

# **GLOVERSVILLE HOUSING AUTHORITY MINUTES OF JANUARY 2022 MONTHLY MEETING**

## **JANUARY 10, 2022**

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 January 10, 2022 at 6:00p.m.

**Board Members Present:**    **Brenda Leitt, Chairperson**  
   **John Poling, Commissioner**  
   **Ellen Anadio, Commissioner**  
   **Raymond Yorks, Commissioner**  
   **Kaci Coffin, Commissioner**

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

Chairperson Leitt called the meeting to order at 6:03 p.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 and with there being none, the board proceeded with the agenda.

Chairperson Leitt opened the floor for Communications. Commissioner Poling stated that he heard about a Covid-19 outbreak at Forest Hill Towers and said he didn't know whether or not it was true or simply a rumor. Executive Director Mazur stated that there had unfortunately been a number of Covid-19 cases and recently two tenants passed away. Commissioner Yorks stated that one of these tenants had extenuating circumstances regarding pre-existing medical conditions. Chairperson Leitt inquired as to whether there were any age restrictions for either Forest Hill Towers or Kingsboro Towers. Mazur confirmed that housing is based on income qualifications and that age is not a consideration...Commissioner Poling asked if there are any restrictions in place at this time. Mazur indicated that there are mask mandates in place, hand sanitizers in common areas, and tenants are asked to not loiter in common areas. There are

presently no planned activities in the community room. Outside vendors and guests continue to be allowed and are required to wear masks.

Chairperson Leitt opened the floor for Old Business. Mazur stated with regard to the maintenance position that remains open, one candidate has been identified for sure and perhaps a second candidate. One candidate has been interviewed who shows promise. The candidate happens to be a tenant at Dubois Gardens and is familiar with the GHA properties. We are awaiting another civil service application regarding a different candidate prior to making a final decision.

The Executive Director's report was provided by Jason Mazur. Occupancy rates right now are being impacted by Covid. Covid is all over the news right now. It is true that after a couple of confirmed Covid cases at Forest Hill Towers, we learned of additional tenants at Forest Hill that were ill from Covid-19. We did not learn of similar issues at Kingsboro Towers. .... We've also spoken about the four families at Dubois that were displaced. The issue has been repaired. By next week we will be able to notify the families that they can move back into their units. This will free up four units for new tenants. .... We have also done repairs to a couple different apartments that had flooring issues and these are ready to rent.... The tractor we ordered will be delivered this week, finally. We are seeing delays in deliveries of supplies as is everybody.... We are looking at the heat and boiler at Forest Hill Towers. The system was installed in 2003. The zoning and climate control for the boilers is outdated. We have consulted with a company that provides upgrades to regulate heat. Through a laptop, we will be able to monitor heat throughout the whole building. These upgrades will cost approximately \$23,000 and it will likely pay for itself within a year's time and that this upgrade is something we should consider. Commissioner Yorks stated that there are three heaters in the lobby so when the doors open, that's a fifty foot hole with heat going to the outside. Mazur said we were made aware of this issue recently. Calls come in about the heat. Mattice mechanical serviced the unit last week. We are working on it. .... The three biggest things right now are the heat, preparing units, and making sure that the sewer system is working. The pump station across the street needs to be upgrading by the City and Mazur has been in contact with the City DPW Director Chris Perry about this issue. ... With regard to the paving project, the first invoice has been paid, which was basically for the surveying work. We are going to have to contact the City about Homestead Drive because we are only allowed to work on our property and City property is a whole other issue. The project remains ready to commence in the spring. Chairperson Leitt stated that Mazur has been here less than a year, since May 2021, and in the time he's been here, he's gotten many things back on track. Things just were not getting done and kudos to Jason for the work he's done and we are very thankful for the work he does.

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 introduced Resolution 829 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 December 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 December 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 Anadio. The floor was opened for discussion. Poling said that total disbursements varied month over month by approximately \$20,000. Mazur indicated that this because of when the insurance premium payment for Blue Cross Blue Shield is made. This payment is approximately \$18,000 per month. We recently had a floor repair in the approximate amount of \$3,500. Poling inquired if there were reserve funds for this type of work and Mazur stated that we have capital funds for vacant unit preparation. Many times we do not learn of these issues until the unit is vacant and many times the discovery of one issue leads to discoveries of additional issues, such as when the problem is water-related. There was no additional discussion. The resolution was adopted by a vote of 5-0 in the affirmative

Chairperson Leitt stated that she distributed committee assignment lists to the board members and wanted to make sure that the lists had been received and that nobody had any concerns. Commissioner Yorks said that he was happy to receive a hard copy of the minutes in the meeting packet. Mazur said he will send out the minutes as soon as they are available. As far as publishing minutes, there is a cost associated and the board will have an opportunity to review the minutes before publishing. Leitt said that with regard to committees, since her time on the GHA board, because of Covid-19 related-issues, many committees have not met. She further indicated that it is her opinion that the committees should meet when necessary. For example, the personnel committee meets when there is a personnel issue. Finance meets regularly to do the audit. Other committees, such as Tenant Relations or the Executive committee, should meet when necessary. Commissioner Anadio said that she referred to Robert's Rules of Order earlier in the day and that Robert's Rules indicates that committees should meet when it is necessary. All agreed and confirmed their satisfaction of the committee assignment lists.

Chairperson Leitt asked for a motion to adopt the minutes from the December 2021 monthly meeting. A motion was made by Commissioner Anadio and a second was made by Commissioner Poling. The floor was opened for discussion. There was no discussion. The motion was approved by a vote of 5-0 in the affirmative.

Chairperson Leitt opened the floor for discussion about the filling of vacant units. Mazur stated that we are down less from last month due to building 7 issues and the unfortunate deaths of two tenants.

Chairperson Leitt inquired if there was any requests for an executive session. Attorney Casale indicated that there was no need to go in to executive session.

A motion to adjourn the meeting was made by Commissioner Anadio and a second was made by Commissioner Coffin, with said motion having carried by a vote of 5-0 in the affirmative. The meeting was adjourned at 6:40 p.m.

Dated:

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Lashawn Hawkins, Secretary

