

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

**March 11, 2020**

1. **Roll Call/Establishment of Quorum:** The meeting was called to order at 6:06pm by Chairperson Martin. Members in attendance were: Secretary, Executive Director Mattice, Vice-Chair Balle, Commissioner Davis, Commissioner Wolff. A quorum has been established.
  
2. **Approve Meeting Minutes for February 12, 2020:** Reading of the minutes from the Regular Board meeting held on February 12, 2020: The minutes of the previous meeting were ready. Motion to approve the minutes was made by: Commissioner Wolff. Seconded by: Vice-Chair Balle. Minutes were approved unanimously.
  
3. **Board approval of Accounts Payable and Monthly Financial Review for February 2020:** Board review of monthly expenses for February 2020. Motion to approve accounts payable and financials for February 2020 was made by: Commissioner Wolff. Seconded by: Commissioner Davis. Account Payables were approved unanimously.
  
4. **Resolution #482 Contract with Community Solar NY with Nexamp:** Motion to approve Resolution #482 Contract with Community Solar with Nexamp was made by: Commissioner Wolff. Seconded by: Vice-Chair Balle. Motion was approved unanimously. The Executive Director introduced Resolution #482, a proposal to enter into statewide solar credit program offered through Community Solar with Nexamp. The program benefit to Hudson Housing Authority will provide a guaranteed \$.02-\$.03/kWh credit off its electric utility bill based on industry standard usage. HHA uses 148 kWh annually which would equate out to be approximately \$3,000 a year credit to the HA's electric utility bill. There is no cost to HHA to enter into this program and if the HA wishes to end the agreement it can do so at any time with 90 days written notice.
  
5. **Resolution #483 Bliss Towers Camera System Upgrade (Kyle Bates, Johnson Controls)**  
Motion to approve the proposed Housing Authority Camera upgrade proposal by Johnson Controls and corresponding budget amendment was made by: Vice-Chair Balle. Seconded by: Commissioner Davis. Motion was approved unanimously contingent upon the HA agreeing to a payment plan with the down payment to be determined by the ED and Chairperson.  
The Executive Director presented to the Board information regarding a proposal to upgrade the Housing Authority's security camera system. The Board needs to start contemplating a significant upgrade and related costs to install new equipment to the security camera system. The current camera system is approximately 20 years old and includes about 56 cameras throughout the HA campus, which is critical to the overall security and safety of the HA residents. Unfortunately, the camera system is experiencing a number of operating deficiencies making it unreliable and presenting safety concerns for the HA. The Executive Director presented the Board with a cost proposal from Tyco that outlined the scope of work involved in upgrading the current camera system and the associated costs. Kyle Bates, sales representative from Johnson Controls presented the camera upgrade proposal and the payment options available to the HA for the cost of the system. Johnson controls had had a long standing relationship with Hudson Housing Authority and installed the current security camera system around 20-years ago. Johnson controls also installed and maintains Bliss Towers door key fob system and stairwell door security lock system too.

6. **Resolution #484 Revision to the HHA/CHA Consultant Agreement** Motion to approve an

Towers door key fob system and stairwell door security lock system too.

6. **Resolution #484 Revision to the HHA/CHA Consultant Agreement.** Motion to approve an amended HHA/CHA Consultant Agreement was made by: Commissioner David. Seconded by: Commissioner Wolff. Motion was approved unanimously. The Executive Director presented an amended HHA/CHA Consultant Agreement that changes the contract period to extend to three (3) years and at an adjusted rate of \$175 per hour paid to the Hudson housing Authority.
  
7. **Resolution #485 Change Order for Contract for Audit Services, Buel, CPA.** Motion to approve a change order to extend the Audit Services of Buel, CPA for two (2) years was made by: Commissioner Wolff. Seconded by: Commissioner Davis. Motion was approved unanimously. The Executive Director presented a change order to extend the audit services for Buel, CPA to perform annual audit services for the Authority. Buel, CPA has performed the HUD annual audit for the HA for the last three years and years prior to that as well. The HA is desirous of continuing the Audit services with Buel, CPA based on the fact that he is very familiar with the HA financial system and meets the federal submission deadline consistently every year.
  
8. **Report of Resident Commissioners:** Commissioner Davis reported to the Board that he will be preparing a Bliss Towers community spaghetti dinner Friday from noon to 4:00pm in the building's community room, open to all residents. There is also a tenant election scheduled for March 31st until 4:00pm in order to fill an open seat on the HHA Board. There is currently one candidate running, Edrick Brown. However, any tenant can be a write-in on the day of the election.
  
9. Chairperson Martin reported to the commissioners that the Authority will be tentatively closing on its RAD conversion March 31th. The Executive Director stated that all the required RAD documents have been submitted to HUD including the closing binder necessary to complete the RAD closing process. The HA's attorney has everything prepared for recording documents with the county once the closing is complete. HUD has issued an extension to the HA in the event the closing is extended due to the coronavirus. The RAD closing does require tenants to sign a new lease agreement and the HA will adopt a new Administrative Plan which outlines the policies under the RAD conversion and new HAP contract. The HA will be conducting two informational meeting for residents in the month of March explaining the new lease, policies and general RAD conversion questions.
  
10. **Public Comment:** None
  
11. Chairperson: Call to move to executive session at 7:11pm to discuss employee health benefits, administrative assistant salary and security guard position and salary. Motion to move into executive session and include Michael Bruno was made by: Vice-Chair Balle. Seconded by: Commissioner Davis. Motion was approved unanimously.

Executive Session concluded at 7:54pm: Motion to conclude executive session made by: Vice-Chair Balle. Seconded by: Commissioner Davis. Motion Approved.

Regular meeting reconvened at 7:54pm.

12. **Adjournment:** Motion to adjourn at 7:55 pm made by Vice Chair Balle and seconded by Commissioner Davis. Motion approved unanimously.

Respectfully submitted,

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Timothy M. Mattice, Secretary