

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

## **APRIL 11, 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 April 11, 2022 at 6:00p.m.

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

**Others Present:**                **Anthony Casale, Authority Legal Counsel**  
  **Bryan Golberger, 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 in remembrance of resident commissioner Raymond Yorks who passed away on April 2, 2022.

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 having been no speakers, the board proceeded with the agenda.

Chairperson Leitt opened the floor for announcements of commissioners. Commissioner Hawkins stated that she will be hosting a parenting program on April 28<sup>th</sup> at 10am in the Community Room. The program provides information about how to effectively interact with children.

Chairperson Leitt opened the floor for Communications, and with there being no communications to report, the board proceeded with its agenda

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

The Executive Director's report was provided by Jason Mazur. The resident commissioner election is being held on April 21<sup>st</sup>. Until 2 days ago, we did not have any nominees. Then we received two nominees in the same day. The way it will most likely work out is that the winner of the election and the runner-up will fill the open resident commissioner seat and the vacant resident commissioner seat, respectively.....We received a 10% credit for solar usage on our energy bill, resulting in a credit of approximately \$38,000 which we should soon be receiving. ....With regard to evictions, there are 11 evictions pending. We did receive an additional ERAP application this month. We are able to assist applicants once they apply but we cannot apply for them. Commissioner Hawkins inquired about the total number of ERAP applications for GHA, and Mazur indicated that 3 tenants received funds and 8 additional tenants have ERAP applications pending. For us, it is important to know when an application has been filed so that we provide supporting documentation but until we are not notified until that application has already been filed...The program had been suspended for a few months in late 2021 but applications were then able to be filed again in January of this year. The suspension of the program was due to circumstances faced by a few counties downstate. Any of the tenants at GHA can apply for ERAP.....We are preparing a grant proposal with the City of Gloversville for sewer infrastructure and pump station.....Regarding vacancies, we have increased occupancy by 6 units month over month. Presently, we have an abundance of efficiency apartments available and for many prospective tenants, they are not interested in this and want a one bedroom apartment. The maintenance crew readies apartments based upon when it the unit was vacated but it appears that when the one-bedroom units become available, it is turned around and reoccupied very quickly as compared with efficiency units...[Discussion was had about the differences between efficiency units and one-bedroom units]... There are a couple nuisance cases at Dubois Gardens that I am working with Attorney Casale to move forward with evictions and those units will need work...There are 3 or 4 units at DG that need substantial work. Regarding units at the towers, they can be turned around very quickly by the maintenance crew....Commissioner Hawkins inquired about whether Mazur knew anything about a lead cord that was depicted on social media running through a window. Mazur speculated that this might have been a short term solution for a toilet problem with one of the units but he would have to look into it.....Commissioner Poling inquired about the upcoming election and sought clarification that both seats previously occupied by Tubbs and Yorks will be filled through this election and Mazur confirmed that this was in fact the case. Both are from the towers and so far there are no nominees from DG. ....Poling noted that the occupancy rate is trending in the right direction, with a 2% increase from last month. Mazur stated that it even better than contained in the report due to recent occupancies, with overall occupancy being at 87%. ...Poling noted a diminishment in aging accounts by 7 accounts and \$1,600. Mazur indicated that this was a result of delinquency notices served. ... Poling noted that with regard to budget, it appears that everything looks good and he understands that month to month there is some variance. Mazur stated last month, the PILOT to the City was paid, and last year's PILOT payment was never made, so this was done as well. Mazur indicated that he has requested a mid-year report from Todd and he expects that he will receive this soon.....Chairperson Leitt inquired about a line item in the budget and codes for employee benefits and noted that there nothing in the line item and surely this has been budgeted and that there needs to be fine-tuning of the way lie items of the budget read in the report so that it is more comprehensible and suggested that Todd provide input as to how best effectuate this....

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 833 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 March 2022 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 March 2022 as set forth on the attached list.” Commissioner Anadio asked for a motion of recusal due to payments in the audit having been made to the City of Gloversville from the list of checks referenced by Leitt. Attorney Casale noted that the recusal would result in less than a quorum of the board being present for the vote and that the board cannot proceed in such fashion. Discussion was held about whether the recusal was necessary and that Marcia Weiss, a prior GHA commissioner who served simultaneously on the Common Council, did not recuse under similar circumstances. A motion to table Resolution 833 was made by Commissioner Anadio and a second was made by Commissioner Hawkins and the motion to table Resolution was passed by a vote of 4-0 in the affirmative. Commissioner Poling requesting a ruling on this issue and that he foresaw this being an issue going forward in terms of impacting a quorum on future votes/actions .....The motion for Chairperson Leitt introduced Resolution 834 regarding the resignation of GHA Commissioner Tom Tubbs and read the same into the record as follows: “Whereas, the Gloversville Housing Authority Board of Commissioners has received the verbal resignation of GHA Board Member Tommy Tubbs effective Monday, March 14, 2022. Now, therefore, be it resolved the Board of Commissioners of the Gloversville Housing Authority accepts the verbal resignation of GHA Board Member Tommy Tubbs effective March 14, 2022.” A motion to adopt said resolution was made by Commissioner Anadio and a second was made by Commissioner Hawkins. The floor was opened for discussion. Commissioner Poling inquired whether the oral resignation is binding. Chairperson Leitt noted that a written resignation would have been preferred. Attorney Casale indicated that there was no legal prohibition against accepting the oral resignation. The resolution was ratified by a vote of 4-0 in the affirmative.

Attorney Casale, with the consent of Chairperson Leitt, asked for a motion to adopt the minutes of the March 2022 monthly meeting. A motion was made by Commissioner Anadio 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 asked whether the board had any further discussion regarding “Discussion of Vacancies” and with there being none, the board proceeded with its agenda.

Chairperson Leitt asked whether there were any requests for Executive Session and there were no such requests and there was no executive session.

A motion to adjourn the meeting was made by Commissioner Hawkins and a second was made by Commissioner Anadio, with said motion having carried by a vote of 4-0 in the affirmative. The meeting was adjourned at 6:29 p.m.

Dated:

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Lashawn Hawkins, Secretary