

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

November 13, 2019

1. **Roll Call/Establishment of Quorum:** The meeting was called to order at 6:03pm 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 October 9, 2019:** Reading of the minutes from the Regular Board meeting held on October 9, 2019: The minutes of the previous meeting were ready. Motion to approve the minutes was made by: Vice-Chair Balle. Seconded by: Commissioner Davis. Minutes were approved unanimously.

3. **Board approval of Accounts Payable and Monthly Financial Review for October 2019:** Board review of monthly expenses for October 2019. Motion to approve accounts payable and financials for October 2019 was made by Commissioner Martinez. Seconded by: Commissioner Davis. Account Payables were approved unanimously.

4. **Otis Elevator Company – Bliss Towers Elevator Modernization Plan (Paul Merrill).** Paul Merrill from Otis Elevator made a presentation to the HHA commissioners regarding a proposed modernization plan for the Bliss Towers elevators. Mr. Merrill stated he and Otis technicians performed a physical assessment of the Bliss Towers elevators, age of equipment, past repairs, condition of mechanicals, and electrical components. The assessment determined what parts still had a life span to them and what parts need to be replaced. Mr. Merrill described to the board how Otis plans to modernize the elevators and the parts that would be replaced. The main elevator machines are Otis machines and are bullet proof and still in good condition and the existing rope grippers can be preserved too with a cost savings to HHA of about \$100K. The control system will be replaced with Otis system, all door equipment will be changed, interior of cars will be updated along with all fixtures. The reliability would be improved significantly after modernization is complete. The timeframe to complete the upgrade will be four to six weeks approval process, 12-weeks per elevator repair once the material are ordered which would take an additional six weeks. The cost for modernizing both Bliss Towers elevators is \$470,557.
Resolution #476 Authorizing HHA to appropriate \$117,639 for initial payment for elevator modernization work. Authorizing HHA to appropriate \$117,639 for initial payment for elevator modernization work resolution #476 was made by: Commissioner Martinez. Seconded by: Commissioner Davis. Motion was approved unanimously

5. Chairman Martin announced the resignation of Commissioner Alan Weaver and Peggy Polenberg. The HHA board accepted their resignations and thanks them both for their service and dedication to the Hudson Housing Authority.

6. **Resolution #474 Budget Amendment #1 to add full time Clerk Typist position (35 hours per week) & Cycle Painting project.** Budget Amendment #1 to add full time Clerk Typist position (35 hours per week) & Cycle Painting project resolution #474 was made by: Vice-Chair Balle. Seconded by: Commissioner Martinez. Motion was approved unanimously.

7. **Resolution #475 Annual Employee Health Insurance Benefit Renewal.** Annual Employee Health Insurance Benefit Renewal resolution #475 was made by: Vice-Chairman Balle. Seconded by: Commissioner Martinez. Motion was approved unanimously.

Health Insurance Benefit Renewal Resolution #475 was made by: Vice-Chairman Dale.
Seconded by: Commissioner Martinez. Motion was approved unanimously.

8. Chairman Martin wanted to discuss and get information about Bliss Towers roof top boilers.

The Executive Director explained that Adirondack Combustion (John Frank) performed an initial assessment: there are four roof top boilers, on demand system, currently Boiler #1 is not reliable and will fail without repair or replacement. Boiler #2 is operational but not reliable needs to be repaired or replaced. Boiler #3 no operating concerns. Boiler #4 is operational but not reliable. The assessment report describes two scenarios specifically, repair at a cost of \$35,000 or replacement of all four boiler units with two new larger boilers with a material cost only of \$125,000. The assessment report by Adirondack Combustion will be sent out to all board members for review and further discussion at the next board meeting.

9. Retired Employee Health Insurance Benefits Medicare Part A and Part B

reimbursement. Chairperson Martin explained to the board that the previous Executive Director Mr. Jeff First has request the housing authority pay for and reimburse him for his health insurance Medicare part B costs. The matter was referred to the board's legal counsel for review, and a letter drafted by Mike Bruno to be sent to Mr. First regarding the matter will need to be furthered reviewed by the board. Attorney Bruno was not present at the meeting yet so the chairperson Martin tabled the item until he arrived and to discuss in executive session.

Other Business:

Bliss Towers Security

Chairperson Martin started the discussion by asking the ED where we stand on the matter of hiring a security guard. The ED stated that the idea of having a security guard needs to come from the residents and they need to be comfortable with the idea and what the role of a security guard would be. The ED referred to Commissioner Davis and Martinez who had a tenant meeting a few weeks ago and how they feel we should move forward. The commissioners had a general discussion about the idea of a security guard that concluded by all agreeing to draft a questionnaire to be sent to all residents before a final decision is made. The board also agreed to present a resolution at the next board meeting and have a public hearing on the matter where residents can comment on the proposal before a final decision. The board took a general vote on moving forward with the idea of hiring a security guard. Motion was made by Commissioner Martinez. Seconded by Commissioner Davis, motion was approved unanimously.

Stairwell Emergency Doors

At the last meeting there was a discussion about stairwell doors being locked - the HA did unlock the stairwell door on the first floor at the main entrance so residents have access to get out in case they are trapped in the stairwell. The HA has ordered alarms for the doors, if the exit doors are opened other than in an emergency the alarm will go off. There has also been a camera installed at the main entrance too that will monitor the door's activity. The other two stairwell doors will require modification in order to keep them unlocked. We are currently working with Tyco to have the doors changed so they can be left unlocked.

Tenant Elections - The chairperson asked about how the housing authority was doing with the tenant elections. The Executive Director stated that the deadline has passed to submit interest in filing a petition for the election. Martin Martinez and Robert Davis have submitted their interest in being a candidate for election, but anyone can be a write in candidate if they choose on the day of election. The tenant election is scheduled for December 10th. The results will be given at the December board meeting.

Report of Resident Commissioners. The chairperson asked about the tenant meeting – Commissioner Davis stated at the last meeting there was discussion about the security guard.

The HA installed a new large front load washer and laundry carts. The fee for the new washer is \$4.23 per wash. The ED also added that the HA offers free laundry periodically for residents for a week time period that has become very popular with the residents.

Upcoming Holiday Season Events at Bliss Towers - Discussion about thanksgiving dinner

a week time period that has become very popular with the residents.

Upcoming Holiday Season Events at Bliss Towers - Discussion about thanksgiving dinner which will be held on November 25th for residents in the Bliss Towers Community room. The HA is also planning a Christmas dinner and giveaway event for the children at Bliss Towers. The Chairperson wants to decorate Bliss Towers with holiday lights.

The Executive Director mentioned that the office has started a newsletter along with a monthly events calendar for residents. The newsletter will inform residents of events and information. There will be comments from the Executive Director and Chairperson included each month. Residents are encouraged to add any information they need to have published.

A new utility cart has been purchased along with new trash cans installed for every floor at Bliss Towers.

There will be a pest specialist from Cornell University on site to hold a training and informational workshop at Bliss Towers for everyone interested. The ED stated Education is key to dealing with all pests in Bliss Towers.

10. **Public Comment**: None

Chairperson Martin called a motion to move to executive session at 7:20 pm for counsel discussion on retiree health insurance benefits. 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 7:43pm: Motion to conclude executive session made by: Seconded by: Commissioner Martinez. Motion Approved.

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

11. **Adjournment**: Motion to adjourn at 7:45 pm made by Chairperson Martin and seconded by Vice Chair Balle. Motion approved unanimously. Meeting adjourned at 7:45pm.

Respectfully submitted,

Timothy M. Mattice, Secretary