

**Minutes of the Regular Meeting of the Board of Commissioners
of the Hudson Housing Authority
March 14, 2018**

1. **Roll Call/Establishment of Quorum**: The meeting was called to order at 6:08pm by Secretary Tim Mattice. Members in attendance were: Chairperson Weaver, Vice-Chair Martin, Commissioners Barbara Hall, Peggy Polenberg, Mary Decker, Anthony Pastel, and Tracy Brown. A quorum has been established.
2. **Approve Meeting Minutes February 14, 2018**: Reading of the minutes from the Regular Board meeting held on February 14, 2018: The minutes of the previous meeting were ready. Motion to approve the minutes was made by Commissioner Decker.
Seconded by Commissioner Brown. Minutes were approved unanimously.
3. **Board approval of the Accounts Payable for February 2018**: Board review of February's monthly expenses for February.
Motion to approve accounts payable for February was made by: Commissioner Hall
Seconded by: Vice-Chairman Martin. Accounts Payables were approved unanimously.
 - Commissioner Hall asked what expense item 4606 Wilmar was. The ED explained that Wilmar is a vendor we use to purchase maintenance supplies, floor care and wax products from.
 - Commissioner Brown asked if the HA was still paying a rental fee on a storage POD that has been on the property since last year. The ED explained that the contents in the POD were sold but the buyer did not take everything, so the HA needs to remove and discard the items before we can have the POD returned. The POD will be removed by the end of February.
 - Commissioner Hall asked what expense item 4611 was, Flanders Group. The ED explained that it was HA insurance carrier that we use.
 - Commissioner Brown asked about Mid-Hudson cable 4651 expense. Brown stated that Mid-Hudson cable house their equipment at the HA and we shouldn't be paying them anything, and that they price gouge. Chairperson Weaver ask do they pay rent for housing their equipment at the HA. Brown recommended that the HA call Verizon for internet and cable pricing.
4. **Monthly Financial Review**:
Motion to approve monthly Finances for February 2018 was made by Commissioner Hall
Seconded by Vice-Chair Martian. Monthly financial review was approved unanimously.
 - Chairperson stated that HA's collection losses are up 279% year to date. The ED explained that the HA has made significant gained in collection bad debt and rent arrears.

Old Business

5. **Resolution #435 Adoption of the Hudson Housing Authority Board of Commissioners Revised By-Laws**.
Motion to approve Resolution #435 was made by Vice-Chair Martin.
Seconded by Commissioner Polenberg. Motion was approved unanimously.
Discussion: Amendment to the Hudson Housing Authority Board of Commissioners By-Laws Chairman Weaver presented an expanded, revised by-laws document. The Chairperson explained the board is desirous of updating the by-law, so it is more in line with modern meeting and protocol standards. Chairperson Weaver disbursed sample by-laws for board members to look at prior meetings.

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- Commissioner Polenber asked if the new bylaws could be put on the HA's website.

New Business

6. Otis Elevator Interim Modernization Proposal.

Motion to allow the ED to enter into an elevator upgrade contract agreement with Otis Elevator was made by Commissioner Brown.

Seconded by Commissioner Hall. Motion was approved unanimously.

Discussion: The ED presented an interim elevator modernization upgrade proposal from Otis Elevator. This proposal was requested by the board of commissioner as an option to the more costly and complete substantial upgrade that was estimated to be over \$500K. The Otis proposal includes a specific scope of work and items to be replaces with an estimated cost of \$134,000 to improve the safety and reliability service of both elevators. The ED is seeking board consensus to move forward with this proposal. The ED also explained that with the elevator upgrade investment the HA will be able to leverage a lower per monthly service contract with Otis by 10% each month.

The ED ask the board for a general vote to allow the HA to move forward with the proposal presented by Otis Elevator.

7. Update: Co-Developer RFQ for Columbia Apartments/State Street Project.

Discussion: The ED explained there was a Pre-submittal meeting on February 28th for developers who have questions regarding the RFQ and to look at the HA facilities. There were four developers who attended the pre-submittal meeting. We will be setting up a sub-committee group to help select the developer once all proposals are submitted. The ED provided the board a review matrix that will be used in the selection of a developer. There has been at least a half dozen interested developers so far. The deadline date for submitting development proposals is March 30, 2018.

8. Update: Building and Units repairs and modernization.

Discussion: The ED provided an update to the board of commissioners on the projects completed or underway:

- Units inspections were completed in January and reports were generated that listed all the health and safety deficiencies and general repairs that need to be addressed.
- All health and safety deficiencies that were listed on the inspection report were fixed within two weeks of the report.
- There are currently nine units off line that need extensive repairs and modernization work. The HA is currently seeking contractors to complete all work.
- The HA has seven vacant units that are current being redone to rent to new tenants. There are six new tenants in the pipeline waiting for lease up.
- Improvements to the lobby are nearly complete and include new paint, carpet, LVT flooring, and decorating.
- List of recent improvements: New generator, removed bird infestation, garbage chutes cleaned, repaired garbage hopper doors, air vents cleaned, community room upgrades, introduced visiting nurses to help residents with special needs with daily tasks, created resource center, new staff for office and maintenance.
- The ED discussed and provided the board a list of work orders completed by maintenance staff each month beginning in January through March.
- Virginia Martin resident at 724 Warren Street asked a question regarding the computer room. There was a general discussion among the board regarding the challenges of keeping the computer room open and finding someone to oversee the activities during the day and at night. Vice-Chair Martin explained the computer room was intended to be a tenant resource to be managed and run by the HA tenant association.

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9. Results: Housing Authority Auction Proceeds.

Discussion: The ED provided the Board the results of the on-line auction of surplus equipment the HA sold. The ED gave the Board the accepted bids of all items sold and the total amount the HA generated from the auction. The total amount generated from the public auction was \$14,334.

10. Report: Hudson Housing Authority Designated Substandard by HUD Fiscal Year 6/30/2017 (Correction Action Plan Requested by HUD in 30-days).

Discussion: The ED explained to the Board that HUD notified the HA that its physical score is below acceptable standards and that a Recovery Plan needs to be presented to HUD within 30day explaining the action steps the HA is proposing to address the deficiencies and improve the PHAS score to an acceptable level.

11. Report of Resident Commissioners: None

Other Business

- Public Comment.

Amanda reporter for the local paper asked about how many apartments the housing authority will be improving. The ED explained that there are a total of nine unites off-line that are undergoing modernization.

The Mayor commented to the board that he has no plans at this time to replace any board members. The Mayor explained he is supportive of the board and is watching over the business of the HA and is new to his position as well Tim is new to his position, The Mayor noted that he and Tim have met a number of times and we are all watching each other.

12. Call for Executive Session to discuss personnel matters (Executive Director six-month evaluation) related to the housing authority.

The board chairman called for an executive session to discuss matters related to the personnel matters. Executive Director six-month evaluation.

Motion to adjourn into executive session to discuss the executive director's six month evaluation was made by Commissioner Hall at 7:15pm

Seconded by Vice-Chairperson Martin. Motion was approved unanimously.

13. Adjournment: The board returned to the regular meeting at 7:55pm

Motion to adjourn made by Commissioner Hall and seconded by Commissioner Decker.

Motion approved unanimously. Meeting adjourned at 7:57pm.

Respectfully submitted,

Timothy M. Mattice, Secretary