

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– January 24, 2018

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on January 24, 2018** by Chairman, Joseph Pinto at the Ansonia City Hall, Erlingheuser Room located at 253 Main Street, Ansonia, CT

Pledge of Allegiance.

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

Samuel Levey- Commissioner arrived at 6:32 p.m.

Wilson Lopez -Vice Chairman was absent.

Approval of the minutes of the regular meeting of the AHA of December 27, 2017.

Chairman Joseph Pinto asked for questions on the minutes.

- **Motion to approve the minutes of the regular meeting of the AHA of December 27, 2017.**

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **All in Favor.** Motion passes unanimously.

Additions, deletions or corrections to the agenda:

Chairman Pinto would like to propose that a member of the board make a motion under New Business to add subsection 9A, Discussion regarding current legal services and action as necessary.

- **Motion to add to New Business subsection 9A, Discussion regarding current legal services and action as necessary.**

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **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.

Review of Financial Statements:

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There are no financials this month due to the accountant closing the books for FY2017.

Monthly Reports:

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

Executive Director Nakano reported the following:

- The Federal Government entered into a shutdown at midnight Saturday, January 20, 2018 due to a lapse in appropriations. During this time the HUD field office staff in the Hartford office will not be on duty for assistance. However, I received an email from Jennifer Gottlieb-Elazhari, CT Public Housing Director, that the subsidies for (HCV and Administrative fees) will be coming to AHA on a timely basis.
- The Housing Choice Voucher/Section 8 waiting list applications for 1000 randomly selected pre-applications for the waiting list have been randomly selected.
- Progress is continuing regarding increasing HCV utilization rates.
- The fire control panel will be installed at the J.J. O'Donnell apartments at 63 Woodlawn Avenue.
- The pre-REAC inspections have been completed at the federal elderly/disabled complexes: 70 Woodlawn Avenue and 75 Central Street.
- AHA is looking into starting a monthly lunch and learn program at 70 Woodlawn Avenue which will be conducted by Elaine Marcucio of New England Young at Heart.

Chairman Pinto stated there are no financials this month due to the accountant closing the books for FY2017. Attached in the packet are the profit and loss sheets for the last month.

Chairman Pinto inquired if anyone one had any questions for the Executive Director. Hearing none motion was made.

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

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

* The Executive Directors report(s) for January 24, 2018
will be placed on file at the City of Ansonia Housing Authority Office.

Compliance Coordinator Report, Carol Mobilio presented her monthly report.

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Ms. Mobilio stated that all HUD reports have been prepared and submitted through January 2018.

Public Housing Operations Report:

Chairman Pinto informed Ms. Mobilio that she does not have to present the report for each of the properties. He explained that the work orders all looked good. The most concerning part of the reports is that there are eleven vacant units.

Ms. Mobilio stated that at this time there are nine vacant units. Two have been completed and will be leased up for February 1st.

Director Nakano added that there is a total of four that will be leased up February 1.

Chairman Pinto stated that the turnover is not good. It is taking much too long to lease up the units, 121, 91 and 76 days is much too long.

Chairman Pinto questioned what can be done to turn these units over faster. Even with the extra maintenance staff it is still taking too long.

Executive Director Nakano replied he notified the two maintenance men that the units need to be turned over on a timely basis. He gave them two deadlines. If the deadlines are not met, unfortunately the one maintenance employee who is still on probation will have to be let go.

Commissioner Prestiano added that in the past he has seen a few units that needed to be turned over and they are in very bad shape. Not all the units are that way, some units have already been turned over recently, so they should not take as long. He suggested out sourcing the unit turnovers so that they can be completed in less time. The cost will probably be the same.

Mr. Nakano explained that the agency still has one full time maintenance man on workers compensation and is currently on light duty. Only one full time person was working for many months alone and then one-part time employee. Mr. Nakano also stated that HUD questioned why the agency is falling below the 95% reporting rate for Public Housing. Mr. Nakano explained to HUD another alternative would be, which was done before, outsourcing the work to comply. The HUD official stated she has seen the budget and with two full time maintenance staff there should be no reason to outsource the work.

Chairman Pinto wanted to be sure if any electrically or plumbing issues needed to be done on these units then professionals are being called in to complete the job. The maintenance staff is only doing basic carpentry, painting, cleaning and replacing appliances.

Ms. Mobilio also added that there have not been many work orders. A total of 30 for the month of December. So, the maintenance staff needs to be more productive.

Commissioner Prestiano inquired on the status of the new garbage compactor.

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Executive Director Nakano replied there are issues with the compactor. It is operating but it is misconfigured, so the first floor cannot use it. Masonry work needs to be done because the chute is in line with the compactor. Another problem is where the compactor is positioned it is affecting the fire panel.

Director Nakano stated that payment was held, he has a meeting scheduled with the company for next week along with the mason.

Chairman Pinto asked if anyone had any other questions. Hearing none motion was made.

- **Motion to accept the Compliance Coordinator Report and the Housing Operations Report.**

Motion by Commissioner, Matthew Scarpa. **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
January 24, 2018.

Report of Committees: None.

Unfinished Business: None

New Business:

9A. Discussion regarding current legal services and action as necessary.

Chairman Pinto explained that several months ago there was a RFP issued for legal services. The only response was from the current firm. There have been some issues with this firm, not getting back to the agency on different matters. There is a pending real estate transaction and there is no communication. The agency has not heard from the current attorney regarding this matter. The real estate agent has been very proactive, she made a call and called back within 5 minutes to let the agency know that Attorney Sheehy has been in contact with the other attorney and they are willing to wait until February for the closing. Attorney Sheehy communicated not with the director but with Carol Mobilio. He did finally communicate but not with the correct person. There is a clause in his contract that the agency can release him with a 10-day written notice.

Ms. Mobilio reported that she issued another RFP in October with a due date for November and she did receive a bid from Berchem, Moses.

Chairman Pinto questioned how the fee compares with the current contract. Ms. Mobilio explained that Berchem, Moses's fee structure is a bit higher but they would be able to provide a variety of services that are needed, labor relations, evictions, real estate amongst many other.

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Chairman Pinto has dealt with this firm in the past and highly recommends them. He feels the agency should sever the relationship with the Sheehy & Dillion and hire Berchem, Moses.

Chairman Pinto questioned Alderman Jaumman if he deals with Berchem, Moses on a professional basis. He replied he does and it is an excellent law firm.

Director Nakano stated that he and Ms. Mobilio had a meeting with three of the attorneys and he was very impressed with their knowledge.

- **Motion was made to sever the relationship with Sheehy & Dillon according to the provisions in the contract.**

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Samuel Levey. **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 the purchase of real estate.

- **Motion to go into Executive Session at 6: 49 p.m. to discuss the purchase of real estate inviting Mr. Nakano and Carol Mobilio.**

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **All in Favor.** Motion passes unanimously.

The Board came out of Executive Session at 6:52 p.m.



- **Motion to adjourn at 6:53 p.m.**

Motion by Commissioner, James Prestiano. **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 February 5, 2018
Special Meeting

The *Special Meeting* of the Housing Authority of the City of Ansonia was called to order at 6:30 PM. by Chairman, Joseph Pinto at the main office located at 36 Main St., Ansonia, CT.

Pledge of Allegiance.

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

Samuel Levey, Commissioner arrived at 6:37 PM.

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.

New Business:

Chairman, Joseph Pinto presented the following resolutions to the commissioners:

Housing Authority of the City of Ansonia

Resolution 2018-01

**RESOLUTION AUTHORIZING THE APPROVAL OF THE 2018 AMENDED ANNUAL
PHA 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 Amended 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 Amended Annual PHA Plan; and

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WHEREAS, the Housing Authority has conducted the required Public Hearing for the Amended PHA Plan and has provided the required period for comments on said PHA Plan pursuant to 24 CFR §905.300. The public hearing was held on Monday, February 5, 2018 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 Amended Annual PHA 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 Amended Annual PHA Plan for the Housing Authority of the City of Ansonia.

AYES

NAYS

ABSTENTIONS

ABSENT

APPROVED BY:

Steven G. Nakano, Executive Director

Date

Chairman Pinto asked Executive Director Nakano for comments on the Plan.

Mr. Nakano stated the only things that needed to be amended were the scattered sites, project-based voucher housing. Also, the purchase of 11 May Street. The agency is using the RHF funds to purchase the property.

Ms. Mobilio added the only other issue is to implement a non-smoking policy at John J. Stevens and Monsignor Hynes Apartments.

Commissioner Scarpa inquired if the policy is in the Board packet. Ms. Mobilio replied it is not included. Director Nakano informed the members of the board that this will not have to be in effect until July.

Executive Director Nakano explained that he will be receiving literature as to what steps will have to be taken in order to implement this policy.

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Chairman Pinto questioned if the agency has any relationships with any other organizations or agency's that could do smoking cessation programs to the residents.

Director Nakano replied that Milford Redevelopment Housing has implemented this policy already. They have been smoke-free for a while.

Chairman Pinto asked if perhaps BHCare or the Griffin Hospital has a program that could help.

Director Nakano will reach out to different organizations.

Chairman Pinto inquired if the agency has the option to have the State building smoke-free.

Director Nakano will check into that as well.

Chairman Pinto asked if there were any other questions. Hearing none, motion was made.

- **Motion to approve Resolution 2018-01 as presented by Chairman Joseph Pinto.**

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



Housing Authority of the City of Ansonia

Resolution 2018-02

**RESOLUTION AUTHORIZING A RENT INCREASE FOR ELDERLY AND DISABLED
PUBLIC HOUSING UNITS AT MONSIGNOR HYNES APARTMENTS, 70
WOODLAWN AVENUE, AND JOHN J. STEVENS APARTMENTS, 75 CENTRAL
STREET, ANSONIA, CT**

WHEREAS, Ansonia Housing Authority owns elderly and disabled public housing developments, Monsignor Hynes Apartments, located at 70 Woodlawn Avenue, and John J. Stevens Apartments located at 75 Central Street in Ansonia; and

WHEREAS, the current flat rents to Ansonia Housing Authority for elderly and disabled public housing units at Monsignor Hynes and John J. Stevens Apartments are below market value; and

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WHEREAS, AHA recommends increasing the monthly rent at Monsignor Hynes and John J. Stevens Apartments up to 80% of the HUD 2018 Fair Market Rents.

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

1. The Rent Increase for Elderly and Disabled Public Housing Units at Monsignor Hynes and John J. Stevens Apartments 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 immediately.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

Signed by: _____
Steven G. Nakano, Executive Director

_____ Date

Executive Director Nakano explained that he spoke with a representative from the Hartford Field office and was told that the flat rents have not been increased in several years. Director Nakano explained that the rent can go up to 80% of the current FMR, which is the fair market rent. This was done recently for the Section 8 program. He went on to explain that this will not really affect the residents because even though the flat rents seem high at the time of their recertification, they have the option of paying 35% of their adjusted gross income or the flat rent. So, for example if their 35% of their adjusted gross income is under 850 they have the option to pay that amount. If it exceeds the flat rent, then they will be paying the flat rent.

Chairman Pinto inquired if many tenants are paying the flat rent.

Director Nakano replied there are not many residents paying the flat rent. The rents are very low. Most tenants are paying 35%.

Chairman Pinto stated that it does not appear that the proposed flat rent increases are drastic and that an increase has not been done in several years.

Vice Chairman Lopez questioned when the last increase was.

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Director Nakano responded he was informed by the representative from HUD that an increase has not been done in over 5 years and that because of this, this would be another reason the agency would be back on HUD's radar. Mr. Nakano stated, these should be reviewed annually. The FMR's change on an annual basis.

With no further discussion a motion was made.

Motion to approve Resolution 2018-02 as presented by Chairman Joseph Pinto.

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

Adjournment:

- **Motion to adjourn at 6:41 PM.**

Motion by Commissioner, James Prestiano. **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

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The special meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on February 21, 2018** by Chairman, Joseph Pinto at the Ansonia City Hall, Erlingheuser Room located at 253 Main Street, Ansonia, CT

Pledge of Allegiance.

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

Samuel Levey- Commissioner was absent.

Approval of the minutes of the regular meeting of the AHA of January 24, 2018 and the special meeting of February 5, 2018.

Chairman Joseph Pinto asked for questions on the minutes.

- **Motion to approve the minutes of the regular meeting of the AHA of December 27, 2017 and the special meeting of February 5, 2018.**

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **All in Favor.** Motion passes unanimously.

Public Session:

Chairman Joseph Pinto opened the public session.

Alderman -Joseph Cassetti. Mr. Cassetti stated that he is a Commissioner with the Fire Department. He is concerned with the amount of false alarms that the Fire Company is dealing with regarding Monsignor Hynes Apartments.

Mr. Cassetti questioned the Board if they were aware of this problem, to which Chairman Pinto replied yes, they are aware of the issue.

Mr. Cassetti referred to a letter that the Fire Marshall wrote concerning this issue. The units that have separate bedrooms have two smoke detectors in each unit. If one detector activates it sounds an alarm in the unit only, if the second one is triggered it will trigger the building alarm system in which involves the Fire Department. There are less alarm issues with the larger apartments but still some. Mostly the problem is with the studio apartments, they have only one detector. When it is activated the building alarm is tripped, and the Fire Department responds. Most of the time the reason for the alarm activating is from cooking smoke. The fans above the stove are either not turned on or not venting externally. They are not vented to the outside of the buildings.

Because of the frequency with the alarms going off, residents are covering the detectors. This is creating a life safety hazard for the tenants as well as the other tenants in the building. The Fire

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Marshall is making it clear that this is illegal. He does not want to arrest anyone but if this continues he will have to, it is criminal.

Alderman Cassetti proposes that a Committee is formed to find a solution for this matter. City resources are being wasted responding to false alarms especially with the studio apartments.

Alderman Cassetti stated that he agrees with the Smoke Free policies that will be discussed at this meeting and suggested that the agency investigates a smoke cessation program for the residents to attend.

Chairman Pinto stated that they will discuss the smoke detector issue during Unfinished Business.

Mr. Pinto 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, Steven Nakano presented his monthly Director's Report:

Executive Director Nakano reported the following:

- The information is being distributed to all residents of 70 Woodlawn Avenue, Monsignor Hynes apartments and 75 Central Street, John J. Stevens apartments. Regarding the U.S. Department of Housing and Urban Development's policy on going Smoke-Free in all Public Housing Complexes.
- Progress is continuing regarding increasing HCV utilization rates.
- The closing for the property of 11 May Street, Ansonia, CT is scheduled for the end of February 2018.
- The fire control panel will be installed at the J.J. O'Donnell apartments at 63 Woodlawn Avenue.
- The resolution for SEMAP (Section Eight Management Assessment Program) for 2018 is included with the board packages.
- Public Housing recertification appointments will be completed by the end of February.

Chairman Pinto inquired if anyone had any questions for the Executive Director. Hearing none motion was made.

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

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

* The Executive Directors report(s) for February 21, 2018
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 prepared and submitted through February 2018 with the exception of the VMS report which is due on February 22nd. Ms. Mobilio stated that she reached out to the Fee Accountant, as she is usually copied on the email, but has not received anything as of yet. The report is due the next day so perhaps he is emailing it tomorrow. There is also a request to extend the obligation end date for the 2016 Capital Fund. Ms. Mobilio stated that she is going to contact HUD because the agency must be at 90% of the grant amount and it must be obligated by two years following 2016. So, the agency is right up to that window, within the next sixty days. Most of it has been spent but there is still a small amount that needs to be obligated or the money will be lost. Ms. Mobilio stated that the agency would not want HUD to recapture any monies. The amount is a little over \$100,000.00. The agency would need a project assigned for improvements in order to obligate the monies.

Commissioner Prestiano inquired how long the extension would be for.

Ms. Mobilio replied she is not sure, she has never applied for an extension before.

Commissioner Prestiano asked what this money can be used for.

Ms. Mobilio answered, for any federal public housing properties.

Chairman Pinto suggested that it be used to ventilate the smoke at Monsignor Hynes Apartments.

Public Housing Operations Report:

Ms. Mobilio reported that there are currently eight vacancies. Seven units have been leased up, including one today. There are still eight remaining. Five are in public housing and three are in the state elderly. The maintenance staff is working on getting the units turnover so that they can be leased up.

Commissioner Prestiano questioned the time frame on completing the units.

Chairman Pinto would like a report distributed to the Commissioners in a reasonable amount of time outlining each unit that is vacant, and what needs to be accomplished to lease it up. Chairman Pinto

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understands that the maintenance staff is doing their best to turn over the units, but they are still behind. He would like to put a deadline of two weeks. If the agency needs to contract out some of the work in order to get these leased up that might be what needs to be done.

Commissioner Prestiano suggested that another column be added to the report stating what needs to be done in the unit and how long it will take to be completed.

Ms. Mobilio added that the Capital Fund money can be used for unit turnovers.

Chairman Pinto asked if anyone had any other questions. Hearing none motion was made.

- **Motion to accept the Compliance Coordinator Report and the Housing Operations Report.**

Motion by Commissioner, Matthew Scarpa. **Second** by Commissioner, James Prestiano. **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 February 21, 2018.

Report of Committees: None.

Unfinished Business: Smoke Detectors at the three properties.

Commissioner Scarpa reported that he agrees with Alderman Cassetti that the tenants are taking matters into their own hands by covering up the smoke detectors or removing them. There was a small fire a while back and it turned out that the tenant did remove the detector. The alarms are going off quite frequently.

Chairman Pinto questioned if the agency is being notified by the Fire Department when they encounter these situations.

Executive Director Nakano replied he has not been informed.

Commissioner Prestiano stated that the agency needs to be notified by the Fire Department when they encounter these situations.

Vice Chairman Lopez questioned if there is a policy to protect the Housing Authority in case of a fire.

Director Nakano replied no.

Chairman Pinto did not know the tenants are removing or covering the smoke detectors.

Alderman Cassetti reiterated that the Fire Marshall is going to take action against whoever is removing or covering the detectors.

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Chairman Pinto responded that the whole board is relatively new, and this problem is one that they want to get rectified. Mr. Pinto and Mr. Scarpa are both fire fighters and they understand the problem that is going on.

Chairman Pinto would like to know if the same few units keep setting off the alarms or is it scattered across the board?

Mr. Pinto questioned if Mr. Nakano or anyone from the Housing Authority has had any communication with the Fire Marshall.

Director Nakano replied he met with Derrick Lundeen in the fall with Tony Cole (maintenance staff) and Carol Mobilio regarding the young disabled tenant that pulled off the smoke alarm.

Chairman Pinto stated that if we have the money to fix this problem we will. Also, there needs to be better communication with the Fire Marshall's office and the Housing Authority office. Mr. Pinto does not appreciate that arrests will be made without first discussing this issue with the Board of Commissioners.

Ms. Mobilio reported that the alarm company, Simplex Grinnell was just out and inspected all the units and whatever issues were found were repaired.

Lucy Dripchak stated that she reached out to Griffin Hospital to see if they had a program to help the tenants to quit smoking, she is waiting to hear back.

Commissioner Scarpa questioned the smoke free policy, if anything is mentioned on the electronic cigarettes.

Ms. Mobilio replied that it was not specified in HUD's PIH notice and she drafted the policy on HUD's definition of prohibited tobacco products.

New Business:

Chairman, Joseph Pinto presented the following resolutions to the commissioners:



Housing Authority of the City of Ansonia
Resolution 2018-03

**Housing Authority of the City of Ansonia
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**RESOLUTION ADOPTING THE SMOKE-FREE PUBLIC HOUSING POLICY FOR
RESIDENTS OF MONIGNOR HYNES APARTMENTS, 70 WOODLAWN AVENUE,
ANSONIA, CT**

WHEREAS, AHA is committed to the health and safety of all its residents and staff; and

WHEREAS, HUD has instituted a Smoke-Free Rule (FR-5597-F-03) for PHAs to adopt and implement a smoke-free policy within 25 feet from public housing buildings by July 30, 2018 to improve indoor air quality, benefit the health of public housing residents and PHA staff, reduce the risk of fires, and lower overall maintenance costs; and

WHEREAS, a Smoke-Free Public Housing Policy for residents of Monsignor Hynes Apartments will ensure that residents are prohibited from smoking anywhere in the building, including in apartment units.

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

1. The attached Smoke-Free Public Housing Policy for residents of Monsignor Hynes Apartments is hereby approved and adopted by the Housing Authority of the City of Ansonia.
2. This Resolution shall take effect May 1, 2018.

AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: _____
Steven Nakano
Executive Director

_____ Date

Chairman Pinto reiterated that this policy is based on HUD’s standards. This is the policy that HUD is requiring that the Housing Authority sets in place.

- **Motion to approve Resolution 2018-03 as presented by Chairman Joseph Pinto.**

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **All in Favor**. Motion passes unanimously.

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Alderman Cassetti questioned how this will be monitored.

Ms. Mobilio explained that the attached page is a copy of the policy and an area in which the tenant will sign that they received and understand the policy and that they will comply with the provisions of the policy.



Housing Authority of the City of Ansonia

Resolution 2018-04

**RESOLUTION ADOPTING THE SMOKE-FREE PUBLIC HOUSING POLICY FOR
RESIDENTS OF JOHN J. STEVENS APARTMENTS, 75 CENTRAL STREET,
ANSONIA, CT**

WHEREAS, AHA is committed to the health and safety of all its residents and staff; and

WHEREAS, HUD has instituted a Smoke-Free Rule (FR-5597-F-03) for PHAs to adopt and implement a smoke-free policy within 25 feet from public housing buildings by July 30, 2018 to improve indoor air quality, benefit the health of public housing residents and PHA staff, reduce the risk of fires, and lower overall maintenance costs; and

WHEREAS, a Smoke-Free Public Housing Policy for residents of John J. Stevens Apartments will ensure that residents are prohibited from smoking anywhere in the building, including in apartment units.

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

1. The attached Smoke-Free Public Housing Policy for residents of John J. Stevens Apartments is hereby approved and adopted by the Housing Authority of the City of Ansonia.
2. This Resolution shall take effect May 1, 2018.

AYES

NAYS

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ABSTENTIONS

ABSENT

Signed by: _____
Steven Nakano
Executive Director

_____ Date

- **Motion to approve Resolution 2018-04 as presented by Chairman Joseph Pinto.**

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



Housing Authority of the City of Ansonia

Resolution 2018-05

**RESOLUTION ADOPTING THE SMOKE-FREE HOUSING POLICY FOR
RESIDENTS OF JAMES J. O'DONNELL APARTMENTS, 63 WOODLAWN AVENUE,
ANSONIA, CT**

WHEREAS, AHA is committed to the health and safety of all its residents and staff; and

WHEREAS, AHA is implementing a smoke-free policy within 25 feet from elderly and disabled housing buildings to improve indoor air quality, benefit the health of elderly and disabled housing residents and PHA staff, reduce the risk of fires, and lower overall maintenance costs; and

WHEREAS, a Smoke-Free Housing Policy for residents of James J. O'Donnell Apartments will ensure that residents are prohibited from smoking anywhere in the building, including in apartment units.

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

1. The attached Smoke-Free Housing Policy for residents of James J. O'Donnell Apartments is hereby approved and adopted by the Housing Authority of the City of Ansonia.
2. This Resolution shall take effect May 1, 2018.

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AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: _____
Steven Nakano
Executive Director

_____ Date

- **Motion to approve Resolution 2018-05 as presented by Chairman Joseph Pinto.**

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **All in Favor**. Motion passes unanimously.



Housing Authority of the City of Ansonia

Resolution 2018-06

**RESOLUTION AUTHORIZING THE SUBMISSION OF THE FISCAL YEAR 2017
SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (“SEMAP”)
CERTIFICATION BY THE HOUSING AUTHORITY OF THE CITY OF ANSONIA**

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.

**Housing Authority of the City of Ansonia
Special Meeting Minutes
Wednesday– February 21, 2018**

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 2017 to HUD.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

The Chairman declared said motion and said resolution adopted.

Signed by: _____
Steven Nakano
Executive Director

Date _____

- **Motion to approve Resolution 2018-06 as presented by Chairman Joseph Pinto.**

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **All in Favor**. Motion passes unanimously.



Housing Authority of the City of Ansonia

Resolution 2018-07

**RESOLUTION AUTHORIZING THE PURCHASE OF A TWO-FAMILY
PROPERTY LOCATED AT 11 MAY STREET, ANSONIA, CT IN THE
AMOUNT OF \$185,000**

**Housing Authority of the City of Ansonia
Special Meeting Minutes
Wednesday– February 21, 2018**

WHEREAS, the Housing Authority of the City of Ansonia (AHA) has a need to replace public housing units lost due to the demolition of Riverside Apartments; and

WHEREAS, AHA received HUD Replacement Housing Factor (RHF) Grant funds in Years 2011 (\$39,622), 2012 (\$38,409), 2013 (\$38,409), 2014 (\$44,241), and 2015 (\$45,199) for development activities; and

WHEREAS, AHA received approval from HUD on February 16, 2018 to purchase 11 May Street, Ansonia, CT with RHF grant funds.

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

1. The purchase of 11 May Street, Ansonia, CT in the amount of \$185,000 with HUD RHF Grant funds is hereby approved; and
2. The Chairman of the Board and the Executive Director are hereby authorized to execute a Declaration of Trust with AHA granting to HUD an interest in the property known as 11 May Street, Ansonia, CT; and
3. This Resolution shall take effect immediately.

AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: _____
Steven Nakano
Executive Director

Date

- **Motion to approve Resolution 2018-07 as presented by Chairman Joseph Pinto.**

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



**Housing Authority of the City of Ansonia
Special Meeting Minutes
Wednesday– February 21, 2018**

Executive Session:

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

- **Motion to go into Executive Session at 7: 02 p.m. to discuss personnel matters inviting Executive Director Nakano.**

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

The Board came out of Executive Session at 7:33 p.m.



- **Motion to adjourn at 7:33 p.m.**

Motion by Commissioner, James Prestiano. **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

Special Meeting Minutes

Monday March 5, 2018

The *Special Meeting* of the Housing Authority of the City of Ansonia was called to order at **6:00 PM** on **March 5, 2018** 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, James Prestiano – Commissioner.

Wilson Lopez – Vice Chairman and Samuel Levey-Commissioner absent.

Matthew Scarpa- Commissioner, will be arriving late.

Chairman Pinto stated we are short of a quorum, so we will open the meeting up to the public.

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.

The meeting will be in recess at 6:01 PM and will reconvene at 6:15 PM when Commissioner Scarpa arrives.

Commissioner Scarpa arrived at 6:15 PM, there is a quorum now to begin the meeting.



Executive Session:

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

- **Motion to go into Executive Session at 6:15 pm and to invite all Commissioners, Executive Director Steve Nakano, Legal Counsel Chris Sugar as well as any representatives from the employee's union as well as any employees that wish to attend.**

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **All in Favor.** Motion passes unanimously.

Housing Authority of the City of Ansonia

Special Meeting Minutes

Monday March 5, 2018

The Board came out of Executive Session at 6:47 p.m.

The Board discussed with Counsel the two grievances that were presented. Chairman Pinto stated that they agree in principal with the first grievance. However, at this point the first grievance is incombered by the second grievance with a similar scenario. He explained that the second grievance is basically asking for remedies for the same issue going back in some cases thirty-five years. The Board does not agree with the class action grievance. The reason being Article 9, Section 9 that a grievance must be filed no later than 10 working days after the time that an employer or union knew or should have known given facts to the rights of the grievance. The Board does not feel that it is an arguable point.

Chairman Pinto questioned if the union would be willing to make a statement that would possibly allow the Board the accept the first grievance and decline the second grievance.

The Union representative answered no they would not be interested.

- **Motion to decline both grievances and refer both to an arbitrator.**

Motion by Commissioner, Matthew Scarpa. **Second** by Commissioner, James Prestiano. **All in Favor**. Motion passes unanimously.

Adjournment:

- **Motion to adjourn at 6:49 PM.**

Motion by Commissioner, James Prestiano. **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
Meeting Minutes
Wednesday– April 25, 2018

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM** on **April 25, 2018** by Chairman, Joseph Pinto at the Ansonia City Hall, Erlingheuser Room located at 253 Main Street, Ansonia, CT

Pledge of Allegiance.

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

Wilson Lopez -Vice Chairman arrived at 6:31 PM
Samuel Levey- Commissioner was absent.

Approval of the minutes of the special meeting of the AHA of February 21, 2018 and the special meeting of March 5, 2018.

Chairman Joseph Pinto asked for the minutes to be reviewed and approved separately.

- **Motion to approve the minutes of the special meeting of the AHA of February 21, 2018.**

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **All in Favor**. Motion passes unanimously.

- **Motion to approve the minutes of the special meeting of the AHA of March 5, 2018.**

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **All in Favor**. Motion passes unanimously.

Additions, deletions or corrections to the agenda: None.

Public Session:

Chairman Joseph Pinto opened the public session and 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, Steve Nakano noted the financial statements are enclosed in the packet.

Chairman Pinto asked if the anyone had questions on the finances for Director Nakano.

Commissioner Prestiano questioned if the purchase of the house is in the report on page seventeen. Director Nakano replied yes, it is from the Redevelopment Housing Fund.

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– April 25, 2018

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

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

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

Chairman Pinto would like to have a motion to refer back to item four on the agenda, additions, deletions or corrections to the agenda.

- **Motion to refer back to item four on the agenda.**

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

Chairman Pinto would like to entertain a motion to add an Executive Session to the agenda to discuss pending legal action pertaining to the Water Pollution Control Authority of the City of Ansonia.

- **Motion to add an Executive Session to the agenda to discuss pending legal action.**

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

Chairman Pinto reopened the Public Session because the agenda has been modified.

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.

Monthly Reports:

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

Executive Director Nakano reported the following:

- The issue with smoke alarms sounding off at Monsignor Hynes apartments, 70 Woodlawn Avenue is being reviewed with the possibility of adding vent hoods over the stoves to alleviate the smoke emitted from cooking. Carol is looking into quotes from electricians. The Ansonia Housing Authority will be submitting an application for the current 2018 Emergency Safety and Security Grant (ESSG).

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– April 25, 2018

- The contract for the replacement roof at 63 Woodlawn Avenue was awarded to V. Nanfito Roofing & Siding Inc. In that they were the lowest bid for the job.
- Ansonia Housing Authority is working with the U.S. Department of Housing & Urban Development's Office of Fair Housing towards resolution regarding the Voluntary Compliance Agreement (VCA) between the complainant and the AHA.
- The St. Patrick's Day luncheon held at 70 Woodlawn Avenue was a success, the residents enjoyed the day.
- The keypad security system at 63 Woodlawn Avenue, James J. O'Donnell apartments is no longer operating, and the system is outdated. Therefore, a new key-fob operated system has been installed which the residents are happy about.
- Public Housing recertifications for 70 Woodlawn Avenue and 75 Central Street have been completed and mailed out along with information regarding the Smoke Free Policy.
- The U.S. Department of Housing & Urban Development has awarded the Ansonia Housing Authority five (5) Veterans Assisted Supportive Housing VASH vouchers.

Chairman Pinto questioned as far as the VASH vouchers, is the agency going to house the veterans in the existing Federal housing that is available?

Director Nakano replied that is correct. Mr. Nakano also explained that the veterans can also be housed in the State building, James J. O'Donnell as well. Currently the agency has ten project-based vouchers at the State building and Dwoun Bryd, the field rep from HUD and also Jennifer Gottlieb stated that the VASH vouchers can be combined with the project based in the State property.

Director Nakano also stated that he has a meeting scheduled for Tuesday, May 1st with the Site Manager of HUD/VASH Program of the VA health care system.

Chairman Pinto asked if the agency can compile a waiting list following the May 1st meeting.

Director Nakano replied that a waiting list is not needed. Homeless veterans on the waiting list have preference.

Director Nakano explained that a VASH voucher is essentially a Section 8 voucher, the only difference is the conjunction of services with the VA health care network. The authority is just providing the unit and the subsidy, the VA health care system is providing the services. If there are any issues with the veteran, for example if they went off their medication, the authority would call the West Haven branch of the VA and they will handle the problem.

Chairman Pinto inquired if anyone had any questions for the Executive Director. Hearing none motion was made.

Housing Authority of the City of Ansonia

Meeting Minutes

Wednesday– April 25, 2018

Commissioner Scarpa had a question regarding the smoke alarms. He questioned if the agency received the permit for the new fire panel.

Director Nakano replied that issue has been resolved. James J. O'Donnell apartments will have a new fire panel installed.

Vice Chairman Lopez questioned if the new key-fob system is already in place and if so how does it work.

Executive Director Nakano explained that each resident was issued a key-fob. The agency has extra ones in case of any problems, for example if the resident has an aide, then they would be issued one. Director Nakano also stated that he met with the Police and Fire Departments and they have key-fobs as well.

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

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

* The Executive Directors report(s) for April 25, 2018
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 the end of April. There was a FHEO VCA Quarterly report that was submitted, the date is not on the report, but it was initially submitted March 31, 2018 to the Hartford Field Office and today a copy of the letter was sent to the Boston Fair Housing Office.

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

John J. Stevens- 75 Central Street:

Ms. Mobilio reported that there are currently two vacancies at John J. Stevens apartments. One has been completed and the other is in the process to be completed, it has only been vacant for nine days. There was a total of 15 work orders and they have all been completed.

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There are three vacancies at this location. All three have been completed and are ready to be leased up. There was a total of 26 work orders issued, all were completed

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

Housing Authority of the City of Ansonia
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This property has three vacancies. One unit is completed and ready to be leased. The other two are in the process of being turned over by maintenance. There was a total of 17 work orders, all were completed.

Commissioner Prestiano questioned if the vacancies were complete redoes.

Ms. Mobilio replied only painting and waxing the floors needed to be done. Ms. Mobilio explained there were some transfers and also that the Federal properties required priority over the State property.

Several of the Board Members questioned why the turn-overs are taking so long.

Chairman Pinto questioned if the transfer was a probate issue.

Ms. Mobilio explained that there was a deceased tenant in the unit, so the contents remained for a while so that held things up. The other one was a transfer.

Chairman Pinto also question if any of these units will be held open for potential VASH tenants.

Executive Director Nakano replied yes, they will be. He went on to explain that the funding cycle started, even though he received the letter on April 13th. The funding started on April 1st. HUD is being very cautious, they will be tracking the funding through a 50058 form which gets submitted to HUD Head Quarters, so they will know when they are in place.

Scattered Site Property- 11 May Street:

This property has been vacant for 36 days. The contractor just completed working on the unit today. Ms. Mobilio showed the unit to a potential Public Housing tenant who is willing to give up her Section 8 voucher. Hopefully she will be moving in for June 1st.

Chairman Pinto asked if anyone had questions for Ms. Mobilio. Hearing none motion was made.

- **Motion to accept the Compliance Coordinator Report and the Housing Operations Report.**

Motion by Commissioner, Matthew Scarpa. **Second** by Vice Chairman, Wilson Lopez. **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
April 25, 2018.

Report of Committees: None.

Unfinished Business: Smoke Detectors.

Housing Authority of the City of Ansonia
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Ms. Mobilio explained that she included in the packet the Simplex Grinnell Fire Alarm Inspection Report. This report was completed in December. Any deficiencies that were discovered have been corrected and attached is the results, all the testing's passed.

New Business: None.



Executive Session:

- **Motion to go into Executive Session at 6:50 p.m. to discuss pending legal action pertaining to the Water Pollution Control Authority of the City of Ansonia inviting Executive Director Nakano and Carol Mobilio.**

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **All in Favor**. Motion passes unanimously.

The Board came out of Executive Session at 7:06 p.m.



- **Motion to adjourn at 7:06 p.m.**

Motion by Commissioner, Matthew Scarpa. **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 23, 2018

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on May 23, 2018** by Chairman, Joseph Pinto at the Ansonia City Hall, Erlingheuser Room located at 253 Main Street, Ansonia, CT

Pledge of Allegiance.

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

Wilson Lopez -Vice Chairman absent.
Matthew Scarpa- Commissioner absent.

Approval of the minutes of the regular meeting of the AHA of April 25, 2018.

Chairman Joseph Pinto asked for the minutes to be reviewed and approved.

- **Motion to approve the minutes of the regular meeting of the AHA of April 25, 2018.**

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

Additions, deletions or corrections to the agenda: None.

Public Session:

Chairman Joseph Pinto opened the public session.

Alderman -Joseph Cassetti. Mr. Cassetti stated that he informed the Board of Alderman that the agency now has VASH vouchers concerning the veterans. He questioned if there have been any applications submitted and approved yet or is the program on hold.

Executive Director Nakano replied that everything is moving forward and that everything must go through the VA. He stated that two veterans came to look at the units. The agency has a total of five VASH vouchers. Three units are available as of today. Mr. Nakano explained that the choice is up to the veteran where he would like to live. He can rent, live and reside in Ansonia or they can go to Derby or any other town that has the VASH program.

Lucy Dripchak -Ansonia Housing Authority. Ms. Dripchak explained to the Board that she did arrange the smoking cessation meeting for the residents. She sent invitations out to all residents, twelve attended. It was very informative.

Chairman Pinto questioned if there is a demand for this can she have more meetings. She replied yes.

Commissioner Prestiano inquired when will this nonsmoking policy take effect?

Housing Authority of the City of Ansonia

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Wednesday– May 23, 2018

Executive Director Nakano replied July 31, 2018.

Commissioner Prestiano asked if there have been many repercussions from this new policy. Ms. Dripchak replied yes there have been. The residents are questioning if she is really going to enforce this. Some tenants stated that they will move out. Signs and a designated area will be in place.

Commissioner Pinto reiterated that it is a HUD mandated rule.

Commissioner Pinto 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, Steve Nakano noted the financial statements are enclosed in the packet.

Chairman Pinto 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, James Prestiano. **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 reported the following:

- The Housing Authority has established a working relationship with the VA Healthcare System's HUD/VASH Site Manager and the Case Manager.
- The contract for the replacement roof at 11 May Street was awarded to V. Nanfito Roofing & Siding Inc.
- Ansonia Housing Authority is working with the U.S. Department of Housing & Urban Development's Office of Fair Housing towards resolution regarding the Voluntary Compliance Agreement (VCA) between the complainant and the AHA. The first step in the process has been completed by attending a Fair Housing Training Seminar which was conducted at the AHA offices on Friday, May 18, 2018.
- The Memorial Day Barbecue will be held at 70 Woodlawn Avenue for all residents on Thursday May 18, 2018. The Office of Public Works will be supplying the grill.

Housing Authority of the City of Ansonia

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Wednesday– May 23, 2018

- The Ansonia Housing Authority (AHA), for its recent Section Eight Management Assessment Program (SEMAP) received a total point score of 145 points out of a total of 145 points that can be earned. Therefore, the AHA is considered a “HIGH PERFORMER”, operating at One Hundred Percent 100%.

The entire Board thanked and congratulated Mr. Nakano and the staff.

Executive Director Nakano stated that Lucy Dripchak is the FSS Coordinator, so for indicator number 14 which is the FSS Program Indicator, it scored the full 10 points.

Commissioner Prestiano questioned what the final estimate for the roof was.

Ms. Mobilio replied it was approximately \$11,600.00 with a special 15-year warranty.

Mr. Nakano stated that included in the Board packet is a copy of the congratulatory letter that he received from the HUD Hartford Field office regarding the SEMAP score.

Chairman Pinto inquired if anyone had any questions for the Executive Director. Hearing none motion was made.

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

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

* The Executive Directors report(s) for May 23, 2018
will be placed on file at the City of Ansonia Housing Authority Office.

Compliance Coordinator Report, Carol Mobilio presented her monthly report.

Ms. Mobilio first explained and referred to the budget regarding the State Elderly property. Back in July 2017 the Board approved a rent increase at that development which has not taken place in over 5 years. The agency was operating at a net loss. As of this date late year for the period ending April 30, 2017 there was a net loss of \$14,011.00. With the increase in the rents of the 22 units that have Section 8 vouchers, the agency has a net income of \$ 10,740.00 to date.

Commissioner Pinto inquired if there have been any complaints from the residents effected in the rent increase.

Ms. Mobilio replied no one has complained. She explained that the tenants rent is based on 30% of their income, so must of the money comes from HUD. The agency was operating below the payment standard for a very long time.

Ms. Mobilio stated that all HUD reports have been completed through the end of May.

Housing Authority of the City of Ansonia
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Wednesday– May 23, 2018

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

John J. Stevens- 75 Central Street:

Ms. Mobilio reported that there is one vacancy at John J. Stevens apartments. It is scheduled to be completed by the middle of June. There was a total of 16 work orders and they have all been completed.

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There are two vacancies at this location. They are in the process of being turned over and they should be completed by the middle of June. There was a total of 24 work orders issued, all were completed.

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

This property has three vacancies. There was a total of 11 work orders, all were completed. Unit 301 has been vacant for 211 days. This unit is in the process of being completed and is expected to be leased on June 1st. This is a transfer of another tenant in the building. There was an issue with legal aid, in that the tenant needed a reasonable accommodation.

Chairman Pinto questioned how long it will take to rehab the unit that the tenant is moving from.

Mr. Nakano answered it just needs to be painted and has a few cosmetic issues that need to be addressed.

Ms. Mobilio stated that Johnny Tedder is back to work from Workers Compensation from his injury. She explained that she has made a schedule for their work assignments so that every week there is at least one designated maintenance staff employee to work on unit turnarounds. Now that there is one extra maintenance person, one can work on just unit turnarounds, which will help manage the delays.

Scattered Site Property- 11 May Street:

This property has one vacancy and will be leased for June 1, 2018.

Ms. Mobilio also mentioned that an audit was completed on the demolition of Riverside Apartments, Phase II of the Northside property. Ms. Mobilio distributed copies of the April 30th Independent Auditor's Report. She explained the total cost for this phase was \$ 1,758,478. This project was underbudget by \$1.1 million dollars total cost. Back in 2006 there was a resolution that was adopted by referendum by the City of Ansonia to appropriate 5.2 million for the cost of demolition of Riverside Apartments. The total cost including the last phase was 4.1 million, so we came under budget by 1.1 million.

Alderman Joseph Cassetti questioned if the money that Ms. Mobilio is referencing is grant money. Chairman Pinto replied it is from a bond issue from 2006.

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Ms. Mobilio also responded that it was a bonding referendum from 2006 with the tax payers of the City of Ansonia. Ms. Mobilio stated that she is unsure if the City has a bonding council that handled this issue. Ms. Mobilio explained, as a new phase was demolished a new budget was given to the comptroller. Then they would issue the bonds as needed. As far as the balance that was out of Ms. Mobilio's control.

Chairman Pinto asked if anyone had questions for Ms. Mobilio. Hearing none motion was made.

- **Motion to accept the Compliance Coordinator Report and the Housing Operations Report.**

Motion by Commissioner, James Prestiano. **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 May 23, 2018.

Report of Committees: None.

Unfinished Business: Smoke Alarm/ Fire Alarm.

Executive Director Nakano reported that he spoke to the Fire Marshall regarding this issue. Apparently, the agency is not going to be able to use the vents that forces the air through a filter. All the vents are going to have to be vented to the outside. It is going to be a very costly procedure. The agency is in the process of applying for a safety and security grant for Monsignor Hynes Apartments. If the agency receives this grant that would pay for the ventilation of the units in this project. The money would also be used for upgrading the lighting as well.

Commissioner Prestiano inquired if the agency reached out to the United Illuminating Company regarding energy efficiency money that may be available. Director Nakano replied there is a company that the UI works with called New England Conservation. He has spoken with the representative in the past and will reach out to them again. They would come in and perform an energy audit in each unit. Commissioner Prestiano explained there are ways to upgrade without spending money with these programs.

New Business:



- A. Resolution 2018-08: Resolution authorizing the 2018 HUD Fair Market Rents for the Public Housing Scattered Site 2 Family property at 11 May Street, Ansonia, CT.

WHEREAS, Ansonia Housing Authority owns a Public Housing Scattered Site 2-family property at 11 May Street in Ansonia; and

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WHEREAS, AHA recommends authorizing monthly rents at 11 May Street of up to 80% of the 2018 HUD Fair Market Rents.

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

1. The 2018 HUD Fair Market Rents for the Public Housing Scattered Site 2-family property at 11 May Street 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 immediately.

- **Motion to approve Resolution 2018-08.**

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **All in Favor**. Motion passes unanimously.

-
- **Motion to adjourn at 6:55 p.m.**

Motion by Commissioner, 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– June 27, 2018

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on June 27, 2018** by Chairman, Joseph Pinto at the Ortoli Community Center, located at 70 Woodlawn Avenue, Ansonia, CT

Pledge of Allegiance.

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

Wilson Lopez -Vice Chairman absent.
Matthew Scarpa- arrived at 6:38 p.m.

Approval of the minutes of the regular meeting of the AHA of May 23, 2018.

Chairman Joseph Pinto asked for the minutes to be reviewed and approved.

- **Motion to approve the minutes of the regular meeting of the AHA of May 23, 2018.**

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

Additions, deletions or corrections to the agenda:

Chairman Joseph Pinto would like to correct 11.-B, Board action as necessary.

- **Motion to correct 11-B, Board action as necessary.**

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

Public Session:

Chairman Joseph Pinto opened the public session.

Chairman Pinto explained because of the number of residents attending the meeting tonight everyone will have an opportunity to speak, however, he will have to limit comment to one minute each.

Kim'mula Eason – Monsignor Hynes Apartments. First Ms. Eason would like everyone to know that she is not a reverend she is an evangelist. As far as all the issues going on between the tenants she is not on anyone side, she is neutral so that she can do God's work.

Patsy Lovermi- Monsignor Hynes Apartments. She would like her husband to tell the Board what Ms. Eason said to her husband about Patsy.

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Francis Lovermi- Monsignor Hynes Apartments. Mr. Lovermi stated that Ms. Eason made derogatory remarks about his wife. He also stated that he feels Ms. Eason is not the problem. There are others in the room whom have tried to hurt his wife and that is what the issue is.

Patsy Lovermi- Monsignor Hynes Apartments. Ms. Lovermi indicated that her husband told her specifically obscene things that Ms. Eason said about her.

Chairman Pinto suggested that if there are interpersonal conflicts between the residents here, as frequently as this does happen in apartment complexes, this is not something that the Board of Commissioners is here to legislate. Chairman Pinto stated if you have a problem with safety or security of your apartment and/or complex that is what will be addressed at this meeting tonight. Anything else is a civil or criminal matter for everyone to reach out to the police department.

Lorraine Carter- Monsignor Hynes Apartments. Ms. Carter stated that she has an issue with the current parking situation. She waited over a year to get a parking space and now she has nowhere to park again. Many tenants have more than one car parked in the lot and there is not enough of parking spaces for each unit. She feels the old policy was working fine and now it's just chaotic.

Chairman Pinto explained he will get a copy of the parking policy from Mr. Nakano and review it.

Commissioner Prestiano questioned if the parking policy has been changed since the lot was repaved.

Executive Director replied it was changed approximately one month after.

Deborah Hanley- Monsignor Hynes Apartments. Ms. Hanley explained that she has been living at this location for the past 21 years and now with the new parking policy it has affected her as well and she does not think it is fair. Her spot is not always available anymore, and there is nowhere to park her car.

Al Gatison- Monsignor Hynes Apartments. Mr. Gatison stated in the past he did not have a problem with parking. Now all of a sudden since the new policy and with the stickers he has had nothing but trouble finding a space.

Chairman Pinto asked Director Nakano how many parking spots there are at this location are.

Director Nakano replied less than 70 spaces.

Alcacia Ayala- Monsignor Hynes Apartments. Ms. Ayala stated that she is new to the complex, however, she is having problems with parking as well.

Daniel King- Monsignor Hynes Apartments. Mr. King explained that he is a resident at the complex and he is also an alderman in this district. He is a representative for this part of town. So, if there are any concerns other than housing he encouraged residents to speak with him. Specifically, the police or

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fire departments, street conditions, neighborhood issues, crime or any other concerns he would be more than willing to try to help.

Mr. King also agrees the agency should go back to parking stickers. The parking is a definite problem.

Maritza DeJesus- Monsignor Hynes Apartments. Ms. DeJesus stated there is serious issues at this complex among the residents, they are calling the police on her and her dog. Her dog is considered a service dog. She has the police report and the lease available for the Commissioners to review. Ms. DeJesus said this is the worst year living at this property, she feels she cannot even go outside with her dog without getting harassed. Someone is stalking her and banging on her door in the middle of the night.

Chairman Pinto asked Ms. DeJesus if she called the police, regarding someone stalking her in the night.

Ms. DeJesus responded, no she did not. She doesn't see the purpose in calling the police. By the time the police arrived the suspect would be gone.

Ms. DeJesus also reported that the doors on the building do not close, you have to really slam them.

Chairman Pinto explained to all the residents if there is a resident that is violating the terms of their lease and harassing you, you need to make an appointment with the resident coordinator, Lucy Dripchak/Juanita Otero.

Several of the residents stated that they feel they are not getting any answers from Lucy.

Chairman Pinto replied, if Lucy is not doing what she is supposed to, then the issue can be elevated to the Executive Director, Steve Nakano and he will handle the issue. Everything must be documented so that there is a paper trail. Chairman Pinto reiterated if you are not getting satisfaction with Lucy then you must call and make an appointment, not just show up and see Director Nakano.

Commissioner Scarpa explained that this is the first any of the Commissioners are hearing of this issue. He went on to say that if the residents are not getting any answers from Lucy they need to make an appointment with the Executive Director. With the influx of everything and all the problems it is very hard to come to a resolution, especially if nothing is documented. If you say you went to Lucy several times and still nothing is getting done, that is not acceptable and will be dealt with separately.

Daryl Parks- Monsignor Hynes Apartments. Mr. Parks explained that six months ago an inspection was done at his apartment and repairs were needed to be done. So far nothing has been done. Drawers needed to be fixed in the kitchen and bathroom as well as other problems.

Executive Director Nakano questioned Mr. Parks when his inspection was done.

Chairman Pinto asked Mr. Nakano to pull the inspection reports, find out what work was recommended and give it to the maintenance staff and have the repairs completed.

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Gloria Melewski- Monsignor Hynes Apartments. Ms. Melewski stated that she needs to make an appointment with Director Nakano because she is being harassed. She explained that people are coming up onto the grass in front of her window and yelling, making verbal and hand gestures. This is happening to all the residents by the same individual. Something needs to be done to this person. Ms. Melewski feels she needs to reach out to her personal attorney.

Chairman Pinto questioned Ms. Melewski if she spoke with Lucy and went through the proper channels.

Ms. Melewski replied she spoke with Lucy and she said that she would report it to the office. She is going to give the information to her attorney and they will reach out to HUD.

Commissioner Scarpa questioned how long this has been going on. Ms. Melewski responded for years. She stated this is the worst year ever here. The last six months have been a nightmare. People are afraid to come out of their houses because of this person harassing them. This person is a resident at the complex.

Kathleen Tiano- Monsignor Hynes Apartments. Ms. Tiano reported that a police officer came to her door three weeks ago at 8:30 in the morning stating a fact that she was cursing and swearing out her kitchen window at a person. Ms. Tiano said she did not nor does she ever curse and swear. She stated that she was brought up to respect others. This person who accused her of doing this comes to her window every day and looks inside and makes gestures to her.

Commissioner Scarpa asked in general without saying any names, if this is the same person that everyone is having issues with.

They replied yes, it is.

At this point Mrs. Lovermi tried to speak again, she was told she already had her turn in which Deborah Hanley became upset stating that they had much more to say that could not be said in the time frame they were allotted.

Chairman Pinto told the residents again to schedule an appointment and staff from the agency will meet with them.

Chairman Pinto explained to the tenants, he is not making light of this situation, he is fed up with the complaints, not the residents. These issues should not be happening. He explained that he has been in housing previous to joining this Board, that he was the Chairman of the Derby Housing Authority Board of Commissioners and dealt with elderly, disabled tenants and he never had to deal with these problems. He feels very frustrated that this is going on and feels very badly for the residents because they live here and must deal with it. The Board is very sympathetic to what is going on. He assured the residents he will figure something out.

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Chairman Pinto said if there is not a formal complaint process in place, one will be put together so that when someone goes to Lucy or Juanita depending on where you live, they will have something in writing that the tenant will have to sign and name names. By doing this it will create a paper trail so that if it gets to the point where something has to be done to a tenant's lease and remove them from the property, the agency will have ammunition to do it like anything else you have to go through the progressive discipline and have the paper trail. Chairman Pinto explained that everything that is done by the agency is highly regulated.

Commissioner, Samuel Levey- Monsignor Hynes Apartments. Commissioner Levey testified that things are not good at this complex. It is getting very ugly. You cannot blame only one person. Commissioner Levey believes that it would be terrible if the police are involved, tenants should follow what is in their lease.

Chairman Pinto 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, Steve Nakano referred to the memorandum enclosed in the packet from the Fee Accountant, Tim Sandor regarding the financials.

Chairman Pinto pleaded several times with the public to please keep the noise down, they were trying to conduct the remainder of the meeting. He could not hear Director Nakano's report.

Chairman Pinto called for a 3-minute recess.

After a 3-minute recess Chairman Pinto called the meeting to order and was back in session at 7:01 pm.

Director Nakano continued with the financial statements for May referring to page 9 of the packet, the memorandum from the fee accountant. Mr. Nakano reported that in Mr. Sandor's report he explained the Statement of Net Position, the Statement of Revenues and Expenses, Changes in Net Position, Revenues from the operations for the five-month period ending May 31, 2018. As well as all the remaining statements included in the packet.

Chairman Pinto 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, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **All in favor.** Motion passes unanimously.

Monthly Reports:

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

Executive Director Nakano reported the following:

- The Housing Authority has established a working relationship with the VA Healthcare System's HUD/VASH Site Manager and the Case Manager, and there is a homeless veteran inquiring about a unit at the Ansonia Housing Authority.
- The contract for the replacement roof at James J. O'Donnell apartments has been awarded to Nick's Roofing.
- Ansonia Housing Authority is working with the U.S. Department of Housing & Urban Development's Office of Fair Housing towards resolution of the Voluntary Compliance Agreement (VCA).
- The Memorial Day Barbecue which was held at 70 Woodlawn Avenue for all residents on Thursday May 24, 2018, was a success and the residents celebrated the Mayor's Birthday with a cake in his honor.
- The Ansonia Housing Authority (AHA), is working with the Development Consultant in acquiring properties to further the scattered site PBV housing as per required by the U.S. Department of Housing and Urban Development. Several possibilities have been considered including the purchase of existing properties and land for new construction.
- The signs for the new NO-SMOKING policy as mandated by the U.S. Department of Housing and Urban Development, regarding the Federal Housing Projects were ordered and delivered. The maintenance department will be installing the signs as needed for designated areas.

Chairman Pinto inquired if anyone had any questions for the Executive Director.

Commissioner Prestiano inquired if Mr. Nakano met with the VA and the homeless veteran to see the unit.

Mr. Nakano replied he that he is waiting to hear back, he believes the representative from the VA showed the unit to the veteran.

There were no other questions for Director Nakano. Motion was made.

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

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

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* The Executive Directors report(s) for June 27, 2018
will be placed on file at the City of Ansonia Housing Authority Office.

Compliance Coordinator Report, Carol Mobilio was absent.

Public Housing Operations Report, Executive Director Nakano presented the monthly report.

John J. Stevens- 75 Central Street:

Mr. Nakano reported that there were 30 work orders, 28 were routine and two were emergencies. All were completed. Currently there is only one vacancy, unit 18 which is a one bedroom and it is in the process of being completed.

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There was a total of 19 work orders for the month and all were completed. Eighteen were routine and one was an emergency. Currently at this location there are no vacancies.

Scattered Site Property- 11 May Street:

This property had four work orders for the month. All four were routine and all were completed. There are currently no vacancies at this location. The second floor has been rented as of June 1st. The resident who resides on the first floor who was an HCV participant has elected to give up her voucher and remain in the unit becoming a Public Housing tenant.

Chairman Pinto questioned if James J. O'Donnell Apartments are all leased up except for the units that are being held.

Director Nakano replied one unit is in the process of being turned over and the other unit is the one that was showed to the homeless veteran today.

Chairman Pinto asked if anyone had questions. Hearing none motion was made.

- **Motion to accept the Compliance Coordinator Report and the Housing Operations Report.**

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

Commissioner Prestiano stated nice job on the vacancies.

Chairman Pinto stated it is quite an improvement.

*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for

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June 27, 2018.

Report of Committees: None.

Unfinished Business: None.

New Business:



Housing Authority of the City of Ansonia

Resolution 2018-09

**RESOLUTION AUTHORIZING THE APPROVAL OF THE REVISED ADMISSIONS
AND CONTINUED OCCUPANCY POLICY 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 revisions to the Admissions and Continued Occupancy Policy (ACOP); and

WHEREAS, AHA has provided the public with the requisite notice and comment period for the revisions to the ACOP; and

WHEREAS, AHA held the required Public Hearing on June 18, 2018 at 5:00 p.m. for the revisions to the ACOP.

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

- 1.** The revised Admissions and Continued Occupancy Policy is hereby approved by the Board of Commissioners of the Housing Authority of the City of Ansonia effective immediately; and
- 2.** The Executive Director is hereby authorized to implement the new Admissions and Continued Occupancy Policy.

Chairman Pinto questioned this is to allow VASH. In which Director Nakano replied yes.

- **Motion to approve Resolution 2018-09.**

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Motion by Commissioner, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **All in Favor**. Motion passes unanimously.



Executive Session:

- **Motion to go into Executive Session to discuss a personnel matter inviting Executive Director Nakano.**

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

The Board came out of Executive Session at 7:16 p.m.



- **Motion to adjourn at 7:16 p.m.**

Motion by Commissioner, Matthew Scarpa. **Second** Commissioner, 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– August 22, 2018

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on August 22, 2018** by Chairman, Joseph Pinto at the Erlingheuser Room, located at 253 Main Street, Ansonia, CT

Pledge of Allegiance.

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

Matthew Scarpa - absent.
Samuel Levey – absent.

Approval of the minutes of the regular meeting of the AHA of June 27, 2018 and the August 14, 2018 Special Meeting.

Chairman Joseph Pinto asked for the minutes to be reviewed and approved.

- **Motion to approve the minutes of the regular meeting of the AHA of June 27, 2018 and the August 14, 2018 Special Meeting.**

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

Additions, deletions or corrections to the agenda:

Chairman Joseph Pinto would like to add a motion to move adjournment to item 12 on the agenda and add item 11., Executive Session to discuss an individual employee. Board action as necessary.

- **Motion to add item 11., Executive Session to the agenda.**

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

Public Session:

Chairman Pinto opened the public session and 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 Nakano gave a brief summary of the financials for July.

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Mr. Nakano reported that attached in the packet is the aggregate Statement of Net Position, the aggregate Statement of Revenues, Expenses & Changes in Net Position and the individual program's Statement of Revenues, Expenses & Changes in Net Position for the Housing Authority of the City of Ansonia for the period ending July 31, 2018.

Director Nakano stated that the financials can be found in pages 15 through page 45.

Commissioner Prestiano referred to the paragraph of the variance of revenue recognition of \$205,000, from the May Street property. Commissioner Prestiano questioned why this is in the current report when it was previously reported.

Chairman Pinto replied that it was not accounted for in the budget because it was sitting elsewhere in a grant.

Commissioner Prestiano inquired if there are any red flags that the Board should be aware of.

Executive Director Nakano replied no red flags that he is aware of.

Vice Chairman Lopez questioned why the administrative salaries are over budgeted.

Mr. Nakano explained the agency received funding for the ROSS Grant in April and the fee accountant is working on allocating it. He went on to explain that you can only go from the time the grant was received forward. So, what was expended prior to that cannot be used towards this round of the grant.

Commissioner Prestiano inquired if this is Lucy's salary.

Director Nakano replied Lucy and Juanita are both paid out of this grant.

Chairman Pinto questioned if Massimo's salary is also paid out of it. Mr. Nakano replied he is paid out of Public Housing under maintenance.

Vice Chairman Lopez also questioned why the legal costs are over budget.

Chairman Pinto explained the reason for this is there has been an extensive amount of labor law issues this year that the agency has not had in the past.

Chairman Pinto went on to explain that less was budgeted in legal services as well because the attorneys were not utilized in the same way as they were with the previous Executive Director. They are now used on a consulted basis not on a day to day. Even if it looks like more was spent it probably is less compared to last year at this time.

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

Motion by Commissioner, James Prestiano. **Second** by Vice Chairman, Wilson Lopez. **All in favor.**

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Motion passes unanimously.

Monthly Reports:

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

Executive Director Nakano reported the following:

- The Housing Authority is currently awaiting on final word regarding the 2018 Safety and Security Grant which the application is for 70 Woodlawn Avenue, Ansonia, CT.

Chairman Pinto questioned when will the agency find out if they will receive this grant.

Mr. Nakano stated that he spoke to the grant writer and he has not received any word yet. This is a HUD matter.

- The Appraisals have been scheduled for the property that the Authority has been viewing for redevelopment.
- Ansonia Housing Authority is continuing working with the U.S. Department of Housing & Urban Development's Office of Fair Housing towards resolution of the Voluntary Compliance Agreement (VCA). Also, will be meeting with CT Public Housing Director of HUD Hartford, CT and the Development Consultant regarding additional funding sources for redevelopment.
- The Ansonia Housing Authority (AHA), is working with the Development Consultant in acquiring properties to further the scattered site PBV housing as per required by the U.S. Department of Housing & Urban Development. Several possibilities have been considered regarding the purchase of existing properties and land for new construction.
- The signs for the new NO-SMOKING policy as mandated by the U.S. Department of Housing & Urban Development, have been installed at 70 Woodlawn Avenue and 75 Central Street.
- A Labor Day picnic for the AHA residents has been planned for Thursday, August 30, 2018 at 12:00 noon; located in the community room of Monsignor Hynes complex, 70 Woodlawn Avenue.

There were no other questions for Director Nakano. Motion was made.

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

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

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* The Executive Directors report(s) for August 22, 2018
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 the end of August.

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

John J. Stevens- 75 Central Street:

Ms. Mobilio reported that there is only one vacancy at this location. There was a total of 24 work orders, which were all completed for the month of July.

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There was a total of 44 work orders for the month and all were completed. Currently at this location there are no vacancies.

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

This property has four vacancies. There was a total of 17 work orders, all were completed. Of the four vacancies two were turned over by maintenance, two will be completed by the middle of September.

Scattered Site Property- 11 May Street:

This property had five work orders for the month. All five were completed. There are currently no vacancies at this location.

Chairman Pinto stated that the vacancies are much better than they have been in the past.

Chairman Pinto questioned if the two units that are vacant at the James J. O'Donnell Apartments are being held for the VASH.

Director Nakano replied unit 409 and 310 are the units that were shown to the VASH recipients, however, they turned them down.

Chairman Pinto asked if Director Nakano had any feedback as to why they did not take them.

Mr. Nakano replied, the size was the main problem.

Chairman Pinto questioned if it is a wheelchair bound resident, would these units be adequate for them or would it be difficult.

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Executive Director Nakano replied that he believes it would be fine accessibility wise, but the kitchen is set up as a galley style so at some point the agency may have to look into an ADA Modification so that a wheel chair bound resident can access the sink. Mr. Nakano explained that going forward when a shower/tub enclosure needs to be replaced, the replacement will be a walk-in shower unit.

Commissioner Prestiano questioned if the two VASH recipients were wheelchair bound. Mr. Nakano replied they were not. Both recipients were from out of town. They do have an option to go any where in the state as long as it is close to a health care facility.

Chairman Pinto asked if anyone had other questions. Hearing none motion was made.

- **Motion to accept the Compliance Coordinator Report and the Housing Operations Report.**

Motion by Commissioner, James Prestiano. **Second** by Vice Chairman, Wilson Lopez.

Vice Chairman Lopez questioned if the agency will hold the units open for VASH recipients or will they be lease up.

Director Nakano stated that one of the units was shown to an HCV participant and the agency is waiting to hear back if she is interested in leasing it. Two more units will be ready soon in case any other VASH recipients are interested. The units cannot be held.

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 August 22, 2018.

Report of Committees: None.

Unfinished Business: None.

New Business:



Housing Authority of the City of Ansonia

Resolution 2018-10

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

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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 J. D’Amelia & 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 \$823 for Studio units and \$998 for 1-Bedroom units.

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

1. 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
2. The Resolution shall take effect immediately.

Chairman Pinto inquired if the new prices are market rates.

Director Nakano replied it is based on rent reasonableness. It is based on the amenities and also location. For the studio and the one bedroom it is a little low. Even though the fair market rent and the payment standard is higher the agency has to adhere to what is reasonable.

Chairman Pinto questioned if this increase would affect the tenants. The response was, very minimal if any at all.

- **Motion to approve Resolution 2018-10.**

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

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Resolution 2018-11

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**RESOLUTION ADOPTING THE NEW PARKING POLICY FOR RESIDENTS OF
MONIGNOR HYNES APARTMENTS, JOHN J. STEVENS APARTMENTS, AND
JAMES J. O'DONNELL APARTMENTS, ANSONIA, CT**

WHEREAS, Ansonia Housing Authority (AHA) provides limited parking at Monsignor Hynes Apartments, John J. Stevens Apartments, and James J. O'Donnell Apartments for residents who own vehicles registered and insured in accordance with State and local laws; and

WHEREAS, AHA is adopting and implementing a new Parking Policy effective September 1, 2018 to ensure parking areas are restricted for tenant and employee use only; and

WHEREAS, any vehicle parked on the properties of AHA without the new parking sticker will be towed at the owner's expense.

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

1. The attached new Parking Policy for residents of Monsignor Hynes Apartments, John J. Stevens Apartments, and James J. O'Donnell Apartments is hereby approved and adopted by the Housing Authority of the City of Ansonia.
2. This Resolution shall take effect September 1, 2018.

Chairman Pinto explained to the Board members that at the last Board meeting many of the residents expressed how unhappy they are with current parking policy. Chairman Pinto believes the policy attached is reasonable. The tenants will be provided with stickers per unit. Their friends, relatives and visitors will have to park on the street. The agency will contract with a towing company to do periodic sweeps to make sure that all cars parked in the lots have stickers. The only item that would need to be addressed would be a scenario where if the tenant's car is in the shop, and they have a rental car or borrowed a vehicle for a short term they would need a temporary sticker or a hang tag.

Commissioner Prestiano mentioned that the agency should have proper signage in place.

Chairman Pinto stated that the typically the towing company would provide that.

It was also discussed that health care workers should have hang tags as well.

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- **Motion to approve Resolution 2018-11.**

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



Executive Session:

- **Motion to go into Executive Session to discuss a personnel matter inviting Executive Director Nakano, Lucy Dripchak and Carol Mobilio.**

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

The Board came out of Executive Session at 7:40 p.m.



Adjournment at 7:40 p.m.

*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 26, 2018

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on September 26, 2018** by Chairman, Joseph Pinto at the Ortol Community Center, located at 70 Woodlawn Avenue, Ansonia, CT

Pledge of Allegiance.

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

Wilson Lopez -Vice Chairman -absent.
Samuel Levey – arrived at 6:52 PM.

Annual Audit of the Housing Authority of the City of Ansonia for the fiscal year 2017 presented by Jason Geel from Maletta & Company.

Mr. Geel referred to the last page in the report. The summary of Auditor’s Results. The auditor’s two main areas are to be sure that the agency is complying with the rules and regulations of each program and issuing an opinion on the financial statements themselves.

Mr. Geel explained that the most important thing is that there were no findings. So, for the programs tested the HCV Program was tested for compliance this year and there were no findings there as well. The agency is complying with program requirements. There were no issues noted.

The other item Mr. Geel wanted to explain was the type of auditor’s report issued as “Qualified Departure from GAAP” typically what is seen is Unmodified, and which is a clean opinion and this is an exception. Basically, it is listed as this because the State did not provide the data that is needed for the pension figures, so the exact figure is unknown. Mr. Geel estimated but he does not have enough of information to form an opinion on that number. Based on the nature of the liability this would not warrant any problems. The pension is healthy. The second paragraph simply states that except for the pension the financials are sound, and it would be a clean opinion.

Financial Highlights

- The Authority’s Net Position decreased by \$3,993,622 during fiscal year 2017 (FY2017). Net Positions were \$9,052,116 and \$5,058,494 for 2016 and 2017, respectively.
- Total revenue (operating and non-operating) decreased by \$415,060 during FY2017. Increases in tenant revenues and other government grants were offset by decreases in HUD operating grants and other income. Total revenues were \$9,096,960 for 2016 and \$8,681,900 for 2017.
- Total expenses for all Authority programs increased by \$23,613 or 0.26% from 2016. Total expenses were \$9,154,346 for 2016 and \$9,177,959 for 2017. Significant decreases in Housing Assistance Payments (HAP) and depreciation were offset by a loss recognized for the

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disposition of Riverside Apartments. The decrease in HAP was the result of declining voucher utilization.

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 26, 2018.

- **Motion to accept the annual audit report.**

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **All in Favor**. Motion passes unanimously.

Approval of the minutes of the August 22, 2018 Regular Meeting of the Board of Commissioners

Chairman Joseph Pinto asked for the minutes to be reviewed and approved.

- **Motion to approve the minutes of the regular meeting of the AHA of August 22, 2018.**

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **All in Favor**. Motion passes unanimously.

Additions, deletions or corrections to the agenda: None.

Public Session:

Chairman Pinto opened the public session.

Kim'mula Eason – Monsignor Hynes Apartments. Ms. Eason stated that she has concerns regarding the Fire Department. She was told by members of that department that if they continue to come out to the complex to the same units they will have to start issuing fines to the tenants. Ms. Eason asked if there is any way the agency can install exhaust fans for over the stoves. Ms. Eason also explained that she timed the fire department when the alarms were triggered in the past and it took them 25 minutes to respond. She stated that sometimes if no one calls the fire department to let them know the alarm is sounding they do not come.

Chairman Pinto explained that the Board is aware of this issue and has been in touch with the Fire Marshal. Also, the agency applied for a grant to help offset the cost of exhaust fans.

Chairman Pinto asked if anyone else 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– September 26, 2018

Review of Financial Statements:

Executive Director Nakano gave a brief summary of the financials for August.

Mr. Nakano reported that attached in the packet is the aggregate Statement of Net Position, the aggregate Statement of Revenues, Expenses & Changes in Net Position and the individual program's Statement of Revenues, Expenses & Changes in Net Position for the Housing Authority of the City of Ansonia.

Mr. Nakano reported revenues from operations for the eight-month period ended August 31, 2018 were \$1,755,749 as compared to budgeted of \$1,660,031 for the same period (a 5.77% positive variance).

The total expenses as compared to budgeted operating expenses for the same period has a 20.97% positive variance.

Director Nakano stated that the following pages are the breakdown of the budget and corresponding documentations. The financials can be found in pages 11 through page 42.

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

Hearing none motion was made.

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

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **All in favor.** Motion passes unanimously.

Commissioner Prestiano inquired if this will be the last time Riverside Apartments will be seen on the books.

Director Nakano replied yes until the property is sold.

Monthly Reports:

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

Executive Director Nakano reported the following:

- The Housing Authority has housed the first HUD/VASH Veteran for October 1, 2018. The veteran has a choice of where he wants to live and he elected to rent an apartment in Shelton. He has a voucher. There is another veteran who is homeless and will be leased up for November 1, 2018. He will be renting an apartment at 75 Central Street.

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- The appraisal for a scattered-site property is expected by the end of the month, one is already completed.
- Ansonia Housing Authority is working with the U.S. Department of Housing & Urban Development's Office of Fair Housing towards resolution of the Voluntary Compliance Agreement (VCA).

Director Nakano stated that he spoke with Michele Johnson from the HUD/Office of Fair Housing. Everything is on track.

There were no other questions for Director Nakano. Motion was made.

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

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

* The Executive Directors report(s) for September 26, 2018
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 the end of September with the exception of the Annual Audited Financials submission which will take place Thursday, September 27, 2018.

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

John J. Stevens- 75 Central Street:

Ms. Mobilio reported that there is only one vacancy at this location and it is ready to be leased. Maintenance finished this unit. There was a total of 21 work orders, which were all completed.

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There is only one vacant unit at this location and it has been vacant for 10 days and maintenance completed the work and it is ready to be leased. There was a total of 31 work orders for the month and all were completed.

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

This property has four vacancies. Two have been completed and the other two have been held up because the Federal property has priority. The two remaining should be completed by the middle of October.

**Housing Authority of the City of Ansonia
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Scattered Site Property- 11 May Street:

This property is fully occupied and had four work orders and they were all completed.

Chairman Pinto questioned if the agency has people on the waiting list ready to occupy the vacant units.

Ms. Mobilio responded there is a public housing waiting list as well as a section 8 waiting list which can be offered for the State building.

Commissioner Scarpa questioned if there is a report that would show a breakdown as to how long it is taking to turn over the units and then how long it takes to lease up the units.

Going forward that will be included in Ms. Mobilio's report.

Chairman Pinto asked if anyone had other questions. Hearing none motion was made.

- **Motion to accept the Compliance Coordinator Report and the Housing Operations Report.**

Motion by Commissioner, Matthew Scarpa. **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 September 26, 2018.

Report of Committees: None.

Unfinished Business: None.

New Business:



Housing Authority of the City of Ansonia

Resolution 2018-12

**RESOLUTION ADOPTING THE REVISED PERSONNEL, CONDUCT AND
OPERATIONS POLICY OF THE HOUSING AUTHORITY OF THE CITY OF
ANSONIA**

**Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– September 26, 2018**

WHEREAS, Ansonia Housing Authority (AHA) was established on October 18, 1948 to operate and administer low-rent housing for the purpose of providing decent, safe and sanitary dwellings for low-income families; and

WHEREAS, all employees of AHA have a responsibility to support its mission while helping to create and support a highly professional and respectful work environment; and

WHEREAS, AHA is adopting and implementing a revised Personnel, Conduct and Operations Policy as a guide for the Authority and its employees during the term of their employment.

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

1. The attached revised Personnel, Conduct and Operations Policy is hereby approved and adopted by the Housing Authority of the City of Ansonia.

2. The Resolution shall take effect immediately.

Chairman Pinto stated that one section of the new policy has been changed slightly by Commissioner Prestiano, it was only a matter of the wording.

Chairman Pinto asked if anyone else had any questions.

Commissioner Scarpa questioned if this policy can be revisited.

Chairman Pinto stated that he doesn't see why it could not be, however, the revisions that were made was just to bring the current policy that already exist to be inline with the collective bargaining agreement.

Hearing none motion was made.

- **Motion to approve Resolution 2018-12.**

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **All in Favor**. Motion passes unanimously.



**Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– September 26, 2018**

Resolution 2018-13

**RESOLUTION AUTHORIZING THE CHAIRMAN OF THE BOARD OF
COMMISSIONERS TO EXECUTE THE ANNUAL AFFIDAVIT FOR FINANCIAL
STATEMENTS AND HAVE THE EXECUTIVE DIRECTOR SUBMIT THE 2017
ANNUAL AUDIT TO THE CONNECTICUT HOUSING FINANCE AUTHORITY AND
CONNECTICUT DEPARTMENT OF HOUSING**

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 2017 annual audit was presented and received by the Board of Commissioners at the regular board meeting held September 26, 2018; 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 2017 annual audit; and
2. The Executive Director is authorized to submit the 2017 annual audit to the Connecticut Housing Finance Authority and the Connecticut Department of Housing.

- **Motion to approve Resolution 2018-13.**

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Matthew Scarpa. **All in Favor.** Motion passes unanimously.



Executive Session:

- **Motion to go into Executive Session to discuss pending real estate transaction and pending claim or litigation.**

**Housing Authority of the City of Ansonia
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Wednesday– September 26, 2018**

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

The Board went into Executive Session at 7:11p.m.

Adjournment.

*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
Tuesday October 16, 2018
Special Meeting

The *Special Meeting* of the Housing Authority of the City of Ansonia was called to order at 6:39 PM. by Commissioner, James Prestiano at the main office located at 36 Main St., Ansonia, CT.

Pledge of Allegiance.

Roll Call: James Prestiano- Commissioner, Samuel Levey – Commissioner.

Matthew Scarpa- Commissioner via telephone conference.

Joseph Pinto- Chairman absent

Wilson Lopez- Vice Chairman absent.

Public Session:

Commissioner James Prestiano opened the public session.

Nancy Valentine – Ansonia resident. Ms. Valentine stated that she is looking for the minutes from the September 26, 2018 regular board meeting.

Commissioner Prestiano informed Ms. Valentine that she would get a copy of the minutes as soon as possible.

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.

New Business:

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

Housing Authority of the City of Ansonia

Resolution 2018-14

**RESOLUTION AUTHORIZING THE APPROVAL OF THE 2019 ANNUAL PHA 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

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Tuesday October 16, 2018
Special Meeting

2019 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 2019 Annual PHA Plan pursuant to 24 CFR §905.300; and

WHEREAS, the Housing Authority has conducted the required Public Hearing for the PHA Plan and has provided the required period for comments on said PHA Plan pursuant to 24 CFR §905.300. The public hearing was held on Monday, October 15, 2018 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 2019 Annual PHA 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 2019 Annual PHA Plan for the Housing Authority of the City of Ansonia.

Commissioner Prestiano asked Director Nakano to give a brief summary on the resolution.

Executive Director Nakano reported that every year the agency must submit an Annual PHA Plan for the Housing Authority to HUD. Basically, it is for the obligation of funding from the Capital Grant Funds. The agency draws funds down on the grant every year. This is sent to the financial analyst at the HUD Field Office. It requires a resolution to accompany the attachments.

Commissioner Prestiano asked if there were any questions. Hearing none, motion was made.

- **Motion to approve Resolution 2018-10.**

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



Adjournment:

- **Motion to adjourn.**

Housing Authority of the City of Ansonia
Minutes
Tuesday October 16, 2018
Special Meeting

Motion by Commissioner, Matthew Scarpa. **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– October 24, 2018

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on October 24, 2018** by Chairman, Joseph Pinto at the Ansonia City Hall, Erlingheuser Room located at 253 Main Street, Ansonia, CT

Pledge of Allegiance.

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

James Prestiano -Commissioner- absent
Samuel Levey – arrived at 6:30 PM.

Chairman Joseph Pinto asked for the minutes to be reviewed and approved.

Chairman Pinto questioned the time of the adjournment of the September meeting after the Executive Session. He requested to add the time and amend the meeting minutes at the next meeting.

- **Motion to approve the minutes of the September 26, 2018 Regular Meeting.**

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

Same issue with the adjournment time on this meeting. Please correct for the next meeting to be amended.

- **Motion to approve the minutes of the October 16, 2018 Special Meeting.**

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

Additions, deletions or corrections to the agenda: None.

Public Session:

Chairman Pinto opened the public session.

Joseph Cassetti -Alderman 3rd Ward. Mr. Cassetti questioned the access to a home in the back yard of the Woodlawn Avenue address (Ortoli Community Center). There are drug dealings that are going on at the home and people do not approach the house from the front which is on the busy section of North Main Street. People are parking and walking through the open access at the back of the Housing Authority property. It is the only part that does not have a fence. Mr. Cassetti is asking that the agency secures that area.

Housing Authority of the City of Ansonia

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Wednesday– October 24, 2018

Chairman Pinto replied that a few months ago the Commissioners looked at that area and he couldn't recall if the fence was broken or if it's that the fence is very low and easy to get over. He will certainly look into it again.

Chairman Pinto also stated that there is an access alley that is in between the Woodlawn property and the house. It is an alley or private driveway that turns off Woodlawn Avenue and runs behind the Housing Authority complex and the houses that face North Main. Chairman Pinto stated that people could be driving down this alley and getting to the house that way, not necessarily parking at 70 Woodlawn Avenue.

Chairman Pinto 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 September.

Mr. Nakano reported that the revenues from operations for the nine-month period ended September 30, 2018 and were at a 3.98% positive variance.

The total expenses for the nine-month period ended September 30, 2018, the agency is at a 20.88% positive variance.

Mr. Nakano stated that on page 15 is a summary of the operations for the three programs, Federal Low Rent, State Elderly and the Housing Choice Voucher program.

Director Nakano reported that the breakdown of the financial statements can be found on pages 17 through 45.

Chairman Pinto questioned who generates this report? Director Nakano replied it is from the fee accountant.

Chairman Pinto stated that for the Federal Low Rent Program, the unrestricted cash reserves are 109% of annual budgeted operating expenses which is above the 50% threshold, so the agency is on solid footing there. For the Housing Choice Voucher Program, the actual earned administrative fees are less than budget by \$3100 dollars. Commissioner Pinto believes the agency is not doing bad with this, there are no concerns. However, he did question if the agency needs to improve utilization.

Executive Director Nakano replied that is one reason and because the agency is looking into scattered sites, PBV housing so the process for that is to convert the tenant-based vouchers over to project based for the funding.

Chairman Pinto is concerned with the State Elderly Program. Operating cash of \$35,257 is 14% of annual budgeted operating expenses, indicating below average financial health.

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Chairman Pinto stated that the receivables have increased. Is this issue because the agency was not charging enough for rent or what is the problem.

Director Nakano believes that is part of the problem and also the units in that complex do not get occupied that quickly because of size and the rents are a little higher in the State building.

Mr. Pinto questioned the approximate size of the waiting list.

Executive Director Nakano replied that he spoke with Tanya who handles the State waiting list and she is going to send letters out to approximately fifty people that are on the list to try to lease the units. Director Nakano stated that three people from the VASH Program did look at the units, but they were not interested. One veteran did lease a unit, but it was not in one of the agencies properties.

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

Hearing none motion was made.

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

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

Monthly Reports:

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

Executive Director Nakano reported the following:

- The Housing Authority is looking into quotes for installing cameras at the Monsignor Hynes Complex, 70 Woodlawn Avenue.

Director Nakano reported that he did receive several quotes and has concerns that were addressed to him by Reverend Levey and several residents. The cameras will be strategically placed and hopefully it will help with the issue that was discussed earlier.

- The Appraisals are in for the scattered site properties and they are in the process of being reviewed by HUD.
- Ansonia Housing Authority is working with the U.S. Department of Housing & Urban Development's Office of Fair Housing towards resolution of the Voluntary Compliance Agreement (VCA).

Housing Authority of the City of Ansonia

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Wednesday– October 24, 2018

- A Halloween Party has been scheduled for the residents for Thursday, October 25, 2018.
- In the Housing Choice Voucher (HCV) Program, there will be two (2) Family Self-Sufficiency (FSS) participants that have successfully completed the program and will be Graduating.
- Getting ready to launch for November 1, 2018; the Ansonia Housing Authority monthly newsletter for the residents.

Vice Chairman Lopez questioned if the newsletter will be posted online.

Director Nakano replied, yes it could be posted online.

Chairman Pinto also questioned if the agency has the residents email addresses. If not, perhaps an email list can be composed.

Director Nakano and Carol Mobilio replied the agency has a phone broadcast outreach system already set up for the residents.

There were no other questions for Director Nakano. Motion was made.

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

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

* The Executive Directors report(s) for October 24, 2018
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 successfully submitted. Ms. Mobilio reported that she does not have a date for the VMS submission because she was not provided with a date from the fee accountant and the Board is aware of this from an email that was sent out regarding this issue. Ms. Mobilio stated that she did verify that it was submitted through Lisa Thompson, who was provided a copy from the fee account. Ms. Mobilio stated that she did not receive a written confirmation emailed to her, so she left that blank until she can verify it in writing.

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

John J. Stevens- 75 Central Street:

Ms. Mobilio reported that there are no vacancies. There was one unit that was leased for October 1, 2018. Ms. Mobilio reported that she did add a column to show when the unit is completely turned over. There was a total of 20 work orders, which were all completed.

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– October 24, 2018

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There was a total of 30 work orders for the month and all were completed. Two vacancies were leased October 1, 2018. The vacancy rate at this location is 2.7%.

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

There was a total of 26 work orders and all 26 were completed. This property has five vacancies. Ms. Mobilio affirmed that the first four units on the report are expected to be turned over during the month of November. The last apartment 310 was completed back in June. The vacancy rate at this location is 12.5%.

Scattered Site Property- 11 May Street:

There were 2 work orders for September and there are no vacancies.

Chairman Pinto asked if anyone had any questions.

Commissioner Scarpa inquired about 63 Woodlawn Avenue, there is some confusion as to when the units would be completed. Ms. Mobilio explained there was an error with the report and the dates are listed under the wrong column.

Vice Chairman Lopez questioned why unit 310 has been vacant for 328 days.

Ms. Mobilio replied that she believes a tenant passed away in that unit and there was a delay getting the unit emptied because the agency must wait for the family. Ms. Mobilio stated as Steve explained previously the Federal properties take priority over the State properties because of HUD PHAS. This unit has been shown but it is one of the smaller units, it's an efficiency.

Director Nakano confirmed that this is a small unit but a tenant from the Section 8 Program who can afford this unit but has some challenges, therefore, it was difficult to get her to look at the apartment. Meanwhile she had an attorney from legal aid representing her, so the housing specialist wasn't able to start the termination from the program. Mr. Nakano explained on top of that the agency was able to contact her worker from BHCare and she decided she would take the apartment. When it was time to come in and complete the paperwork to lease up, she never came in for her appointment. The agency tried twice to get her to lease the unit, since they cannot hold it any longer.

Vice Chairman Lopez questioned if there is anything that can be done to make the units larger by combining them.

Ms. Mobilio responded that funding for that is a problem. She stated that before Director Nakano was hired the State actually proposed applying for special funding so that the agency could rehab the building and make the units larger. Ms. Mobilio stated that maybe this is something to consider for the future.

**Housing Authority of the City of Ansonia
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Wednesday– October 24, 2018**

Vice Chairman Lopez questioned if there are special grants for this.

Ms. Mobilio replied there is funding, but she believes it is loans from the State.

Mr. Nakano responded the funding would come from the Federal Home Loan Program that's in cooperation with CHFA and unfortunately right now the State is all tapped out.

Chairman Pinto asked if anyone had other questions. Hearing none motion was made.

- **Motion to accept the Compliance Coordinator Report and the Housing Operations Report.**

Motion by Commissioner, Matthew Scarpa. **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
October 24, 2018.

Report of Committees: None.

Unfinished Business: None.

New Business:



Housing Authority of the City of Ansonia

Resolution 2018-15

**RESOLUTION AUTHORIZING THE ADOPTION OF THE PAYMENT STANDARD
AMOUNT AT 100% OF THE HUD FISCAL YEAR 2019 FAIR MARKET RENT FOR
SECTION 8 TENANT VOUCHERS IN ANSONIA, SEYMOUR AND SHELTON**

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) issued final Fair Market Rents (FMRs) for HUD Fiscal Year (FY) 2019 in September 2018; 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;

**Housing Authority of the City of Ansonia
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WHEREAS, AHA’s 2018 FMRs are based on 100% of HUD’s FY 2018 Fair Market Rent Analysis; and

WHEREAS, AHA recommends adopting the Payment Standard at 100% of the HUD FY 2019 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 2019 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 2019 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, 2019.

The Chairman and Vice Chairman questioned why the rents in Ansonia and Seymour are more expensive than Shelton.

Director Nakano replied that Ansonia and Seymour’s fair market rents are higher because Milford is factored into the mix. Even though Shelton is on the other side of the bridge it is part of Fairfield County, so they fall under Bridgeport’s HMFA jurisdiction.

Chairman Pinto asked if anyone else had any questions.

Hearing none motion was made.

- **Motion to approve Resolution 2018-15.**

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



Executive Session:

- **Motion to go into Executive Session to discuss a pending claim/litigation.**

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– October 24, 2018

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

The Board went into Executive Session at 6:52 p.m.

Adjournment at 7:34 p.m.

*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, December 3, 2018
Annual Meeting

The *Annual Meeting* of the Housing Authority of the City of Ansonia was called to order at 6:15 PM by Chairman, Joseph Pinto at the Ansonia City Hall, Erlingheuser Room located at 253 Main St., Ansonia, CT.

Pledge of Allegiance.

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

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

Motion by Commissioner, Matthew Scarpa. **Second** by Commissioner, Samuel Levey.

Chairman Pinto asked the Board three times if anyone else had any other nominations for Chairman. Hearing none motion was made to close nominations.

- **Motion was made to close nominations.**

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

- **Motion to approve Joseph Pinto for Chairman.**

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

b. Election or Appointment of Vice Chairman.

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

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

Motion by Commissioner, James Prestiano. **Second** by Commissioner, Samuel Levey.

Chairman Pinto asked three times if there are any other nominations. Hearing none Chairman Pinto asked for a motion to close nominations for Vice Chairman and stated that since there is only one candidate have the Secretary cast one ballot for James Prestiano.

- **Motion was made to close nominations.**

Motion by Commissioner, Samuel Levey.

Vice Chairman Lopez questioned if a Commissioner can nominate themselves.

Chairman Pinto replied yes, you can.

Chairman Pinto asked Commissioner Levey if he would withdraw his motion to close nominations.

Commissioner Levey withdrew his motion.

Chairman Pinto reopened the floor for nominations for Vice Chairman.

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

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

Chairman Pinto asked three times if there are any other nominations.

Commissioner Prestiano withdraw his nomination for Vice Chairman stated that he nominated himself because no one else was interested in the position.

Chairman Pinto asked again three times if there are any other nominations. Hearing none motion was made to close nominations and to cast one ballot for Wilson Lopez for Vice Chairman.

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

Chairman Pinto stated that with accordance to the agency's constitution and by-laws it is his position as Chairman to appoint Steven Nakano the Executive Director as the Treasurer and Secretary for the next year.

Chairman Pinto asked if there are any objections to this. Hearing none the Board will move on to item four.

Chairman Pinto opened the floor to the Commissioners for comments.

Chairman Pinto thanked Steve Nakano and the Staff for a successful year since the last election. He stated that it's not easy with day to day functions, which can be difficult at times; to effectively run the agency. However, it seems that the agency currently, runs like it is a very well-oiled machine. Even though everyone may not always agree or get along but at the end of the day everyone focuses on what is important and that is to serve the agency's clients.

Chairman Pinto would like Director Nakano to thank the entire staff and to extend his gratitude to them.

Commissioner Levey stated that Director Nakano is doing a wonderful job.

Adjournment:

- **Motion to adjourn at 6:20 PM.**

Motion by Commissioner, 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

Special Meeting Minutes

Monday– December 3, 2018

The special meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on December 3, 2018** by Chairman, Joseph Pinto at the Ansonia City Hall, Erlingheuser Room located at 253 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 – Commissioner, Matthew Scarpa - Commissioner.

Chairman Joseph Pinto asked for the minutes to be reviewed and approved.

- **Motion to approve the minutes of the October 24, 2018 Regular Meeting.**

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

Public Session:

Chairman Pinto opened the public session.

Chairman 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.

Vice Chairman Lopez reported that he checked the website today and it is not updated. There was no listing of the meeting today.

Vice Chairman Lopez would like to make sure this issue does not continue happening. He stated the last meeting a tenant arrived late because it was not on the website and this meeting tonight was not posted on the town's website.

Chairman Pinto and Ms. Mobilio both stated that the agency does not control the City's website. The City's Town Clerk handles that. They are responsible to post the changes. The agency always notifies the Town Clerk of the Housing Authority's meetings. This meeting and previous information regarding the Board Meetings are posted to the agency's website.

Review of Financial Statements:

Executive Director Nakano gave a brief summary of the financials for October.

Mr. Nakano reported that the revenues for the ten-month period ending October 31, 2018 were \$2,126,443 as compared to budgeted operating revenues of \$2,075,039 for the same period. The agency has a 2.48% positive variance. The \$205,880 from the RHF grant for the May Street scattered house property and then less the anticipated Capital Fund Program grant revenue.

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The total expenses for the ten-month period ended October 31, 2018 were \$1,586,187 as compared to budgeted operating expenses of \$1,980,917 the agency has a 19.93% positive variance. It is showing an agency-wide net income of \$540,256, above the agency-wide budgeted net income of \$94,122 for the same ten-month period.

Mr. Nakano stated that the statements are attached on the following pages.

Chairman Pinto affirmed that as of right now the agency's income is 2.48% higher than anticipated and operating expenses are approximately \$404,000 lower than anticipated. So, the agency is running about \$600,000 in the black.

Chairman Pinto inquired if any of that money is available to use for improvements.

Director Nakano replied it will be available for that, however, he is waiting for an approval from HUD for the Capital Funds.

Director Nakano explained there are certain restrictions and that is part of the Capital Fund Budget. When the budget was submitted there were line items as to what the funds can be used for. Currently Director Nakano is waiting for the final approval.

Commissioner Prestiano asked for clarification regarding the conversation that was had with the auditor about not having an excessive amount of monies in a particular budget.

Director Nakano explained that this is different funds. The funds that Commissioner Prestaino is questioning is the HAP payments. If these funds are not used accordingly HUD will recapture the funds. Director Nakano stated that this is a separate pool of funding.

Vice Chairman Lopez questioned if there are any plans for this money.

Director Nakano replied the agency is waiting for HUD approval and once this happens one of the items is to replace the siding at the May Street property, the scattered site. Another item is to replace the windows at the same property as well as at 63 Woodlawn Avenue, however, you cannot use Federal money for the windows in the State building, that would be out of a different fund because it is the State property.

Vice Chairman Lopez questioned again the use for the \$600,000. Ms. Mobilio explained that that is overall agency wide monies.

Chairman Pinto stated that this is the operating profit for the year. When the budget year closes the agency will have a better idea as to what the surplus is if there is one, at that point the agency can air mark it, until then nothing can be done.

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

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Hearing none motion was made.

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

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

Monthly Reports:

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

Executive Director Nakano reported the following:

- The Housing Authority is nearing completion of installing cameras at the Monsignor Hynes Complex, 70 Woodlawn Avenue.
- The Appraisals are in for the scattered site properties and they are in the process of being reviewed by HUD.
- Ansonia Housing Authority had a meeting/conference call with the U.S. Department of Housing & Urban Development's Office of Fair Housing towards resolution of the Voluntary Compliance Agreement (VCA).
- The Ansonia Housing Authority had the Thanksgiving Luncheon which was on the 15th of November and was a success. Thirty-nine people attended.
- The Family Self-Sufficiency (FSS) grant for the next year ending has been submitted.
- Waiting for the drawings for the installation of the outside vented hoods at 70 Woodlawn Avenue.

Chairman Pinto inquired if the agency was approved for the Security Grant.

Executive Director Nakano replied no the agency was not approved.

Chairman Pinto questioned if the agency can still undertake that project.

Executive Nakano replied yes that will be done.

Commissioner Scarpa questioned who would be monitoring the new cameras.

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Director Nakano replied the new ROSS Coordinator will be monitoring the cameras as well as a staff member from the main office. The cameras at all the properties are monitored from two separate locations.

Chairman Pinto questioned how much storage is available before it records over itself. Also, who is housing the data storage.

Director Nakano answered approximately up to sixty days, 7 days a week, 24 hours. The vendor is housing the information, he uses an outside clearing house. Director Nakano explained there are 12 cameras, one was placed behind the community building.

Also, the agency is waiting on bids to repair the damaged fence in the back of the building.

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

Commissioner Prestiano questioned what time the maintenance staff left for the day.

Director Nakano replied 5:00 p.m.

Commissioner Prestiano would like to have the maintenance staff do a perimeter check of all the lighting around the buildings. For example, if any of the lighting is not working or if there are locations that may need additional lighting, especially in the back of the buildings this would need immediate attention.

With no further questions, motion was made.

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

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

* The Executive Directors report(s) for December 3, 2018
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 compliance reports have been completed and submitted through the end of November.

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

John J. Stevens- 75 Central Street:

Ms. Mobilio reported that there are no vacancies as of October 31st. There was a total of 29 work orders, which were all completed.

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Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There are two vacancies at this property. Both units have been turned over. One unit was leased November 5th., so just one vacancy. There was a total of 42 work orders for the month and all were completed.

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

There are five units vacant. One of the units has been turned over and the other four are in the process of being turned over. Ms. Mobilio stated the units are estimated to be completed by the middle of December. There was a total of 24 work orders and all were completed.

Chairman Pinto stated unit 310, if this is the unit that has been completed in June and ready to be occupied but it's small, so no one wishes to lease it.

Scattered Site Property- 11 May Street:

There were 2 work orders at this property and no vacancies.

Chairman Pinto asked Ms. Mobilio if she took care of the emergency regarding the flooring at this location.

Ms. Mobilio replied yes, the flooring was repaired, she contacted Rita Vezzino at the Health Department and the only item that is open is the two windows that they want replaced in the first-floor unit. Ms. Mobilio explained to her that she is getting estimates and the vendor is going to replace the two windows sooner rather than later with the same windows that they will be using in the rest of the house.

Vice Chairman Lopez questioned what was wrong with the floor.

Commissioner Pinto explained prior to the Housing Authority purchasing the property, the tenant who lives in the unit takes care of her grandson who has allergies and the carpet was older, so she took it upon herself to rip up the carpet and she has just the sub floor down. So, the Health Department did their annual inspection of a multi-family property and discovered the flooring.

Chairman Pinto explained that the tenant only allows certain people into the unit, so it has been difficult getting a vendor in there and to get pricing. Ms. Mobilio handled the problem because Mr. Nakano was on vacation.

Chairman Pinto asked if anyone had any questions.

Commissioner Levey questioned if the tenants at 70 Woodlawn Avenue could paint their units themselves.

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Ms. Mobilio responded that she will look at the Capital Fund to see if there are any monies there that can be used towards painting the units. This has been an ongoing issue, but it was not a priority in the past.

Commissioner Levey also stated that the back doors are getting rusted.

Executive Director replied that they will check into that as well.

Chairman Pinto suggested that perhaps the agency can check into the longevity of the units and start painting the eldest ones first.

Chairman Pinto asked if anyone had other questions. Hearing none motion was made.

- **Motion to accept the Compliance Coordinator Report and the Housing Operations Report.**

Motion by Commissioner, Matthew Scarpa. **Second** by Commissioner, James Prestiano. **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 December 3, 2018.

Report of Committees: None.

Unfinished Business: None.

New Business:



Housing Authority of the City of Ansonia

Resolution 2018-16

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

Housing Authority of the City of Ansonia

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WHEREAS, the Housing Authority of the City of Ansonia authorizes its Executive Director to review and make adjustments for accrued sick time due to 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 and the Executive Director who have excess sick time.

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 30% of hours accumulated above one hundred and forty (140) hours and for employees and the Executive Director hired on or after October 15, 1997, at 25% of hours accumulated to occur on the 1st pay period following this resolution.

Chairman Pinto asked Director Nakano if there is any change in this resolution from last years. Looking at the wording it appears that there may be a change.

Chairman Pinto stated that last year when this resolution was approved it was tabled for a month because there were questions as to whether it should be approved or not and if it was consistent with the collective bargaining agreement and the policies and procedures of the agency. It was passed, however, the new resolution states employees hired prior to October 15, for up to 30% of hours accumulated above one hundred and forty hours, so if you have two hundred and forty hours accumulated you would get thirty hours of pay.

Vice Chairman Lopez asked for an explanation.

Mr. Nakano handed the Commissioners a spreadsheet which is attached to this report of the minutes. Ms. Mobilio explained she prepared the spreadsheet based on information Director Nakano supplied her with.

She explained that Marge Brown is the only employee that is grandfathered in that receives 100% payout for unused sick hours, but it is accumulative to 120 hours per the personnel policy. Employees that are paid 25% up to a maximum of 30 days per the personnel policy.

Ms. Mobilio stated that it has been a past practice for just people that have 100 hours to buyout time. This year based on reducing financial liability and also improving employee morale, it was added in for other employees to be paid out at 25% that have unused sick hours.

Chairman Pinto questioned if this is stipulated in the Collective Bargaining Agreement (CBA).

Ms. Mobilio responded that it is in both the personnel policy and the CBA.

**Housing Authority of the City of Ansonia
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Chairman Pinto asked if it is in both for employees hired after 10/15/97.

Ms. Mobilio stated that it is in both, but it is paid out upon separation but as a past practice for those employees that were getting 100%.

Chairman Pinto inquired as to who did the agency pay out last year for this.

Ms. Mobilio stated that Marge Brown was approved but she did not take it. That is why she has so many unused sick hours.

Chairman Pinto would like to entertain a motion to table this resolution for one month.

- **Motion to table Resolution 2018-16.**

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

Commissioner Scarpa would like to see a copy of the personnel policy and the CBA.

Ms. Mobilio would like to add a comment. Ms. Mobilio explained that based on this calculation it would cost \$19,000 if the agency was to payout the sick time. Ms. Mobilio also wanted to mention that in the budget there is a line item for compensated absences and right now the agency is under budget.

Chairman Pinto stated that they will put this on the agenda for the December meeting. If any of the Board members have any questions Chairman Pinto would like them to send him a email and he will forward a copy to all and Steve and obtain any information needed to make an educated decision on this issue next month.



Housing Authority of the City of Ansonia

Resolution 2018-17

**RESOLUTION AUTHORIZING THE APPROVAL OF THE FISCAL YEAR 2019
OPERATING BUDGETS AND CHFA MANAGEMENT PLAN AT THE ANSONIA
HOUSING AUTHORITY FOR THE FOLLOWING AREAS: LOW INCOME PUBLIC
HOUSING (LIPH) OPERATING BUDGET; STATE ELDERLY (E-75) OPERATING
BUDGET; RIVERSIDE DEVELOPMENT OPERATING BUDGET; AND THE
HOUSING CHOICE VOUCHER (SECTION 8) OPERATING BUDGET**

**Housing Authority of the City of Ansonia
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WHEREAS, it is a requirement of the Housing Authority of the City of Ansonia to have the annual operating budgets approved by the Board of Commissioners; and

WHEREAS, for the fiscal year beginning January 1, 2019 the following budgets are being recommended for approval:

1. Low Income Public Housing (LIPH) Operating Budget for Fiscal Year 2019
2. State Elderly (E-75) Operating Budget for Fiscal Year 2019
3. Riverside Development Operating Budget for Fiscal Year 2019
4. Housing Choice Voucher (Section 8) Operating Budget for Fiscal Year 2019; and

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

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

1. The Board of Commissioners of the Housing Authority of the City of Ansonia approves all Operating Budgets for Fiscal Year 2019; and
2. The Chairman is hereby authorized to execute form HUD-52574, CHFA Management Plan and any other necessary forms or documents related to the approval of the Housing Authority of the City of Ansonia Operating Budgets for Fiscal Year 2019 and authorize the Executive Director to submit the budgets to HUD and the Management Plan to CHFA.

Chairman Pinto stated that the budget is attached in the board packet.

- **Motion to approve Resolution 2018-17.**

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

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- **Motion to adjourn at 6:58 p.m.**

Motion by Commissioner, Matthew Scarpa. **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.

AHA

Accumulated Unused Sick Leave as of 12/02/18

Employee hired prior to 10/15/97	Unused Sick Hours (paid at 100% cumulative to 120 days per Personnel Policy)	Maximum Hours Available ¹	Rate of Pay	Total
Marge Brown	633.95	148	\$31.00	\$4,588
Employees hired on or after 10/15/97	Unused Sick Hours (paid at 25% to a maximum of 30 days per Personnel Policy)	Maximum Hours Available ²	Rate of Pay	Total
Tony Cole	394.39	99	\$24.84	\$2,449
Aida Davis	73.67	18	\$26.80	\$494
Lucy Dripchak	430.62	108	\$28.13	\$3,028
Dave Godfrey	53.36	13	\$19.94	\$266
Tanya Guagenti	35.34	9	\$23.83	\$211
Carol Mobilio	130.46	33	\$32.39	\$1,056
Steve Nakano	126.46	32	\$55.29	\$1,748
Donna Sember	165.17	41	\$26.80	\$1,107
Johnny Tedder	377.66	94	\$24.84	\$2,345
Lisa Thompson	271.45	68	\$25.18	\$1,709
Total				\$19,001
¹ Based on up to 30% of hours accumulated above 140 hours				
² Based on 25% of hours accumulated				

Housing Authority of the City of Ansonia

Special Meeting Minutes

Thursday– December 20, 2018

The special meeting of the Housing Authority of the City of Ansonia was called to order at **6:31 PM** on **December 20, 2018** by Chairman, Joseph Pinto at the Ortoli Community Center, located at 70 Woodlawn Avenue, Ansonia, CT

Pledge of Allegiance.

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

Matthew Scarpa – Commissioner, absent.

Chairman Joseph Pinto asked for the minutes to be reviewed and approved.

- **Motion to approve the minutes of the Annual December 3, 2018 Meeting.**

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

Chairman Pinto stated at the December 3rd regular meeting there was extensive discussion regarding paying out unused sick time to employees hired after 1997. A spreadsheet was presented, and it is not included as part of the minutes.

Ms. Mobilio replied it is in the present board package.

Chairman Pinto stated that the spreadsheet needs to be included in the minutes from the December 3, 2018 special meeting.

- **Motion to approve the minutes from the December 3, 2018 Monthly Meeting with the amendment that the spreadsheet be included.**

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

Public Session:

Chairman Pinto opened the public session.

Chairman 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.

Review of Financial Statements:

Housing Authority of the City of Ansonia

Special Meeting Minutes

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Executive Director Nakano gave a brief summary of the financials for November.

Mr. Nakano reported that the revenues were at \$2,306,376 as compared to budgeted operating revenues of \$2,282,543. There is a positive variance of 1.04%.

Also, for the month of November there is a 19.27% positive variance for budgeted operating expenses.

The agency has a net income of \$547,291 over the budget of \$103,534 for the same period.

Mr. Nakano stated that the additional statements are attached.

Chairman Pinto asked if anyone had any questions for Executive Director Nakano. Hearing none motion was made.

- **Motion to approve the monthly financial statements for November.**

Motion by Vice Chairman, Wilson Lopez. **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 reported the following:

- The Housing Authority has completed the installation of surveillance cameras at the Monsignor Hynes Complex, 70 Woodlawn Avenue.
- The estimates for new windows and vinyl siding are out for bid for scattered site property located at 11 May Street, Ansonia, CT.
- The flooring at the Ortoli Community Center has been replaced and the center was freshly painted.
- The Holiday Luncheon was today, the 20th of December, and it was a success.
- The AHA's architect is preparing the specs for the outdoor vented range hoods at Monsignor Hynes apartments.

Chairman Pinto asked if anyone had questions for the Executive Director.

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

Housing Authority of the City of Ansonia
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Motion by Commissioner, James Prestiano. **Second** by Vice Chairman, Wilson Lopez.

Vice Chairman Lopez questioned how long it will take for the architect to complete the specs.

Director Nakano replied it has been four weeks since the initial meeting. This issue is two-fold. The first being because they must be vented outside, some units are on the second floor. The other issue is they are going to be automatic vent hoods so once it detects steam or smoke, they will automatically come on. The residents will not have the option of turning them off or on. This was requested by the fire marshal.

Chairman Pinto inquired if this type of vent hood even exists.

Director Nakano responded yes it does and he had a conversation with Derrick Lundeen. It is going to be very costly.

Chairman Pinto replied the agency will have spent a lot of money on this project and has done its due diligence. Hopefully this will take care of the issue and the fire department will not have to be dispatched to this location as frequently as it has been.

Chairman Pinto asked if anyone had any other questions on the motion.

Hearing none.

All in favor. Motion passes unanimously.

* The Executive Directors report(s) for December 20, 2018
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 reports have been completed in December, and the agency is in compliance through the end of the year.

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

Ms. Mobilio reported that the only vacancies are at the James J. O'Donnell apartments. As of the end of November there are six. Only one unit was completely turned over. The other five are in the process of being turned over and are expected to be completed by the middle of January.

Director Nakano added that he spoke with Tanya today and apartment 310 will be occupied as of January 5th. Mr. Nakano believes the tenant is a veteran but not with a VASH voucher. Tanya also did a mass mailing for the waiting list.

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Commissioner Prestiano questioned why the veteran does not have a VASH voucher. Is it because they did not go through the Vets?

Director Nakano replied, “that is correct, they did not go through the VA”. The agency now gives preference to homeless veterans allowing for the by-passing of the waiting list. Mr. Nakano believes this is a homeless vet, unfortunately not through the VA Health Care System.

Chairman Pinto questioned if this vet begins to be treated at the VA for whatever reason can it be converted to a VASH?

Director Nakano replied no it cannot.

Chairman Pinto inquired if the flooring has been completed at the May Street property.

Ms. Mobilio responded it has been completed.

Chairman Pinto asked if anyone had other questions. Hearing none motion was made.

- **Motion to accept the Compliance Coordinator Report and the Housing Operations Report.**

Motion by Commissioner, James Prestiano. **Second** by Vice Chairman, Wilson Lopez. **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 December 20, 2018.

Report of Committees: None.

Unfinished Business: Pending Resolution 2018-16 which was tabled last month.

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**Housing Authority of the City of Ansonia**

**Resolution 2018-16**

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

**Housing Authority of the City of Ansonia  
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**OCTOBER 15, 1997**

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**WHEREAS**, the Housing Authority of the City of Ansonia authorizes its Executive Director to review and make adjustments for accrued sick time due to 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 and the Executive Director who have excess sick time.

**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 30% of hours accumulated above one hundred and forty (140) hours and for employees and the Executive Director hired on or after October 15, 1997, at 25% of hours accumulated to occur on the 1<sup>st</sup> pay period following this resolution.

Chairman Pinto explained that the past couple of years the offer was made to buyout unused sick time for employees hired prior to October 15, 1997. Since then the CBA has changed and that practice was halted for employees hired after that date.

Chairman Pinto questioned why the rates of pay are not on the current spreadsheet, stating the rates of pay for employees are public knowledge.

Chairman Pinto read the spreadsheet with everyone's hours and rate of pay, concluding that the total amount of the payout would be \$19,001.

|                  |         |         |
|------------------|---------|---------|
| o Marge Brown    | \$31.00 | \$4,588 |
| o Tony Cole      | \$24.84 | \$2,449 |
| o Aida Davis     | \$26.80 | \$494   |
| o Lucy Dripchak  | \$28.13 | \$3,028 |
| o Dave Godfrey   | \$19.94 | \$266   |
| o Tanya Guagenti | \$23.83 | \$211   |
| o Carol Mobilio  | \$32.39 | \$1,056 |
| o Steve Nakano   | \$55.29 | \$1,748 |
| o Donna Sember   | \$26.80 | \$1,107 |
| o Johnny Tedder  | \$24.84 | \$2,345 |
| o Lisa Thompson  | \$25.18 | \$1,709 |

**Housing Authority of the City of Ansonia**  
**Special Meeting Minutes**  
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Chairman Pinto stated that the precedence has been set that Marge Brown being the only employee hired before the October cut-off would be entitled to have her sick pay paid out. The question is for everyone else.

Vice Chairman Lopez questioned if this would zero out everyone's sick time, making a zero balance of hours.

Ms. Mobilio responded no it would not everyone would still have a balance.

Chairman Pinto questioned if they would be buying Marge Brown down to 140 hours or down by 140 hours.

Ms. Mobilio replied if she was to opt for this, they would only be buying a maximum of 148 hours.

Chairman Pinto questioned Director Nakano if he spoke with labor counsel on this issue.

Director Nakano did not hear back from counsel.

Chairman Pinto stated that it is required for Marge because she is grandfathered in to the CBA prior to 1997, so the agency is required to offer it.

Chairman Pinto specified that for the new employees it is not part of the CBA that they get it at the end of the year, its part of the CBA they would receive it at separation. So, you can accumulate an unlimited number of hours?

Ms. Mobilio answered it is up to 120 days. Employees who work 7 hours it would be 840 hours and the employees that work 8 hours it would be 960 hours.

Chairman Pinto questioned if you did not use the hours at that point would it be use it or lose it or would the agency offer then a buyout?

Ms. Mobilio replied you would not be able to accrue any more hours.

Chairman Pinto questioned if they were to buy out an employee now it would be at 25%, if the Board waited until separation it would still be at 25%?

Ms. Mobilio responded yes it would unless it changes going forward.

Vice Chairman Lopez questioned at what rate of pay would the employees be paid?

Ms. Mobilio replied they would be paid at the current rate they would be making. That is why it would reduce the financial liability in the future because if an employee elects not to take the buyout now, there would most likely be an increase in pay the next year and then they would be paid out at a higher rate of pay.

**Housing Authority of the City of Ansonia**  
**Special Meeting Minutes**  
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Chairman Pinto voiced his opinion on the resolution stating that the CBA does not require that the agency do this for employees hired after 10/15/97.

Chairman Pinto appreciates all employees but feels that if something goes against the employees in their eyes, or against the CBA they do not have a problem going to the union and filing a grievance. Chairman Pinto stated he does not have a problem with that, it is rightfully their decision and their right to do so, he would not discourage anyone from doing that but when there is a benefit to be had it is a different story. If the bargaining unit is going to live by the law of the CBA, then from the management perspective he feels as a manager the Board should live by the rule of the CBA when it goes to the bargaining unit as well. The CBA is there for a reason, it was negotiated by the union and management, it assists for a reason all provisions in it were signed off by all parties concerned. This would be an additional benefit above and beyond the CBA, a new collective bargaining agreement will be negotiated soon so the employees can put this on the table in negotiations and the Board would certainly entertain it. The way it is written today in the CBA Mr. Pinto feels the Board should not pass this resolution.

Commissioner Levey feels the guys should get what they deserve to get.

Chairman Pinto stated employees will receive the buyout its just a matter of when they receive it. If it is done now Mr. Pinto feels the Board will be handcuffing themselves for the future. It will be setting a precedence.

Ms. Mobilio added it would also be contingent on having the money in the budget and right now there is money there in compensated absences were budgeted and is under as well as maintenance labor is also under budget. Ms. Mobilio also stated this would help with the morale being as low as it is.

Chairman Pinto stated he did not want to have a conversation regarding employee morale on the record. If employee morale is low, there are reasons outside of the control of the Board of Commissioners, they do not run the agency on a day to day basis and do not work there.

Commissioner Prestiano is concerned with the past practice phrase. Just because it was done before doesn't make it right.

Chairman Pinto stated that if the Board made the good faith effort to approve the resolution for Marge Brown like it has been done annually, she declined it last year and if she was to decline it again, he would be very hesitant to approve the buyout next year. Mr. Pinto said why waste the Commissions time by presenting it, reading it into the records and deliberating on it if it is declined. It causes all sorts of consternation to other employees.

Ms. Mobilio explained that this has always been past practice, but it is not in the union contract that employees hired prior to October 1997 can buyout unused sick time. She stated that other employees can grieve this issue.

Chairman Pinto feels this issue should be handled at the union negotiations.

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Vice Chairman Lopez stated that if one person excepts the buyout then all employees should except it. You should not have an option to decline.

Ms. Mobilio clarified employees hired prior to October 1997 would be paid at 100% of their unused sick hours. Employees hired after that date would only be paid out 25% of unused sick hours.

Chairman Pinto stated the way the resolution is presented as written the Board would have to modify the resolution which is something he never had to do in all the years he's been on boards. He questioned can they modify the resolution and pass it as modified and has anyone have any experience with modifying a resolution once it is written.

No other Board members have any experience with that either.

Chairman Pinto asked for a motion to either pass or decline this resolution.

Vice Chairman Lopez requested clarification for the two resolutions. 2018-16 and 2018-16A.

Chairman Pinto explained that 2018-16 is to offer the buyout for everyone and 2018-16A is for employees hired prior to October 15, 1997.

Vice Chairman Lopez questioned how the resolution can be changed and written the way he suggested.

Chairman Pinto responded that both resolutions would have to be denied and then it would be incumbent on the Commissioners to put together the resolution as opposed to the staff doing it.

Chairman Pinto reiterated that this issue should be discussed at the upcoming union negotiations. It is nothing against the staff everyone is doing a great job. If the decision was up to Chairman Pinto, he would decline resolution 2018-16 and approve 2018-16A.

Vice Chairman Lopez stated that the employees are going to receive the money either now or later so he feels now would make more sense from a financial perspective because it would be at today's rate as opposed to down the road when employees would be at a higher rate of pay. He also feels this may help with employee morale.

Chairman Pinto disagrees the buyout would help with morale. In his opinion, you cannot buy good morale.

Chairman Pinto called for a motion to vote upon.

- Motion to approve Resolution 2018-16.

**Motion** by Commissioner, James Prestiano. **Second** by Vice Chairman, Wilson Lopez.

Three ayes: Vice Chairman, Lopez, Commissioner, James Prestiano and Commissioner, Samuel Levey. One nay: Chairman, Joseph Pinto. Three to One the ayes have it.

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**New Business:**

Chairman Pinto stated seeing how Resolution 2018-16 passed, they will skip over Resolution 2018-16A.



**Housing Authority of the City of Ansonia**

**Resolution 2018-18**

**RESOLUTION ADOPTING A SCHEDULE FOR THE HOUSING  
AUTHORITY OF THE CITY OF ANSONIA’S BOARD OF  
COMMISSIONER MEETINGS IN 2019**

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**WHEREAS**, it is desirable that the Housing Authority of the City of Ansonia’s Board of Commissioners adopt the 2019 Board of Commissioners Meeting Schedule; and

**WHEREAS**, the meeting schedule for 2019 is attached to this resolution.

**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 adopts the 2019 Meeting Schedule.

- **Motion to adopt Resolution 2018-18.**

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



**Housing Authority of the City of Ansonia**

**Resolution 2018-19**

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**RESOLUTION AUTHORIZING THE WRITE-OFFS FOR THE STATE ELDERLY  
PROGRAM FOR FISCAL YEAR END 2018**

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

**WHEREAS**, the Housing Authority has arrears for uncollected rent and charges for fiscal year 2018 for the State Elderly Program; James J. O'Donnell Apartments (E-75) as per the attached sheet, which indicates tenant balances incurred as of December 31, 2018 is \$2,495.00

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

1. The Board of Commissioners of the Housing Authority of the City of Ansonia approves the annual write-offs of the State Elderly Program incurred as of December 31, 2018; and
2. The Executive Director is hereby authorized to write-off the 2018 tenant incurred balances at James J. O'Donnell Apartments (E-75).

- **Motion to approve Resolution 2018-19.**

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

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Housing Authority of the City of Ansonia

Resolution 2018-20

**RESOLUTION AUTHORIZING THE WRITE-OFFS FOR THE FEDERAL PUBLIC
HOUSING PROGRAM FOR FISCAL YEAR END 2018**

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

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WHEREAS, the Housing Authority has arrears for uncollected rent and charges for fiscal year 2018 for the Federal Public Housing Program; Monsignor Hynes Apartments (15-3) as per the attached sheet, which indicates tenant balances incurred as of December 31, 2018 is \$1,963.00

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

1. The Board of Commissioners of the Housing Authority of the City of Ansonia approves the annual write-offs of the Federal Public Housing Program incurred as of December 31, 2018; and
2. The Executive Director is hereby authorized to write-off the 2018 tenanted incurred balances at Monsignor Hynes Apartments (15-3).

- **Motion to approve Resolution 2018-20.**

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

- **Motion to adjourn at 7:14 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.