



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

Board of Commissioner's Meeting Minutes for January 16th, 2024, at 35 Riverside Dr.
Canton, NY 13617.

Present:

Keith Zimmerman, Chairperson
Desiree LeBoeuf, Vice-Chairperson
Nan Clingman, Commissioner
Sara Hutcheson, Commissioner
Breyne Moskowitz, Commissioner
Becky Swinney, Tenant Commissioner
Allison Elliot, Tenant Commissioner

Guests:

Robert Santamoor, Executive Director
Lindsey Coleman, Associate Director
Nichole Deruchia, Administrative Assistant

Excused: N/A

Chairperson Keith Zimmerman called the meeting to order at 6:04 pm.

Public Comment:

A tenant raised concerns about the intersections near State St. It is not always easy or safe to turn into or leave the buildings.

The meeting minutes from October, November, and December 2023 minutes were accepted and approved. M/Clingman, S/Moskowitz. All in favor.

October & November 2023 Disbursements:

There were several residents that utilities were never switched over to their names and the Canton Housing Authority continued to pay them for quite a few months. We will be contacting the residents to re-pay those expenses and the utility companies to confirm they are transferred into the residents' name.

The Disbursements for October & November 2023 were reviewed and approved.
M/LeBoeuf S/Elliot. All in favor.



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Occupancy Report:

Niki Deruchia presented the Occupancy Report

37 - December 2023: 1 move out & 2 move ins.

35 – December 2023: No Change

Law Lane – December 2023: 1 Move In for the family units.

Maintenance Report:

Matt Mallette presented the Maintenance Report

- 167 Work Orders were completed for November and December 2023.
- Sprinkler inspection for 35 Riverside Dr. (addressed some small deficiencies)
- M&S Fire installed a new jockey pump for 35 Riverside Dr.
- All new boilers are now installed at Law Lane.
- 16 more offline family units to complete.
- Keys for 8 apartments at Law Lane.
- Flushed out sewer drains at Law Lane.
- New Salt Barn.

The tenants have been extremely pleased with the Maintenance Department.

Correspondence – None.

Old Business:

Updates to Operations:

- Bob and Lindsey are still communicating with HUD monthly to review our progress in improving the waitlist.
- Niki is now a Certified Occupancy Specialist. Catie will be completing the course in February.
- Alicia was recently hired as our Senior Account Clerk.
- Hyde Stone has been contracted for Boiler work.
- Bob and Lindsey continue to look for ways to improve operations.
- After a lengthy discussion, Bob and Lindsey will be exploring the option of paying for all utilities for every apartment at the Canton Housing Authority.

October 2023 & November 2023 Financials – Provided and approved M/Elliot S/Hutcheson. All in favor.

Tenant Meetings: Was not attached as last meeting was early that day.

Internal Control Policy: Read and approved. M/Elliot S/Swinney. All in favor.

HOTMA/ACOP Update:

- Public comment period is completed. Congress has pushed the start date to January 1st, 2025.



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New Business:

Capital Needs for 2024:

- Boiler system and installation for Law Lane senior building. Desiree mentioned the individual units in each apartment rather than a boiler system.

Personnel Policy:

- The Personnel Policy will be presented in February.

Schedule Meetings with Village of Canton and Village of Potsdam:

- The preference would be February, but March would be acceptable.

Holiday Gathering:

- Possibly do something in the Spring. Bob and Lindsey will plan a gathering for the Canton Housing Authority.

The meeting adjourned at 7:18 pm. M/Hutcheson, S/Elliot. All in favor.