issued with a total of 11 complete. This property has two vacancy.

Executive Henderson explained that included in this report are the work orders from the REAC inspections.

Commissioner Pinto questioned the status of the emergency work orders that were incomplete.

Mr. Henderson will check into the issues with Tanya Guagenti.

**Compliance Coordinator**, Carol Mobilio, presented her report:

Ms. Mobilio referred to page 48 in the packet stating all HUD reports have been prepared and completed through April.

Ms. Mobilio informed the Board that April is National Fair Housing month marking its 49-year anniversary. Staff attended training that covered State and Federal Fair Housing laws.

A Request for Proposal was issued for an unarmed security service with no proposals received. Ms. Mobilio stated that she was going to reach out to some local companies in the area.

Ms. Mobilio stated that all contracts that have expired have been reissued and executed including Tim Sandor for Fee Accountant Services, Attorney James Sheehy for Legal Services, Reliable Technology for IT Services and to Ultimate Cleaning for Cleaning Services.

Ms. Mobilio reported that the partial roof replacement at Monsignor Hynes Apartments is ready for bid. The Capital Funds Program grant will fund the project at an estimated cost of \$140,000.

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Ms. Mobilio also reported that the total demolition costs have been under budget by approximately one million dollars.

No one had any questions for Ms. Mobilio.

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

Ms. Clifford reported that she held a tenant meeting and discussed various topics with the residents and she is currently coordinating a Pot Luck Dinner.

Ms. Clifford explained that she is working on a new Resident Service Summary report. She also is working on an informational packet to hand out to all new tenants.

Ms. Clifford is also developing a Tenant Association Committee which was in place in the past but since has been dismantled.

Chairman Prestiano questioned if Ms. Clifford conducts regular tenant housekeeping inspections. Ms. Clifford replied yes in a way when she sees a need she can get someone to assist.

**\*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for  
April 26, 2017.**

**Report of Committees.** None.

**Unfinished Business:** None.

**New Business:**

Chairman, James Prestiano presented the following resolutions to the commissioners:

**Housing Authority of the City of Ansonia**

**Resolution 2017-06**

**RESOLUTION AMENDING THE CONTRACT BETWEEN THE HOUSING  
AUTHORITY OF THE CITY OF ANSONIA AND STANDARD DEMOLITION  
SERVICES, INC. FOR THE DEMOLITION OF PHASE II NORTHSIDE, RIVERSIDE  
APARTMENTS, 106-165 OLSON DRIVE, BUILDINGS 8, 9, 10, 11, BOILER ROOM,  
AND TINNEY COMMUNITY CENTER FROM AUGUST 1, 2016 TO APRIL 30, 2017 IN  
AN AMOUNT NOT TO EXCEED AN ADDITIONAL \$5,052.64 AND TO INCREASE  
THE AMOUNT OF THE CONTRACT TO \$1,057,127.86.**

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

**WHEREAS**, AHA applied for and received demolition approval from HUD for Riverside Apartments, Northside, Apartments 106-165 Olson Drive, Tinney Community 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**, Resolution 2016-08 authorized a Contract between AHA and Standard Demolition Services for the Demolition of Phase II Northside, Riverside Apartments, 106-165 Olson Drive, Buildings 8, 9, 10, 11, Boiler Room, and Tinney Community Center from August 1, 2016 to January 28, 2017 in an amount not to exceed \$1,024,350.00; and

**WHEREAS**, Resolution 2017-03 authorized the ratification of Resolution 2016-08 from January 28, 2017 to April 7, 2017 in an amount need to exceed an additional \$27,725.22 and to increase the amount of the contract to \$1,052,075.22 for the removal of asbestos in the foundation of the Tinney Community Center; and

**WHEREAS**, on April 11, 2017 a Change Order was submitted from Standard Demolition Services for the disposal of asbestos containing materials in an amount not to exceed an additional \$5,052.64 and to increase the amount of the contract to **\$1,057,127.86**.

**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 between AHA and Standard Demolition Services, Inc. for the Demolition of Phase II Northside Riverside Apartments, 106-165 Olson Drive, Buildings 8, 9, 10, 11, Boiler Room, and Tinney Community Center from January 28, 2017 to April 30, 2017 in an amount not to exceed an additional \$5,052.64 and to increase the amount of the contract to \$1,057,127.86.
2. This Resolution shall take effect immediately.



**Housing Authority of the City of Ansonia  
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AYES

NAYS

ABSTENTIONS

ABSENT

The Chairman declared said motion and said resolution adopted.

APPROVED BY: \_\_\_\_\_  
Robert J. Henderson, Jr., Executive Director                      Date

Chairman Prestiano asked for a brief explanation.

Ms. Mobilio explained the cost is for the additional disposal of asbestos tonnage that was removed.

Commissioner Pinto inquired if the City will reimburse the agency.

Mr. Henderson replied yes, from the City Bond.

- **Motion to approve Resolution 2017-04 as presented by Chairman James Prestiano.**

**Motion** by Commissioner, Joseph Pinto. **Second** by Vice Chairman, Wilson Lopez. **All in Favor.**  
Motion passes unanimously.

~~~~~

Executive Session:

Pursuant to Section 1-200 (6) (b) of the Connecticut General Statutes there will be an executive session to discuss pending litigation in the matter of Jacob Scaife vs Ansonia Housing Authority, as well as to discuss a personnel matter regarding Executive Director Robert Henderson.

- Motion to go into Executive Session to discuss the above matters inviting Attorney Donn Swift.

Motion by Commissioner, Joseph Pinto. **Second** by Vice Chairman, Wilson Lopez. **All in Favor.**
Motion passes unanimously.

The Board returned to regular session at 8:11 PM.

- **Motion was made in accordance with Robert Henderson's contract, to buy out his contract.**

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– April 26, 2017

Motion by Commissioner, Joseph Pinto. **Second** by Vice Chairman, Wilson Lopez. **Three votes in favor. James Prestiano opposed.**

- **Motion for Robert Henderson’s termination to be effective immediately.**

Motion by Commissioner, Joseph Pinto. **Second** by Vice Chairman, Wilson Lopez. **Three votes in favor. James Prestiano opposed.**

- **Motion to appoint Carol Mobilio as Interim Executive Director until such time a permanent Executive Director is hired.**

Motion by Commissioner, Joseph Pinto. **Second** by Vice Chairman, Wilson Lopez. **All in favor.** Motion passes unanimously.

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**Adjournment:**

- **Motion to adjourn at 8:16 PM.**

**Motion** by Commissioner, Joseph Pinto. **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 3, 2017**  
**Special Meeting**

The *Special Meeting* of the Housing Authority of the City of Ansonia was called to order by Chairman, James Prestiano at the main office located at 36 Main St., Ansonia, CT.

**Pledge of Allegiance.**

**Roll Call:** James Prestiano - Chairman, Wilson Lopez-Vice Chairman, Samuel Levey-Commissioner, Joseph Pinto- Commissioner, Matthew Scarpa- Commissioner.

**Public Session:**

Chairman James Prestiano opened the public session.

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

**New Business:**

The Job Posting for the vacant position of Executive Director was reviewed. A few minor changes were made.

- **Motion was made to approve the Executive Director job description posting notice as amended.**

**Motion** by Commissioner, Joseph Pinto. **Second** by Vice Chairman, Wilson Lopez.  
**All in Favor.** Motion passes unanimously.

Ms. Mobilio stated that she will post the position with Conn Nahro, PHADA and CLPHA which would be free. There would be a fee of approximately \$300.00 associated with posting it with National Nahro.

- **Motion was made to approve up to \$500.00 for advertising for the position of Executive Director.**

**Motion** by Commissioner, Matthew Scarpa. **Second** by Commissioner, Sam Levey.  
**All in Favor.** Motion passes unanimously.

Chairman Prestiano specified that the position must be posted internally for seven days. Vice Chairman Lopez recommended posting it externally for three weeks.

- **Motion was made to post the job listing externally for three weeks starting May 12, 2017.**

**Motion** by Commissioner, Matthew Scarpa. **Second** by Vice Chairman, Wilson Lopez.  
**All in Favor.** Motion passes unanimously.

There was discussion as to the process for interviewing and hiring candidates.

- **Motion to distribute all resumes to the Commissioners, let the Commissioners pick two or three of their top candidates that they would like interviewed. Have the Chairman and one appointee from the Commission appointed by the Chairman conduct phone interviews, then narrow that to three or four candidates to be interviewed in person by the entire Board of Commissioners.**

**Motion** by Commissioner, Joseph Pinto. **Second** by Commissioner, Matthew Scarpa.  
**All in Favor.** Motion passes unanimously.

- **Motion to hold the position of Compliance Coordinator open for Carol Mobilio to return at the completion of her services as Interim Executive Director.**

**Motion** by Commissioner, Joseph Pinto. **Second** by Commissioner, Samuel Levey.  
**All in favor.** Motion passes unanimously.

There was another discussion regarding the temporary increase in salary for Carol Mobilio for her additional services as Interim Executive Director.

- **Motion to increase Ms. Mobilio's salary to \$15,000.00 annually for the Interim Executive Director until the position is filled permanently, retroactive from Thursday, April 27, 2017.**

**Motion** by Commissioner, Matthew Scarpa. **Second** by Commissioner, Joseph Pinto.  
**All in favor.** Motion passes unanimously.

The last item reviewed was to reopen the bidding process for agency general counsel.

Commissioner Pinto stated that because there have been significant changes in the Board of Commissioners, as well as potential change in leadership (Executive Director), this might entice other attorneys to bid on the services. There is a provision in the current contract that allows the agency to give a ten-day notice.

- Motion to go back out to bid for agency general counsel.

**Motion** by Commissioner, Joseph Pinto. **Second** by Vice Chairman, Wilson Lopez. **All in favor**. Motion passes unanimously.

**Adjournment:**

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

**Motion** by Commissioner, Joseph Pinto. **Second** by Vice Chairman, Wilson Lopez. **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– May 31, 2017**

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:03 PM** on **April 26, 2017** by Chairman, James Prestiano at the main office located at 36 Main Street Ansonia, CT

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

**Roll Call by Interim Executive Director Carol L. Mobilio:** James Prestiano –Chairman, Wilson Lopez- Vice Chairman, Joseph Pinto- Commissioner, Matthew Scarpa- Commissioner, Samuel Levey- Commissioner.

#### **Approval of the minutes of the regular meeting of the AHA of April 26, 2017 and the May 3, 2017 special meeting.**

Chairman James Prestiano asked for questions on the minutes.

Commissioner Pinto stated that the minutes from the April 26<sup>th</sup> meeting should reflect who opposed the two motions concerning the buyout of Robert Henderson’s contract and the effective date. The minutes will be changed to read Chairman James Prestiano opposed.

- **Motion to approve the minutes of the regular meeting of the AHA of April 26, 2017 and the special meeting on May 3, 2017 as amended.**

**Motion** by Commissioner, Joseph Pinto. **Second** by Vice Chairman, Wilson Lopez. **All in Favor.** Motion passes unanimously.

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

There were no additions, deletions or corrections to the agenda.

#### **Public Session:**

Chairman James Prestiano opened the public session.

Mr. Prestiano 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:**

Tim Sandor the Ansonia Housing Authority’s fee accountant presented the April financials.

Mr. Sandor introduced himself to the Board and gave a brief summary of his background and his responsibilities to the agency.

Mr. Sandor explained that the agency is showing a loss of \$116,000 which includes a depreciation estimate of \$132,000, which is a non-operating expense.

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

## **Meeting Minutes**

### **Wednesday– May 31, 2017**

In Mr. Sandor's report, he states the agency's cash stands at \$757,718 along with \$153,570 in investments. Totaling \$911,288, Mr. Sandor brings attention to this because he feels this is excess cash. This is important because HUD has guidelines for cash reserves versus operating expenses and AHA is presently over this threshold. Mr. Sandor says this is something to keep in mind for the next budget cycle.

Tenant account receivables have more than doubled in the last four months. The dollar amount is not large but the trend should be looked at.

The PHAS scores were reported by Mr. Sandor. The financial assessment scored a perfect 25, due to the agency's cash position. Also reported was the management assessment score, a score of 16, with 15 being the passing score was mainly due to the tenant account receivable deficit.

Mr. Sandor explained with unclaimed vouchers available to the agency, it lowers HUD's monthly operating payments to the agency.

Commissioner Pinto questioned how can the agency spend the cash surplus.

Mr. Sandor replied on Federal Programs only.

Commissioner Pinto questioned upon deciding spending on new initiatives, how much cash should be kept in reserve.

Mr. Sandor replied roughly \$500,000.

Commissioner Pinto questioned the bearing that may have on the PHAS financial assessment.

Mr. Sandor replied it would not drastically effect the score.

Commissioner Pinto questioned Carol how many vouchers are we short right now.

Ms. Mobilio replied approximately 35.

Mr. Sandor stated another important reason for filling vouchers is HUD uses what they call a benchmark program where they analyze the previous year voucher activity to project present year needs.

Chairman Prestiano asked if anyone had any other questions for Mr. Sandor concerning the financials. Hearing none motion was made.

- **Motion to accept the monthly financial statement.**

**Motion** by Commissioner Joseph Pinto. **Second** by Matthew Scarpa. **All in favor.**  
Motion passes unanimously.

**Housing Authority of the City of Ansonia**  
**Meeting Minutes**  
**Wednesday– May 31, 2017**

**Monthly Reports:**

**Interim Executive Director**, Carol Mobilio presented her monthly Director's Report for May 2017:

Ms. Mobilio opened her report stating a SEMAP score of 83% was earned compared to a 62% from the previous year citing the staffs hard work. Ms. Mobilio did note that a zero rating was scored and HUD was notified of the corrective action taken.

A payment by AHA of \$43,279 was paid to HUD due to corrected PIC information.

NHP granted AHA an additional 120 days for the negotiation of a development agreement.

A positive report was received from HUD after visiting Monsignor Hynes and John J. Stevens Apartments.

CHFA will be visiting James J. O'Donnell Apartments on June 9<sup>th</sup> to inspect units.

Ms. Mobilio issued an Invitation to Bid for the roof replacement at Monsignor Hynes Community Center. A due date of June 14, 2017 has been set.

All HUD reports have been filed through the end of May.

Commissioner Pinto questioned the extension of the MOU with the NHP Foundation. Would this extension preclude us from soliciting proposals or bids from any other development companies?

Ms. Mobilio stated that it would prevent it.

Commissioner Pinto questioned without the extension are we free and clear from this company.

Ms. Mobilio replied, yes, we would be.

Commissioner Pinto asked how much have we paid this organization.

Ms. Mobilio replied we have not paid them anything.

Commissioner Pinto asked, then we owe them nothing.

Ms. Mobilio replied correct.

Commissioner Pinto asked if AHA needed the Boards signature on the extension documents and if not signed, would it go away.

Ms. Mobilio replied yes.



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

## **Meeting Minutes**

### **Wednesday– May 31, 2017**

The Interim Executive Directors report for May 2017  
will be placed on file at the City of Ansonia Housing Authority Office.

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

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

There was a total of 9 work orders issued with a total of 9 complete. There are only two vacancies at this property. Unit 12 was held up in probate. A discussion about the difficulties in a few apartments, particularly the bedroom size, makes the apartments hard to lease up.

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

There was a total of 34 work orders issued with a total of 33 complete. The work order that was incomplete was caused by a unit turnaround. There are two vacancies at this location.

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

There was a total of 24 work orders issued with a total of 23 complete. The work order that was incomplete was caused by a unit turnaround. This property has one vacancy.

Ms. Guagenti wanted to note that each morning the maintenance staff has work orders that include property cleaning that are not included in the report. She wants to find a way to include these duties in her report.

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

Ms. Clifford reported that she attended the M-Team meeting and discussed the difficulties dealing with high risk tenants. The Valley Senior Services Council met following the M-Team meeting, updates on program cuts were discussed.

Ms. Clifford held a Pot Luck Luncheon on Saturday, May 20<sup>th</sup> at the Ortol Community Center. A good time was had by all.

Ms. Clifford explained that on May 26<sup>th</sup> BH Care came in and presented “Financial abuse, it’s a crime”. She felt that it was very useful information and plans on showing it at future tenant meetings.

Ms. Clifford stated that she intends on sitting with each tenant with an assessment form to help serve their needs.

Chairman Prestiano questioned Ms. Clifford how long it would take her to complete the assessments.

Ms. Clifford replied she did it last year and perhaps by the end of August, anyone who allows her in to do the assessments should be done.

**Housing Authority of the City of Ansonia**  
**Meeting Minutes**  
**Wednesday– May 31, 2017**

Chairman Prestiano questioned of those tenants that would not allow her in.

Ms. Clifford replied she can't do it if they don't want an assessment but generally they will let me in.

**\*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for  
May 31, 2017.**

**Report of Committees.** Search Committee, eight resumes received for the position of Executive Director.

**Unfinished Business:**

Commissioner Pinto explained there was a meeting today with HUD and two members from City Hall attended, Sheila O'Malley and Attorney, John Marini. City Hall provided an updated list of available properties. These properties would be good candidates for the agency's scattered site project.

**New Business:**

Chairman, James Prestiano presented the following resolutions to the commissioners:

**Housing Authority of the City of Ansonia**

**Resolution 2017-07**

**RESOLUTION AUTHORIZING THE RATIFICATION OF RESOLUTION 2016-09  
BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ANSONIA AND VASE  
MANAGEMENT, LLC. FOR PROJECT OVERSIGHT OF THE DEMOLITION OF  
RIVERSIDE APARTMENTS (NORTHSIDE), 106-165 OLSON DRIVE, TINNEY  
COMMUNITY CENTER AND BOILER ROOM IN AN AMOUNT NOT TO EXCEED  
AN ADDITIONAL \$11,202 AND TO INCREASE THE AMOUNT OF THE CONTRACT  
TO \$55,784 FOR THE PERIOD COMMENCING AUGUST 1, 2016 THROUGH  
APRIL 30, 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), 106-165 Olson Drive, Tinney Community Center, and Boiler Room; and

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

**Housing Authority of the City of Ansonia**  
**Meeting Minutes**  
**Wednesday– May 31, 2017**

**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; and

**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; and

**WHEREAS**, additional project oversight was required due to the removal of asbestos located in the foundation of the Tinney Community Center extending the contract from January 28, 2017 to April 30, 2017.

**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 ratify Resolution 2016-09 between AHA and Vase Management, LLC for project oversight of the demolition of Riverside Apartments (Northside) 106-165 Olson Drive, Tinney Community Center and Boiler Room in an amount not to exceed an additional \$11,202 and to increase the amount of the contract to \$55,784 for the period commencing August 1, 2016 through April 30, 2017.
2. This Resolution shall take effect immediately.

AYES

NAYS

ABSTENTIONS

ABSENT

The Chairman declared said motion and said resolution adopted.

APPROVED BY: \_\_\_\_\_  
Carol L. Mobilio, Interim Executive Director

\_\_\_\_\_  
Date

Chairman Prestiano asked for a brief explanation.

**Housing Authority of the City of Ansonia**  
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**Wednesday– May 31, 2017**

Ms. Mobilio explained the reason for this resolution is to cover three additional months for project oversight due to additional asbestos found at the Tinney Community Center. Reimbursement is expected from the City.

- **Motion to approve Resolution 2017-07 as presented by Chairman James Prestiano.**

**Motion** by Commissioner, Matthew Scarpa. **Second** by Commissioner, Samuel Levey. **All in Favor.**  
Motion passes unanimously.

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Executive Session:

Pursuant to Section 1-200 (6) (b) of the Connecticut General Statutes there will be an executive session to discuss pending litigation in the matter of Jacob Scaife vs Ansonia Housing Authority.

- Motion to go into Executive Session.

Motion by Commissioner, Matthew Scarpa. **Second** by Vice Chairman, Wilson Lopez. **All in Favor.**
Motion passes unanimously.

The Board returned to regular session at 7:05 PM.

- **Motion was made to come out of Executive Session.**

Motion by Commissioner, Joseph Pinto. **Second** by Commissioner, Matthew Scarpa. **All in favor.**
Motion passes unanimously.

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**Adjournment:**

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

**Motion** by Commissioner, Joseph Pinto. **Second** by Commissioner, Matthew Scarpa. **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 June 26, 2017**  
**Special Meeting**

The ***Special Meeting*** of the Housing Authority of the City of Ansonia was called to order by Chairman, James Prestiano at the main office located at 36 Main St., Ansonia, CT.

**Pledge of Allegiance.**

**Roll Call:** James Prestiano - Chairman, Joseph Pinto- Commissioner, Matthew Scarpa- Commissioner.

Samuel Levey-Commissioner, arrived at 6:05 p.m.

**Public Session:**

Chairman James Prestiano opened the public session.

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

**Executive Session**

- **Motion was made to go into Executive Session for the purpose of interviewing candidates for the position of Executive Director.**

**Motion** by Commissioner, Joseph Pinto. **Second** by Commissioner, Matthew Scarpa. **All in Favor.** Motion passes unanimously.

Wilson Lopez-Vice Chairman arrived late.

**Adjournment:**

- **Motion to adjourn at 7:37 PM.**

**Motion** by Commissioner, Joseph Pinto. **Second** by Commissioner, Matthew Scarpa. **All in Favor.** Motion passes unanimously.

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

**Housing Authority of the City of Ansonia**  
**Minutes**  
**Wednesday August 2, 2017**  
**Special Meeting**

The *Special Meeting* of the Housing Authority of the City of Ansonia was called to order by Chairman, James Prestiano at the main office located at 36 Main St., Ansonia, CT.

**Pledge of Allegiance.**

**Roll Call:** James Prestiano - Chairman, Wilson Lopez – Vice Chairman, Joseph Pinto-Commissioner, Matthew Scarpa- Commissioner, Samuel Levey-Commissioner.

**Public Session:**

No one from the Public attended.

**New Business:**

Chairman, James Prestiano presented the following resolutions to the commissioners:

**Housing Authority of the City of Ansonia**

**Resolution 2017-08**

**RESOLUTION AMENDING THE CONTRACT 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 APRIL 3, 2017 IN AN  
AMOUNT NOT TO EXCEED AN ADDITIONAL \$26,315 AND TO INCREASE THE  
AMOUNT OF THE CONTRACT TO \$390,189.90.**

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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**, on October 4, 2016 the Board of Commissioners of AHA approved Resolution 2016-10 authorizing an extension to the Agreement between AHA and Payne for environmental services related to the demolition of Riverside Apartments from December 31, 2013 to March 1, 2017 in an amount not to exceed \$195,000 and to increase the amount of the contract to \$338,554.90; and

**WHEREAS**, on December 15, 2016 a change order was submitted by PAYNE for additional project management oversight for hazardous materials abatement and demolition in the amount of \$25,320 to complete the project; and

**WHEREAS**, on January 25, 2017 the Board of Commissioners of AHA approved Resolution 2017-01 ratifying Resolution 2016-10 from December 31, 2013 to March 1, 2017 in an amount not to exceed \$25,320 and to increase the amount of the contract to \$363,874.90; and

**WHEREAS**, on May 31, 2017 a final bill was submitted by PAYNE for the final certification report and the additional project oversight services and laboratory costs related to the asbestos containing materials in the foundation of the Tinney Community Center in the amount of \$26,315.00.

**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 amend the contract between AHA and PAYNE for environmental services related to the demolition of Riverside Apartments from December 31, 2013 and ending April 3, 2017 in an amount not to exceed an additional \$26,315 and to increase the amount of the contract to \$390,189.90.
2. This Resolution shall take effect immediately.

AYES

NAYS

ABSTENTIONS

ABSENT

The Chairman declared said motion and said resolution adopted.

APPROVED BY: \_\_\_\_\_  
Carol L. Mobilio, Interim Executive Director Date

- **Motion to approve Resolution 2017-08 as presented by Chairman James Prestiano.**

**Motion** by Commissioner, Joseph Pinto. **Second** by Vice Chairman, Wilson Lopez. **All in Favor**. Motion passes unanimously.

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Housing Authority of the City of Ansonia

Resolution 2017-09

RESOLUTION AUTHORIZING A RENT INCREASE FOR SECTION 8 TENANT BASED UNITS AT JAMES J. O'DONNELL APARTMENTS, 63 WOODLAWN AVENUE, ANSONIA, CT

WHEREAS, Ansonia Housing Authority owns a State Elderly Development, James J. O'Donnell Apartments, located at 63 Woodlawn Avenue in Ansonia; and

WHEREAS, the current rent to Ansonia Housing Authority for Section 8 tenant based units at James J. O'Donnell Apartments is below market value; and

WHEREAS, a Rental Unit Reasonableness Rating analysis was performed on behalf of AHA by John D'Amelia and Associates for the Section 8 tenant based units at James J. O'Donnell Apartments;

WHEREAS, AHA recommends increasing the monthly rent at James J. O'Donnell Apartments to \$741 for efficiency units and \$872 for 1-bedroom units.

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

3. The Rent Increase for Section 8 Tenant Based Units at James J. O'Donnell Apartments is hereby approved and adopted by the Board of Commissioners of the Housing Authority of the City of Ansonia; and
4. The Resolution shall take effect immediately.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

Signed by: _____
Carol Mobilio
Interim Executive Director

Date

- **Motion to approve Resolution 2017-09 as presented by Chairman James Prestiano.**

Motion by Commissioner, Joseph Pinto. **Second** by Commissioner, Matthew Scarpa.
All in Favor. Motion passes unanimously.

Adjournment:

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

Motion by Commissioner, Joseph Pinto. **Second** by Vice Chairman, Wilson Lopez. **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– August 30, 2017

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM on August 30, 2017** by Chairman, James Prestiano at the main office located at 36 Main Street Ansonia, CT

Pledge of Allegiance.

Roll Call by Executive Director Steven Nakano: James Prestiano –Chairman, Joseph Pinto- Commissioner, Matthew Scarpa- Commissioner.

Samuel Levey- Commissioner arrived at 6:05 PM.

Wilson Lopez- Vice Chairman, absent.

Approval of the minutes of the special meeting of the AHA of August 2, 2017.

Chairman James Prestiano asked for questions on the minutes.

- **Motion to approve the minutes of the special meeting of the AHA of August 2, 2017.**

Motion by Commissioner, Joseph Pinto. **Second** by Commissioner, Matthew Scarpa. **All in Favor.** Motion passes unanimously.

Additions, deletions or corrections to the agenda as presented.

- **Motion to add under item 10, sub item C, discussion regarding fire and police responses to Ansonia Housing Authority properties.**

Motion by Commissioner Joseph Pinto. **Second** by Commissioner, Matthew Scarpa. **All in Favor.** Motion passes unanimously.

Public Session:

Chairman James Prestiano opened the public session.

Randolph Carroll, Board of Alderman, Housing Committee Member- questioned if there are any housing openings for new people.

Carol Mobilio replied that there is an application process. Someone can come in and apply for Elderly/Disabled. As far as how soon they can be housed depends on the waiting list. Currently the Section 8 waiting list is closed.

Joan Radin, Board of Aldermen, Housing Committee Member- Stated that she is very upset that the previous two meetings were cancelled and she was not notified. She had to close her store early to

Housing Authority of the City of Ansonia

Meeting Minutes

Wednesday– August 30, 2017

come to the meetings. She also stated that the tenants are very disappointed as well that the meetings were cancelled and that this evening's meeting was changed to the Main Office. Ms. Radin would appreciate being notified if the meetings will be cancelled in the future.

Mr. Prestiano 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 Nakano gave a brief summary of the financials for the past seven months ending July 31, 2017.

- **Motion to accept the monthly financial statement.**

Motion by Commissioner Joseph Pinto. **Second** by Matthew Scarpa. **All in favor.**
Motion passes unanimously.

Monthly Reports:

Executive Director, Steven Nakano presented his monthly Director's Report:

Mr. Nakano reported that he is reviewing the Federal Elderly Program, looking at the rental structures formulating an overall synopsis to be sure everything is in compliance.

He has set up a meeting with the auditors and they will be present for the next Board of Commissioners meeting in September.

Mr. Nakano also stated that he has a meeting scheduled with the fee accountant in September to review the financials and to start the process for the 2018 budget.

Mr. Nakano informed the Board that the agency is accepting proposals to repave the parking lot and add additional spaces at Monsignor Hynes Apartments.

New flooring has been installed in the hallways at James J. O'Donnell Apartments. The project is almost completed as well as upgrading the office there. Mr. Nakano would like to bring in a temporary bilingual Resident Service Coordinator to assist the elderly.

The Executive Directors report for August 2017
will be placed on file at the City of Ansonia Housing Authority Office.

Compliance Coordinator Report, Carol Mobilio presented her monthly report.

Ms. Mobilio stated that all HUD reports have been submitted through August.

Housing Authority of the City of Ansonia

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Attached in the packet is a list of projects completed since April 27, 2017 when Ms. Mobilio began as Interim Executive Director. Also, DiGiorgi Roofing and Siding has been awarded a contract to replace the roof at the community center at Monsignor Hynes Complex. The project is scheduled to begin on September 11th. Ms. Mobilio stated that the project is \$50,000.00 under budget.

Commissioner Joseph Pinto thanked Carol Mobilio for the great job that she did in the interim. It was a difficult situation when she came into the position and she handled each and every problem more than satisfactorily.

Public Housing Operations Report, Carol Mobilio presented the monthly report.

John J. Stevens- 75 Central Street:

There was a total of 135 work orders and the reason for this increase is tenant assessments were done prior, they began in June. Only two of the 135 were emergencies. Currently there is only one vacancy and a contractor is turning the unit around.

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There was a total of 95 work orders issued, of which six were emergencies. There are two vacancies at this location. Ms. Mobilio is receiving estimates to turn these units over.

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

There was a total of 90 work orders, three were emergencies. This property has one vacancy which the unit has been vacant for 180 days.

***All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for August 30, 2017.**

Report of Committees:

Unfinished Business:

New Business:

A. Discussion and action regarding Riverside Redevelopment.

Chairman Prestiano stated that he was on a conference call today with Stamford Housing Authority along with Steve Nakano and Carol Mobilio. The basic reason for the call was to discuss with them the business of tax credits, because they have a history of successful redevelopment projects in Stamford.

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Mr. Nakano stated that because of the financial situation with the State of Connecticut, certain funding sources are unavailable. Mr. Nakano pointed out the agency should file an application for a 9% LIHTC tax credit. The funding is made up by outside investors, and it functions in such a way that having project based vouchers which is part of the Section 8 Program, the agency can use these vouchers to fund the project along with the tax credits. Part of using tax credits to fund the project you would have management teams who come in. They would also function as a liaison in running the project once it is completed assisting the Housing Authority.

There are timelines so the agency will have to develop strategic plans in working with the City to do some recalibration and issue an RFP to bring on a Redeveloper. The next funding round is in November which would not give the agency enough time to file, so realistically this will not happen until the next round which would be November of 2018.

It was suggested to Executive Director Nakano that the agency needs to re-establish a relationship with a redeveloper, which the Authority has done already, and meeting the requirements of which is needed for this project. Work with Community and City Officials to submit the application and securing the funding sources that are needed. Money has already been spent and HUD officials are watching closely to ensure that this project is taken to fruition.

Commissioner Pinto questioned the money spent and requested a possible timeline of Riverside Apartments from when the agreement was struck to demolish the buildings and the agreement that was entered into with HUD to rebuild 54 units of affordable housing on that site. Mr. Pinto stated that consultants and developers were brought in, developing plans were drawn up, how much money was spent.

Ms. Mobilio replied approximately one million dollars (\$975,000.00).

Commissioner Pinto questioned if any of the site plans are worth anything considering the issue with DEEP and the five-hundred-year flood plain.

Ms. Mobilio replied that the site plans that were originally designed by Tise did not take into consideration the 500-year flood plain. The plans were based on townhouse style designs. They went forward with applying for 2 rounds of 9% tax credit applications thru CHFA and unfortunately that has been the obstacle.

Commissioner Pinto asked when did the flood plain become an issue. Ms. Mobilio replied that when Troy White was the Executive Director he was working with the architects developing these plans, and yet he still moved forward knowing the issue with the flood plain. Ms. Mobilio stated that she was not working with Mr. White at this time. She does not know why he continued without having approval.

Commissioner Pinto questioned if this came up at a Commissioners meeting and if so he would like the previous minutes researched as to who knew about the issue with the flood plain and when. Commissioner Pinto stated we do not have the money anymore however, the agency has a responsibility to the people in the city and an agreement with the federal government to redevelop the

Housing Authority of the City of Ansonia

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site and so far, have spent close to one million dollars on architects, consultants and engineers knowing that there is an issue with the 500-year-flood plain.

Commissioner Pinto would like the records to reflect that the former Board of Commissioners and/or the prior Executive Directors prior to Mr. Henderson, he is not sure if their behavior rises to the level of criminal, but it was certainly irresponsible. The agency is in a tenuous position with the federal government because of mismanagement of funds prior.

Commissioner Pinto inquired if the agency can secure funding and find sites somewhere else in the town, would HUD allow the agency to develop affordable housing in other parts of the City. If perhaps 15 units were at another site, would HUD agree to lower the figure to 39 as opposed to 54 units.

Chairman Prestiano replied as far as he understood it, with speaking with Jennifer Gotlieb from HUD that would be allowed, it would go against the total, as long as the agency moved forward with the agreement.

Commissioner Pinto questioned if there were any other forms of housing other than elderly and low income. Executive Director Nakano replied there is also family housing, which would help tremendously with the tax credit application.

Commissioner Pinto also inquired about veteran housing. Mr. Nakano replied there is a program through the federal government, Veterans Assisted Supported Housing (VASH). The agency is researching this program.

Commissioner Pinto stated that the agency needs to move forward with developing affordable housing. The site may be negotiable, the type of housing may be as well as the number units.

Chairman Prestiano mentioned that the agency still has not heard back from DEEP as far as the 500-flood year plain. Commissioner Pinto answered that he did a little investigating and there is was no hearing, and he was told by people in the agency that there is no chance of getting a waiver. The agency needs to move forward and reinstate its commitment.

Chairman Prestiano stated that along with help from a consultant which would help with what the next steps should be. Another idea is there are sites in the City that can be used for scattered housing and perhaps that is the direction to take. Commissioner Pinto questioned if there is money to spend on these sites and would it go towards the agreement. Ms. Mobilio replied that in addition to redeveloping 54 units, when HUD approved the last phase of demolition they also requested that we issue 20 project based vouchers so that would be in addition to the 54 units.

Chairman Prestiano questioned if the money that must be obligated be returned to the general fund. Mr. Nakano replied it can go into redevelopment.

Commissioner Pinto suggested that we need a plan of action with a time frame. A separate committee needs to be in place.

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The special committee will be James Prestiano, Joseph Pinto and Matthew Scarpa.

B. Review and possible action of Board meeting schedule for remainder of 2017.

Commissioner Pinto apologized to everyone that he was unable to attend the previous Board meeting that was held at the Ortoli Community Center, and will apologize in person to the tenants at the next meeting.

- A motion was made to have all the remaining Board of Commissioner meetings of 2017 with exception of the annual November meeting be held at the Ortoli Community Center and the time be changed from 6:00 PM to 6:30 PM.

Motion by Commissioner, Joseph Pinto. **Second** by Commissioner, Matthew Scarpa. **All in favor.** Motion passes unanimously.

C. Discussion regarding Police and Fire Department responses.

Chairman Prestiano reported that there have been many calls to the police and fire department. The agency is aware of the problems with the smoke detectors being right next to the stoves with no ventilation. This is one problem that needs to be addressed. The communication needs to be open with both departments.

Randy Carroll stated that this problem was also brought up at the Alderman meeting. The Fire Marshall said the detectors are hard wired and very close to the stoves.

Commissioner Pinto suggested that the Fire Marshall accompany Chairman Prestiano and staff from the Housing Authority on inspections to alleviate this problem.

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#### **Executive Session:**

Pursuant to Section 1-200 (6) (D) of the Connecticut General Statutes there will be an executive session to discuss possible real estate transaction.

- Motion to go into Executive Session to discuss a possible real estate transaction inviting Mr. Nakano, Carol Mobilio, Alderman Carroll, Alderman Radin and Aldermen Jaumann.

**Motion** by Commissioner, Joseph Pinto. **Second** by Commissioner, Sam Levey. **All in Favor.** Motion passes unanimously.

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Housing Authority of the City of Ansonia
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Adjournment 7:31 PM.

***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– September 27, 2017

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on September 27, 2017** by Chairman, James Prestiano at the Ortol Community Center located at 70 Woodlawn Avenue, Ansonia, CT

Pledge of Allegiance.

Roll Call by Executive Director Steven Nakano: James Prestiano –Chairman, Wilson Lopez- Vice Chairman, Joseph Pinto- Commissioner, Matthew Scarpa- Commissioner, Samuel Levey- Commissioner.

Annual Audit of the Housing Authority of the City of Ansonia for the fiscal year 2016 presented by Jason Geel from Maletta & Company.

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

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

Mr. Geel explained that the information that was given to the Board throughout the year lined up very closely to this audit, implying that not many changes had to be done by the auditors. The staff and consultants maintain very good records, job well done.

Financial Highlights

- The Authority's Net Position increased by \$864,586 during fiscal year 2016 (FY2016). Net Positions were \$8,187,530 and \$9,052,116 for 2015 and 2016, respectively.
- Total revenue (operating and non-operating) increased by \$468,886 during FY2016. A decrease in tenant revenue was sufficiently offset by increases in HUD operating grants, other government grant revenue and fees for service. Total revenues were \$9,096,960 for 2016 and \$8,628,074 for 2015.
- Total expenses for all Authority programs increased by \$349,040 or 3.96% from 2015. Total expenses were \$9,154,346 for 2016 and \$8,805,306 for 2015. All expense categories with the exception of Housing Assistance Payments (HAP) decreased during the fiscal year. The increase in HAP was the result of additional voucher utilization.

Mr. Geel ended his presentation stating that there are no current year audit findings.

Housing Authority of the City of Ansonia

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The complete report presented to the AHA by the Independent Certified Public Accountants, Maletta & Company will be placed on file with the recording of the minutes of the regular meeting held on September 27, 2017.

- **Joseph Pinto made a motion for a two-minute recess.**

All in favor. Motion passes unanimously.

Approval of the minutes of the regular meeting of the AHA of August 30, 2017.

Chairman James Prestiano asked for questions on the minutes.

- **Motion to approve the minutes of the regular meeting of the AHA of August 30, 2017.**

Motion by Vice Chairman, Wilson Lopez. **Second** by Commissioner, Matthew Scarpa. **All in Favor.** Motion passes unanimously.

Additions, deletions or corrections to the agenda as presented.

Public Session:

Chairman James Prestiano opened the public session.

Lorraine Carter - Monsignor Hynes Apartments. Ms. Carter is concerned that someone is going to get bit by a pit-bull who is roaming the property and chasing and frightening the tenants. She stated that the gate behind the building is broken and that is where the animal is entering the development.

Chairman, James Prestiano asked Ms. Mobilio if the gate belongs to the Housing Authority. She replied it does. Mr. Prestiano instructed Mr. Nakano to have the gate repaired.

The other issue Ms. Carter would like to mention is that not all the railings have been painted.

Kim'mula Eason – Monsignor Hynes Apartments. Ms. Eason questioned if a tenant can be transferred to another Housing Authority. Mr. Nakano explained that in Public Housing you would have to fill out an application for another Housing Authority and wait until your name is called from the waiting list. Then you would have to submit a letter to vacate. There are no transfers in Public Housing, you can only transfer with a Section 8 voucher.

Ms. Eason's also explained that she is in Bible College to become a missionary. She is asking permission to leave her unit for two to two and one-half years to travel to another country for her missionary work. She was told if she leaves her unit for more than 180 days it will be considered abandoned.

Housing Authority of the City of Ansonia

Meeting Minutes

Wednesday– September 27, 2017

Commissioner Pinto asked Mr. Nakano to please check into this issue to see if anything can be done to help her. Mr. Nakano replied he will get in touch with the Field Office.

Elia Alvarez/Lydia Rosa Rios – James J. O'Donnell Apartments. Ms. Alvarez spoke on Lydia's behalf stating that she has called the office several times to have the lock fixed on her door and a bar installed in her bathroom. The bar was just installed yesterday after many phone calls to the main office and the door has not been repaired yet.

Chairman Prestiano stated that she should only have to place one call for the work orders to be done.

Ms. Alvarez said the tenants do not feel safe. Anyone can use a credit card to get into the units. They need new locks on the doors. Also, everyone has the code to get into the building.

Commissioner Pinto would like the maintenance staff to check out all the doors and turn in a report to Mr. Nakano. Commissioner Pinto suggested installing dead bolts or whatever it takes so that the tenants feel safe in their own homes.

Maritza DeJesus – Monsignor Hynes Apartments. Ms. DeJesus stated that the doors at Monsignor Hynes Apartments do not lock either. She does not feel safe.

Mr. Nakano will check into replacing and/or fixing the doors and locks on both developments.

Kathleen Tiano – Monsignor Hynes Apartments. Ms. Tiano stated that someone tried to enter her unit last month at 2:00 a.m. She also does not feel safe. Anyone can use a credit card to get in her unit.

Georgejinna Chevrette – Monsignor Hynes Apartments. Ms. Chevrette would like to know if the laundry card machine can be moved to the laundry room. When the Community Center is closed she cannot fill her card to do her laundry.

Executive Director Nakano will reach out to Macgray to see if they can move the machine.

Other tenants inquired if the laundry room can stay open longer. Mr. Nakano will look into that matter as well.

Mr. Prestiano 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 Nakano gave a brief summary of the financials for the past eight months ending August 31, 2017.

Executive Director Nakano explained revenues from operations for the eight-month period ended August 31, 2017 were \$1,542,913 as compared to budgeted operating revenues of \$1,625,271 for the same period which is a 5.07% negative variance.

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Total expenses for the same period were \$1,580,288 as compared to budgeted operating expenses of \$1,596,218 for the same period which is a 1.00% positive variance. The results from operating and non-operating activities at 8/31/17 provided for an agency-wide net loss of \$37,375, below the agency-wide budgeted net income of \$29,053 for the same period. When the depreciation is backed out, the net operating income is \$227,764.

Chairman Prestiano asked if anyone had any questions for Director Nakano concerning the financials. Hearing none motion was made.

- **Motion to accept the monthly financial statement.**

Motion by Commissioner Joseph Pinto. **Second** by Matthew Scarpa. **All in favor.**
Motion passes unanimously.

Monthly Reports:

Executive Director, Steven Nakano presented his monthly Director's Report:

- The grant funding from the Replacement Housing Factor (RHP) which was made available to the housing authority for development activity will be slated for use for redevelopment procurement.
- Mr. Jason Geel, the Auditor from Maletta & Company CPA's that conducted the 2016 IP Audit for the AHA presented the audit tonight for discussion.
- A meeting had taken place on Tuesday, September 19, 2017 with John Marini, Esquire, Corporation Council, City of Ansonia; and Ms. Sheila O'Malley, Economic and Community Development Director, City of Ansonia. The purpose for the meeting was to discuss any land sites for the sole purpose of the Riverside Apartments redevelopment if the AHA does not receive waiver regarding the 500-year flood plain problem.
- On September 8, 2017 Mr. Nakano had a meeting with Tim Sandor, Fee Accountant for the AHA regarding the upcoming budget for fiscal year ending 2018. Discussions also took place in regards increasing HCV utilization rates.
- Tuesday morning, September 19, 2017, Director Nakano received a call from Dwoun Byrd, the HUD Hartford, CT Field representative for the AHA, who had explained the current relationship regarding the housing authority and the field office. It was discussed that there will be standing phone calls between the Hartford Field Office and the AHA with hopes to move the redevelopment project further along and into completion.

Housing Authority of the City of Ansonia

Meeting Minutes

Wednesday– September 27, 2017

Commissioner Pinto questioned how many vouchers the agency currently has.

Director Nakano replied the baseline is approximately 770. Currently there are 640 leased up, including Liberty Park.

Commissioner Pinto inquired how many vouchers are on the street and how many are left on the waiting list. Director Nakano stated that there are 27 vouchers on the street and the Section 8 department issued another 19. This will deplete the waiting list, it will have to be opened.

Director Nakano explained that the important thing is to keep the money there because the agency has until the end of November to lease up as many as possible, so that this will reflect the funding for 2018.

Director Nakano also reported that he has installed weekly staff meetings. The staff is on board and realizes how important it is to lease everyone up by November 30, 2017.

- **Motion to accept the Executive Director report for September.**

Motion by Commissioner Joseph Pinto. **Second** by Matthew Scarpa. **All in favor.**
Motion passes unanimously.

*Complete Financial Statements and the Executive Directors report(s) for September 27, 2017
will be placed on file at the City of Ansonia Housing Authority Office.

Compliance Coordinator Report, Carol Mobilio presented her monthly report.

Ms. Mobilio stated that all HUD reports have been completed through September 22, 2017. The only remaining item is to submit the Annual Audited Financial Report. The Fee Accountant will be submitting this report by the end of the week.

Public Housing Operations Report, Carol Mobilio presented the monthly report.

John J. Stevens- 75 Central Street:

There was a total of 16 work orders, and all were completed. Currently there is only one vacancy and the maintenance staff will be turning the unit around.

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There was a total of 37 work orders issued, all were completed. There are two vacancies at this location. A vendor is turning both units around. Both units had extensive repairs. Hopefully they will be completed the first week of October and leased up by the middle of the month.

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

Housing Authority of the City of Ansonia

Meeting Minutes

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There was a total of 27 work orders, all were completed. This property has three vacancies. One unit will be leased up for October 1st, which will be a project based voucher. One is a tenant who has a Section 8 voucher and she is just moving to another unit in the building. The last unit the maintenance staff is turning around, due to the tenant passing away.

Commissioner Pinto would like to discuss the garbage issue at James J. O'Donnell Apartments.

Director Nakano replied that the problem with the garbage is that there is a closet with a garbage shoot on each floor, so the tenants throw their trash down the shoot and at the bottom is a compactor. The problem is the machine is very old and it does not empty into its own receptacle, so what happens is the maintenance staff must "rake" the garbage using a pitch fork into the compactor. This is a health issue as well as a bio-hazard issue.

Director Nakano explained that he is considering replacing the entire compactor. He is waiting for a proposal. The new machine will compact the garbage and bundle it. He also stated that the property will need to have two dumpsters on site, which brings up the next issue of how to remove the garbage. Right now, the maintenance men bag it and transport it to the dump. Director Nakano reached out to the City regarding getting a container and he was told the agency will be charged a fee of \$400.00 per month but they were not clear if that charge was just for the container itself or if it included picking up the trash as well. Mr. Nakano requested a meeting with Sheila O'Malley to get clarification on this issue. He is waiting for her response. The City picks up the trash for Monsignor Hynes and John J. Stevens Apartments. It is unclear why they do not pick up trash at James J. O'Donnell Apartments.

***All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for September 27, 2017.**

Report of Committees:

Chairman Prestiano stated that the Redevelopment Committee is waiting to hear the results from the Phase I study.

Unfinished Business:

New Business:

Housing Authority of the City of Ansonia

Resolution 2017-10

RESOLUTION AUTHORIZING THE CHAIRMAN OF THE BOARD OF COMMISSIONERS TO EXECUTE THE ANNUAL AFFIDAVIT FOR FINANCIAL STATEMENTS AND HAVE THE EXECUTIVE DIRECTOR SUBMIT THE 2016 ANNUAL AUDIT TO THE CONNECTICUT HOUSING FINANCE AUTHORITY AND CONNECTICUT DEPARTMENT OF HOUSING.

Housing Authority of the City of Ansonia
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Wednesday– September 27, 2017

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 2016 annual audit was presented and received by the Board of Commissioners at the regular board meeting held September 27, 2017; 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 2016 annual audit; and
2. The Executive Director is authorized to submit the 2016 annual audit to the Connecticut Housing Finance Authority and the Connecticut Department of Housing.

AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: _____
Steven G. Nakano
Executive Director

Date

- **Motion to approve Resolution 2017-10 as presented by Chairman James Prestiano.**

Motion by Commissioner, Joseph Pinto. **Second** by Commissioner, Samuel Levey. **All in Favor.** Motion passes unanimously.

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**Executive Session:**

Pursuant to Section 1-200 (6)(B) and (D) of the Connecticut General Statutes there will be an executive session to discuss pending litigation in the matter of Jacob Scaife v. Ansonia Housing Authority and possible real estate transaction.

**Housing Authority of the City of Ansonia**  
**Meeting Minutes**  
**Wednesday– September 27, 2017**

- Motion to go into Executive Session pursuant to Section 1-200 (6)(B) and (D) of the Connecticut General Statutes inviting Attorney Donn Swift and Mr. Steven Nakano.

**Motion** by Commissioner, Joseph Pinto. **All in Favor**. Motion passes unanimously.

- **Motion to return to regular session at 8:31 p.m. No action taken from Executive Session.**

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

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- **Motion to adjourn at 8:31 p.m.**

Motion by Commissioner, Joseph Pinto. **Second** by Vice Chairman Wilson Lopez. **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 16, 2017
Special Meeting

The ***Special Meeting*** of the Housing Authority of the City of Ansonia was called to order at 5:46 PM. by Chairman, James Prestiano at the main office located at 36 Main St., Ansonia, CT.

Pledge of Allegiance.

Roll Call: James Prestiano - Chairman, Joseph Pinto- Commissioner, Matthew Scarpa- Commissioner.

Wilson Lopez, Vice Chairman and Samuel Levey, Commissioner was absent

Public Session:

No one from the Public attended.

New Business:

Chairman, James Prestiano presented the following resolutions to the commissioners:

Housing Authority of the City of Ansonia
Resolution 2017-11

**RESOLUTION AUTHORIZING THE APPROVAL OF THE 2018 ANNUAL PHA PLAN
AND REVISED HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE
PLAN FOR THE HOUSING AUTHORITY OF THE CITY OF ANSONIA**

WHEREAS, pursuant to the requirements of Section 511 of the Quality Housing and Work Responsibility Act of 1998, the Housing Authority of the City of Ansonia (AHA) has prepared its 2018 Annual PHA (Public Housing Agency) 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 2018 Annual PHA Plan and revised Housing Choice Voucher (HCV) Program Administrative Plan pursuant to 24 CFR §905.300 to include a chapter on Enhanced Vouchers and to adopt Homeless Veterans as a local preference; and

WHEREAS, the Housing Authority has conducted the required Public Hearing for the PHA Plan and revised HCV Program Administrative 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 16, 2017 at 5:00 p.m.

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

1. The 2018 Annual PHA Plan and revised HCV Program Administrative Plan is hereby approved effective immediately 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 2018 Annual PHA Plan for the Housing Authority of the City of Ansonia.

AYES

NAYS

ABSTENTIONS

ABSENT

APPROVED BY:

Steven G. Nakano, Executive Director

Date

- **Motion to approve Resolution 2017-08 as presented by Chairman James Prestiano.**

Motion by Commissioner, Joseph Pinto. **Second** by Commissioner, Matthew Scarpa. **All in Favor.** Motion passes unanimously.

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**Housing Authority of the City of Ansonia**

**Resolution 2017-12**

**RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ANSONIA AND F. PEPE CONSTRUCTION, LLC FOR PARKING LOT PAVING WITH CURBING AND NEW PARKING AREAS AT MONSIGNOR HYNES APARTMENTS IN AN AMOUNT NOT TO EXCEED \$52,970 COMMENCING NOVEMBER 1, 2017 AND ENDING NOVEMBER 30, 2017.**

**WHEREAS**, the Ansonia Housing Authority (AHA) issued a Small Purchase Solicitation for Parking Lot Paving with Curbing and New Parking Areas at Monsignor Hynes Apartments; and

**WHEREAS**, three (3) quotes were received from F. Pepe Construction, P&S Paving, and G&H Paving; and

**WHEREAS**, it was determined that F. Pepe Construction was the lowest bidder for the requested services; and

**WHEREAS**, a Contract Award in an amount not to exceed \$52,970 is requested to be awarded to F. Pepe Construction, LLC for a period commencing November 1, 2017 and ending November 30, 2017.

**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 award a Contract for Parking Lot Paving with Curbing and New Parking Areas at Monsignor Hynes Apartments between AHA and F. Pepe Construction, LLC in an amount not to exceed \$52,970 for a period commencing November 1, 2017 and ending November 30, 2017.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

Signed by: \_\_\_\_\_  
Steven G. Nakano, Executive Director

\_\_\_\_\_  
Date

- **Motion to table Resolution 2017-12 until the next regular monthly meeting scheduled for Wednesday, October 25, 2017.**

**Motion** by Commissioner, Joseph Pinto. **Second** by Commissioner, Matthew Scarpa. **All in Favor**. Motion passes unanimously.

**Executive Session**

Pursuant to Section 1-200 (6) (D) of the Connecticut General Statutes there will be an executive session to discuss possible real estate transaction.

- Motion to go into Executive Session to discuss a real estate transaction.

**Motion** by Commissioner, Joseph Pinto. **Second** by Commissioner, Matthew Scarpa. **All in Favor.** Motion passes unanimously.

**Adjournment:**

- **Motion to adjourn.**

**Motion** by Commissioner, Joseph Pinto. **Second** by 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– October 25, 2017**

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on October 25, 2017** by Chairman, James Prestiano at the Ortol Community Center located at 70 Woodlawn Avenue, Ansonia, CT

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

**Roll Call by Executive Director Steven Nakano:** James Prestiano –Chairman, Joseph Pinto- Commissioner, Matthew Scarpa- Commissioner, Samuel Levey- Commissioner.

Wilson Lopez- Vice Chairman was absent.

**Approval of the minutes of the regular meeting of the AHA of September 27, 2017 and the special meeting of October 16, 2017.**

Chairman James Prestiano asked for questions on the minutes.

- **Motion to approve the minutes of the regular meeting of the AHA of August 30, 2017 and the special meeting of October 16, 2017.**

**Motion** by Commissioner, Joseph Pinto. **Second** by Commissioner, Matthew Scarpa. **All in Favor.** Motion passes unanimously.

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

Commissioner Pinto would like to add 9 A. to the agenda. Discussion and possible action on the paving which was tabled at the last meeting.

#### **Public Session:**

Chairman James Prestiano opened the public session.

**Laurie Kyer – James J. O'Donnell Apartments.** Ms. Kyer would like to know if she can have her apartment painted. She has requested this several times in the past.

Executive Director Nakano will check into this.

Commissioner Pinto added that tenants can call Mr. Nakano directly, especially if they are going through the proper channels and things are not getting done. Mr. Nakano would need to address the problems with the staff involved.

**Marietta Madison – James J. O'Donnell Apartments.** Ms. Madison asked if the tenants can have a grill outside.

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

## **Meeting Minutes**

### **Wednesday– October 25, 2017**

Director Nakano replied unfortunately no grills are allowed, gas or charcoal, due to insurance reasons. The only thing that would be allowed is an electric grill.

Ms. Madison also inquired if the agency can have bingo games and perhaps a crocheting club.

Director Nakano stated that Ms. Lucy Dripchak is currently working two days a week at the Ortoli Community Center taking on the roll as the Resident Service Coordinator. She is looking into setting up Bingo twice a week. She will also help set up the crocheting club. Director Nakano replied that the tenants can use the facility and they could bring light refreshments and snacks.

**Luz Santiago – Monsignor Hynes Apartments.** Ms. Santiago questioned if the tenants can have guests over for a party and bring the food outside to eat. She emphasized that she would clean up and follow all the policies that are in place.

Chairman Pretiano and Commissioner Pinto both replied that would be fine.

Mr. Prestiano 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 Nakano stated that enclosed in the Board packet is a synopsis of the financials for the Federal, State, Housing Choice Voucher, Enterprise and the Riverside Redevelopment programs for the past nine months ending September 30, 2017.

Chairman Prestiano inquired if Executive Director Nakano noticed any trends.

Director Nakano replied the only thing going on is the utilization rate is increasing gradually. In September the total voucher utilization was at 627 and now to date it is 665.

Chairman Prestiano asked if anyone had any questions for Director Nakano concerning the financials. Hearing none motion was made.

- **Motion to accept the monthly financial statement.**

**Motion** by Commissioner Joseph Pinto. **Second** by Commissioner Samuel Levey. **All in favor.** Motion passes unanimously.

#### **Monthly Reports:**

**Executive Director,** Steven Nakano presented his monthly Director's Report:

Executive Director Nakano stated that the grant funding from the Replacement Housing Factor (RHF), which was made available to the housing authority for development activity has been utilized for the purchase of a two-family home which is designated for public housing.

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

## **Meeting Minutes**

### **Wednesday– October 25, 2017**

The housing authority's fee accountant, Tim Sandor will be coming to the office in two weeks to discuss the operating budget for the year ending 2018.

Director Nakano reported that back on October 6<sup>th</sup> there was a meeting with the HUD Hartford Field Office Director of Public Housing, Mrs. Jennifer Gottlieb-Elazhari and the development consultant. It was discussed that the AHA will be pursuing scattered site project based voucher housing to demonstrate that AHA is complying with HUD in furthering development.

Director Nakano explained that since the State is still at an impasse without having an approved budget, any funding that has been going on with funding sources or grants, housing authorities that are in the process of grant applications have been placed on hold. Certain grant funds have not closed as of yet. At this point in time because there has been a lag in the time frame when the redevelopment started to present the only other alternative was to seek out project based scattered site housing. Mr. Nakano stated that an RFP has been issued for a redevelopment consultant.

Director Nakano stated that progress has been forthright regarding increasing HCV utilization rates. As Mr. Nakano stated previously the utilization rate was at 627 back in September and it is now currently at 665, and is still at an upward slope.

Commissioner Pinto inquired if the agency will be opening the waiting list.

Executive Director Nakano replied yes, he will be in the next couple of weeks.

Mr. Nakano reported that the replacement paving of the parking lot and increasing the amount of parking at Monsignor Hynes complex located at 70 Woodlawn Avenue will take place on Monday, October 30<sup>th</sup>. Lucy Dripchak notified the tenants. There was also a broadcast sent out asking tenants to move their vehicles.

Commissioner Pinto stated that he hopes no one would have to be towed.

The last item mentioned was the garbage compactor for the James J. O'Donnell apartments, 63 Woodlawn Avenue has been ordered and will arrive in approximately five weeks.

**\*Complete Financial Statements and the Executive Directors report(s) for October 25, 2017  
will be placed on file at the City of Ansonia Housing Authority Office.**

**Compliance Coordinator Report,** Carol Mobilio presented her monthly report.

Ms. Mobilio stated that all HUD reports have been submitted through October 30<sup>th</sup> with the exception of two reports that will be submitted by the end of the week.

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

## **Meeting Minutes**

### **Wednesday– October 25, 2017**

Ms. Mobilio explained that she has been working on the contracts for the paving company, the RFP's for the legal services and for the developing consultant. She is also involved in the purchase of the two-family house.

The agency's annual plan has also been submitted on October 17, 2017.

**Public Housing Operations Report**, Carol Mobilio presented the monthly report.

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

There was a total of 15 work orders, 4 were emergencies, all were completed. There is only one vacancy and the maintenance staff will be turning the unit around. It just has some minor work that needs to be done.

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

There was a total of 40 work orders issued, 8 were emergencies, all were completed except for 2 which are a part of the vacancy work that needs to be done. There is only one vacant unit. One tenant is moving from one apartment to another. The tenant had a lot of plumbing issues, so work is being done to fix the problem in that unit.

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

There was a total of 35 work orders, 3 were emergencies, all were completed. This property has one vacancy, due to a tenant passing away. Maintenance will paint the unit. Ms. Mobilio has a Section 8 tenant that is interested in leasing this unit, which will be a project based.

**\*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for October 25, 2017.**

#### **Report of Committees:**

##### **Unfinished Business:**

Action on paving.

Commissioner Pinto questioned why there is not a resolution for this, did it fall under the threshold for the amount.

Chairman Prestiano replied it did fall under the threshold. No resolution needed.

Chairman Prestiano also stated that after the paving is completed, the parking policy should be reformed with the additional parking.

##### **New Business:**



**Housing Authority of the City of Ansonia  
Meeting Minutes  
Wednesday– October 25, 2017**

**Housing Authority of the City of Ansonia  
Resolution 2017-13**

**RESOLUTION AUTHORIZING THE ADOPTION OF THE PAYMENT STANDARD  
AMOUNT AT 100% OF THE HUD FISCAL YEAR 2018 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) 2018 in October 2017; 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 2017 FMRs are based on 100% of HUD's FY 2017 Fair Market Rent Analysis; and

**WHEREAS**, AHA recommends adopting the Payment Standard at 100% of the HUD FY 2018 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 2018 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 2018 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 January 1, 2018.

AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: \_\_\_\_\_  
Steven G. Nakano  
Executive Director

\_\_\_\_\_  
Date

**Housing Authority of the City of Ansonia**  
**Meeting Minutes**  
**Wednesday– October 25, 2017**

- **Motion to approve Resolution 2017-13 as presented by Chairman James Prestiano.**

**Motion** by Commissioner, Joseph Pinto. **Second** by Commissioner, Matthew Scarpa. **All in Favor.**  
Motion passes unanimously.

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Executive Session:

Pursuant to Section 1-200 (6), (D) of the Connecticut General Statutes there will be an executive session to discuss possible real estate transaction.

- Motion to go into Executive Session pursuant to Section 1-200 (6), (D) of the Connecticut General Statutes to discuss possible real estate transaction.

Motion by Commissioner, Joseph Pinto. **Second** by Commissioner, Matthew Scarpa. **All in Favor.**
Motion passes unanimously.

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The Board came out of Executive Session.

- **Motion to approve a contract for purchasing 11 May Street Ansonia, Connecticut in the amount of \$185,000.00.**

**Motion** by Commissioner, Joseph Pinto. **Second** by Commissioner, Matthew Scarpa. **All in Favor.**  
Motion passes unanimously.

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- **Motion to adjourn at 7:10 p.m.**

Motion by Commissioner, Joseph Pinto. **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

Meeting Minutes

Wednesday– November 15, 2017

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM on November 15, 2017** by Chairman, Joseph Pinto at the Main Office located at 36 Main Street, Ansonia, CT

Pledge of Allegiance.

Roll Call by Executive Director Steven Nakano: Joseph Pinto –Chairman, Wilson Lopez -Vice Chairman, Samuel Levey- Commissioner.

James Prestiano and Matthew Scarpa- Commissioners were both absent.

Approval of the minutes of the regular meeting of the AHA of October 25, 2017.

Chairman Joseph Pinto asked for questions on the minutes.

Chairman Pinto stated that the date on the header of the attached minutes needs to be corrected to read October 25, 2017.

- **Motion to approve the minutes of the regular meeting of the AHA of October 25, 2017.**

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

Additions, deletions or corrections to the agenda as presented.

Director Nakano would like to table item number 6 until next month's meeting.

Chairman Pinto would like to add 9 A. to the agenda. Review of bylaws concerning secretary and treasurer positions on the Board of Commissioners and action as appropriate.

- **Motion to make changes on the agenda.**

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

Public Session:

Chairman Joseph Pinto opened the public session.

Mr. Pinto 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.

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– November 15, 2017

Item number six will be excluded.

Monthly Reports:

Executive Director, Steven Nakano presented his monthly Director's Report:

Executive Director Nakano stated that the grant funding from the Replacement Housing Factor (RHF), will be used for the sole purchase of the property located at 11 May Street, Ansonia, CT.

The housing authority's fee accountant, Tim Sandor was going to present the operating budget for the year ending 2018. This is going to be tabled until next month's meeting.

The Housing Choice Voucher (HCV)/Section 8 waiting list will be opening at the end of the month of November.

Director Nakano stated that progress is continuing regarding increasing HCV utilization rates.

The replacement paving of the parking lot and increasing the amount of parking at Monsignor Hynes complex, 70 Woodlawn Avenue will take place on Monday, November 27, 2017.

The garbage compactor for the James J. O'Donnell apartments, 63 Woodlawn Avenue has been ordered and will arrive in another couple of weeks.

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

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

Chairman Pinto asked if anyone had any questions for Director Nakano.

Vice Chairman Lopez inquired how many extra parking spaces will be added.

Director Nakano replied approximately eleven additional spaces.

Vice Chairman Lopez also questioned if the agency will reassign parking spaces.

Director Nakano replied there is no assigned parking and with the additional spaces he feels it should alleviate the current problems.

Vice Chairman Lopez is very concerned with the current parking issues, not enough spaces for all the tenants with vehicles. He would like to know how this problem will be solved.

Chairman Pinto questioned how many units are there at this complex.

Housing Authority of the City of Ansonia

Meeting Minutes

Wednesday– November 15, 2017

Mr. Nakano replied there are 74 units, and currently 30 parking spaces without the additional 11. Also, the paving company is removing the island in the middle of the lot which should help with the parking.

Ms. Lucy Dripchak stated that not everyone has a car. Some tenants have two cars. There are spaces available at night time. It is busier in the day due to aides coming in to assist tenants.

* The Executive Directors report(s) for November 15, 2017
will be placed on file at the City of Ansonia Housing Authority Office.

Compliance Coordinator Report, Carol Mobilio presented her monthly report.

Ms. Mobilio stated that all HUD reports have been completed and submitted through the end of November.

- **Motion to accept the Compliance Coordinator report.**

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

Public Housing Operations Report, Carol Mobilio presented the monthly report.

John J. Stevens- 75 Central Street:

There was a total of 20 work orders, all were completed. There is only one vacancy and the maintenance staff will be turning the unit around. It just has some minor work that needs to be done. There is someone who will be renting it for December.

Vice Chairman Lopez questioned the length of time it is taking for the unit to be turned around.

Ms. Mobilio explained that the reason it is taking so long is because there has only been one maintenance man. The other maintenance employee is out on Workers Compensation. A part-timer has just been hired as full time to help with the work load. So as of now there is two full time employees.

The other reason it has taken so long is the fact that the tenant passed away and the agency had to wait for the family to clean out the unit.

Mr. Lopez inquired if the two maintenance employees will be enough.

Director Nakano believes this will be enough, especially because the new compactor should be installed soon, so the maintenance staff will not have to spend four hours raking and disposing the trash. Also, Director Nakano has instilled designated properties to each maintenance employee.

Vice Chairman Lopez questioned, with the new scattered house, would another maintenance man need to be added to the staff.

Housing Authority of the City of Ansonia

Meeting Minutes

Wednesday– November 15, 2017

Director Nakano replied yes, we would, however, the agency is still in limbo waiting to hear when the maintenance employee will be returning to work from workers compensation. That is also why the FY2018 budget was tabled for this meeting.

Director Nakano stated that he and Ms. Mobilio out sourced the landscaping at the properties because the agency was under staffed in the maintenance department. Mr. Nakano reached out to the owner of the business to request a quote for snow/ice removal.

Chairman Pinto would like to review the contract before anything is signed to be sure the proper insurance requirements are met. There is a lot of liability they would need to consume, standard language that should be stated in the commercial contract.

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There was a total of 38 work orders issued, 5 were emergencies, all were completed. There is only one vacant unit as of November 1st. The tenant moved to another vacant unit in the complex.

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

There was a total of 19 work orders, 1 emergency, all were completed. This property has three vacancies. Two are due to tenants passing. The other unit is due to a tenant moving to a smaller unit on the first floor.

Chairman Pinto inquired how long it will take maintenance to turn around the five units.

Ms. Mobilio stated that she is not sure at this point how much work needs to be completed in the two units where the tenants passed away. If a lot of work is required, the agency will outsource the work.

- **Motion to accept the Housing Operations Report.**

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

***All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for November 15, 2017.**

Report of Committees:

Unfinished Business:

- A. Review bylaws and take action.

Earlier this evening in the annual meeting Commissioner Levey was elected Treasurer and Commissioner Prestiano Secretary. However, after reviewing the bylaws of the Housing Authority in Article 2 Section 4 it states that the Executive Director shall be the Treasurer/Secretary.

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– November 15, 2017

- **Motion to rescind the nominations and elections of the annual meeting and elect Executive Director, Steven Nakano as /Secretary/Treasurer.**

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

New Business:

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**Housing Authority of the City of Ansonia**  
**Resolution 2017-14**

**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**

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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 one position at AHA that will be considered for this action listed below;

- Bookkeeper

**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.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

**Housing Authority of the City of Ansonia**  
**Meeting Minutes**  
**Wednesday– November 15, 2017**

Signed by: \_\_\_\_\_  
Steven G. Nakano

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

Chairman Pinto inquired if this is part of the collective bargaining agreement.

Ms. Mobilio stated that it is not in the collective bargaining agreement, but she believes it has been standard practice for the last several years.

Chairman Pinto reviewed the minutes from the last couple years and it was done previously he agrees it has been past practice procedure.

Ms. Mobilio reported that in the personnel policy and the contract it states that accrued sick time is paid up to 120 days and generally when someone leaves employment they are paid for there accrued sick time. Anyone hired prior to 1997 is paid 100%, after 1997 is paid 25%. There is no back up for this resolution.

Chairman Pinto questioned is it 30 or 30% of hours accumulated above one hundred and forty.

Ms. Mobilio replied it is 30% above the one hundred and forty hours accumulated. This employee has approximately five hundred hours. She would be paid the difference between five-hundred and one hundred and forty approximately.

Chairman Pinto confirmed it does not state in the collective bargaining agreement and the personnel policy that this should be paid out. He would like to see documentation with this resolution but states he thinks it should be done. He also questioned when the payout would have to take place.

Ms. Mobilio replied it is usually done on the first pay period following this resolution.

Chairman Pinto stated the Board will go into a five-minute recess, commencing at 6:34 p.m.

- **Motion to table Resolution 2017-14 until the December 20, 2017 Board meeting.**

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

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- **Motion to adjourn at 6:42 p.m.**

**Motion** by Vice Chairman, Wilson Lopez. **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, November 15, 2017**  
**Annual Meeting**

The **Annual Meeting** of the Housing Authority of the City of Ansonia was called to order at 5:46 PM by Vice Chairman, Wilson Lopez at the main office located at 36 Main St., Ansonia, CT.

**Pledge of Allegiance.**

**Roll Call:** Wilson Lopez – Vice Chairman, Samuel Levey- Commissioner, Joseph Pinto - Commissioner.

James Prestiano and Matthew Scarpa absent.

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

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

**Nomination of Joseph Pinto as Chairman of the Housing Authority of the City of Ansonia.**

- **Motion of Joseph Pinto as Chairman of the Housing Authority of the City of Ansonia.**

**Motion** by Commissioner Samuel Levey. **Second** by Commissioner, Joseph Pinto.  
**All in Favor**. Motion passes unanimously.

Vice Chairman, Wilson Lopez turned the meeting over to the new Chairman, Joseph Pinto.

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

**Nomination of Wilson Lopez as Vice Chairman of the Housing Authority of the City of Ansonia.**

- **Motion of Wilson Lopez as Vice Chairman of the Housing Authority of the City of Ansonia.**

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

**c. Election or Appointment of Treasurer.**

**Nomination of Rev. Samuel Levey as Treasurer of the Housing Authority of the City of Ansonia.**

- **Motion of Rev. Samuel Levey as Treasurer of the Housing Authority of the City of Ansonia.**

**Motion** by Vice Chairman, Wilson Lopez. **Second** by Chairman, Joseph Pinto. **All in Favor**. Motion passes unanimously.

d. Election or Appointment of Secretary.

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

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

**Motion** by Chairman, Joseph Pinto. **Second** by Vice Chairman, Wilson Lopez. **All in Favor**. Motion passes unanimously.

Chairman Pinto opened the floor to the Commissioners for comments.

Vice Chairman Lopez congratulated Chairman Joseph Pinto.

Commissioner Levey also congratulated Joseph Pinto and stated that he feels this is a very good Board.

Director Nakano also agreed.

Chairman Pinto thanked the Board for putting their confidence in him to lead them through the next year. Mr. Pinto stated that with Mr. Nakano as the Director and with the five Commissioners that are on the Commission right now, the strides that have been made in the last few months since Mr. Nakano has been here and since Carol Mobilio has been the Interim Director he feels the agency is moving in the right direction and exciting things are happening.

Chairman Pinto would also like to thank Mr. Prestiano, he wishes he could have been here tonight, but he had a personal matter to attend to. The Board owes him a debt of gratitude for taking the Chairmanship at a time of upheaval.

Executive Director Nakano had a question regarding the bylaws, can the secretary be anyone other than the Executive Director?

Chairman Pinto replied that the bylaws would have to be reviewed and perhaps make a correction in addition to the agenda for the upcoming meeting.

**Adjournment:**

- **Motion to adjourn at 5:54 PM.**

**Motion** by Commissioner, Samuel Levey. **Second** by Vice Chairman, Wilson Lopez. **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.