

Housing Authority of the City of Ansonia
Special Meeting Minutes
Monday – December 23, 2019

The special meeting of the Housing Authority of the City of Ansonia was called to order at **5:00 PM** on **December 23, 2019** by Chairman, Joseph Pinto at the Main Office, located at 307 Main Street, Ansonia, CT.

Pledge of Allegiance.

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

Wilson Lopez - Commissioner absence.

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

- **Motion to approve the minutes of the November 20, 2019 Annual and Regular Meetings of the Board of Commissioners.**

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

Additions, deletions or corrections to the agenda:

Chairman Pinto stated this item will be skipped because it is a Special Meeting.

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. No members from the Public are present. Hearing none the Public Session was closed.

Review of Financial Statements:

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

Director Nakano reported that attached are the aggregate Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position and the individual program's Statement of Revenues, Expenses and Changes in Net Position for the Housing Authority of the City of Ansonia for the period ended November 30, 2019.

Basically, the revenues were \$2,219,808 as compared to budgeted operating revenues of \$2,462,786 for the same period. The driver for the variance was again, less than anticipated CFP grant income from the year of 2017.

Housing Authority of the City of Ansonia

Special Meeting Minutes

Monday – December 23, 2019

As of 11/30/2019 there is an agency wide net income of \$403,152, which is above the budgeted net income of \$110, 997 for the same eleven- month period.

Chairman Pinto stated that even though the grant income which has been discussed all year is lower than anticipated we are still turning more of a profit than expected.

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

Chairman Pinto questioned if there is a budget for the SEMAP review, if it will be done in house or will it be sent out?

Director Nakano replied it will be done in house and it will be included in next month's meeting because it does not have to be submitted until February.

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

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

Monthly Reports:

Executive Director, Steven Nakano presented his Director's Report for December 2019.

Director Nakano reported the following:

- The work of the upgrade to the ducted vent hoods should be completed by the end of January 2020. Due to the weather they did fall behind schedule.
- The paving of the of the parking lots at John J. Stevens Apartments, 75 Central Street, & the scattered-site property, at 11 May Street, have been completed.
- The IP Audit of the Ansonia Housing Authority FY2018 was reviewed and approved by the U.S. Department of Housing & Urban Development.
- The 5 Year Agency Plan and Annual Plan was reviewed and approved by the U.S. Department of Housing & Urban Development.
- The Holiday Luncheon was held at Monsignor Hynes Apartments on December 19, 2019, and was a success.

Vice Chairman, James Prestiano asked if the garage at 75 Central Street was taken down yet.

Director Nakano replied not as of yet. Due to the weather, everything has been delayed.

Housing Authority of the City of Ansonia
Special Meeting Minutes
Monday – December 23, 2019

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

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

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

Administrative Assistant Report, Lisa Thompson presented the monthly report.

Ms. Thompson stated that all HUD reports have been completed and submitted through the end of December 2019 with the exception of the resolution Approving the Operating Budget.

Public Housing Operations Report, Lisa Thompson presented the monthly report.

John J. Stevens- 75 Central Street:

Ms. Thompson reported there were 10 routine work orders and they were all completed. There was one vacant unit at this location, which was leased on December 16, 2019.

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There was a total of 27 work orders, 24 were completed. The remaining work orders are non-emergency. There was one vacancy at this location. It has been leased as of December 5, 2019.

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

There was a total of 13 routine work orders, and all but 1 was completed. The one remaining is a unit turnover. There are 3 units vacant. Two have been completed and the other unit maintenance is turning over.

Scattered Site Property- 11 May Street:

There were 2 routine work orders, and all were completed. There are no vacancies at this location.

Chairman Pinto questioned the vacancies at James J. O'Donnell Apartments. One unit is in the process of being turned over but the other two have been finished for roughly three months. What is the issue with units 402 & 403?

Director Nakano replied that Tanya has been showing them, but they are very small. In fact, Mr. Nakano stated that there has been a problem with the elevator and a handicapped tenant was offered one of the units, but he was not interested because of the size.

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

**Housing Authority of the City of Ansonia
Special Meeting Minutes
Monday – December 23, 2019**

- **Motion to accept the Administrative Assistant and the Public Housing Operations Reports.**

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
December 23, 2019.

Report of Committees: None.

Unfinished Business: None.

New Business:

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**Housing Authority of the City of Ansonia**

**Resolution 2019-09**

**RESOLUTION AUTHORIZING THE WRITE-OFFS FOR THE FEDERAL PUBLIC  
HOUSING PROGRAM FOR FISCAL YEAR END 2019**

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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 2019 for the Federal Public Housing Programs; John J. Stevens Apartments (15-2) and Monsignor Hynes Apartments (15-3) as per the attached sheet, which indicates tenant balances incurred as of December 31,2019 is \$9,984.40; and

**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, 2019; and
2. The Executive Director is hereby authorized to write-off the 2019 tenanted incurred balances at John J. Stevens Apartments (15-2) and Monsignor Hynes Apartments (15-3).

**Housing Authority of the City of Ansonia  
Special Meeting Minutes  
Monday – December 23, 2019**

AYES

NAYS

ABSTENTIONS

ABSENT

APPROVED BY: \_\_\_\_\_  
Steven G. Nakano, Executive Director

\_\_\_\_\_  
Date

Chairman Pinto asked Director Nakano to explain the three write-offs.

Director Nakano explained unfortunately these are people that did not pay rent. They went to eviction and they are uncollectable debts.

Chairman Pinto verified that the agency can evict the tenants but cannot sue them for the back rent.

Director Nakano added that the tenants who are being written-off will be banned, it will show up in the PIC system when they apply for Public Housing at a different agency and they will be denied until these balances are paid. This is for the Federal Program.

Vice Chairman Prestiano questioned if these tenants are paying rent on their own or is it subsidized.

Mr. Nakano replied it is subsidized because it is Federal.

If no further questions a motion is in order.

- **Motion to approve Resolution 2019-09.**

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

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Resolution 2019-10

**RESOLUTION AUTHORIZING THE WRITE-OFFS FOR THE STATE ELDERLY
PROGRAM FOR FISCAL YEAR END 2019**

Housing Authority of the City of Ansonia
Special Meeting Minutes
Monday – December 23, 2019

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 2019 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, 2019 is \$7,495.00; and

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

3. The Board of Commissioners of the Housing Authority of the City of Ansonia approves the annual write-offs of the State Elderly Program incurred as of December 31, 2019; and
4. The Executive Director is hereby authorized to write-off the 2019 tenanted incurred balances at James J. O'Donnell (E-75).

AYES

NAYS

ABSTENTIONS

ABSENT

APPROVED BY: _____
Steven G. Nakano, Executive Director

Date

Director Nakano explained because this is the State Program there is a base rent that the tenants must pay, which is \$500.00. That is what this resolution represents.

Commissioner Scarpa inquired if there is a cross reference from Federal Housing to State Housing?

Director Nakano replied that is the one problem. The State has no way of knowing that information as of yet. The systems do not communicate.

Commissioner Scarpa questioned tenant, Lisa DeZolt. Her name came up on both the State and Federal write-off report. Can anything be done so that she could not lease up in the State Program.

Director Nakano responded that because she has a disability, nothing can be done. The agency is in the process of evicting her. The flip side to this is that the judges do not look in favor of the Housing Authority. Mr. Nakano explained that recently he had to conference in with a judge because the attorney representing the tenant said Tanya was not qualified to be representing the Housing Authority. Director Nakano stated that Tanya is more than qualified, she has been doing this job for many years.

Chairman Pinto asked if anyone had any other questions.

**Housing Authority of the City of Ansonia
Special Meeting Minutes
Monday – December 23, 2019**

Commissioner Scarpa inquired as far as the agencies screening process is concerned regarding the State level, does the agency check the PIC System to see if there is an outstanding balance.

Director Nakano replied we cannot hold that against a client with the State. If the client is coming from another jurisdiction, we would have no way of knowing. If we do know of a problem and they are going to the State property they would enter into a repayment agreement with the agency.

Hearing no other questions, motion was made.

- **Motion to approve Resolution 2019-10.**

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

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**Housing Authority of the City of Ansonia**

**Resolution 2019-11**

**RESOLUTION ADOPTING A SCHEDULE FOR THE HOUSING AUTHORITY OF THE CITY OF ANSONIA’S BOARD OF COMMISSIONER MEETINGS IN 2020**

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**WHEREAS**, it is desirable that the Housing Authority of the City of Ansonia’s Board of Commissioners adopt the 2020 Board of Commissioners Meeting Schedule; and

**WHEREAS**, the meeting schedule for 2020 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 2020 Meeting Schedule.

AYES

NAYS

ABSTENTIONS

ABSENT

APPROVED BY: \_\_\_\_\_  
Steven G. Nakano, Executive Director

\_\_\_\_\_  
Date

**Housing Authority of the City of Ansonia**  
**Special Meeting Minutes**  
**Monday – December 23, 2019**

The Commissioners discussed briefly the schedule is basically the same as last years. Same locations, times and they will meet on the fourth Wednesday of each month. A couple of meetings are scheduled the third week of the month due to a Holiday.

- **Motion to approve Resolution 2019-11.**

**Motion** by Vice Chairman, 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 2019-12

**RESOLUTION AUTHORIZING THE APPROVAL OF THE FISCAL YEAR 2020
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**

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, 2020 the following budgets are being recommended for approval:

1. Low Income Public Housing (LIPH) Operating Budget for Fiscal Year 2020
2. State Elderly (E-75) Operating Budget for Fiscal Year 2020
3. Riverside Development Operating Budget for Fiscal Year 2020
4. Housing Choice Voucher (Section 8) Operating Budget for Fiscal Year 2020; 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:

**Housing Authority of the City of Ansonia
Special Meeting Minutes
Monday – December 23, 2019**

1. The Board of Commissioners of the Housing Authority of the City of Ansonia approves all Operating Budgets for Fiscal Year 2020; 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 2020 and authorize the Executive Director to submit the budgets to HUD and the Management Plan to CHFA.

AYES

NAYS

ABSTENTIONS

ABSENT

APPROVED BY: _____
Steven G. Nakano, Executive Director

Date

Director Nakano gave a brief summary of the resolution. Explaining it is broken down by the revenues, expenses and ending with the pilot information. The only big change was the percentage in regard to the pilot payment because the agency entered into a final settlement with WPCA. Now the agency will be at 12.5 %, prior it was at 10%. This would now include sewer fees.

The only other item would be approximately 28 people were issued Housing Choice Vouchers which will increase the utilization. This will not affect the Scattered Site Project-Based Voucher Program. Basically, this has been done in the beginning of the year since the fiscal year starts January 1st this is the time to increase utilization so that the agency can keep increased levels of that budgeted authority, and the administrative fees are at a healthy level. Also, it was taken into account the first property, the six-units of the Project-Based Voucher Scattered Site Housing with the second one being the three-unit structure and then the potential three-unit multi-family housing which is on the adjacent land. All this has been factored in which was discussed with the development consultant. Therefore, the funding will be at the optimum level.

Vice Chairman Prestiano questioned what the Riverside Development Operating Budget supports.

Director Nakano explained that has to do with the RHF Funds (Redevelopment Housing Funds). The agency is still under the PIC System, for AMP purposes, for the Federal Public Housing Programs. This ties into the EPIC reports for the Capital Fund. The AMP number which is the ACC (Annual Contributions Contract) number still uses Riverside only because the agency is under the 250 units of Federal Public Housing. This will stay in the budget until the final sale of the land is completed.

Chairman Pinto inquired if the salary increases were included based on what was anticipated that will come out of the union contract negotiations.

Director Nakano replied yes, that is included.

- **Motion to approve Resolution 2019-12.**

**Housing Authority of the City of Ansonia
Special Meeting Minutes
Monday – December 23, 2019**

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

Executive Session:

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

- **Motion to go into Executive Session at 5:24 p.m.**

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

The Board came out of Executive Session at 5:40 p.m.

Chairman Pinto stated that there is no other business to come before the Housing Authority Board of Commissioners as such motion to adjourn would be in order.

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- **Motion to adjourn at 5:41 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.