POUGHKEEPSIE HOUSING AUTHORITY
Minutes of the March 9, 2022 Annual Meeting

Present:	Shirley Adams, Chairman Vincent Brugger, Vice-Chairman Jacquetta Brown, Secretary @ 5:20 pm Scott Johnson, Treasurer Felicia Watson, Assistant Secretary-Treasurer @ 5:21 Yvonne Flowers, Member
Also Present:	Sandra Boothe, Executive Director Thomas Shanley, Accountant Joanna Longcore, Counsel
Absent:	Thomas O'Neill, Member

The Annual Meeting of the Poughkeepsie Housing Authority was held on Wednesday, March 9, 2022 at 5:18 p.m. at the Administrative Office located at 4 Howard Street, Poughkeepsie, NY 12601.

MINUTES

February 9, 2022/Annual Meeting: Vice-Chairman Brugger made a motion to put the minutes on the floor. Commissioner Johnson seconded. Motion passed unanimously. Vice-Chairman Brugger made a motion to accept the minutes. Commissioner Johnson seconded. Motion passed unanimously.

RESOLUTIONS

Resolution 2022-03 Amended Travel Policy: Vice Chairman Brugger made a motion to put the resolution on the floor. Commissioner Johnson seconded. Mr. Shanley presented the resolution to update the travel policy. It would change the rates as follows; $20 for breakfast, $20 for lunch, and $ 40 for dinner. The total for the day would be $80, an increase of $15 overall for the day. Vice-Chairman Brugger made a motion to accept the resolution. Commissioner Johnson seconded. Motion passed unanimously.

Resolution 2022-04 FY23 Federal Operating Budgets: Commissioner Brown made a motion to put the resolution on the floor. Commissioner Flowers seconded. Mr. Shanley presented the resolution and the FY23 Federal Operating Budget. Vice-Chairman Brugger made a motion to accept the resolution. Commissioner Johnson seconded. Motion passed unanimously.

Resolution 2022-05 Management Health Insurance: Commissioner Watson made a motion to put the resolution on the floor. Vice-Chairman Brugger seconded. Mr. Shanley presented the resolution for the annual changes to the management health

insurance. Commissioner Flowers noted that Buildings and Grounds Administrator was not include in the second part of the resolution. Commissioner Watson made a motion to amend the resolution to include Buildings and Grounds Administrator in the sixth paragraph. Commissioner Brown seconded. Motion passed unanimously. Commissioner Flowers made a motion to accept the amended resolution. Commissioner Brown seconded. Motion passed unanimously.

Resolution 2022-06 Vacated Arrears Write Offs. Commissioner Brown made a motion to put the resolution on the floor. Vice-Chairman Brugger seconded. Ms. Boothe presented the resolution for two additional vacated arrears write offs for a total amount of $ 1,344.19. Commissioner Brown made a motion to accept the resolution. Commissioner Flowers seconded. Motion passed unanimously.

Resolution 2022-07 Disposition of Vehicle: Commissioner Brown made a motion to put the resolution on the floor. Commissioner Flowers seconded. Mr. Shanley presented the resolution to dispose of an additional vehicle that we will put out to auction. Vice-Chairman Brugger made a motion to accept the resolution. Commissioner Brown seconded. Motion passed unanimously.

Resolution 2022-08 Contract for Audit Services: Commissioner Brown made a motion to put the resolution on the floor. Vice-Chairman Brugger seconded. Mr. Shanley presented the resolution. We recently advertised twice for Independent Auditing Services. Both times we only received one response. This resolution is to enter into a contract with the EFPR Group, CPA's for audit years 2021, 2022, and 2023 for an annual fee of $40,000 for three years. Vice-Chairman Brugger made a motion to accept the resolution. Commissioner Flowers seconded. Motion passed unanimously.

COMMITTEE REPORTS

Building and Security: Commissioner Brown spoke of a tenant at her site leaving her teenage children alone in the apartment. Commissioner Flowers asked if there was gang activity. Commissioner Brown said that it could be possible. Chairman Adams said the question is whether there is an adult occupying the apartment. Ms. Boothe said that she is going to send another letter to the tenant and asked for a meeting. We will record the unit to see if the head of household is actually there.

Chairman Adams asked if we have had any progress with the vacant units. Ms. Boothe replied that we have had two move-ins this week and two last week. We anticipate filling our vacancies by the end of the month.

Chairman Adams asked if Bobby got his license. Ms. Boothe replied that we are still waiting.

Commissioner Flowers asked about the roofs and floors at the New Hope Community Center. Ms. Boothe said that we had a temporary fix done to the roof. We have not done

anything with the floors as we don't know if the temporary fix will hold. We have gone out for an RFP for A/E Services to replace the roof.

Finance: No report due to the annual budget.

Personnel: Chairman Adams asked about the new Buildings and Grounds Administrator. Mr. Boothe replied that he started on February 24th. He has been following up with tenants to see how work orders were completed. He seems to be doing well so far.

Tenant Relations: No report.

EXECUTIVE DIRECTOR'S REPORT

Ms. Boothe stated that the eviction moratorium has expired but we have not yet received any court dates.

We still do not have a formal word from REAC when they will be coming but they are doing inspections in New York State. She has included a monthly synopsis of the work orders that are being completed. HUD recommended we do this until our inspections are done. Chairman Adams feels that this is somewhat unfair as since the pandemic, supplies and people has been limited for the last two years. Ms. Boothe replied that we did get a lot of the outside work done. Chairman Adams said that we might need to hire outside contractors to help.

CHAIRMAN'S REPORT

No report.

COUNSEL'S REPORT

Joanna Longcore offered to draft the letter to the tenant. Ms. Boothe said she would be in contact with her.

OLD BUSINESS

None

NEW BUSINESS

None

TENANT PARTICIPATION

None

ADJOURNMENT

The meeting was adjourned at 6:19 p.m.

I hereby certify that the minutes are true and correct and approved at the Meeting of April 13, 2022.

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Jaquetta Brown, Secretary