POUGHKEEPSIE HOUSING AUTHORITY
Minutes of September 10, 2025 Meeting

Present:	Shirley Adams, Chairman Vincent Brugger, Vice-Chairman Jacquetta Brown, Secretary Thomas O'Neill, Assistant Secretary-Treasurer Felicia Watson, Treasurer 5:27 pm Terriciena Brown, Member Robin Johnson, Member 5:35 pm
Absent:	Sandra Boothe, Executive Director
Also Present:	Thomas Shanley, Accountant Joanna Longcore, Attorney

The Meeting of the Poughkeepsie Housing Authority was held on September 10, 2025, at 5:18 p.m. at the Administrative Office located at 4 Howard Street, Poughkeepsie, NY 12601.

MINUTES

August 20, 2025/Regular Meeting: Vice-Chairman Brugger made a motion to put the minutes on the floor. Commissioner J. Brown seconded. Motion passed unanimously. Commissioner J. Brown made a motion to accept the minutes. Commissioner O'Neill seconded. Motion passed unanimously.

TENANT AND PUBLIC PARTICIPATION

Kedaer Parks, the Executive Director and Founder of Charlia Frank, said that they have been running programs over at Martin Luther King Jr. Chairman Adams asked if they had previously had a proposal for a daycare. Ms. Parks replied that they had but the building does not meet the current requirement to be certified through OCFS. Chairman Adams said that the Board needs to know what improvements need to be made. Ms. Parks replied that it needs to have a fully functioning kitchen with three sinks, enough prep room, and a refrigerator to hold the food. She went on the say that a wall would need to be knocked out to make kitchen the necessary size. Chairman Adams said the Board would need to discuss this in further detail. Commissioner O'Neill also inquired about insurance. She said that she has insurance. He asked if she had discussed this with the Executive Director. She said she had but she knew she was out, so she came to the meeting. Commissioner T. Brown said that we should do everything we can to have something for the children. Ms. Parks said that Ms. Boothe has been very helpful and was sure if she was here, she would have brought it up.

Zykia Davis, a tenant at Hudson Gardens, said that she has not received a rent statement. Ms. Longcore replied that the lease has been terminated effective August 14. She is currently considered a holdover tenant, and an eviction procedure would be started. The PHA would not bill them in this situation or accept rent. Syreetha Braxton, the mother of Ms. Davis, asked

about when she would be able to present her side to the judge. Ms. Longcore told her to reach out to legal services as soon as possible. Ms. Braxton said that she did reach out but no one would take her. Commissioner O'Neill asked when Hudson Valley Legal Services stopped representing PHA tenants. Ms. Longcore responded that Hudson Valley Legal Services only represents housing authority or Section 8 tenants. Ms. Braxton asked when she would be receiving the paperwork. Ms. Longcore said that the paperwork has not yet been filed but when it is it will be served. Ms. Braxton asked how they can serve her because she works 8 to 5. Chairman Adams replied that she could be served at night or on the weekend. They were given the number to Hudson Valley Legal Services and the Hudson Valley Justice Center.

RESOLUTIONS

Resolution 2025-08 Amendment to Asset Disposition Policy and Procedures:
Commissioner T. Brown made a motion to put the resolution on the floor. Commissioner J. Brown seconded the motion. Motion carried. Mr. Shanely presented the resolution to amend the policy to meet the HUD standards, specifically inventory standards. Commissioner O'Neill noted that on the first page under Disposition Procedures it reads " The following procedures should be adhered to". He said that it should be changed to "must be adhered to". Vice-Chairman Brugger made a motion to accept the amended resolution. Commissioner O'Neill seconded. Motion carried.

Resolution 2025-09 Section 8 Payment Standards: Commissioner T. Brown made a motion to put the floor. Commissioner O'Neill seconded. Mr. Shanley presented the resolution to set the payment standards at 110% of the fair market rents. Commission J. Brown made a motion to accept the resolution. Commissioner O'Neill seconded. Motion carried.

Resolution 2025-10 Flat Rent: Vice-Chairman Brugger made a motion to put the resolution on the floor. Commissioner J. Brown seconded the motion. Motion carried. Mr. Shanley presented the resolution to set the flat rents at 80% of the fair market rent. Vice-Chairman Brugger made a motion to accept the resolution. Commissioner O'Neill seconded the motion. Motion carried.

COMMITTEE REPORTS

Building and Security: Jason Folscher reported that the main concern is vacant units. He said that HUD wants us to have 17 vacant units completed by the end of the month. Chairman Adams said she is concerned that we have people who are grounds now doing vacant units, and we are over budget due to outsourcing the landscaping. She is concerned that we may need more outside help. He said that the same contactor who is doing the apartments at MLK Jr. are also helping with the painting.

She is concerned about the rest of the work as we received a letter from a tenant saying that the building is filthy and the is a roach infestation, and she will not be paying the rent. Vice-Chairman Brugger said he immediately called about the letter and this tenant claims she has proof but has not provided any. Commissioner O'Neill said it would help if Ms. Boothe gave

us a response to this letter. He said if it is true is an abomination because there is something wrong with the way we do business. If it is not true, then that is a whole different issue. He said that when the Board receives correspondence like this, he thinks it's up to the Executive Director to give a prompt response. Vice-Chairman Brugger said that Ms. Boothe and Mr. Folscher went to the unit and while the tenant said she had proof, she did not show it. Mr. Folscher said this happens all the time. He said that yes some do have roaches but if you see the way they live and how disgusting some of the places are. This tenant refuses to allow them to spray where they are supposed to and she spread some type of powder on the floor. Commissioner Johnson said that she has issues with people in her complex that will not allow pest control workers access. Mr. Folscher said that she is also trying to transfer and feels she may be using this as an excuse. Commissioner Johnson asked if she had furniture as she stated in the letter she did not. Mr. Folscher said she had some furniture. He said that they plan to go to the apartment on Monday with the pest control person and have them look at whether there is an infestation. Commissioner J. Brown asked us to send out a notice again about allowing the pest control workers access.

Commissioner Watson said that the tenants were complaining about the laundry rooms closing early. Mr. Folscher said that he is meeting with the laundry company to see about getting fob access to the door so that we can extend the hours. Commissioner Watson said that we need to communicate this to the residents.

Finance: Mr. Shanley presented the financials for August. The Net Deficit for the month of August in Low Income Public Housing is $136,097.72 and the Net Surplus YTD is $514,269.30. As of August 2025, we are leased at 107 of 117 in AMP 11 and 216 of 242 for AMP 22.

For Section 8, for the month of August, the net deficit is $5,466.86. Year-to-date, our Net Surplus is $102,837.67. As of August 31, we are leased at 83 of Housing Choice Vouchers, 57 for VASH, and 9 Foster Youth to Independence.

Chairman Adams asked if we are at 31 and Mr. Shanley confirmed that was correct. Chairman Adams said that now HUD is noticing and asked how long we have to fill them. Mr. Shanley said we have until the end of the month. Chairman Adams said that we have a deficit and vacant apartments we which we are not getting subsidy. Commissioner Watson said that we have been talking about this for months and not to be condescending or negative, this is where leadership comes in. So now we are in a situation where 17 that must be done by September 30. Commissioner Johnson noted that 7 are complete. Chairman Adams did note that we had a large group of evictions this past month. She feels that the Board should not be spending this much time on day-to-day operations. Vice-Chairman Brugger said that when you are in area where we don't have a lot of leverage with people destroying apartment and having to spend so much time repairing this and we have employee vacancies we have not filled. He feels that HUD should be helping to hold these tenants accountable. Chairman Adams said that staff should be monitoring apartments of people who are up for eviction. Vice-Chairman Brugger said that the new procedure of charging for tenant caused damage has been working.

Personnel: Commissioner Watson said she has an evaluation and a corrective action plan. Chairman Adams suggested a zoom with a consultation with counsel to not infringe on open meeting law. Commissioner Watson also asked if we ever got to root of the thing with Geraldine. Chairman Adams said that it was settled.

Tenant Relations: No report.

EXECUTIVE DIRECTOR'S REPORT

No report.

CHAIRMAN'S REPORT

No report.

COUNSEL'S REPORT

Ms. Longcore said that her father's work will be on exhibit this upcoming weekend at the Poughkeepsie Underwear Factory.

OLD BUSINESS

None

NEW BUSINESS

Commissioner Watson spoke of The Power of Place conference that is in October in San Diego if anyone was interested.

The meeting was adjourned at 6:46 p.m.

I hereby certify that the minutes are true and correct and approved at the Meeting of October 8, 2025.

_____

Jaquetta Brown, Secretary