

GLOVERSVILLE HOUSING AUTHORITY MINUTES OF DECEMBER 2021 MONTHLY MEETING

DECEMBER 13, 2021

The Gloversville Housing Authority's Board of Commissioners met at its monthly meeting that was held at the Gloversville Housing Authority, 141 West Street on December 13, 2021 at 6:00p.m.

Board Members Present: **Brenda Leitt, Chairperson**
 Lashawn Hawkins, Secretary
 John Poling, Commissioner
 Ellen Anadio, Commissioner

Others Present: **Anthony Casale, Authority Legal Counsel**
 Bryan Goldberger, Authority Legal Counsel
 Jason Mazur – Executive Director

Chairperson Leitt called the meeting to order at 6:00p.m. All present stood for the Pledge of Allegiance and moment of silence.

Chairperson Leitt conducted a roll call memorializing the presence of the above-named individuals.

Chairperson Leitt opened the floor for public comment and with there being no persons who spoke, the board proceeded with the agenda

Chairperson Leitt opened the floor for announcements of commissioners. Commissioner Hawkins indicated that her organization adopted 15 families from Dubois Gardens for Christmas gifting and that they would be at Dubois Gardens on Christmas Eve handing out gifts and it can be found on facebook if anyone would like to view...Commissioner Poling indicated that he desires to see the GHA board revisit committee assignments given the new members of the GHA Board and that a focus should be with the finance committee. Chariperson Leitt added that there is a finance committee that exists and the finance committee does not review the checks until after the checks have been written. Poling added that the other thing that the finance committee should do is look at delinquencies. Leitt added that the finance committee will begin meeting with regular frequency... Poling stated that the personnel committee and the tenant relations committee should also meet more frequently, even if it cannot be monthly, perhaps meet

quarterly. Leitt indicated that she agreed and that we should re-do the committee structure now that there is a full board. The budget is done for the next year....Mazur indicated that there should not be any surprises regarding checks that are being cut given that he communicates about these issues ahead of time with board members. Both Leitt and Poling agreed. Mazur added that it is good to have a second set of eyes on the books....Poling inquired whether or not Attorney Casale would like to comment about the preparation and submission of meeting minutes. Attorney Casale stated that it was his understanding that the preference is for the prior-meeting minutes to be provided in the monthly meeting packets and that the Board could then make a motion at the meeting approving minutes. Attorney Casale indicated that it was not a requirement for the Board to review the minutes and pass such a motion and that the obligation is to maintain and publish minutes. Additionally, Casale stated that there is also nothing that prohibits the board from doing passing a motion approving minutes and that the board can continue approving minutes by motion if it is so inclined. Leitt agreed that it would be a good idea to continue to review and approve meetings. Attorney Casale clarified that this would fall under the New Business section of the agenda following resolutions. Mazur inquired whether or not he should wait to publish the minutes prior to a meeting. Attorney Casale advised to publish the minutes and that if the Board modifies the minutes by motion, it could be corrected afterwards. Mazur indicated that the publication was a fee for service arrangement and that if minutes are corrected subsequently then it will be an additional fee. Mazur indicated his preference to not publish minutes until after the Board passes its motion relating to the same each month.

Chairperson Leitt opened the floor for Communications and with there being none, the board proceeded with the agenda.

Chairperson Leitt opened the floor for Old Business, and with there being none, the board proceeding with the agenda.

The Executive Director's report was provided by Jason Mazur. The top three things that are being worked on right now are the maintenance position – it has been posted for about two weeks, approximately 20 applications have been received and responses have been sent to the top five most qualified. He has heard back from two of the five so far. He is awaiting input from civil service regarding the eligibility of candidates prior to scheduling interviews.The sewer line under building 7 has collapsed and they are looking at best options. It appears that the best option is to run it out of the back of the building and bypass the structure. The company we are dealing with are still in the process of determining the best method. Three units have been displaced. We are doing all we can and it is a big fix. We will apply for grants as it will be expensive.Water testing has been completed. Water at the pond near the high school has been tested. ...We have capital funds available to cover these costs. Spring time is a go – the surveying is all done. Dubois will be first. Forrest Hill Towers will be next. The hope is to expand the parking lot and pad....We have done well filling vacancies where we can actually fill them. Dubois has 5 or 6 vacancies, but four of these are being used due to the water issue at building 7. Jessie has done a great job. Having someone at the towers has been a huge help, even if for tenant relations. We are up 3% from last month.Leitt asked why only 3 families have been displaced from building 7. Mazur indicated that the water is completely shut off. Another family was offered the option to relocate but they wanted to stay.. Leitt asked if capital funds could be used for these costs. Mazur indicated that emergency maintenance can be covered by capital funds but that it would be a “significant amendment” and would have to be

reported to HUD. Repairs could be between \$30K-\$40K but replacement could cost more than \$200K probably, so that is something we need to budget for in the next 5-year plan. We are spending substantial money right now to maintain the current system, It will be expensive but it is necessary. When the system fails, these people have sewer backing up in their units.

Chairperson Leitt having opened the floor for board committee reports, and with there having been none, the board proceeded with the agenda.

Chairperson Leitt having opened the floor for new business. Chairperson Leitt presented Resolution 827 for the renewal of GHA's contract with Nan McKay & Associates, and Leitt read the resolution in the record as follows: "Whereas Nan McKay & Associates has been performing tenant certifications / recertifications for Gloversville Housing Authority. Whereas the Executive Director recommends extending Nan McKay & Associates contract. Whereas, the Gloversville Housing Authority wishes to renew the contract with Nan McKay & Associates to perform all tenant certification / re-certifications through December 31, 2022. Whereas, the cost of renewal of Nan McKay shall not exceed \$145.00 / per certification / re-certification. Now, Therefore be it resolved that the Board of Commissioners of the Gloversville Housing Authority authorizes the contract renewal of Nan Mckay & Associates through December 31, 2022, and authorizes the Executive Director to execute documents necessary to activate the contract renewal with Nan McKay & Associates in the amount not to exceed \$145 / per certification / re-certification, subject to approval of said documents by GHA Counsel." Commissioner Poling made a motion to adopt the resolution and a second was made by Commissioner Hawkins. The floor was opened for discussion. Commissioner Poling stated that he has read emails going back and forth and wants to make sure that Mazur is comfortable with one more year. Mazur stated yes he is happy having Nan McKay for another year. There is a lot of chasing paperwork that happens and there are probably twelve more good reasons to keep them another year. Leitt added that the contract provided for charges per certification and Mazur agreed that it was cost effective. There was no additional discussion. A vote was taken and said resolution was adopted by a vote of 4-0 in the affirmative. Chairperson Leitt introduced resolution 828 regarding monthly vendor invoices and read said resolution into the record as follows: "Whereas the Gloversville Housing Authority's Finance Committee has reviewed the monthly vendor invoices for payment of the financial obligations of the Gloversville Housing Authority for the month of November 2021 and finds all payments on the attached list to be in order. Now therefore be it resolved, the Board of Commissioners of the Gloversville Housing Authority approves the disbursements for November 2021 as set forth on the attached list." A motion to adopt said resolution was made by Commissioner Poling and a second was made by Commissioner Hawkins. The floor was opened for discussion and there was no discussion. The resolution was adopted by a vote of 4-0 in the affirmative....

Chairperson Leitt asked for a motion to adopt the minutes from the November 2021 monthly meeting. A motion was made by Commissioner Poling and a second was made by Commissioner Hawkins. The floor was opened for discussion. There was no discussion. The motion was approved by a vote of 4-0 in the affirmative.

Chairperson Leitt opened the floor for discussion about the filling of vacant units. Mazur stated that we are slightly less than 90% occupancy rate and we are up 3 % from last month.

Commissioner Poling asked about additional positions and Mazur stated that they have yet to have those discussions. Commissioner Leitt asked if there were any upcoming retirements and Mazur stated that JR is expected to retire in approximately 10 months.

A motion was made to go into executive session at 6:26pm pursuant to Public Officers Law, Section 105(1)(f), said motion having been made Commissioner Poling and a second having been made by Commissioner Hawkins, said motion carried by a vote of 4-0 in the affirmative. The Board, Director Mazur, and Attorneys Casale and Goldberger commenced said executive session at 6:27p.m. A motion was made at 6:30 pm to conclude said executive session, said motion having been made by Commissioner Anadio and a second having been made by Commissioner Poling, the motion was carried by a vote of 4-0 in the affirmative.

A motion to adjourn the meeting was made by Commissioner Hawkins and a second was made by Commissioner Poling, with said motion having carried by a vote of 4-0 in the affirmative. The meeting was adjourned at 6:40 p.m.

Dated:

Lashawn Hawkins, Secretary