

GLOVERSVILLE HOUSING AUTHORITY MINUTES OF THE JANUARY 2025 MONTHLY MEETING

JANUARY 13, 2025

The Gloversville Housing Authority's Board of Commissioners met at its monthly meeting that was held at Dubois Garden Apartments, 181 West Street Gloversville NY on January 13, 2025 at 6:00p.m.

Board Members Present: **Ellen Anadio, Commissioner**
 Lawshawn Hawkins, Commissioner
 Gail Peters, Commissioner
 Ronald Holly, Commissioner
 Imari Shaw, Commissioner
 Sherry Courtney, Resident Commissioner

Others Present: **Anthony Casale, Authority Legal Counsel**
 Kayla Potter – Executive Director
 Clyde Nellis – Authority Accountant

Commissioner Anadio called the meeting to order at 6:00 p.m. All present stood for the Pledge of Allegiance followed by a moment of silence.

Commissioner Anadio conducted a roll call memorializing the presence of the above-named individuals.

A motion was made to modify the agenda to include Resolution 884, said motion having been made by Commissioner Hawkins and seconded by Commissioner Holly, there was no additional discussion and motion carried by a vote of 6-0 in the affirmative.

Commissioner Anadio opened the floor for public comment, and with there being none, the board proceeded with its agenda.

Commissioner Anadio opened the floor for Announcements by Commissioners, with there being none, the board proceeded with its agenda.

Commissioner Anadio opened the floor for Communications and with there being none, the board proceeded with its agenda.

Commissioner Anadio opened the floor for board committee reports and with there being none, the board continued with its agenda.

Commissioner Anadio 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 Kayla Potter.

We had seven move ins for the month of December and seven move outs. Going forward, we'll start putting in the move in, move out report as part of the meeting packet. We are moving people in, but on the other hand we're getting move outs. We continue to attempt to meet our occupancy projection goals. It may be difficult to meet the goal I discussed last month, but we remain confident that we can get above 90%. Unfortunately, with two senior properties, we lose tenants due to fatality with some frequency. We have a few evictions in court as well. We do have a waiting list and there is a demand for housing. The challenge is in turning the units. This one of the reasons that I am looking to add two maintenance positions because we need the manpower. I also signed the contract for 2024 audit with Markham. I wanted to at least this year get through with them because they have all of our policies, all of our procedures, and things being as they have been with past audits, I didn't want to go with another auditing firm and have us catch back up..... Friday, I met with CT Male out of Johnstown, an engineering firm, and this will take the place of the project manager position. The resolution we added to the agenda at the beginning of the meeting is about this. We are paying for it out of our capital funds and in doing it this way, we will not have any legacy costs.....There is a resolution tonight for two more building maintenance positions. So with the with the contractors that we used having closed its business, we are going need more help. ... There is a resolution on for tonight to continue services with Casale Law Firm and Anthony Casale, which has worked out great so hopefully everybody else is on board.....There is a resolution on for tonight adding a capitalization policy which was suggested from Markham in our 2023 audit findings. So that's also in here as well. And the tenants relations Civil Service exam is the 18th Saturday next week. So Toni and Mel will be taking the exam..... Unit 2 up at Dubois had a sewer leak, we had Steve Miller and he's actually doing the work now. And Danny Isabella if we need to do any digging, but luckily it's the copper pipe from the 2nd floor coming down. We did have to gut the kitchen, the floors. It could have been worse.... And on the sewer topic, Building 7 we had an eviction that we just completed two months ago, but that's what was holding up the work in this. Sewer units, but within that time, like the last six months, it's become a bigger issue and we've been having more backups. I'm going prepare a little synopsis and send it to Ellen as I am considering building 7 an emergency fix. Hopefully after Unit 2 we can send Steve Miller over to just continue on to building 7. That'll go to you probably tomorrow. I'll send it off and just get the OK. But I did want to let everybody know what is happening....Painting of the hallways will resume. They took some time off for the holidays. The yellow walls and doors are gone. It looks good. Once completed we will need to buff the floors.

Commissioner Anadio opened the floor for new business. Commissioner Anadio presented Resolution 880 regarding monthly vendor invoices and read said resolution, said resolution reading as following: 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 2024 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 has reviewed the monthly vendor invoices

for payment as set forth on the attached list.” A motion was made by Commissioner Holly adopting Resolution 880, and said motion was seconded by Commissioner Shaw. There was no additional discussion and Resolution 880 was approved by a vote of 6-0 in the affirmative.....Resolution 881 regarding the creation of two new maintenance positions was presented by Commissioner Anadio, a motion was by Commissioner Shaw adopting said resolution, with a second by Commissioner Holly. There was no additional discussion and Resolution 881 was approved by a vote of 6-0 in the affirmative. ... Commissioner Anadio presented Resolution 882 extending the contract for the engagement of legal services from Casale Law Firm PLLC. A motion was made by Commissioner Shaw adopting said resolution, with a second by Commissioner Peters. There was no additional discussion and Resolution 882 was approved by a vote of 6-0 in the affirmative. ... Commissioner Anadio presented Resolution 883 regarding a Capitalization Policy for GHA. A motion was made by Commissioner Hawkins adopting said resolution, with a second by Commissioner Shaw. There was no additional discussion and Resolution 883 was approved by a vote of 6-0 in the affirmative. Commissioner Anadio presented Resolution 884 authorizing contract with CT Male, Associates. A motion was made by Commissioner Holly adopting said resolution, with a second by Commissioner Peters. There was no additional discussion and Resolution 883 was approved by a vote of 6-0 in the affirmative.

A motion to adjourn the meeting was made by Commissioner Hawkins and seconded by Commissioner Holly. The motion carried by a vote of 6-0 in the affirmative. The meeting was adjourned at 6:17 pm.

Dated:
