



CANTON HOUSING AUTHORITY

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

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TDD: 1-800-662-1220
NYS Relay Ctr: 1-800-421-1220

Board of Commissioner's Meeting February 20, 2024

Roll Call – The meeting was opened at 6:02 pm. Commissioners present: Chairperson Keith Zimmerman, Vice-Chairperson Desiree LeBoeuf, Commissioner Nan Clingman, Commissioner Breyne Moskowitz, Commissioner Sara Hutcheson, Tenant Commissioner Becky Swinney, and Tenant Commissioner Allison Elliott.

Guests: Bob Santamoor, Lindsey Coleman, Catherine Dominy and Matt Mallette.

Public Comment:

None

Reading and Approval of Board Meeting Minutes from January 2024 – Chairperson Zimmerman asked for a Motion to approve the January 2024 minutes. M/Commissioner Elliott; S/Moskowitz. All in Favor none opposed.

Disbursement Report for December 2023 – Executive Director Robert Santamoor reported nothing unusual in financials. Executive Director Santamoor stated that the truck purchase was split between both Multi Family and Public Housing. Executive Director Santamoor also stated that purchases are limited to necessary items only until HUD funding is confirmed. Chairperson Zimmerman asked for a soft year-end financial report for 2023.

Occupancy Report

March 2023 – March 2024 Move Ins:

37 Riverside Drive – 16

35 Riverside Drive – 5

Law Lane – 12

March 2023 – March 2024 Move Outs:

37 Riverside – 18

35 Riverside – 13 (7 of these move outs were deaths)

Law Lane – 3

Current Occupied Units:

37 Riverside – 78 units out of 93.

35 Riverside – 40 units out of 50.

Law Lane – 50 units out of 76.



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Executive Director Santamoor and Associate Director Coleman stated that they spend a fair amount of time removing duplicates from waitlists on PHA Web.

Maintenance Report

Work Orders for the month of January 2024

39 Work Orders Completed

37 Riverside Drive BGI fixed Heat

Law Lane replaced fuse kit for lift in Senior Building

Signed contract with Hyde Stone for Boilers

Old Generator from Midtown coming to 37 Riverside – need to look into whether it can be outside or not.

Law Lane Senior Building Lift:

Chairperson Zimmerman stated concerns about problems with lift.

Matt Mallette commented that the company, out of Syracuse, will not service it and he is having trouble finding someone to service it.

Executive Director Santamoor stated that Lemon Laws don't work in the case of the lift but when the budget is figured out possibly replacing it. Start getting bids from other companies like Otis.

Correspondence

None

Old Business

Updates to Operations: After Hours Update: ABS changed phone system from answering machine to answering service, Maintenance only gets emergency calls after hours.

December 2023 Financial Report: Previously discussed.

Tenant Meetings: Emergency Escape plan draft written for 37 and 35. Executive director Santamoor will be drafting one for Law Lane. For 37 and 35 for fire the tenants are stay in place unless it is their apartment on fire. Buildings are made of concrete.

Capital Needs: On Hold until funding returns.

- Elevator at Senior building, another Vehicle
- New Capital plan needs to be written.

Personnel Policy Adoption: Personnel Policy Draft handed out and will be discussed at the March Meeting



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NYS PHADA:

- March 26-28 at the Turning Stone
- No agenda currently

Commissioner Stipend:

- Commissioner LeBeouf asked when the stipend will be starting and feels it should be given out per regulations.
- \$2500 per Commissioner

Utility Allowance: Discussed for utility's to be included in rent rather than the utility allowance at all locations.

Flat Rent: Discussed that Flat Rent needs to be looked at and updated since it has not been updated in a few years.

Lease Update:

- To include Flat Rent, Utility Allowance
- Need to have resident comment period
- One Interim Recertification for all three items

Bank Update:

- Administrative Checking Moved From North Country Savings Bank to Community Bank
- North Country Savings Bank account will be used for Payroll.
- North Country Savings Bank will be used for the Security Deposit, Etc.

Other:

Member of the Public suggested a Social Worker for Housing Authority
Chairperson Zimmerman and Executive Director Santamoor suggest contacting Office of the Aging and/ or Adult Protective at DSS

Chairperson Zimmerman asked for a motion to adjourn to go into Executive Session at 7:20 pm.
M/Hutcheson, S/Swinney. All in favor none opposed.

Keith Zimmerman, Chairperson

Secretary



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