

Housing Authority of the City of Ansonia

Regular Meeting Minutes

Wednesday – September 24, 2025

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **5:03 PM on September 24th, 2025**, by Chairman, Lorie Vaccaro.

Roll Call by Executive Director, Jared Heon: Lorie Vaccaro – Chairman, Brian Laskey- Vice Chairman, Fred Sardo- Commissioner, Maria Vazquez- Commissioner.

Ralphine Siggars- Commissioner, excused absence.

- **Motion to add a presentation by Jason Geel representing Maletta & Company regarding the FY2024 audit.**

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

Mr. Geel presented the audit. A brief discussion was had. The audit results indicate that the agency performed exceptionally well.

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

- **Motion to approve the minutes of June 25th, 2025, Regular Meetings of the Board of Commissioners.**

Motion by Vice Chairman, Brian Laskey. **Second** by Commissioner, Maria Vazquez. **All in favor.** 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:

Director Heon gave a brief update on the June, July and August financials, as well as the 2025 Budget Revisions, see attached.

- **Motion to accept the Financials.**

Motion by Commissioner, Fred Sardo. **Second** by Commissioner, Maria Vazquez. **All in Favor.** Motion passes unanimously.

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Monthly Reports:

Executive Director, Director Heon gave two detailed reports, the Director Report & Public Housing Report.

- **Motion to accept the Director & Public Husing Reports.**

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

- **Motion to accept the HCV Report.**

Motion by Vice Chairman, Brian Laskey. **Second** by Commissioner, Maria Vazquez.
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 24th, 2025.

Report of Committees: None.

Unfinished Business:

Updated the following:

- A. James O'Donnell Phase Renovation
- B. Annual Plan, Administrative Plan, & Admissions & Continued Occupancy Plan for 2025
- C. Grant Updates-ESSG 2023 & ESSG 2025, DOH
- D. Wait List Opening

New Business:

- **Motion to accept the FY2024 Audit**

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

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**Housing Authority of the City of Ansonia**

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**Resolution 2025-03**

**RESOLUTION AUTHORIZING THE EMERGENCY APPROVAL OF THE ROOF  
REPLACEMENT AT THE JOHN STEVENS APARTMENTS**

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**WHEREAS** the Housing Authority was notified by tenants of numerous roof leaks in their ceilings; and

**WHEREAS** the Housing Authority contacted a qualified roofing vendor for repairs to the roof, who provided temporary repairs where needed; and

**WHEREAS** upon complete inspection of the roof by the roofing contractor, it was discovered there was significant damage resulting in missing shingles throughout the roof structure; and

**WHEREAS** the Housing Authority immediately notified HAI Group, the insurance provider, who responded with a qualified adjuster to assess the damage; and

**WHEREAS** the HAI Group, adjuster and roofing contractor have determined the loss and approved replacement of the existing roofs with impact rated shingles at the John Stevens Apartments immediately; and

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

1. The damage to the existing roofs at the John Stevens Apartments was unanticipated and due to the condition of the roofs, for the safety and protection of the tenants in the John Stevens Apartments, an emergency condition exists to replace the roof structures; and
2. The Executive Director is hereby authorized to execute documents with HAI Group to obtain funds from the claim/loss totaling approximately \$124,457.11; and
3. The Executive Director is hereby authorized to execute a contract with New England Roof Care, the vendor utilized throughout the emergency and claim process, to replace the roof systems at John Stevens Apartments as soon as possible.

AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: \_\_\_\_\_  
Jared Heon  
Executive Director

\_\_\_\_\_  
Date

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- **Motion authorizing the Emergency Roof Replacement at 15-2 John Stevens Apartments.**

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

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**Housing Authority of the City of Ansonia**

**Resolution 2025-04**

**RESOLUTION AUTHORIZING THE APPROVAL OF THE REVISION TO FISCAL YEAR 2025 OPERATING BUDGETS AND CHFA MANAGEMENT PLAN FOR 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; THE HOUSING CHOICE VOUCHER (SECTION 8) OPERATING BUDGET AND SCATTERED SITE HOUSING OPERATING BUDGET**

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**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**, based on actuals through August 31<sup>st</sup>, 2025, revisions are being recommended for approval:

1. Low Income Public Housing (LIPH) Operating Budget for Fiscal Year 2025
2. State Elderly (E-75) Operating Budget for Fiscal Year 2025
3. Riverside Development Operating Budget for Fiscal Year 2025
4. Housing Choice Voucher (Section 8) Operating Budget for Fiscal Year 2025
5. Scattered Site Housing for Fiscal Year 2025; and

**WHEREAS**, the following areas were reviewed and adjusted appropriately in the attached budget revision schedule:

1. Schedule of All Positions and Salaries based on current data
2. Benefits and Schedule of All Benefits based on the current Schedule of All Positions and Salaries
3. 8/31/2025 Financial Statements to identify any line items with negative variances
4. Schedule of Administrative Expenses Other Than Salaries and the Schedule of Maintenance Materials and Contracts to bring more in line with actuals through 8/31/25
5. 2025 Budget Worksheets AHA Revision details the adjustments/revisions

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**WHEREAS**, the Chairman of the Board of Commissioners acting on behalf of the Board of Commissioners is authorized to certify the approval of the budget revisions, as necessary.

**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 all recommended revisions to the Operating Budgets for Fiscal Year 2025; and
2. The Chairman is hereby authorized to execute any necessary forms or documents related to the approval of the Housing Authority of the City of Ansonia Operating Budgets for Fiscal Year 2025 and authorize the Executive Director to submit the budget revisions to HUD and the Management Plan to CHFA, as required.

AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: \_\_\_\_\_  
Jared Heon  
Executive Director

\_\_\_\_\_ Date

- **Motion to adopt the Revisions to the 2025 Operating Budget of the AHA.**

**Motion** by Commissioner, Fred Sardo. **Second** by Commissioner, Maria Vazquez.  
**All in Favor.** Motion passes unanimously.

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Housing Authority of the City of Ansonia
Resolution 2025-05

RESOLUTION AUTHORIZING THE AMENDMENT INCREASING THE THRESHOLD

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**OF PROCUREMENT REQUIRING BOARD OF COMMISSIONER APPROVALS IN
PROCUREMENT POLICY 2009-01**

WHEREAS, the Housing Authority has an approved Procurement Policy 2009-01 establishing guidelines in accordance with State and Federal Regulations approved by Resolution; and

WHEREAS, over time the expenses for procuring materials, goods and services have increased significantly since approval of the current policy in 2009; and

WHEREAS, from time to time, the Housing Authority regularly updates policies to align with current needs and common business practices; and

WHEREAS to align with current standards and practices the Housing Authority, with recommendation by the Fee Accountant, desires to align the requirement to obtain board approval be raised from procurement \$50,000 and over to \$100,000 and over.

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

1. The Fee Accountant is authorized to amend Procurement Policy 2009-01 in the Section pertaining to the requirement of obtaining Board of Commissioner approval for procurement to as follows:

Board of Commissioner Approvals

Other than approval of the Procurement Policy, approval by the Board of Commissioners is not required for any procurement action under ~~\$50,000~~ \$100,000, as permitted under state and local law.

AYES

NAYS

ABSTENTIONS

ABSENT

Signed by: _____
Jared Heon
Executive Director

_____ Date

- **Motion to modify and adopt the Procurement Policy 2009-01, Board of Commissioners approval threshold.**

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

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Discussion regarding the following:

- A. HUD Updates to Programs-Financial & Future/Opportunities
- B. Section Eight Management Assessment Program for 2025 and Management Review of Public Housing Program
- C. James O'Donnell Apartments- Phase 2 State-Sponsored Housing Improvement Program (SSHIP)

- **Motion to adjourn at 7:14 PM.**

**Motion** by Commissioner, Fred Sardo. **Second** by Commissioner, Maria Vazquez.  
**All in Favor.** Motion passes unanimously.

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***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.**