POUGHKEEPSIE HOUSING AUTHORITY
Minutes of the March 13, 2024 Meeting

Present:	Shirley Adams Vincent Brugger Jacquetta Brown Felicia Watson Thomas O'Neill
Also Present:	Sandra Boothe, Executive Director Thomas Shanley, Accountant Joanna Longcore, Counsel
Absent:	Joseph Krakower

The Meeting of the Poughkeepsie Housing Authority was held on Wednesday, March 13, 2024 at 5:26 p.m. at the Administrative Office located at 4 Howard Street, Poughkeepsie, NY 12601.

MINUTES

February 14, 2024/Regular Meeting: Commissioner Brown made a motion to put the minutes on the floor. Commissioner Watson seconded. Motion passed unanimously. Vice-Chairman Brugger made a motion to accept the minutes. Commissioner Brown seconded. Motion passed unanimously.

ELECTION OF OFFICERS

Chairman: Commissioner Brugger nominated Commissioner Adams. Commissioner O'Neill seconded. Commissioner Adams was unanimously voted in as Chairman.

Vice-Chairman: Commissioner Brown nominated Commissioner Brugger. Commissioner Watson seconded. Commissioner Brugger was unanimously voted in as Vice-Chairman

Secretary: Commissioner Watson nominated Commissioner Brown. Vice-Chairman Brugger seconded. Commissioner Brown was unanimously voted in as Secretary.

Treasurer: Chairman Adams nominated Commissioner Watson. Vice-Chairman Brugger seconded. Commissioner Watson was unanimously voted in as Treasurer.

Assistant Secretary-Treasurer: Chairman Adams nominated Commissioner O'Neill. Commissioner Brown seconded. Commissioner O'Neill was unanimously voted in as Assistant Secretary-Treasurer.

RESOLUTIONS

Resolution 2024-01 Vacated Arrears Write-offs: Vice-Chairman Brugger made a motion to put the resolution on the floor. Commissioner Brown seconded. Motion passed. Ms. Boothe presented the resolution for the annual write off of the vacated arrears in an amount of $152,009.90. She said that we do have a collection agency and that we make every effort to collect money on these accounts. Commissioner Watson made a motion to approve. Commissioner O'Neill seconded. Motion passed unanimously.

Resolution 2024-02 Legal Services Contract: Commissioner Watson made a motion to put the resolution on the floor. Commissioner Brown seconded. Motion passed. Ms. Boothe presented the resolution to enter into a contract with Corporation Counsel in the amount of $70,200 for the first year with an option to extend for one year at that same rate and a further option to extend for a third year at an increase of 2%. We advertised the RFQ for these services twice, and Corporation Counsel was the only response both times. Vice-Chairman Brugger made a motion to approve. Commissioner Brown seconded. Motion passed unanimously.

Resolution 2024-03 FY25 Federal Operating Budget.: Commissioner Watson made a motion to put the resolution on the floor. Commissioner O'Neill seconded. Mr. Shanley presented the annual budget to the Board. Commissioner Brown made a motion to approve. Vice-Chairman Brugger seconded. Motion passed unanimously.

Resolution 2024-04 Amended Procurement Policy: Vice-Chairman Brugger made a motion to put the resolution on the floor. Commissioner Brown seconded. Motion passed. Ms. Boothe presented the resolution for the amended policy. The changes to the policy come directly from HUD. Commissioner Brown made a motion to approve. Vice-Chairman Brugger seconded. Motion passed unanimously.

COMMITTEE REPORTS

Building and Security: Commissioner Brown said that she had run into Captain Wilson, and he had just returned to work. Vice-Chairman Brugger asked Ms. Boothe if she had asked him about coming to a meeting to update the Board. Commissioner Brown said that he had just returned so maybe we should wait till May.

Finance: No report due to budget presentation.

Personnel: No report.

Tenant Relations: No report.

EXECUTIVE DIRECTOR'S REPORT

Ms. Boothe said that she spoke with our attorney for RAD. We have not yet received the draft from Beacon Properties.

She reported that we are probably going to have to spend money on the roofs at Hudson. We are having ongoing issues, especially in 8, 9, and 10. To replace all the roofs would be about 3 million. To replace just 8, 9 and 10, would be about $800,000. She said that we will not be doing a different project so that we can do the roofs. Chairman Adams asked if we know what the redevelopers are planning to do as that could affect the decision of what we should do.

CHAIRMAN'S REPORT

No report.

COUNSEL'S REPORT

No report.

OLD BUSINESS

None

NEW BUSINESS

Chairman Adams said that we received a request from a commissioner to attend a conference. Mr. Shanley said that usually the conferences are sponsored by organizations that HUD approves, i.e. PHADA, NYSPHADA, and NAHRO. The conference request is not a HUD related conference. The Board discussed the procedures going forward in regards to conference attendance.

TENANT PARITICIPATION

None

The meeting was adjourned at 6:32 p.m.

I hereby certify that the minutes are true and correct and approved at the Meeting of April 10, 2024.

Jaquetta Brown, Secretary