

Housing Authority of the City of Ansonia

Regular Meeting Minutes

Friday – September 24, 2021

The special meeting of the Housing Authority of the City of Ansonia was called to order at **9:03 AM on September 24, 2021**, by Chairman, Joseph Pinto via Zoom.

Roll Call by Steven Nakano: Joseph Pinto – Chairman, James Prestiano- Vice Chairman, Matthew Scarpa – Commissioner, Lorie Vaccaro - Commissioner.

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

- **Motion to approve the minutes of the August 25, 2021 Regular Meeting of the Board of Commissioners.**

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

Public Session:

Chairman Pinto opened the public session.

Alderman Joseph Casseti would like to comment on the admirable job the maintenance department have been doing. The many improvements that have been done and the appearances look great.

Chairman Pinto thanked Mr. Casseti, he stated that it is nice to hear positive feedback regarding all the work that is being done.

Chairman Pinto asked three times 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 August.

Attached are the Statement of Net Position, the aggregate Statement of Revenues, Expenses & Changes in Net Position for the period ending August 31, 2021 and the Statement of Revenues, Expenses & Changes in Net Position for the period ended August 31, 2021.

Revenues from operations for the eight-month period were \$1,642,026 as compared to budgeted operating revenues of \$1,847,325. The drivers for this variance were less than anticipated Federal operating subsidy, CFP grant income and ROSS grant income.

Total expenses for the eight-month period ended August 31, 2021, were \$1,475,009 as compared to budgeted operating expenses of \$1,825,328 a 19.20% positive variance. The results from activities provided for an agency-wide net income of \$167,017, above the agency-wide budgeted net income of \$21,997 for the same eight-month period.

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Chairman Pinto asked if anyone had any questions for Director Nakano. If not, a motion would be in order.

- **Motion to accept the August 2021 financial statements.**

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

Monthly Reports:

Executive Director, Steven Nakano gave a brief update.

Director Nakano reported the following:

- The Ansonia Housing Authority is still in the process of outside upgrades to the four Federal and State Housing complexes.
- The Ansonia Housing Authority is seeking alternatives to the current deficiency of available apartments in Ansonia, CT. AHA has had communications with Waterbury Housing Authority in adapting their utilization model for increasing Housing Choice Voucher utilization without impacting the municipality.
- The Ansonia Housing Authority will be managing the second development of Liberty Park, Apartments in Ansonia, CT. In 2017 AHA was awarded the agreement of Voucher Management of Liberty Park 1., by the U.S. Department of Housing & Urban Development. The Contract for Voucher Management of Liberty Park 2 is scheduled for November 2, 2021; with Approval from the HUD Hartford Field Office and by the Region I Office of the U.S. Department of Housing & Urban Development, Boston, MA.
- The AHA is moving forward with TAG Associates, Consulting on Restructuring funding through RAD Rental Assistance Demonstration program which is only provided to Housing Authorities that operate and manage Federal Public Housing Programs; (Elderly/Disabled housing, Housing Choice Voucher (HCV) Section 8 program).
- The AHA will be reviewing existing housing complexes within the City of Ansonia and determining which will be feasible for housing conversion subsidizing.

Chairman Pinto questioned Mr. Nakano's second bullet regarding adapting the utilization model from Waterbury Housing Authority. Does this pertain to the resolution that is included in the board packet.

Director Nakano replied yes it does.

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

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

Motion by Commissioner, Lorie Vaccaro. **Second** by Commissioner, Matthew Scarpa. **All in Favor.** Motion passes unanimously.

HUD Report, Lisa Thompson presented the monthly report.

Ms. Thompson stated that all HUD reports have been submitted and filed through the end of September 2021.

- **Motion to accept the HUD Calendar Report.**

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

Public Housing Operations Report, Jared Heon presented the monthly report.

John J. Stevens- 75 Central Street:

Mr. Heon reported there were 13 work orders, and 13 were completed on an average of 1.77 days. Currently unit 6 is open the tenant had to move to a different apartment and the turnaround just began the beginning of the week. Unit 25 just became open as well and this will be a quick turnaround.

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There were 31 work orders, 29 were completed on an average of 1.86 days. Unit 48 has been completed and leased. Unit 29 is complete except for the new floor, hopefully by October 1, as long as the contractor can complete the floor. Unit 64 just became vacant and as soon as maintenance completes the unit at John J. Stevens, they will begin this unit.

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

There were 20 work orders, they have been completed in an average of 2.2 days. There are currently 2 units that just opened up yesterday, and they just started cleaning them out. Units 202 and 308 both tenants left all property in them, so they have to be cleaned out as well as turned around. The goal is for them both to be completed by November.

Scattered Site Property- 11 May Street:

There were 3 work orders, and they were completed in an average of 1 day. There are no vacancies.

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Report of Director of Maintenance, Facilities & Modernization:

Mr. Heon reported on the ongoing projects.

15-2 John J. Stevens Apartments

- Tree Trimming 10/6 (Mostly on Central Street side)
- Tree Planting late September
- Comcast needs to return to neaten up wires

15-3 Monsignor Hynes Apartments

- Fire Alarm System Replacement
 - Phase 1 Complete All Buildings
 - Phase 2 to begin September 13th

The Ansonia Housing Authority is working with the Fire Marshal Derrick Lundeen on a daily basis, regarding the issues with tenants cooking where exhaust fumes and fires the alarm activations that are going along with it. The agency has started evictions on a number of tenants for nuisance, mostly repeat offenders. It is putting a strain on staff within the fire department and PD. New items regarding this issue will be included in the updated leases.

- Building 3 Stairwell Issue- obtaining remediation quotes
- Tree Trimming & Egress Sidewalk
 - Tree work completed
 - Sidewalk & site work beginning week of 9/7
- Investigating stairwell lighting issue solution
- Community Building Offices completed and rekeyed

15-6 11 May St

- Fence work beginning late September
- Rear porch repairs
- Bathroom Repair (First Floor)

15-5 Main Office

- IT Room AC & Office AC-being repaired ONGOING WAITING ON LANDLORD
- Leak in roof again, awaiting new ceiling tiles ONGOING WAITING ON LANDLORD
- No HVAC in ED Office ONGOING WAITING ON LANDLORD
- Hot water/Gas Issue (repaired)

15-7 One Holbrook Place

- Significant A&E Work Progressing
- Porches-Emergency Replacement
- Inspection Repairs-Rekeying

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E75 James O'Donnell Apartments

- Comcast wiring issue waiting construction team from Comcast
- Tree Trimming Completed 9/8/21
- Landscaping late

Miscellaneous

Maintenance Organization

- Work Order Updates/Training
- Develop Requisition Purchase Order process, Training Completed PHA Web
- Turnaround Standard
- Post & Pre-Occupancy Inspections
- John Deere Tractor Evaluation- Due back early October
- New Truck is in, Lettered, awaiting equipment upfit
- Investigating Snowblower attachment

Security

- 15-2 Camera installation
- E-75 Camera repairs

General

- Assist the E.D. as directed
- Assist with CNA
- Assist in developing the landlord/tenant portal

Chairman Pinto stated that a couple items stand out, the biggest concern is landlord for the office on Main Street. Chairman Pinto questioned if they are responsive to request or does it take a long time to get things taken care of.

Director Nakano replied it takes a long time, they are not very responsive.

Chairman Pinto questioned how long is left on the lease?

Director Nakano replied 3 years.

Chairman Pinto inquired what is the provisions to get out of the lease if this continues. We do not necessarily want to move every couple of years, but they need to respond to our requests and take care of the problems. We cannot have a leak over the copy machine that we lease and are responsible for. It is not acceptable.

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Mr. Heon is concerned that the weather is changing, and the E.D. has had no air conditioning and soon no heat for the winter. He stated that they send people down to look at the problems, however, they do not get fixed.

Commissioner Scarpa asked how long ago did you report the problem with the air conditioner?

Director Nakano replied he reported it back in May.

Commissioner Scarpa would like Director Nakano to reach out to the agency's attorney. Mr. Nakano should not have to work in those conditions (temperature reaching over 80 degrees) since May. Perhaps the agency needs to get out of the lease. The AHA has made significant upgrades to the property as well as paying rent on time without any issues.

Chairman Pinto agreed the attorney should be involved.

Mr. Heon also wanted to point out that they did send down a contractor, he gave a proposal and the comment from the property manager was it would take 2 or 3 years from your lease to make the money back, so they are not doing that. So, nothing has been done.

Director Nakano also wanted to add that he was told the property is up for sale. He feels this may be another reason why the landlord does not want to fix the problem or do any upgrades to the building.

They also took away some of the AHA's reserved parking.

Commissioner Scarpa had one other question for Mr. Heon. He inquired about the inspections at James J. O'Donnell Apartments. He was wondering why they were not a part of the other report.

Mr. Heon explained that there are units in James J. O'Donnell Apartments that are under the Housing Choice Voucher Program. These units receive inspections with their annuals. What is being done now is, if there are any dings on the inspections, instead of putting these in as a routine work order they are put in as an inspection and that gets priority and fixed asap then Kelson Associates, the inspection company is brought back in, they certify it, then the inspection passes.

Chairman Pinto asked if anyone had any other questions, if not a motion should be made.

- **Motion to accept the Maintenance, Facilities & Modernization Report.**

Motion by Commissioner, Matthew Scarpa. **Second** by Vice Chairman, 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 September 24, 2021.

Report of Committees: None.

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Unfinished Business: None.

New Business:



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Resolution 2021-12

**RESOLUTION ADOPTING THE REVISED STANDARD SCHEDULE OF THE
PERSONNEL, CONDUCT AND OPERATIONS POLICY OF THE HOUSING
AUTHORITY OF THE CITY OF ANSONIA DATED SEPTEMBER 26th, 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 continually evaluates areas for professional improvement and operational improvements from time to time; and

WHEREAS, to increase productivity and availability of the staff, the working hours for the clerical and administrative employees of the Housing Authority of the City of Ansonia shall be modified to attain such goal.

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

1. The attached Memorandum of Agreement containing the revised Standard Working Hours of the Personnel, Conduct and Operations Policy dated September 26th, 2018, and the AFSCME 1303-237 Article VII, Section 7.0 regular hours of employment for clerical workers (upon mutual agreement), is hereby approved and adopted by the Housing Authority of the City of Ansonia.
2. This Resolution shall take effect October 4th, 2021.

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AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: _____
Steven Nakano
Executive Director

_____ Date

Chairman Pinto asked Director Nakano to please explain this resolution.

Director Nakano explained that the hours are going to change. The office staff will be coming into work at 8:30 a.m. and leaving at 4:30 p.m. Monday through Thursday. They will have only a half hour lunch instead of an hour, lunch will be 12:00 to 12:30. They will have two twenty-minute breaks, one in the morning 10:00 to 10:20 and one in the afternoon 3:00 to 3:20. Fridays will be 8:00 a.m. to 1:00 p.m., with one break from 10:00 to 10:20, no lunch.

Mr. Heon added that the AHA will be following the schedule of the city hall with the exception of instead of staying from 4:30 to 5:00 on Thursday, the staff chose to come in at 8:00 a.m. on Fridays. This schedule will have the staff having more continues working hours Monday through Thursday work week.

Chairman Pinto questioned how many working hours does the staff currently have?

Mr. Heon replied currently 35 hours and with the new schedule it will be the same, 35 hours.

- **Motion to accept Resolution 2021-12.**

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

Commissioner Vaccaro questioned Mr. Nakano if the staff agrees to the change in hours.

Director Nakano replied yes, they are.

Commissioner Vaccaro feels if the staff is all in favor of the change, then perhaps this will boost morale.

Chairman Pinto called for a roll call vote.

Roll Call by Director Nakano: Chairman Pinto- no, Vice Chairman Prestiano-yes, Commissioner Matthew Scarpa-yes, Commissioner Vaccaro- yes.

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Motion carries.



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Resolution 2021-13

**RESOLUTION AUTHORIZING AMENDMENTS FOR THE HOUSING CHOICE
VOUCHER (HCV)/PROJECT BASED VOUCHER (PBV) ADMINISTRATIVE PLAN.**

WHEREAS, the Housing Authority of the City of Ansonia (AHA) has modified its Administrative Plan for its federally funded Housing Choice Voucher (HCV) Program; and

WHEREAS, the purpose of the modification is to revise the previously approved Project-Based Voucher Program in the Administrative Plan for the HCV Program; and

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

1. The Administrative Plan for the Housing Choice Voucher PBV Program is hereby approved and adopted by the Housing Authority of the City of Ansonia.
2. This Resolution shall take effect immediately.

AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: _____
Steven Nakano
Executive Director

_____ Date

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Chairman Pinto stated that supporting documents are attached on the following page. He questioned Director Nakano that this resolution would change our utilization without impacting the municipality, and asked Director Nakano to explain.

Mr. Nakano explained that the Housing Choice Voucher case workers approached him and explained to him that the Housing Authority issued quite a bit of vouchers to families to obtain housing. The problem is it filtered over from the real estate market with the sale of houses selling for fifty to eighty thousand over asking price, so that owners of properties have significantly increased the rents to the point of where it is unaffordable for the participant with the voucher. The participants were requesting to have their voucher ported to other housing authorities.

Director Nakano reached out to the Hartford Field Office, and they suggested to speak with the Director of Client Services of the Waterbury Housing Authority because Waterbury is having the same problem as Ansonia. They came up with a model where they are working with the Board of Education for the City of Waterbury in that it's also affecting current families that are renting because landlords are raising the rents and the income is not there to support it. Now families are at risk of homelessness. So with this model, for every five vouchers pulled off the waiting list, if the Board of Education sees a family facing homelessness and impacting the children in the school system they can make a referral to the Housing Authority in that the family is in need of assistance and we can make a Housing Choice Voucher available to the family so that they can stay in Ansonia and the kids can stay at school.

Chairman Pinto stated that one of the benefits to this is to reduce the transient nature of public housing. He explained that TEAM Inc. is a huge partner with all the cities in helping with fighting poverty and fighting homelessness. They had a housing forum a few months ago which Mr. Pinto participated in his capacity as the Chairman of the Housing Authority Board as well as Mr. Heon as the Chairman of the P&Z Board. One of the items discussed was Dr. Joseph DiBacco, Superintendent of Schools of Ansonia spoke about the transient nature of public housing has a huge negative impact on the learning capabilities of children. Chairman Pinto doesn't recall the exact statistic, but it was something along the lines of all the freshman that they get in at Ansonia High School only 30% don't finish at Ansonia High School.

Chairman Pinto feels this would be worthwhile.

Director Nakano added that if a family's rent has been raised by \$150/200 dollars and they cannot afford it they will go and move in with family members in another town. Once again, the children are pulled out of the school. This will be a way to keep families in their homes and not uprooting the children. This will also help the City of Shelton and the Town of Seymour because the agency serves these communities as well.

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

- **Motion to accept Resolution 2021-13.**

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



- **Motion to adjourn at 9:50 a.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.