

CANTON HOUSING AUTHORITY

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

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Managed by: Village of Potsdam Housing Authority

Board of Commissioner's Meeting June 20, 2023

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

Public Comment :

Laundry room repairs at 37 Riverside look amazing.

Reading and Approval of Board Meeting Minutes from March and May, 2023 – Commissioner Zimmerman asked for a Motion to approve the March and May, 2023 minutes. Make minor changes to May minutes regarding Reallocating Funds properly and options regarding heating from Greenologists. Motion made by Commissioner Elliott and seconded by Commissioner LeBoeuf. All in favor.

Disbursement Report for April, 2023 – Commissioner asked for a Motion to accept disbursements for April, 2023; Bob discussed the only unusual charge was for legal fees – due to 2 evictions and litigation. Motion made by Commissioner Clingman; Seconded by Commissioner Hutcheson. All in favor.

Occupancy Report

Month of May:

37 Riverside Drive – 83 Occupied – 3 Move-ins – 2 Move-out – 1 Transfer w/in building

35 Riverside Drive – 46 Occupied - 1 Move-in – 2 Move-out

Law Lane - 44 Occupied – 3 Move In's – No Move outs – 30 Offline

Maintenance Report

Work Orders for the month of May

Matt completed 70

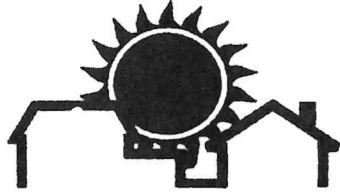
Ashley completed 54

Brad completed 45

Maintenance report was given for work completed at all properties.

Project at Law Lane is at about 50% completion per Continental Construction.

Window Skins – Bob recommended not installing them – they help retain heat in the winter but also in the summer.



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Correspondence - none at this time.

Old Business:

Updates to Operations

June 20 at 3:45 p.m. we received HUD approval for 35 Riverside Drive. Bob contacted Elise Stefanik's office for assistance.

Board asked about updating policies. Will they see finalized policies? Yes.

Capital Projects Progress

Board requested copies of cost sheets. Bob will get for them

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

WEX – discussion held. Holding off on installation.

Heating sources – Discussion with Greenologist and Brooks Washburn. Within next two weeks we should have a study from Peggy at Greenologist.

New Business:

Giampaolo, CPA – will be here August 24th for audit

Gray & Gray – soft audit for January and February, 2023

New hire in maintenance. Chairperson advised Board only needs to give approval if a new position is created, not new hires.

Motion made for Resolution for Noticing in newspapers, etc. Commissioner LeBoeuf will draft the resolution. Motion made by Commissioner Hutcheson and seconded by Commissioner Elliott. All in favor.

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
