

**Minutes of the Regular Meeting of the Board of Commissioners
of the Hudson Housing Authority
September 12, 2018**

1. **Roll Call/Establishment of Quorum:** The meeting was called to order at 6:11pm by Secretary Tim Mattice. Members in attendance were: Chairperson Weaver, Vice-Chair Martin, Treasurer Polenberg, Commissioners Mary Decker, Anthony Pastel, and Robert Davis. Legal Counsel Michael Bruno and Development Counsel Dan Hubbell. A quorum has been established.
2. The Executive Director announced and welcomed new Tenant Commissioner Robert Davis to the Board of Commissioners and residents.
3. **Approve Meeting Minutes July 11, 2018:** Reading of the minutes from the Regular Board meeting held on July 11, 2018: The minutes of the previous meeting were ready. Motion to approve the minutes was made by: Commissioner Decker. Seconded by Treasurer Polenberg. Minutes were approved unanimously.
4. **Board approval of the Accounts Payable and Monthly Financial Review for July and August 2018:**
Board review of monthly expenses for July and August, 2018. Motion to approve accounts payable and financials for July and August was made by: Vice-Chairperson Martin. Seconded by: Commissioner Decker, Accounts Payables were approved unanimously.

New Business:

1. **Resolution #449 disposition of fixed assets for years purchased 1990-2014.**
Motion to approve Resolution #449 was made by: Treasurer Polenberg.
Seconded by: Commissioner Pastel. Motion was approved unanimously.
2. **Resolution #452 amendment to the FYE 2017-2018 uncollectable rent debt write off.**
Motion to approve Resolution #452 was made by: Treasurer Polenberg.
Seconded by: Commissioner Pastel. Motion was approved unanimously.
3. **FOIL Request by previous Executive Director Jeffery First.** The Executive Director and Chairperson Weaver referred the FOIL discussion to the Board of Commissioner's legal counsel Michael Bruno. Mr. Bruno update the commissioners regarding the FOIL request by Mr. Jeff First - indicated a letter dated June 27, 2018 was sent to the HA by Mr. First requesting a FOIL for specific documents. Mr. Bruno responded in July to Mr. First's letter indicating the HA was conducting a preliminary search for information requested. A second letter on August 27, 2018 was sent by Mr. First again requesting information. Mr. Bruno responded on September 5, 2018 to the second letter outlining the estimated number of documents that will need to be copied and associated cost for said copies.

**Resolution #450 Rolling Grocer19 Memorandum of Understanding (MOU).
Cece Graham, Coordinator.**

Motion to approve Resolution #450 was made by: Commissioner Pastel.
Seconded by: Treasurer Polenberg. Motion was approved unanimously.

4. **Resolution #451 mixed finance development project, Master Development Agreement Term Sheet Agreement between Property Resources Corporation/Duvernay + Brooks and Hudson Housing Authority.**

Motion to approve Resolution #451 was made by: Treasurer Polenberg.

Term Sheet Agreement between Property Resources Corporation/Duvernay + Brooks and Hudson Housing Authority.

Motion to approve Resolution #451 was made by: Treasurer Polenberg.

Seconded by: Vice-Chairperson Martin. Motion was approved unanimously.

The Executive Director referred the discussion to Dan Hubbell, HHA's development legal counsel who provided an update on the proposed MDA Term Sheet. Mr. Hubbell emphasized to the commissioners that there is no legal binding relationship between the HA and PRC until a Master Development Agreement is signed and executed by both parties. Tonight's meeting, the Board will review and approve an outline or Term Sheet of the MDA. Brian Heeger from Duvernay and Brooks and Vidhi Advani from Property Resources Corporation further explained what the purpose of the proposed MDA Term Sheet was for and answered questions related to specific items on the Term Sheet. Mr. Heeger briefly described the Bliss Towers rehabilitation project and State Street new construction project to the board and residents in attendance.

Vice-Chairman Martin stated he had a number of questions regarding the MDA Term Sheet. Mr. Hubbell suggested that the board and co-developer go through each item on the Term Sheet so everyone understands what the roles and responsibilities are before a final MDA agreement is signed.

The Executive Director stated he would like to establish a sub-committee that would be involved in the weekly project discussions and review information about the project on a regular basis. The following board commissioners volunteered: Randal Martin Mary Decker, Alan Weaver, Robert Davis.

5. Executive Director Report:

- Capital projects report – The Executive Director listed capital project that have been completed including parking lot, exterior painting, new lights and low-flow water fixtures, new vent fan, stairwell doors repaired, front and side entrance doors repaired, garbage chute cleaned, trees removed.
- HPD above baseline services agreement – Still in progress.
- DSS & Mental Health PILOT agreement – Still in Progress.
- DEC HUD Snapshot Review Findings – Letter from HUD identifying five area of recommendations for improvement for EDC's review in June.
- Workplace violence prevention training – information provided to commissioner.

5. Report of Resident Commissioners:

- Commissioner Decker reported on the last tenant meeting that was held at Bliss Towers. The group discussed the back to school project, it went well. Also discussed a fundraiser for parents that don't have transportation to be able to go school shopping or Christmas shopping. Vice-Chair Martin asked how many residents attended the tenant meeting? Commissioner Decker said about 20 residents. Vice-Chair Martin also asked if the tenant association handed out any school items to the children in Bliss Towers? Commissioner Decker stated that children received book bags with paper binders, and assorted HBA and other school related items.

Other Business:

Public Comment: Cece Graham a non-resident, had concerns about the stairwell doors being locked with no way to exit. The Executive Director said he would follow up on her concern.

6. Chairperson Weaver called a motion to move to executive session at 7:25 pm to discuss, budget amendment items, attorney procurement matters, and executive director's employment agreement renewal. Motion to approve executive session and to include Michael Bruno and Alex Turnquist was made by: Treasurer Polenberg Seconded by: Vice-Chairperson Martin. Motion was approved unanimously.

Executive Session concluded at 7:50pm.

Regular meeting reconvened at 7:50pm

Executive Session concluded at 7:50pm.

Regular meeting reconvened at 7:50pm.

7. **Resolution #447 Executive Director Employment Agreement Renewal.**

Motion to approve Resolution #447 was made by: Commissioner Decker.

Seconded by: Vice-Chairperson Martin. Motion was approved unanimously.

8. **Resolution #448 Budget Amendment #1 2018-2019 FY.**

Motion to approve Resolution #448 was made by: Chairperson Weaver.

Seconded by: Treasurer Polenberg. (Vice-chairperson Martin –opposed) Motion was approved.

Resolution #453 To Retain Michael Bruno as Board Legal Counsel.

Motion to approve Resolution #453 was made by: Treasurer Polenberg.

Seconded by: Commissioner Pastel. Motion was approved unanimously.

9. **Adjournment:** Motion to adjourn made by Chairperson Weaver and seconded by Treasurer Polenberg. Motion approved unanimously. Meeting adjourned at 8:10pm.

Respectfully submitted,

Timothy M. Mattice, Secretary