



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

March 19, 2024
6:00pm – 35 Riverside Drive Board Room
Regular Board Meeting

Agenda

Meeting was called to order at 6:00pm on March 19, 2024.

A. Roll Call -

Commissioners present: Chairperson Keith Zimmerman, Vice-Chairperson Desiree LeBoeuf, Commissioner Breyne Moskowitz, Commissioner Sara Hutcheson, Tenant Commissioner Becky Swinney, Tenant Commissioner Allison Elliott and Member of the Public Judy Gibson.

Commissioners absent: Commissioner Nan Clingman

Guests present: Bob Santamoor, Lindsey Coleman, Matt Mallette and Alicia Andrus

B. Public Comment –

- a. Member of Public Judy Gibson asked if the Canton Housing Authority will be switching to paying rent online in the future, which the housing authority is working with PHA Web to make that change. Per Bob, the housing authority will be moving away from taking cash for rent payments if we possible due to safety and security concerns. We will take cash payments still if a tenant prefers cash.
- b. Member of Public Judy Gibson asked if the meetings for April will be normal meetings.
35-37 Tenant Meeting @ 37 Riverside Drive on 4/9/2024 at 1pm
LL Tenant Meeting @ LL Senior Building on 4/16/2024 at 1pm
Board Meeting @ 35 Riverside Drive on 4/16/2024 at 6pm

C. Reading and Approval of Board Meeting Minutes from February 20, 2024

Chairperson Keith Zimmerman asked for a motion to approve the February 2024 minutes. Tenant Commissioner Allison Elliott & Desiree LeBoeuf approved, none opposed.

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

Executive Director Bob Santamoor reported that nothing is unusual in financials. Wrong report this meeting (tenant payments not disbursements) as this had tenant names attached. Bob will email everyone 3/20/2024 with correct report. Will catch up on Q1 in April. Per Desiree, her name is incorrect on the last page of February's minutes.



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Occupancy Report Con't.

Per Lindsey and Bob, if we have talked to someone about being #2 then that person is #2.

F. Maintenance Report –

Routine workorders completed for February 137

35 Riverside –

- a. Chimera fixed connection with the call system
- b. Liberty changed out the gas meter but did not explain why

37 Riverside Drive –

- a. Hyde Stone fixed boiler #1
- b. Pest Control set out mouse traps

Law Lane -

- a. Otis took care of elevator deficiency at LL
- b. Atis inspected lift of elderly building – no one wants to service it which we already knew.
- c. Continental finished up some warranty work

Matt asked if anyone had any maintenance questions, none. Matt was dismissed.

G. Correspondence – none

H. Old Business

a. Updates to Operations

i. Utility Allowance

- Notices went out to tenants on 3/9/2024 stating that we will be updating leases to reflect all utilities included and the change will increase the rent only by the specific utility allowance but will remove the tenant's responsibility of personal utility bills (Liberty & National Grid). This change will be effective June 1st, 2024. A 30 day comment period will be opened starting Monday 3/11/2024 to Tuesday, 4/9/2024.
- Many benefits for our tenants per Lindsey and Bob
- Tenants had asked about how it will effect HEAP. Bob and Lindsey will call HEAP to discuss on 3/20/2024

ii. Flat Rent Adj –

- a. We have to offer tenant both flat rent or income based
- b. No subsidy if paying flat rent
- c. Flat Rent has not been adjusted since 2019 per Lindsey



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Grant for a new elevator at Senior Building in Law Lane as no one will work on existing one.

Camera System will be upgraded at 35-37, as old system is illegal to use per HUD. Current system is suspended from network as it programmed by China. Chimera wants nothing to do with replacing the system. NCC put a bid in for new system.

Tentatively Suspend per Chairperson Keith Zimmerman and Vice Chairperson Desiree LeBeouf:

- New vehicle for plowing
- Generator

- f. Personnel Documents –
- Sara – grammatical errors

Motion to adopt, all in favor.

- g. Emergency Action 35-37
- Bob wants to talk to police force as far as their policies, sheriff and village before finalizing.
 - No comments

Law Lane & Senior Building will have emergency action plans as well specific to apartments.

I. New Business –

- a. Audit – 6/4/2024 - Tony Giampaolo, Chairperson Keith Zimmerman will be in town if needed
- b. Resign Town Board – Bob resigned to avoid any future and potential conflicts of interest due to Canton-Potsdam merger.
- c. Stipend – Canton Housing is a federal entity and can't receive a stipend. Jackie Molinaro sent updated ACC confirming commissioners can't receive a stipend.

Executive Session – not needed per Chairperson Keith Zimmerman and Bob Santamoor.

Motion to Adjourn Meeting – Vice Chairperson Desiree LeBeouf, Allison Elliott at 7:11pm.



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