

**Minutes of the Regular Meeting of the Board of Commissioners
of the Hudson Housing Authority
May 16, 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 Peggy Polenberg, Mary Decker. Members absent: Tracy Brown and Anthony Pastel. A quorum has been established.
2. **Approve Meeting Minutes April 11, 2018**: Reading of the minutes from the Regular Board meeting held on April 11, 2018: The minutes of the previous meeting were ready. Motion to approve the minutes was made by: Chairperson Weaver. Seconded by: Commissioner Decker. Minutes were approved unanimously.
3. **Board approval of the Accounts Payable for April 2018**: Board review of monthly expenses for April, 2018. Motion to approve accounts payable for April was made by: Chairperson Weaver. Seconded by: Vice-Chairperson Martin. Accounts Payables were approved unanimously.
 - Commissioner Decker asked why there are two health insurance expenses from two different companies. Chairperson Weaver stated that one is for dental and the other is for general employee health insurance.
 - Commissioner Polenberg asked if the HHA has a credit card. Asked if we get reward points, if not, we should shop for another credit card company who can provide better incentives.
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4. **Monthly Financial Review**:

Motion to approve monthly Finances for April 2018 was made by: Chairperson Weaver
Seconded by: Vice-Chair Martin. Monthly financials was approved unanimously.

New Business

5. **Mental Health/Adult Services Partnership Agreement Satellite Office**: The Executive Director presented a proposed PILOT program that the HHA introduced that would create partnerships through use of a satellite office with city and county public service agencies, D.S.S., County Mental Health, and the Health Consortium, among others, to provide support services to residents at Hudson Housing Authority. The ED introduced guest speaker Mike Cole, Director of Community Services, from Columbia County Mental Health. Mr. Cole explained his agency's role in the proposed PILOT program and the services his agency would provide at Bliss Towers. The County Mental Health operates a licensed out-patient facility for kids and adults. His agency would be interested in being on site at Bliss Towers a half day a week under the PILOT agreement for an unspecified period of time to provide advocacy, awareness, or other mental health services. Services provided to residents are covered by Medicaid and there would be no cost to residents or the HA. Mr. Cole stated that his agency will need to go through an approval process specifically, a resolution request to his overseeing board then to the county supervisors for approval, which could take anywhere from 60 to 90-days before the program could start. The ED stated that tonight's presentation was to introduce the idea of the PILOT program to the board and residents. The program is evolving and will take time to get up and running, eventually a formal agreement and resolution will be needed from the HA board for the County Mental Health program to start. The ED stated that he will draw up a resolution for the next board meeting so Mr. Cole can present it to his board and to the County Supervisors.

6. **Resolution #436 HHA's Smoke - Free Policy**:

Motion to approve Resolution #436 to enact a smoke-free policy and start a 45-day comments period and public hearing was made by: Commissioner Polenberg.

Seconded by: Commissioner Decker. Motion was approved unanimously.

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Seconded by: Commissioner Decker. Motion was approved unanimously.

Guest Lisa Heintz from the Tobacco-Free Agency of Columbia & Green County was in attendance for the meeting. The ED explained that HUD is requiring all HA's to institute a smoke-free policy by July 31st. The HHA has drafted a smoke-free policy and residents will be required to sign a lease addendum as part of that process. HHA conducted a series of workshops in early 2018 in partnership with Tobacco-Free Agency of Columbia & Green County to inform residents about the new policy. The Smoke-free policy will trigger a significant amendment to the HA's five-year and annual plan, therefore a 45-day comment period will be established along with a public hearing before the smoke-free policy can be officially adopted. The comment period will begin May 25, 2018 to July 9th. A public hearing will be held on July 11th at 5:00pm. Lisa Heintz spoke about her agency's role in providing continued assistance for the HA and its residents if they need follow up workshops or to help residents with trying to quit smoking, or other tobacco related matters. The Tobacco-Free Agency provided all new signage at no cost to the HA to assist residents to where they can smoke. The Board will officially adopt the HA's smoke-free policy at the July 11 meeting.

7. Resolution #437 Late fees for past due rent:

Motion to approve Resolution #436 was made by: Commissioner Polenberg.

Seconded by: Commissioner Decker. Motion was approved unanimously with the stipulation that language be changes from "will charge a late fee" to "may charge a late fee".

The ED explained that there is a chronic problem with HA residents not paying their rent or paying their rent late on a continued basis. This problem creates an added workload and expense to the HA and its staff. On average, the HA sends out between 40-70 14-day late notices every month. Currently the HA's ACOP states that the HA is allowed to charge a \$10 late fee, however the lease was never revised to include language regarding late fees, and a lease addendum was never signed by the residents.

- Vice Chairperson Martin stated he would like to see language that states if there is good cause for a resident's rent being late, the HA would address these incidences on a case by case basis. Vice Chairperson agreed to have the language changed from "will charge a late fee" to "may charge a late fee".

8. Resolution #438 Policy for repayment of past debt for residents reentering PH.

Motion to approve Resolution #438 was made by: Commissioner Polenberg.

Seconded by: Commissioner Decker. Motion was approved unanimously

The ED explained there are a number of individuals and families interested in reentering public housing that have outstanding debt. HUD's policy states that any outstanding debt must be paid back to the HA where the original debt was incurred. It's up to each HA's policy on how they handle and recover any outstanding debt. The HHA is proposing to institute a policy that would allow individuals and families with outstanding debt to pay half of the total debt along with their first month's rent payment up front, and then enter into a repayment plan for the balance due, not to exceed six months. If an individual defaults on the repayment plan it will violate the terms of the agreement and they may be evicted.

- Commissioner Polenberg asked what if the person defaults on the payment agreement?
Commissioner Polenberg also asked if there would be a contract agreement for the repayment plan. The ED explained that if a resident defaults on the repayment plan they may be evicted, also a repayment plan would be an official agreement/contract for repayment.

9. Resolution#439 Selection of Co-Developer Partner

Motion to approve Resolution #439 preliminary RFQ award subject to co-developer agreement, and to allow the ED to enter into co-developer agreement negotiations, subject to final review and approval by the board of commissioners was made by: Vice-Chairperson Martin. Seconded by: Commissioner Decker. Motion was approved unanimously

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The ED stated the HA conducted interviews on May 5th for two co-developer that submitted proposals. The review committee consisted of many of the board members, HA's RAD consultant and legal counsel.

Dan Hubbell, HHA's legal counsel for the pre-development process stated that what the board is approving tonight is to allow the board to negotiate with the co-developer to enter into a formal co-developer agreement, subject to review and final approval by the board. Final award should not be granted until the board has approved a final co-developer agreement. What the board is approving tonight is a preliminary approval of this developer. So the board is authorizing the ED to negotiate the terms of the co-developer agreement with final review and approval by the board of commissioners. This is not an award, but rather moving forward to the next step in starting the negotiating process to a formal co-developer agreement. The ED stated that he will email the board a revised resolution and award letter with the language stated by legal counsel.

10. Hudson Police Department Partnership/Above Baseline Service Agreement. The ED stated that at the last board meeting the board tabled the above baseline service agreement discussion recommending there be another resident meeting to discuss the scope of services under any such agreement. On May 5th Commissioner Decker conducted a meeting and explained to the board the outcome of that resident meeting.

- Commissioner Decker stated that the tenant meeting was very positive and the residents in attendance were supportive of having the Hudson Police Department provide additional services. According to Commissioner Decker, 70% of the residents at the meeting want Hudson Police in Bliss Towers.
- Vice-Chairperson Martin asked how many residents attended the meeting. Commissioner Decker stated twelve.
- The residents at the meeting stated they would rather see the police at Bliss Towers rather than a security guard.
- Chairperson Weaver stated; the residents supported the idea of having a Police presence at Bliss Towers and being involved in the decision making process on the level of service proposed.

The ED stated that the next step is to define the scope of services the board and residents would like to see at Bliss Towers.

- Vice-Chairperson Martin stated there should be a second meeting and recommended to table the proposal discussion until the residents have a chance to discuss what level of service they would be comfortable with and maybe have a representative from the police department at the next resident meeting.
- Commissioner Decker stated she would schedule another resident meeting as soon as possible.

11. Status: National Grid Grant Program (Rise Engineering) lighting/aerators: The ED gave the board a status report of the National Grid Energy Grant Program. The HHA was awarded a grant to replace all interior and exterior lighting with new LED lighting and install faucet aerators totaling \$80K of improvements that will save the HHA \$30K a year in energy savings. The HA's financial commitment would be \$1,100 for the cost of the equipment to install the new lighting.

12. Proposed DRAFT 2018-2019 Budget: The ED presented to the board a DRAFT budget for 2018-2019. The ED explained that the board should create a budget sub-committee to review the budget before the next meeting.

13. Report of Resident Commissioners:

Commissioner Decker stated that at the last resident meeting residents talked about police services, a neighborhood watch program, also talked about the need for a speed bump to be installed on State Street side of building. The residents want a list of public service agencies that will be at Bliss Towers. Commissioner Decker stated she will be conducting fundraisers to raise money for activities and field trips for kids in Bliss Towers.

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Other Business

14. Public Comment. None.

15. **Adjournment**: Chairperson Weaver stated there was no quorum so we don't have to adjourn.

Respectfully submitted,

Timothy M. Mattice, Secretary