



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

April 16, 2024
6:00 pm – 35 Riverside Drive Board Room
Regular Board Meeting

Minutes

Meeting Called to order @ 6:04pm

A. Roll Call –

Present – Chairperson Keith Zimmerman, Commissioner Sara Hutcheson, Tenant Commissioner Becky Swinney, Tenant Commissioner Allison Elliott
Absent - Commissioner Breyne Moskowitz

Guests: Bob Santamoor, Executive Director, Lindsey Coleman, Associate Director, Member of Public Charee Hull

- Board Chair mentioned finding a board member

B. Public Comment-

- Allison Elliott asked if highrise can mail things out. There is an outgoing mail at Law Lane, there is for Law Lane Senior and Highrises but not for Law Lane Family Units. Bob will look into this.

C. Reading and approval of Board Meeting Minutes of March 19, 2024

- March Minutes not approved yet as it says Agenda and not minutes, Letter E was missing a full page/not printed – full page and correct that Commissioner Sara Hutcheson was absent from meeting.

D. Housing Authority – Disbursement Report for March/February/January 2024

- January financials were previously provided
- February and March Financials are provided.
- Alicia was very quick to get Marlana the right information very efficiently
- Bob saw no issues with 2/24 or 3/24. Matt is still maintaining lower spending.
- Both Feb 3rd and March 24th were read and approved. M/Allison S/Sarah all in favor

E. Occupancy Report –

Public Housing

- We have hired a 3rd person to help with Occupancy
- 2 Move-outs
- 2 Move-ins
- 9 people associated with 9 apartments. Still waiting on paperwork
- HUD is pressuring for PH to be filled, MF is not so much



Stop wishing for a better lifestyle...and Start living it.





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Multi Family Occupancy Report -

- 39 units occupied

F. Maintenance Report – Matthew Mallette

- 71 work orders completed
- Replaced stoves and fridges for various tenants
- Boilers estimate
 - o \$1 million for individual heaters, then Hyde Stone to replace the original 4 boilers. Will look for more bids. Would like to start work in May 2024.

G. Correspondence

- No Correspondence

H. Old Business

a. Updates to Operations –

Most will be benefiting from no utility bills. But, a handful will be negatively affected. HEAP Benefits are still available to tenants. We will review the A/C charge. Most likely July 1, 2024.

Nan would like us to look into A/C to be provided for residents

b. February/March 2024 Financial Report –

Unaudited report provided

c. Tenant Meeting –

Very good conversation

d. NYSPHADA Conference Details –

HOTMA was main conversation

e. Capital Needs 2024 – Reference –

Will review in May

f. Emergency Action Plan for 35 and 37 – Approval and Adoption

Approved M/Allison Elliott S/Becky Swinney All in favor

g. 2023 CHA Audit – June 4, 2024

I. New Business –

a. PHA Settlement Account –

\$280,000 moved from P2 was for operational funds for P1,3,4
Motion to move account from P2-P1 M/Sarah S/Allison All in favor

b. Financial Software –

We have reviewed our current software system. PHA Web is not a financial system. We are going to move to Sage Intact as it is web based and we can easily incorporate CHA. The cost will be about \$16,000 for CHA. M/Nan S/Allison All in favor



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New Business Con't.

c. Tenant Software –

Would like to move from PHA Web to MRI as it is web based. M/Nan S/Allison All in favor

J. Executive Session –

- Motion for Executive Session at 7:18pm M/Allison SBecky
- Resume Regular Session @7:40pm M/Sarah S/Nan
- Motion to adjourn @7:41pm M/Sarah S/Nan All in favor



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