

CANTON HOUSING AUTHORITY

37 Riverside Drive
Canton, New York 13617
Telephone : (315)386-8381

Fax: (315)-386-4028
TDD: 1-800-662-1220
NYS Relay Ctr: 1-800-421-1220

Managed by: Village of Potsdam Housing Authority

Board of Commissioner's Meeting April 25, 2023

Roll Call - The meeting was opened at 6:03 p.m.. Commissioners present; Chairperson Keith Zimmerman, Desiree LeBoeuf, Nan Clingman, Sara Hutcheson, Tenant Commissioners Rebecca Swinney and Allison Elliott. Also present; Bob Santamoor, Lindsey Coleman, Nichole Deruchia. Absent – Commissioner Breyne Moskowitz.

Public Comment :

Judy Gibson – what do tenants do with sharps and broken glass – broken glass please put in a small box and put in recyclables; sharps will be collected by Stericycle. There are receptacles on each floor in the trash rooms. Tenant thanks Board for great job. Generators issues at 35 Riverside.

Jackie Young – commenting how good it is here.

Diana Vincent – Spectrum questions. Will be addressed later in meeting.

Reading and Approval of Board Meeting Minutes from March, 2023 – deferred

Disbursement Report for January and February, 2023 – Commissioner asked for a Motion to accept disbursements for January and February, 2023; Motion made by Commissioner Clingman; Seconded by Commissioner Hutcheson. All in favor.

Board requests a list of Capital Projects and the status of each.

Occupancy Report

Month of March:

37 Riverside Drive – 79 Occupied – 10 Vacant – 5 Move-ins – 1 Move-out

35 Riverside Drive – 47 Occupied – 3 Vacant – 3 Move-ins – 2 Move-outs

Law Lane Senior – 18 Occupied – 2 Vacant

Law Lane Family – 25 Occupied – 2 Vacant – 30 Offline

(Apt 15 at Law Lane Sr Bldg - has been abandoned by the family – Kip Blanchard will be coming to appraise.

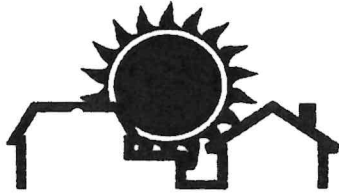
Maintenance Report

Work Orders for the month of March

Matt completed 50 of 54

Ashley completed 41 of 41

Brad completed 45 of 45



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Maintenance report was given for work completed at all properties.

Correspondence - none at this time.

Old Business:

Updates to Operations

Wall removed in office

Security Deposit accounts – no longer able to use security deposits to cover operational costs

Director now has access to eLOCCS – now have funds for March and April.

Pet Policy – no longer allowed to collect pet deposits. Any tenant who had paid one was refunded.

A/C Policy – no longer charging tenants to install a/c units

Lock Outs – if you are locked out during office hours, there is no longer a fee. If you are locked out after hours, first time is free, after that is \$10.

Parking – dumpsters next to 35 Riverside have been moved to allow for more parking spots for tenants. Parking between the buildings is now allowed.

Chimera – Bob and Lindsey will be getting the camera system on their phones. Also access to the police department.

Capital Projects Progress

Apartments 61-65 are completed. Our staff now needs to make sure the cove bases are on, etc. Current residents in the 3 bedroom units will be moved into the completed units.

Tenant Meetings – Board was given a copy of the minutes.

Opening up community room at Law Lane for tenant use.

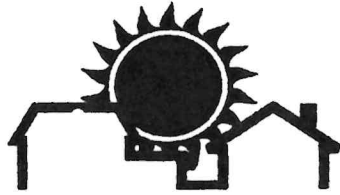
Board meeting location meeting – moving to 35 Riverside Drive

New Business:

WEX – Windowskins – 2nd half of order will be shipped in May. We will rent a lift to wash outside of windows.

Air Source Heat Pumps v. P-Tac – Discussions with Greenologists to determine best sources for our buildings heating and cooling issues.

Drug testing policy – Motion made by Commissioner LeBoeuf to remove the drug testing policy from our Personnel Policy, seconded by Commissioner Hutcheson. All in favor, motion carried.



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Jockey Pump – Replacement – The jockey pump makes sure there is adequate pressure for the sprinkler system. We need one for Canton Housing. Bob checking with Howland Pump with an approximate cost of \$2700.

Payroll Resolution – moved to Executive Session.

Generator Issue – Potsdam Sandstone Club will be donating the 155 kilowatt generator to The Village of Canton Housing Authority, 35 Riverside Drive. There will be a cost for Canton Housing Authority to get the unit transported to Canton and a cost to have it installed. Total cost will be approximately \$10,000.

Chairperson Zimmerman asked for members of the Board to serve on a sub-committee for Long Term Management Options. Commissioners Desiree LeBoeuf, Nan Clingman, Keith Zimmerman and Allison Elliott.

Other: (discussion for non-Agenda items and/or Q&A about reports)

Chairperson asked for a motion to adjourn to go into Executive Session.



Keith Zimmerman, Chairperson



Secretary