POUGHKEEPSIE HOUSING AUTHORITY
Minutes of September 9, 2026 Meeting

Present: Shirley Adams, Chairman
Felicia Watson, Vice-Chairman
Jacquetta Brown, Secretary @ 5:27 pm
Robin Johnson, Treasurer
Terriciena Brown, Member

Absent: Thomas O'Neill, Member

Also Present: Michael Clarke, Interim Executive Director
Joanna Longcore, Attorney
Michelle Iaccino, Principal Account Clerk
Brian Lawlor, Whiteman Osterman & Hanna LLP (Virtual)
Vincent DeCesare, Beacon Communities (Virtual)
Jennifer Steinberg, Beacon Communities (Virtual)
Killian Ankers, Beacon Communities (Virtual)
Sean Kearney, Kearney Realty (Virtual)

The Meeting of the Poughkeepsie Housing Authority was held on September 9, 2026, at 5:16 p.m. at the Administrative Office located at 4 Howard Street, Poughkeepsie, NY 12601.

BEACON COMMUNITIES UPDATE MEETING

Vincent DeCesare told the Board the RAD application had been submitted last month. They are still waiting for approval, which they expect in the next couple of weeks. He said that they recently received some of the environmental reports that they ordered and are required for the federal environmental review for the RAD conversion. They also did a market study that is under review. They just received the preliminary site plan from their civil engineer that was informed by updated surveys that were done over the summer. He said that once the design is further developed over the coming weeks, they feel like they are going to be in a position where they can put together a preliminary financing application to HCR sometime this fall. Vice-Chairman Watson asked if he could breakdown the preliminary finance application. Mr. DeCesare replied that the preliminary financing application is just to really get in the queue with HCR for the 4% low-income housing tax credits, as well as any sort of soft subsidy loans from HCR that will be provided to the project. They spoke with HCR a few months ago and they're aware of where they are with the project and they pretty much told them that once they have their design further developed to submit the materials to them and schedule a technical assistance call with them to further discuss the project. He said it is to get into the queue so that they could potentially close on the financing next year.

Vice-Chairman Watson asked given the current climate at our federal level, is there anything that the Board should be conscious of. Jennifer Steinberg replied that right now project-based Section 8 is not subject to the same level of cuts. She feels that they should be proceeding relatively

regularly, but they will keep monitoring. Ms. Steinberg said that they have had other RAD approvals move through the process with a typical pace of about 12 to 15 months.
She said that would put them on track and if the state agrees, for a December 2027 financing closing, which would allow us to start construction after that. She said that they need to confirm it with the state and get through those next steps with HUD that Vincent mentioned. They will keep everybody updated if there are any big changes. Mr. Clarke asked if the environmental study is shared with the housing authority. Mr. DeCesare said that he would forward it to them.

Mr. DeCesare said the next item on the agenda was the voucher program, specifically the project-based vouchers versus the project-based rental assistance vouchers. On the RAD application, they assumed PBRA, and the reason for that is because PBRAs allow you to take advantage of higher, potentially higher rents. He wanted to see if you had any questions and whether you were okay with us proceeding with the PBRA because even though it was included in the RAD application, it doesn't necessarily mean that's set in stone. He said they would like to confirm whether they are going to go with either PBRA or PBV, because there are certain underwriting implications. With the PBRAs, because they will be able to receive higher rents, that means that they will be able to get a higher level of debt financing to fund the redevelopment. Vice-Chairman Watson asked Mr. Lawlor and Ms. Longcore their opinion on this. Mr. Lawlor said that we did discuss it with Beacon previously when they were putting the application together, and there is a distinction between the two of them. He said that on the rental assistance, it's administered centrally through the state. On the project-based vouchers, it is administered by the housing authority. If they are administered by the housing authority, that's an administrative fee that would go to the housing authority for that purpose.

Mr. Lawlor said that the rental assistance, and relying on what Mr. DeCesare is saying , results in higher rents for the project coming in, which makes it an easier decision for HCR to fund. He asked Mr. DeCesare, in terms of the tenants, the difference for tenants who move out who have vouchers versus tenants who move out with rental assistance. Mr. DeCesare said that the distinction is that under the PBRA program, if a tenant wants to move out and receive a portable voucher outside of Hudson Gardens or MLK apartment, they would be able to do that after two years. Under the PVV program, they would be able to take advantage of that feature after one year. Mr. Lawlor said that is not a guaranteed voucher. Mr. DeCesare said that they would go onto a waiting list as it's not guaranteed given federal funding levels at this point. He said that is part of the program, and if the federal funding did become available at some point, under PBRA, residents would be able to move out with affordable voucher after two years and the PBV program would be after one year. He went on to say that as far as tenant protections go, they're pretty much the same across both programs.

Commissioner Johnson asked that when you say accept higher rents, do they mean that if a tenant makes a higher amount, they can still be accepted into the program. Mr. DeCesare replied that is the same income levels for both programs. He said he could put together a comparison chart between the two programs and send it to them.
That would be great, Vincent.

Mr. Clarke asked if there is an operational impact as well. Mr. DeCesare replied that the operational impact is that under the PBV program, the housing authority would be administrating

the vouchers, which means paying the monthly subsidy, annual recertifications, maintaining wait list, and overseeing inspections. Under the PBRA program, the is with HUD multifamily office in New York City. Chairman Adams ask if there is deadline that you would want to have our answer. Mr. DeCesare replied there's no set date, but the earlier the better.

Commissioner Johnson asked said the residents were asking about the layout. Mr. DeCesare said they do not have one yet. He said that once the design is further developed, they plan on having our series of community meetings.

Commissioner J. Brown asked if they have an estimated time when they will meet the tenants again. He replied probably early 2027. She said that some tenants had questions at the prior meetings and asked if they took notes so they could answer those questions in the next round of meetings. He replied that they were taking notes during the meeting, so they will look back at those notes and see what those questions were and whether they can put some materials together to make sure that those questions are answered at the next series of meetings.
Vice-Chairman Watson said that it would be great if when we go back and look at their simple questions, we can include as a part of FAQs.

Mr. Lawlor asked if the RAD application also contemplates the fact that we're going to be using two sites. Mr. DeCesare replied that it does. Mr. Lawlor asked if they have gone through and done an analysis of what kind of local approvals we're going to need such as zoning, a site plan and do we need to subdivide the site. Mr. DeCesare replied that at MLK Gardens, there will need to be a subdivision and that's something that they are discussing with their consultant as to what the process is like because there's declaration of trust, and because there's declaration of trust, that means that there's a whole kind of process that you have to abide by when making that type of move. He said that as far as the rezoning, MLK Gardens doesn't require any rezoning, however, Housing Gardens does. He said that once they are in a better place with the site plan that's being worked out right now, they will be able to get the process started on the rezoning with the town or city.

TENANT AND PUBLIC PARTICIPATION

Tiffany came to speak on behalf of her niece, who recently moved into Hudson Gardens. She asked what is acceptable and reasonable regarding the size of the apartment for a family of five. She said it is too small for the family to put in full size table for the family to eat. Mr. Clarke said he needed an opportunity to speak with her tenant relations person. He asked for phone number and said that he would reach out to her by Friday morning. Laurie Sandow, a city resident, was also present.

MINUTES

August 12, 2026/Regular Meeting: Commissioner J. Brown made a motion to put the minutes on the floor. Vice-Chairman Watson seconded the motion. Motion carried. Vice-Chairman Watson made a motion to accept the minutes. Commissioner J. Brown seconded the motion. Motion carried.

RESOLUTIONS

Resolution 2026-17 Additional Day of Stipend for Acting Executive Director:
Commissioner Johnson made a motion to put the resolution on the floor. Vice-Chairman Watson seconded the motion. Motion carried. Ms. Longcore said that this was to pay Ms. McKenna for the additional day. Vice-Chairman Watson made a motion to accept the resolution. Commissioner J. Brown seconded. Motion carried.

COMMITTEE REPORTS

Building and Security: No report.

Finance: Ms. Iaccino reported that the net surplus for the month For low income, we have a surplus for the month of August in the amount of $328.71.24 and year to date, the surplus is 548,31586 and we're 98% leased up over both AMPs. In Section 8 for the month of August, we have a surplus of $6,246.6, and a year-to-date surplus of $18,017.45. We are leased for HCV, 56 of 60, for VASH and 13 and 18 for Foster Youth to Independence. Chairman Adams aske how many vacancies. Ms. Iaccino said that as of August 31 we have two vacancies. Ms. McKenna added that as of today, we only have one vacancy.

Vice-Chairman Watson said that the financial report shows that Section 8 cash and investment decreased approximately $97,774 compared with last year and current net assets decreased approximately $84,820. She asked what is driving those decreases and is there anything the board should be concerned about going forward. She told Ms. Iaccino that if she didn't have the answers to any questions, she could always get back to her. Ms. Iaccino said that she would have to get back to her. Vice-Chairman Watson said that the low-income program shows a net surplus of approximately $328,071 for August and approximately $548,316 year to date. She asked what drove such a large surplus in August and is there any significant portion related to the timing of HUD receipts or expenses rather than ongoing operating performance. Ms. Iaccino replied that the surplus for August is based on the capital fund operations money that we got in this month. Vice-Chairman Watson said that last month, we discussed approximately $96,000 in HUD grant shortfalls and $118,000 in capital fund timing issues. She asked what has actually been received since then, what remains outstanding, and when do we anticipate receiving the balance. Ms. Iaccino said she would have to look into it. Vice-Chairman was said that administrative salaries were approximately $26,198 over budget for August, which the report attributes to the former ED's accrued time payout. She asked if all the separation-related expenses are now reflected, or should we anticipate any additional costs. Ms. Iaccino said that there are no more.

Vice-Chairman Watson said that the electricity was approximately $14,444 over budget for August. She asked if that was primarily a seasonal increase from air conditioning usage or are we projecting utilities to continue running above budget.
Ms. Iaccino said the cost of electric has gone up in the last few months, plus for the season everybody's using the air conditioners, so she thinks it is both. She thinks we can expect to see it over budget , but not as much. Chairman Adams said that one thing we noticed and maybe this will come with the renovations or restorations, is that there were some apartments that had the windows up during the winter because they were getting too much heat while people on certain

levels were not getting enough heat. Mr. Clarke asked if we have ever had a conversation with Central Hudson. Chairman Adams said that she does not think that the Accountant has had conversations about anything other than the bill, not energy efficiency.

Personnel: Vice-Chairman Watson said that we have received about five resumes for the Executive Director position. She said that she had been sending it and had Ms. McKenna sent it out to our national organizations. Chairman Adams said that she has also been sending it out to her contacts. Vice-Chairman Watson asked Mr. Clarke if he could look at the job description to see if it is comprehensive.

Tenant Relations: Commissioner J. Brown said that a tenant at Boulevard Knolls had a party. They had an illegal pool that was behind another tenant's home and were running a hose from the laundry room to the pool. They also had a bouncy house at the party and spray-painted graffiti on a wall. They are also having issues with a tenant playing loud music and parking in the maintenance man's parking spot and working on his vehicle. Commissioner Johnson said he is running an extension cord from his unit to parking lot. Commissioner J. Brown said that the residents of Swartz are complaining that the building is not being cleaned on a regular basis. They also asked about the central air and the windows being replaced.

Commissioner T. Brown said that Delafield had a reunion a couple of weeks ago which was very nice. She had a ward meeting at Martin Luther King, but no one showed. She said that she is having a cookout for them next week. Vice-Chairman Watson said these are things that could be put on the website. Commissioner J. Brown said that the seniors said they could not get to the Board meetings and asked if they could be held there. Commissioner T. Brown said she had suggested before that we should start holding meetings at each of the sites. Mr. Clarke suggested streaming the Board meetings to the community centers.

EXECUTIVE DIRECTOR'S REPORT

Mr. Clarke said that his initial assessment confirms that PHA is a dedicated team maintaining services throughout the period of transition. They are supportive staff . They need stronger systems and more consistent controls. He said his observations are preliminary and he will present a final recommendation towards the end. He said that staff know their jobs and key core functions moving. Some tasks, however, appear to follow lengthy processes.
There are several processes for people to get paid, and you can eliminate a lot of those things. He said he will research simpler, compliant ways to see how we can reduce and eliminate potential errors. The office team is collaborative. Maintenance is amazing as well and is assigned to individual sites to bring valuable institutional knowledge. Paper is used extensively in this place, and we need to figure out how to cut back on the paper because even in the executive director's office, there's like shared reports which could benefit from a basic clear filing a record structure. Early opportunities are reviewing filing, retention, some sort of record management practices and identifying compliant agency-wide system. A simple way of registering your complaints, if it is valid, and then something that circles back to the tenant about what is the follow up.
Assessing whether timekeeping and other routine processes can be faster, reliable, including payroll and compliance requirements. Clarify who receives and distributes HUD updates, who owns required follow-ups, and where backup coverage is needed. He thinks there's really a need

to identify a purchase order system that connects maintenance to purchasing approvals to accounting records. He said they are disconnected.

He said that operational items under review; strengthen the process for renting community spaces, including eligibility and good standing checks, approvals, payments, and documentation. Review how the budget is currently prepared and determine how documented assumptions and scenario forecasting can be done. For example, because you don't have a plan system in place around, all right, there's been a leak in a specific group for the entire year. It needs to be moved to capital, so it then is repaired appropriately.
Determine whether ongoing budget to analysis, budget to actual monitoring is completed consistently and whether clear reporting and follow-up is needed. Assess PHA's overall financial leadership, staffing, training, and backup capacity to support budgeting, reporting, purchasing, and internal controls. Research whether suitable PHA-owned land can be used for solar energy. He said that the Central Hudson bills are very high and there must be a way of flowing some of that cost through solar or green initiatives or whatever can be done in terms of lighting. Also, having conversations with Central Hudson to see what initiatives they can offer.

He wants to provide each employee with current job descriptions. He said that this is not to say that people are doing a terrible job. This is just systems and processes that need to be changed so there's a better flow of how people work. It also verifies and collects the work performed and clarifies that we needed updates. He said we need to introduce changes with staff input and preserve practices that are working well so that improvements should make work easier, clearer, and more sustainable. Compare PHA practices with other housing authorities and other agencies to identify realistic improvements that fit PHA size. Figure what other organizations and housing authorities are doing and figure out if they are doing something that we're not doing, and can we piggyback off what they're doing to make our life a lot easier.

Commissioner Johnson said that he said that the staff works well together but then said that they don’t know their job. Mr. Clarke said that people work hard and they work well together, but they are taking a lot of extra steps to the final. He said for example, maintenance is taking their tally of their inventory on paper and there's no tracking system. He said there are ways of figuring this out and building systems that would eliminate a lot of the back and forth.

He said that in looking at the job description, he thinks that they really need to focus on the next ED having a very strong operational, organization mind and not necessarily a HUD mindset.

He said his goal over the next 30 days is to continue to work on outline items which were emailed to me. As he flows into a full assessment, validate findings with staff, establish baseline measures and quick wins, return to the board with phased recommendations, responsible owners, costs, timelines, risk, and any policy findings, staffing decisions required to get true board direction. He said that he thinks we need additional professional development for the staff so they can be ready to support and perform the task with the new executive director. He said there is a lot of quality in the organization currently and the PHA needs to continue to build. There is a person missing on the finance team. They heard Michelle report on the accounting piece, so provide professional development to support her. He said you have internal greatness and where you have gaps, pull from the outside. He said that we need a system to tie upstairs to downstairs.

Commissioner Johnson asked how quickly he could see this be implemented. Mr. Clarke said that it is going to cost, but it is feasible. He said we want to figure out systems so we can support the team here in a more fluid and effective way so they can continuously support tenants in the best way possible.

CHAIRMAN'S REPORT

No report.

COUNSEL'S REPORT

Ms. Longcore said that there is slight amendment that she needs to make to our by-laws so that they do not conflict with state law. The bylaws state that the eligible voters, which would be the tenants, can only sign one petition. Under state law, you are allowed to sign as many petitions as there are openings.

OLD BUSINESS

None

NEW BUSINESS

None

At 7:03 pm, the meeting adjourned.

I hereby certify that the minutes are true and correct and approved at the Meeting of October 14, 2026.

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Jaquetta Brown, Secretary