

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

Managed by: Village of Potsdam Housing Authority

Board of Commissioner's Meeting September 19, 2023

Roll Call - The meeting was opened at 6:02 p.m. Commissioners present; Chairperson Keith Zimmerman, Desiree LeBoeuf, Nan Clingman, Sara Hutcheson, Breyne Moskowitz, Becky Swinney and Allison Elliott. Also present; Bob Santamoor, Lindsey Coleman, Nichole Deruchia and Matt Mallette.

Public Comment :

None.

Reading and Approval of Board Meeting Minutes from August, 2023 – Chairperson Zimmerman asked for a Motion to approve the August, 2023 minutes. Motion made by Commissioner Elliott and seconded by Commissioner Hutcheson. All in favor. Note that during the July, 2023 meeting Commissioner LeBoeuf requested copies of Certificates of Occupancy for Law Lane units. Executive Director will do.

Disbursement Report for July, 2023 – Executive Director Robert Santamoor reported nothing unusual in financials. There was an outstanding invoice for Johnson Towing from 2022 that was brought to our attention. Invoice has been paid. Chairperson Zimmerman asked for a Motion to accept disbursements for July, 2023. Motion made by Commissioner Elliott; Seconded by Commissioner Hutcheson. All in favor.

Occupancy Report

Month of August:

37 Riverside Drive – 1 Move-In

35 Riverside Drive – 1 Move-In

Law Lane - 2 Move-Ins

Maintenance Report

Work Orders for the month of August, 2023

Matt completed 36

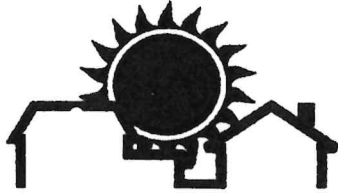
Ashley completed 21

Jay completed 25

Brian – completed 21

Maintenance report was given for work completed at all properties.

Correspondence - none at this time.



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Old Business:

Updates to Operations

July 2023 Financials –\$91,000 received in Sept for Multi-Family – will be reflected in next months report. budgets are doing well.

Capital Project Progress – boilers being installed in all family units - looking at October for units to be back online.

Tenant Meetings – See attached. Going well.

Giampaolo, CPA – scheduled for 24th of September. Staff have provided Giampaolo with necessary documents.

Camera Installation at Law Lane – will be started October 1. Main server will be in office in community building.

Internal Control Policy – Board will review and note any changes they would like.

Paving Progress – complete as of September Board meeting.

DRI –(Downtown Revitalization Initiative) Executive Director put in for DRI grant for the heating system for 35 and 37 Riverside Drive. The Village of Canton is putting in for a DRI grant and we qualify to be part of that. Approximate costs will be anywhere from \$1.5 million to \$2 million.

New Business:

Previously discussed.

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
