

**Minutes of the Regular Meeting of the Board of Commissioners
of the Hudson Housing Authority**

April 8, 2020

1. **Roll Call/Establishment of Quorum**: The meeting was called to order at 12:37pm by Chairperson Martin. Members in attendance were: Secretary, Executive Director Mattice, Vice-Chair Balle, Commissioner Davis, Commissioner Wolff, Commissioner Smith, Commissioner Brown. A quorum has been established.

2. The Executive Director welcomed two new Commissioners to the HHA Board. Commissioner Revonda Smith and Tenant Commissioner Edrick Brown.

3. **Approve Meeting Minutes for March 11, 2020**: Reading of the minutes from the Regular Board meeting held on March 11, 2020: The minutes of the previous meeting were ready. Motion to approve the minutes was made by: Vice-Chair Balle. Seconded by: Robert Davis. Minutes were approved unanimously.

4. **Board approval of Accounts Payable and Monthly Financial Review for March 2020**: Board review of monthly expenses for March 2020. Motion to **TABLE** accounts payable and financials for March 2020 was made by: Commissioner Wolff. Seconded by: Commissioner Davis. Account Payables were **TABLED**.

5. **Report of Resident Commissioners:** None

Chairperson Martin asked the Executive Director to report on the following:

Coronavirus Update: The Executive Director reported to the Board that there are currently no confirmed cases of Coronavirus in Bliss Towers or Columbia Apartments. The HA staff has been proactive with weekly notices to residents keeping them informed about the status of the virus and what steps to take to stay safe. Maintenance staff along with hired residents have been sanitizing all common area three to four times a day, seven days a week. The HA is receiving face masks from community groups for residents and staff to wear and notices have been posted limiting unnecessary visitors to the buildings and requiring face masks at all times while in buildings. NYS PAUSE Executive Order is in effect until May 15th so the HA will continue to institute and operate under its Coronavirus emergency management plan until further notice.

RAD Closing Status: The RAD closing is complete and all closing documents have been filed with the County. The HA will now begin the process to secure financing for a number of post RAD rehab. projects scheduled for the summer including rehabilitating 25 off line units, elevator upgrade, replacement of rooftop boilers, and exterior improvements to the low-rise units. The full effect of RAD will not be fully realized by the HA until January 1, 2021 due to RAD closing after January 1 2020. The HA will continue to receive its normal subsidies from HUD until December 31st. HHA will receive its first full HAP payment starting 01/01/2021.

With the RAD closing behind us, it's time to start thinking about funding for the projects we proposed under the RAD conversion. HHA is seeking a loan in the amount of \$2 million dollars for rehabilitation of 25 off line units, elevator upgrade, roof top boiler replacement and other exterior improvement projects.

As we move forward with the loan process the Executive Director ask if any of the Commissioner would be interested in being on a loan subcommittee to help review loan proposals. Vice-chair Balle and Commissioner Smith both volunteered to be on the loan

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Chairperson Martin explained to the Board about the loan proposal that was presented by the Bank of Greene County during the RAD closing process. Unfortunately, BOGC offered a loan proposal that was less than desirable with terms that were not favorable financially to the HA. Therefore, the HA decided to start looking at other opportunities with different banks.

Specifically, banks or lenders that have experience in FHA multi-family housing lending that is more in line with Housing Authority needs at low interest rates. FHA multi-family housing loans are federally insured loans that are tailored to housing providers fore new construction or rehabilitation. FHA offers many different loan products with various terms and interest rates.

Commissioner Smith recommend Greylock Credit Union to the Board - an affordable housing lender that she is familiar with that has funded other affordable housing projects in the area.

The Board agreed to reach out to Greylock Credit Union to discuss the needs of the HA and what they have to offer.

2019 Annual Single Audit Report: The Executive Director reported to the Board that the auditor has completed the 2019 annual audit to HUD and final copies of the audit have been emailed to the Commissioners. Hard copies of the audit will be passed out at the May Board meeting for Commissioners to keep on file. The Audit was good and did not cite any findings against the HA, and the total financial net position of the HA increased over last year's audit by \$290,000. The ED asked the Board if they had any questions regarding the audit to please contact him.

Additionally, the 2019-2020 operating budget year is ending soon, June 30, 2020, and the Board will need to start preparing to review the proposed 2020-2021 operating budget. The Executive Director suggested forming a budget review committee that can start reviewing the proposed budget before it goes to the full Board for approval. The ED asked if there are any Commissioners interested in being on the budget subcommittee. Commissioner Davis and Commissioner Wolff both volunteered to review the Draft budget prior to the June 10th Board meeting. Along with the review a new budget there will also be a final revision to the 2020 budget which will need to be approved prior to the close of the June 30th fiscal year. The ED will provide the Board with both a Draft 2021 budget and 2020 budget revision at the May 13th meeting.

Tenant Election Results: The Executive Direct reported to the Board the results of the tenant election that was held March 31, 2020. Edrick Brown was elected by popular vote as tenant commissioner and to fill a two-year term for the Housing Authority. Congratulations!

Resolution #490 Approve Health and Safety Coordinator Position (Robert Davis) and Related Budget Amendment Motion to approve new position of Health and Safety Coordinator and appoint Commissioner Robert Davis as position coordinator was made by: Vice-Chair Balle. Seconded by: Commissioner Brown. Motion was approved unanimously. The Executive Director explained to the Board that the health and safety matters of the Housing Authority has been an ongoing discussion for several months with residents, staff and Board members. There have been public meetings, tenant association meetings, and a resident questioner about extra security in Bliss Towers and HA property. There was an overall consensus with everyone about adding additional security, but not related to the Hudson Police Department. Commissioner Robert Davis has agreed to accept the position of a Health and safety Coordinator for Bliss Towers and Columbia Apartments. The Housing Authority would compensate Robert Davis in the form of a stipend. And he would receive a \$200 stipend monthly for performing duties related to being the Health and Safety Coordinator. Commissioner Davis's role would be to report any criminal or lease violations, monitor stairwells, and common areas, offer and recommend residents support services, and be a liaison between the liaison and staff. Commissioner Davis would also report any violations to administrative staff that would be use to

report any criminal or lease violations, monitor stairwells, and common areas, offer and recommend residents support services, and be a liaison between the liaison and staff. Commissioner Davis would also report any violations to administrative staff that would be use to issues notices or warnings to residents. This position is part-time, specifically weekdays after 4:00pm and on weekends too.

6. **Public Comment**: None

7. **Adjournment**: Motion to adjourn at 1:35 pm made by Vice Chair Balle and seconded by Commissioner Davis. Motion approved unanimously.

Respectfully submitted,

_____ Timothy M. Mattice, Secretary