

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

May 13, 2020

1. **Roll Call/Establishment of Quorum**: The meeting was called to order at 6:08pm 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. **Approve Meeting Minutes for April 8, 2020**: Reading of the minutes from the Regular Board meeting held on April 8, 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.

3. **Board approval of Accounts Payable and Monthly Financial Review for March 2020**: Board review of monthly expenses for March 2020. Motion to approve accounts payable and financials for March 2020 was made by: Commissioner Wolff. Seconded by: Commissioner Brown. Account Payables were approved unanimously

4. **Board approval of Accounts Payable and Monthly Financial Review for April 2020**: Board review of monthly expenses for April 2020. Motion to approve accounts payable and financials for April 2020 was made by: Vice-Chair Balle. Seconded by: Commissioner Brown. Account Payables were approved unanimously.

5. **Report of Resident Commissioners**: None. All quiet, things are going very well at the Towers and low-rise units. All steps in dealing with the coronavirus are going very smoothly among staff and residents.

6. **RAD Loan Status**: The Executive Director reported to the Board of Commissioners that the HA is looking to secure a loan in the amount of approximately \$2million dollars to fund critical capital improvement projects, Specifically the Bliss Towers elevators, Bliss Towers rooftop boilers, rehabilitate 25 offline units, and other small exterior projects. The HA is currently talking with three lenders, Graylock Credit Union, Hunt Real Estate Capital, and Bank of Greene County. Hunt Real Estate may be our best option under an FHA Multi-family housing loan. All lenders have the HA's financials in order to determine the best loan product for our needs.

7. **Bliss Towers Elevator Finance Status**: The Executive Director reported to the Board of Commissioners that he is exploring ways to finance or fund the cost of upgrading the Bliss Tower's two elevators. Option #1: fund the elevator upgrade through the \$2 million dollar loan. Option #2: Finance the elevator project through Constellation Energy supplier. In this case, the HA would finance the project through Constellation Energy with Otis Elevator completing the work as a subcontractor. Option #2 would allow HHA to spread the cost of upgrading the elevator over a period of five -years rather than fronting all funds at once. HHA could then pay off the debt at anytime without any penalty. The details of the project and the loan terms are currently being worked out and will be discussed at future meetings.

8. **2020 Operating Budget Amendment:** The Executive Director presented the Board of Commissioners the FYE Budget amendments for 2020. The ED explained that there were new expenses and/or increases in budgeted expenses that were not included as part of the original budget for 2020. The budget amendments are necessary and have to be adjusted so the HA maintains compliance with State's Annual Audit requirements. If there are budget line items that exceed their budgeted amounts and are not adjusted it's a finding that's issued against the HA during the Annual Audit process. The amendments include \$65,000 RAD/State Street Development legal, \$18,000 RAD consultants, \$53,000 hot water boiler, and \$95,000 lost rents for vacant units from 2019 vs 2020. The Budget amendment also includes CARES funding the HA received for the last few months of the FEY in the amount of \$5,000.

9. **Draft 2021 Operating Budget Proposal:** The Executive Director included the 2021 Draft Operating Budget for the Board to review, and to answer any questions the Board may have. The 2021 Draft proposed budget was initially presented to the Board at the May meeting, at which time a budget subcommittee was formed that included Commissioner Wolff and Commissioner Davis. Both Commissioners have received separate copies of the budget for discussion with the ED if there were any questions. There is no decision being made at tonight's meeting regarding the Budget, but the Board will need to approve the 2021 Budget in June either at its regular meeting or a special meeting before the end of the FYE which is June 30, 2020.

10. **Coronavirus Update, Stimulus Supplemental Operating Funds:** New York State has extended its Executive Order, NYS PAUSE, until June 15th. The HA will continue to operate under its Coronavirus Emergency Management Plan until the State lifts the PAUSE Executive Order. Until such time the HA will keep the office closed to residents and the public, maintain social distancing in the office, limit hours of operation, and require PPE masks be worn by staff and residents in all buildings. Additionally, the Executive Director reported to the Board of Commissioners that Hudson Housing Authority received \$39,231 in Supplemental Operating Funds pursuant to the Coronavirus Aid Relief, and Economic Security Act (CARES ACT) (Public Law 116-136). These funds are intended to be used in accordance with the Annual Contributions Grant Agreement and associated laws and regulations. In general, funds may be used to assist, prevent, reimburse the HA for expenses related to the Coronavirus pandemic.

11. **Pest Inspection Start-Up:** The Executive Director gave an update to the Commissioners on the status of the HA's pest control exterminating program. The HA temporarily suspended all pest inspections in February due to the risk of spreading of the Coronavirus. Its been over two months since treatments have been performed and the Executive Director would like to start up the exterminating program again in June on a limited basis. The Board requested that the pest company submit a written policy of protocol on performing inspections during the pandemic before they begin. The board agreed that the pest exterminating program should begin again under strict guidelines or until the risks of the Coronavirus are reduced or eliminated.

12. **Resolution #491 Approving Employee Coronavirus Hazard Pay Under HUD Notice PIH-2020-07.** Motion to approve employee coronavirus hazard pay under HUD Notice PIH-2020-07 was made by: Commissioner Davis. Seconded by: Commissioner Brown. Motion was approved unanimously with the following caveat: Eligible hazard pay is for maintenance and administrative staff who worked on site during the pandemic for the period of March 27, 2020 through May 22, 2020. Board of Commissioners proposes to pay/

was approved unanimously with the following caveat. Eligible hazard pay is for maintenance and administrative staff who worked on site during the pandemic for the period of March 27, 2020 through May 22, 2020. Board of Commissioners proposes to pay/compensate employees with a lump sum hazard pay salary in the amount of \$600 for full-time employees and \$300 for part-time employees. Additionally, the Board of Commissioners also authorized the Executive Director to decide who would receive hazard pay and what amount for each employee if a proration was necessary or other circumstances that constitutes a proration of hazard pay.

13. Chairperson: Call to move to executive session at 7:17pm. Motion to move into executive session was made by: Commissioner Wolff. Seconded by: Vice-Chair Balle. Motion was approved unanimously.

Executive Session concluded at 7:44pm: Motion to conclude executive session made by: Vice-Chair Balle. Seconded by: Commissioner Davis. Motion Approved.

Regular meeting reconvened at 7:44pm.

14. **Public Comment**: None

15. **Adjournment**: Motion to adjourn at 7:45 pm made by Vice Chair Balle and seconded by Commissioner Davis. Motion approved unanimously.

Respectfully submitted,

===== Timothy M. Mattice, Secretary