

GLOVERSVILLE HOUSING AUTHORITY

Minutes of a Regular Meeting

The Gloversville Housing Authority's Board of Commissioners met in a regular session at DuBois Garden Apartments on Tuesday, December 18, 2018 at 6:00 PM.

Board Members Present: John Poling, Vice Chairperson
Marcia Weiss, Secretary
Gail Ryan, Commissioner
Amanda Ossenfort, Commissioner
Diane Sauve, Resident Commissioner

Others Present: Anthony Casale, Authority Legal Counsel
Heather Reynolds, Executive Director

Staff Present: Joseph Battaglia, Building Maintenance Supervisor
Linda Lizio, Tenant Relations Assistant

Board Members Absent: John Castiglione, Chairperson Excused

The Vice Chairperson called the meeting to order at 6:00 PM. The minutes of the regular meeting held in November were presented. The Vice Chairperson asked for a motion to approve the minutes. Ms. Sauve made a motion to adopt the minutes as presented. Mrs. Ryan seconded the motion and it was carried unanimously.

The Vice Chairperson asked if there were any comments from the public. With no comments from the public the Vice Chairperson asked if there was any old business to discuss. There was no old business to discuss.

Vice Chairperson Poling asked for any Committee Reports and advised since he is the Chairmen of the Finance Committee, he will have Resident Commissioner Sauve give that report. Ms. Sauve advised they met on December 19, 2018 and went over all accounts payable and found everything to be in order. There were no other Committee Reports at this time.

The Chairperson presented Resolution No. 770, accounts payable for November 2018. Mrs. Ryan made a motion to adopt Resolution No. 770. Mrs. Weiss seconded the motion and it was carried unanimously.

Vice Chairperson Poling asked Ms. Sauve, Resident Commissioner, if she had anything to report. Ms. Sauve advised she had nothing major to report but did note that the Council of Churches donated over 200 Thanksgiving dinners to residents at both Forest Hill Towers and Kingsboro Towers. Resident Commissioner Sauve mentioned that the

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Christmas parties are going on at each towers. She added that Director Reynolds had dropped in to say hello.

Under new business Vice Chairperson Poling advised that Chairperson John Castiglione wanted him to report on the committee assignment for the Board of Commissioners and that every Board member was on at least one committee. The list of assignments is attached.

The Vice Chairperson asked the Executive Director for her monthly report. Director Reynolds wanted to mention that the Holiday party at Forest Hill Towers was very nice. She went on to report the occupancy rate at each development; 97.2% at Forest Hill Towers, 96.4% at DuBois Garden Apartments and 99% at Kingsboro Towers with an overall average of 98.6% occupancy. The Executive Director advised that we had received a Holiday card from former Executive Director Daniel R. Towne.

The Executive Director asked Maintenance Supervisor Battaglia for his monthly report. Mr. Battaglia advised they had four evictions this month. We will be installing new automatic doors in the laundry facility at DuBois Garden Apartments, these doors will lock automatically. We will no longer require a resident to lock and unlock the door. Maintenance Supervisor Battaglia advised we had installed a new circulator pump at Forest Hill Towers. He added we are cross training our maintenance staff and recently moved two maintenance staff to different sites. Both Commissioner Weiss and Vice Chairperson Poling stated this was a good idea.

The Executive Director asked Tenant Relations Assistant Lizio for her monthly report. Mrs. Lizio advised the annual re-certifications at Kingsboro Towers have been completed those new rents took effect November 1, 2018. The annual re-certifications at Forest Hill Towers are also completed and those new rents are effective January 1, 2019. The account clerks will now begin working on the annual recertification at DuBois Garden Apartments. Mrs. Lizio advised she is busy trying to fill apartments and it is tough at this time of year with the holidays and the cold snowy weather people don't want to move.

The Vice Chairperson asked for a motion to go into Executive Session concerning the proposed acquisition, sale or lease of real property. Commissioner Weiss made a motion to go into Executive Session. Mrs. Ryan seconded the motion and it was carried unanimously. The Board went into Executive Session at 6:10 PM to discuss pending litigation.

With no further business to discuss the Vice Chairperson asked for a motion to continue the regular meeting. Mr. Poling made a motion to reconvene. Ms. Ossenfort seconded the motion and it was carried unanimously. The meeting reconvened at 6:52 PM.

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The Vice Chairperson asked for a motion to adjourn. Ms. Sauve made a motion to adjourn. Mrs. Weiss seconded the motion and it was carried unanimously. The meeting adjourned at 6:54 PM.



Marcia Weiss, Secretary