

Housing Authority of the City of Ansonia

Regular Meeting Minutes

Wednesday – February 26, 2020

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM** on **February 26, 2020** by Vice Chairman, James Prestiano at the Erlingheuser Room, located at 253 Main Street, Ansonia, CT.

Pledge of Allegiance.

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

Joseph Pinto – Chairman excused absent.
Wilson Lopez - Commissioner absent.

Vice Chairman James Prestiano asked for the minutes to be reviewed and approved.

- **Motion to approve the minutes of the January 22, 2020 Regular Meeting of the Board of Commissioners.**

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

Additions, deletions or corrections to the agenda:

Resolution 2020-02 was added to #10 on the agenda.

Public Session:

Vice Chairman Prestiano opened the public session.

Daniel King- Monsignor Hynes Apartments. Mr. King explained that branches from large trees are falling down and some branches are hanging on the powerlines in the open lot. Something needs to be done concerning this issue before anyone is hurt or damage is done. Mr. King stated the land is owned by the Housing Authority.

Tenants are complaining with the amount of traffic on the lawns. People are driving very fast on the grass, between the buildings. They are entering from Woodlawn Extension and the majority is not the residents. Between buildings three and four there is no longer any grass left, it is damaged from the vehicles. Cars are parked there overnight as well.

Vice Chairman Prestiano questioned if the area can be gated or chained.

Commissioner Scarpa said he would go and see if anything can be done.

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The last item Mr. King wanted to mention was that an old car is parked on the property since last spring, it does not run. It is in front of building one. It was towed one year ago but was brought back shortly after. The tires are flat, and weeds are growing out of it.

Vice Chairman Prestiano questioned if anyone knows who the vehicle belongs to.

Commissioner Levey and Mr. King did not know.

Executive Director Nakano stated if it does not belong to a tenant and is unregistered, he will have the vehicle towed.

Commissioner Scarpa inquired where is the light pole that does not work.

Mr. King replied it is on the street, leaning into the road.

Executive Director Nakano explained that the agency is working with the UI regarding the light poles in the area. There previously was a Program called Light the Night, which the Modernization Coordinator is working with the UI. However, it was discovered that the poles belong to the UI and the agency cannot touch them.

Mr. King explained that it is very dark on the street and residents have to walk down the street with their phone's flashlights on. Mr. King also stated he called the UI; Public Works have called, and the Mayor personally called and spoke to a representative of the UI and explained the problem and nothing has been done yet.

Commissioner Levey – Monsignor Hynes Apartments. Commissioner Levey stated that residents inquired if they could have larger washing machines. The current machines are very small.

Vice Chairman Prestiano asked if anyone else from the public wishes to address the Ansonia Housing Authority Board of Commissioners. Hearing none the Public Session was closed.

Review of Financial Statements:

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

Director Nakano stated, attached are the aggregate Statement of Net Position, Statement of Revenues, Expenses & Changes in Net Position for the period ending January 31, 2020.

Revenues were \$185,508 as compared to budgeted operating revenues of \$230,686 for the same period. Basically, the negative variance is from the last CFP Grant income which has not been fully expended.

However, a net agency-wide income of \$66,406 which is an increase over the budgeted net income of \$3,276 for the same one-month period.

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- **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 report for February.

Director Nakano reported the following:

- Pre-opening bid meeting had taken place on Monday, February 24, 2020 for the replacements of the heat pump units at the Monsignor Hynes Apartments, 70 Woodlawn Avenue, Ansonia, CT.
- The Ansonia Housing Authority is looking into new window replacement at the James J. O'Donnell Apartments, 63 Woodlawn Avenue, Ansonia, CT.
- The consulting firm, Silver Petrucelli located in Hamden, CT is overseeing the rehabilitation projects at the Federal Housing locations, 70 Woodlawn Avenue and 75 Central Street, Ansonia, CT. has provided an update on the progress of final work projections.
- Replacement outdoor lighting will be taking place at the James J. O'Donnell Apartments, 63 Woodlawn Avenue, Ansonia, CT.

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

Motion by Commissioner, Matthew Scarpa. **Second** by Commissioner, Samuel Levey. **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 February 2020.

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

John J. Stevens- 75 Central Street:

Ms. Thompson reported there were 14 routine work orders and they were all completed. There are no vacancies at this location.

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Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There was a total of 25 work orders, 25 were completed. There are no vacancies at this location.

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

There was a total of 15 routine work orders, and all were completed. There are 3 units vacant. Tanya leased up apartment #402 for March 1, 2020.

Scattered Site Property- 11 May Street:

There was 1 work order at this location, and it was completed. There are no vacancies.

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

Motion by Commissioner, Matthew Scarpa. **Second** by Commissioner, Matthew Scarpa. **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 26, 2020.

Report of Committees: None.

Unfinished Business:

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**Housing Authority of the City of Ansonia**

**Resolution 2020-01**

**RESOLUTION AUTHORIZING THE SUBMISSION OF THE FISCAL YEAR 2019  
SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (“SEMAP”)  
CERTIFICATION BY THE HOUSING AUTHORITY OF THE CITY OF ANSONIA**

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**WHEREAS**, the Housing Authority operates a Section 8 Housing Choice Voucher Program as authorized under the U.S. Housing Act of 1937, as amended: and

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

**WHEREAS**, failure of the PHA to submit its SEMAP Certification within 60 calendar days after the end of its fiscal year will result in an overall performance rating of troubled and the PHA will be subject to the requirements at 24 CFR §985.107.

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

1. The HUD-required SEMAP Certification Form is hereby approved; and
2. The Chairman and Executive Director are authorized to execute the HUD-required SEMAP Certification Form; and
3. The Executive Director is authorized to submit the HUD-required SEMAP Certification Form for Fiscal Year 2019 to HUD.

AYES

NAYS

ABSTENTIONS

ABSENT

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

\_\_\_\_\_  
Date

Vice Chairman Prestiano asked Director Nakano if there are any issues with submitting the SEMAP.

Director Nakano replied there are no issues. He gave a brief breakdown of what the SEMAP consists of. Director Nakano explained the (SEMAP) Section Eight Management Assessment Program, is a program in which HUD headquarters in Washington uses and the agency is monitored by the Hartford Field Office under the hub of the Boston Massachusetts. The SEMAP is based off of 14 indicators. What HUD does is through every monthly submission that gets submitted to headquarters HUD at the end of every fiscal year for all housing authorities extracts the information pertaining to each indicator. Providing that there have been no confirmatory reviews, no inquiries by the Field Office they monitor every monthly submission, and everything looks good. The SEMAP has to be submitted 60 days after the end of the fiscal year.

- **Motion to approve Resolution 2020-01.**

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

**New Business:**

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Housing Authority of the City of Ansonia

Resolution 2020-02

**RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE HOUSING
AUTHORITY OF THE CITY OF ANSONIA AND A & S NATHAN
HEATING & COOLING LLC IN THE AMOUNT OF \$126,100 FOR HEAT
PUMPS AT MONSIGNOR HYNES APARTMENTS, 70 WOODLAWN AVENUE,
ANSONIA, CT**

WHEREAS, the Ansonia Housing Authority (AHA) issued an Invitation for Bid (IFB) for Heat Pumps at Monsignor Hynes Apartments, via Solicitation # AHA-IFB-2020-02, on February 10, 2020 with a return date of February 24, 2020; and

WHEREAS, on the submission date deadline, four (4) responses were received from A & S Nathan Heating & Cooling LLC, Edgerton, Inc., L. Holzner Electric Company, and Ralph Mann & Sons, Inc.; and

WHEREAS, during the course of review of the IFB it was determined that A & S Nathan Heating & Cooling was a responsive and responsible bidder for the requested services; and

WHEREAS, a Contact Award in the amount of \$126,100 is requested to be awarded to A & S Nathan Heating & Cooling LLC.

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

- 1) The Executive Director hereby is authorized, empowered and directed to take any and all actions necessary and appropriate with respect to the award of a Contract to A & S Nathan Heating & Cooling LLC in the amount of \$126,100 for Heat Pumps at Monsignor Hynes Apartments.
- 2) The resolution shall take effect immediately.

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AYES

NAYS

ABSTENTIONS

ABSENT

Vice Chairman Prestiano asked Director Nakano if he had any comments on this resolution.

Executive Director Nakano explained that this was part of the pre-bid meeting that took place on Monday, February 24th. There were four contractors bidding on it. The lowest bid came in from A&S Nathan Heating & Cooling. The bid package was reviewed, everything was in order. The Modernization Coordinator also reviewed it and confirmed the bid should be awarded to A&S.

- **Motion to approve Resolution 2020-02.**

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

Two members from A&S Nathan Heating & Cooling were present at the meeting.

Vice Chairman Prestiano inquired as to when they will begin the project.

They replied as soon as they get the performance bond.

Vice Chairman questioned what unit is actually going to be installed.

The unit will be a Friedrich unit, same size and btu's. It is basically straightforward. Mr. Nathan explained that a good thing about these particular units which most others do not have is they have electric back-up emergency heat. If something fails compressor or fan it goes into electric backup immediately.

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**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 6:53 p.m.**

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

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The Board came out of Executive Session at 7:10 p.m.

- **Motion to adjourn at 7:10 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.