

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

**December 11, 2019**

1. **Roll Call/Establishment of Quorum:** The meeting was called to order at 6:07pm by Chairperson Martin. Members in attendance were: Secretary Executive Director Mattice, Vice-Chair Balle, Commissioner Davis, Commissioner Martinez, Legal Counsel Michael Bruno. A quorum has been established.
  
2. **Approve Meeting Minutes for November 13, 2019:** Reading of the minutes from the Regular Board meeting held on November 13, 2019: The minutes of the previous meeting were ready. Motion to approve the minutes was made by: Vice-Chair Balle. Seconded by: Commissioner Martinez. Minutes were approved unanimously.
  
3. **Board approval of Accounts Payable and Monthly Financial Review for November 2019:** Board review of monthly expenses for November 2019. Motion to approve accounts payable and financials for October 2019 was made by Commissioner Davis. Seconded by: Commissioner Balle. Account Payables were approved unanimously.
  
4. **Adirondack Combustion Technologies – Bliss Towers Roof Top Boilers (John Frank).**  
John Frank from ACT made a presentation to the HHA commissioners regarding a proposed modernization plan for the Bliss Towers roof top boilers. Mr. Frank stated ACT is a manufacturing representative that works specifically with Patterson & Kelly manufacturers, engineers and installers. Mr Frank explained he and his technicians performed a physical assessment of the Bliss Towers boilers, age of equipment, past repairs, condition of mechanicals, and plumbing components. Mr. Frank stated ACT was involved when the existing boilers were installed 22-years ago, which is the age of the boilers. Mr. Frank described to the board how ACT plans to modernize and replace the roof top boilers and the process involved. Mr Frank stated after replacement the reliability would be improved significantly as well as the efficiency of the units. Mr. Frank further outlined the costs of repair verses replacement, stressing replacement being the most cost-effective way to proceed. The building's heating system also suffers from faulty gasket couplings that leak. The existing couplings expands and contracts causing water leaks. There is a coupler system that can replace the existing couplers to solve the problem. In conclusion Mr Frank presented two options for HHA, one being repair, the second, being replacement with the related costs estimate for each option. Replacement would include reducing four boilers to two large boilers. Mr. Frank added that the existing systems is likely to be oversized by 50%, but at the end of its life cycle and should be replaced. Mr Frank stated the repair work could be completed within two weeks of a start date. Replacement would need to be completed over the summer and would take much longer to install and complete. The Executive Director stated HHA is seeking grant funding through a CDBG grant program to assist with the cost of replacement.

Chairperson Martin took a moment to discuss a new regular feature of the board meeting by inviting a guest from the Hudson Youth Center. The youth center will give the board a report on our connections with the youth center since a lot of HHA youth are connect there. Tyrone from the youth center introduced himself to the board and explained how he would like to collaborate with HHA and support Randall and the board with various programs and events between the two agencies. Tyrone would like to see more parent from HHA become involved with their children at events held at the youth center. Chairperson Martin stated he wants the youth center to come down regularly to speak at the monthly board meetings.

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wants the youth center to come down regularly to speak at the monthly board meetings.

The Chairperson asked the Executive Director to give a report on the status of the vacant units and renovations. The Executive Director explained the units currently off line are due to extensive damage caused by previous tenants and are part of a larger rehabilitation plan under the HA's RAD conversion. The HA plans to leverage \$2 million of which approximately \$400,000 will be earmarked for unit rehabilitation to put offline units back online as rental units. The ED explained that by late spring early summer work should begin on unit rehabilitation. There are also an additional six vacant units that are being prepared for occupancy that just need moderate repairs and clean up. Five of the six vacant units have potential tenants ready for occupancy.

**5. Resolution #477 Authorizing HHA be a recipient for funding from the NYSHCR NOFA CDBG program and enter into contract with the City of Hudson and Laberge Group to prepare, submit and administer an application on behalf of the City of Hudson.**

Approving HHA to become a recipient of CDBG funds for the purpose of modernizing Bliss Towers elevator and boilers and enter into contract with The City of Hudson and Laberge was made by Commissioner Martinez. Seconded by: Commissioner Davis. Motion was approved unanimously.

**6. Resolution #478 Authorizing a budget amendment and approving the hiring of a part time security guard for Bliss Towers and Columbia Apartments.**

Approving the hiring of a part-time security guard for Bliss Towers and Columbia Apartments was made by: Commissioner Martinez. Seconded by: Commissioner Davis. Motion was approved unanimously.

**7. Retired Employee Health Insurance Benefits Medicare Part A and Part B reimbursement. (Mike Bruno).**

Mike Bruno explained the status of the letter were sent out to the retirees and to date no responses have been received.

**8. Chairperson Martin introduced another guest presentation, Sean Desiree of South End Pallet Works. Ms. Desiree explained to the board she is working to present an art show with the intent to raise grant money for local resident artist. Ms. Desiree is a woodworker who has created aerial views of Hudson Housing Authority with wood and will be selling her work with a portion going to grants for local artist. The art show is December 7-10 and can be viewed at MINNA.**

**9. Report of Resident Commissioners.** Commissioner Martinez stated he and many residents are glad the security officer proposal was approved and is moving forward. Commissioner Martinez also talked about another concern discussed at the tenant meeting regarding the HA's pet policy. The main concern is how the office is enforcing the policy. The main office is enforcing the policy that requires all tenant to have their pet approved by the HA along with a \$75 fee. Chairperson Martin showed Commissioner Martinez a copy of a 2002 pet policy. Commissioner Martinez stated he has never seen that and believes the board never approved a pet policy. Commissioner Martinez stated residents are being charged a \$75 dollar fee to have a cat. Commissioner Martinez stated he has never been charged and never seen a pet policy since he has lived in the HA.

Chairperson Martin stated its fundamentally unfair if the policy was in place but not enforced. If the HA is going to reinstitute the policy it should be phased in to give residents time to get use to it. Chairperson Martin proposed Tabling the matter until the board can read the policy and determine how to reimplement it moving forward.

The board took the following action of the pet policy matter: Motion to Table the pet policy discussion and freeze the enforcement of the pet policy until such time the board can review the policy and determine how to implement it going forward was made by: Vice Chair Balle. Seconded by: Commissioner Martinez. Motion was approved unanimously.

**Tenant Election Results:** The Executive Director discussed the December 10<sup>th</sup> tenant

Seconded by: Commissioner Martinez. Motion was approved unanimously.

**Tenant Election Results:** The Executive Director discussed the December 10<sup>th</sup> tenant election results with the board. There were two official candidates and one write in candidate. The results were Robert Davis and Martin Martinez received the most votes and won the tenant election for a two-year term.

**Pest Control Seminar:** The Executive Director gave the board an overview of the pest seminar conducted by Susannah Reese from Cornell University, Ithaca, NY. The Executive Director discussed the recent training seminar that the HA conducted with pest specialist Susannah Reese. An all-day event that included training and information for staff and resident took place. Ms. Reeses also assessed the HA's pest company and their procedures. The nature of the training seminar was to educate residents and staff and provide tools and resources to better address the ongoing pest problem in bliss Towers and low-rise units. The ED explained that about ten residents participated in the event but was hoping that more residents would have attended.

**Public Comment:** None

Chairperson Martin called a motion to move to executive session at 7:45 pm for Call to move to executive session for counsel discussion on Whiteman, Osterman & Hanna attorney fees and renewal of Catskill Housing Authority management agreement.

Motion to move into executive session and include Michael Bruno made by: Vice-chair Balle. Seconded by: Commissioner Davis. Motion was approved unanimously.

Executive Session concluded at 8:34pm: Motion to conclude executive session made by: Commissioner Martinez. Seconded by: Vice Chair Balle. Motion Approved.

**Resolution #479 Authorizing an amendment to the HA's Employee Personnel Policy adding Martin Luther King as a Holiday and institute a floating holiday for employees.** Approving an amendment to the HA's Employee Personnel Policy adding Martin Luther King as a Holiday and institute a floating holiday was made by: Vice Chair Balle. Seconded by: Commissioner Davis. Motion was approved unanimously.

The Chairperson stated the board has determined how it will respond to Mr. Jeff First's letter and will act accordingly

10. **Adjournment:** Motion to adjourn at 8:36 pm made by Commissioner Martinez and seconded by Vice Chair Balle. Motion approved unanimously. Meeting adjourned at 8:36pm.

Respectfully submitted,

Timothy M. Mattice, Secretary