

Housing Authority of the City of Ansonia

Special Meeting Minutes

Wednesday –July 22, 2020

The special meeting of the Housing Authority of the City of Ansonia was called to order at **6:41 PM on July 22, 2020** by Chairman, Joseph Pinto via Zoom.

There is no flag, so the Pledge of Allegiance was waved.

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

Commissioner, Matthew Scarpa was absent.

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

- **Motion to approve the minutes of the May 27, 2020 Special Meeting of the Board of Commissioners.**

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

Review of Financial Statements:

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

Director Nakano stated the revenues from operations for the six-month period ended June 30, 2020 were \$1,530,751 as compared to budgeted operating revenues of \$1,384,114 for the same period, a 10.59% positive variance. The primary drivers for this was greater than anticipated Capital Fund Program grant income, HCV admin fees.

Total expenses for the same period were \$1,032,450 as compared to budgeted of \$1,364,455 which is a 24.33% positive variance. The results from activities is a net income of \$498,301, above the agency-wide budgeted net income of \$19,659.

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

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

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

Monthly Reports:

Executive Director, Steven Nakano gave a brief update.

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Director Nakano reported the following:

- During this time of the COVID-19/Coronavirus Pandemic, the AHA has been placing wellness calls to the residents of the housing complexes. Calls are very informative for the Coordinators in that they are being kept informed of general health of the residents.
- The Ansonia Housing Authority replaced the Heat Pump units at the Monsignor Hynes Apartments, 70 Woodlawn Avenue, Ansonia, CT during the month of June 2020. All went well and each resident has Air Conditioning as well as heat for the winter.
- The consulting firm, Silver Petrucelli is overseeing the rehabilitation projects at the Federal Housing locations, 70 Woodlawn Avenue and 75 Central Street, Ansonia, CT. and has provided a description of rehabilitation work for the replacement of the vinyl siding of each property.
- A contract will be awarded to the qualifying company for the work of the vinyl siding replacement at the Monsignor Hynes Apartments, 70 Woodlawn Avenue, Ansonia, CT.
- An RFP has been issued for the construction of the concrete column supports and the replacement of the vinyl siding for the John J. Stevens Apartments, 75 Central Street, Ansonia, CT.
- Currently, an action plan is being formulated for the replacement of the fire alarm system at the Monsignor Hynes Apartments, 70 Woodlawn Avenue, Ansonia, CT.

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

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

Motion by Vice Chairman, James Prestiano. **Second** by Commissioner, Lorie Vaccaro. **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 July 2020.

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

Ms. Thompson reported that due to the pandemic the maintenance department is only concentrating on emergency work orders.

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John J. Stevens- 75 Central Street:

Ms. Thompson reported there were 9 work orders and they were all completed. There was one vacancy at this location. This unit will be leased on August 1, 2020.

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There was a total of 10 work orders, and they were all completed. There are three vacancies at this location. One unit will be leased on August 1, 2020. One of the units maintenance is turning over and the other unit is in probate.

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

There was 12 work order and they were all completed. There are 3 units vacant. The units are the same three units that have been vacant. Tanya is having trouble leasing them due to the size of the units.

Scattered Site Property- 11 May Street:

There was 2 work order at this location, and they were completed. There are no vacancies.

Chairman Pinto asked for a motion.

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

Motion by Vice Chairman, James Pretiano. **Second** by Commissioner, Lorie Vaccaro. **All in Favor**. Motion passes unanimously.

Vice Chairman Prestiano questioned if the fire alarm calls have reduced since the range hood fans have been installed.

Director Nakano stated that he believes the fans have helped, he has not heard any complaints from the Fire Marshal, Darrick Lundeen. The only issue that he is aware of is the fire alarm system. Silver Petrucelli, the agencies consulting firm, met with Darrick Lundeen and the agency is going to meet with Shelton Alarm and other vendors to come up with the best system. Unfortunately, it is going to be costly but money from the CFP has been allocated for this expensive.

*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for
July 22, 2020.

Report of Committees: None.

Unfinished Business: None.

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New Business:

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- **Motion to adjourn at 5:19 p.m.**

**Motion** by Commissioner, Matthew Scarpa. **Second** by Commissioner, Lorie Vaccaro. **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.