

Housing Authority of the City of Ansonia

Meeting Minutes

Wednesday – January 24, 2024

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **5:30 PM** on **January 24, 2024**, by Chairman, Lorie Vaccaro.

Roll Call by Deputy Director, Jared Heon: Lorie Vaccaro – Chairman, Brian Laskey- Vice Chairman, Kim'mula Eason- Commissioner.

Ralphine Siggars- Commissioner will be late. Arrived at 5:33 PM.

Chairman Vaccaro asked for the minutes to be reviewed and approved.

- **Motion to approve the minutes of the November 29, 2023 Annual and Special Meetings of the Board of Commissioners.**

Motion by Vice Chairman, Brian Laskey. **Second** by Commissioner, Kim'mula Eason. Commissioner, Fred Sardo abstained. Motion passes unanimously.

Public Session:

Chairman Vaccaro opened the public session.

Chairman Vaccaro 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:

There are no financials for the month of January, except for the cash payment receipt register.

- **Motion to accept the Financials.**

Motion by Vice Chairman, Brian Laskey. **Second** by Commissioner, Kim'mula Eason. **All in Favor.** Motion passes unanimously.

Monthly Reports:

Executive Director, Director Nakano excused absence.

HUD Calendar Update, Lisa Thompson updated the monthly report.

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

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday – January 24, 2024

Motion by Commissioner, Ralphine Siggars. **Second** by Vice Chairman, Brian Laskey. **All in Favor.** Motion passes unanimously.

Director of Public Housing, Maintenance, Facilities & Modernization Report, Jared Heon presented his monthly report, see attached.

A brief discussion was held.

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

- **Motion to accept the Public Housing Report.**

Motion by Commissioner, Fred Sardo. **Second** by Vice Chairman, Brian Laskey. **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, 2024.

Report of Committees: None.

Unfinished Business:

Commissioner Eason addressed a concern she has as the Resident Commissioner by informing the Board of things that other residents bring to her attention. She does not want to be penalized for doing so. She felt she was being punished, and that was the reason she was not reelected as Vice Chairman.

Deputy Director Heon explained how he would like to start the Resident Advisory Board again and that would alleviate a lot of the pressure off the Tenant Commissioner.



Executive Session:

- **Motion to go into Executive Session to discuss legal issues pertaining to evictions and to invite Mr. Heon.**

Motion by Vice Chairman, Brian Laskey. **Second** by Commissioner, Ralphine Siggars. **All in Favor.** Motion passes unanimously.

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday – January 24, 2024

- **Motion to come out of Executive Session.**

Motion by Commissioner, Fred Sardo. **Second** by Commissioner, Kim'mula Eason.
All in Favor. Motion passes unanimously.

The Board of Commissioners came out of Executive Session.

New Business:



Housing Authority of the City of Ansonia

Resolution 2024-01

RESOLUTION AUTHORIZING THE WRITE-OFFS FOR THE FEDERAL PUBLIC HOUSING PROGRAM FOR FISCAL YEAR END 2023

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 2023 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, 2023, is \$5,980.34.

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, 2023; and
2. The Executive Director is hereby authorized to write off the 2023 tenanted incurred balances at John J. Stevens Apartments (15-2) and Monsignor Hynes Apartments (15-3).

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday – January 24, 2024

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

Signed by: _____
Steven Nakano
Executive Director

Date _____

Chairman Vaccaro asked if anyone had any questions concerning this resolution. Hearing none, motion was made.

- **Motion to approve Resolution 2024-01.**

Motion by Vice Chairman, Brian Laskey. **Second** by Commissioner, Ralphine Siggars.
All in Favor. Motion passes unanimously.



Housing Authority of the City of Ansonia

Resolution 2024-02

**RESOLUTION AUTHORIZING THE RECORDS RETENTION POLICY FOR ALL
PROGRAMS AND RECORDS OF THE HOUSING AUTHORITY OF THE CITY OF
ANSONIA**

WHEREAS, the Housing Authority of the City of Ansonia desires to standardize the records retention policy agency wide; and

WHEREAS, the Housing Authority the Records Retention Policy is designed to comply with contractual obligations with HUD and all applicable federal, state, administrative, and local laws and regulations. The AHA will also comply with any court order requiring the retention or collection of data; and

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday – January 24, 2024

WHEREAS, consistent with this policy and the controlling law, the AHA will keep records in any form it deems appropriate, including, but not limited to, hard copy, electronic, or on servers. Records may be retained in more than one form, but retaining a record in more than one form is not required under this policy. The Policy may require updates from time to time.

WHEREAS, both the Fee Accountant and Auditor of the AHA have reviewed and recommend adoption of this policy; 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 Records Retention Policy 2024-02; and
4. The Executive Director is hereby authorized to sign the policy in full effect as of January 25th, 2024.

AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: _____
Steven G. Nakano
Executive Director

Date

Chairman Vaccaro asked if anyone had any questions concerning this resolution. Hearing none, motion was made.

- **Motion to approve Resolution 2024-02.**

Motion by Commissioner, Ralphine Siggars. **Second** by Vice Chairman, Brian Laskey. **All in Favor**. Motion passes unanimously.

- **Motion to restart the Resident Advisory Board.**

Motion by Commissioner, Ralphine Siggars. **Second** by Commissioner, Kim'mula Eason. **All in Favor**. Motion passes unanimously.



Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday – January 24, 2024

- **Motion to adjourn.**

Motion by Commissioner, Fred Sardo. **Second** by Vice Chairman, Brian Laskey.
All in Favor. Motion passes unanimously.



***Please see attached reports.**

***These minutes are subject to the approval of the Housing Authority of the City of Ansonia at their next scheduled meeting.**