

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

Managed by: Village of Potsdam Housing Authority

Board of Commissioner's Meeting October 17, 2023

Roll Call - The meeting was opened at 6:00 p.m. Commissioners present; Chairperson Keith Zimmerman, Desiree LeBoeuf, Nan Clingman, Sara Hutcheson, Becky Swinney and Allison Elliott. Absent: Breyne Moskowitz. Also present; Bob Santamoor, Lindsey Coleman, Nichole Deruchia and Matt Mallette.

Public Comment :

None.

Reading and Approval of Board Meeting Minutes from September, 2023 – Chairperson Zimmerman asked for a Motion to approve the September, 2023 minutes. Motion made by Commissioner Hutcheson and seconded by Commissioner Elliott. All in favor.

Disbursement Report for August, 2023 – Executive Director Robert Santamoor reported nothing unusual in financials. Chairperson asked for a Motion to accept disbursements for August, 2023. Motion made by Commissioner Elliott; Seconded by Commissioner Hutcheson. All in favor.

Occupancy Report

Month of September:

37 Riverside Drive – 2 Move-In – 1 Transfer

35 Riverside Drive – No changes

Law Lane - 4 Move-Ins

Maintenance Report

Work Orders for the month of September, 2023

Matt completed 63

Ashley completed 14

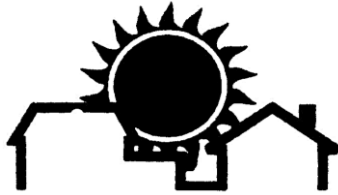
Jay completed 13

Rhiannon completed 8

Executive Director noted that the tenants at Law Lane Senior Building have worked on plants and flowers around the senior building. Looks fantastic.

Maintenance report was given for work completed at all properties.

Correspondence - none at this time.



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Old Business:

Updates to Operations – Received results of audit. Note that capital expenditure for 2022 was high. Director Santamoor – some of the capital does go to operational as needed. Audit reflected we did well.

Capital Project Progress – discussed remaining financial items. Most projects are complete. Items not on the spreadsheet for capital projects is the camera installation at Law Lane. Installation finished as of Board Meeting. NCC will verify system is operational. Executive Director to verify with Brooks Washburn that VCHA is owed money for the difference in the change order.

Giampaolo, CPA – see above updates to operations.

Camera Installation – Completed as of date of Board Meeting.

Mold Certifications – Commissioner LeBoeuf noted the mold report was a better quality than what was received in the past. Going forward please maintain quality reports.

Tenant Meeting – held with no concerns.

New Business:

Health Insurance Options – coverages comparing Excellus to MVP. Better coverages and copays through MVP. Network is better. Chairperson Zimmerman asked for a Motion to approve MVP Silver 3 health insurance. Motion made by Commissioner Clingman and seconded by Commissioner Hutcheson. All in favor.

New Tractors for Snow Removal – VCHA will be taking over plowing at all 3 properties. 2 tractors. Approval for purchase. Chairperson asked for a motion to approve. Motion made by Commissioner Elliott, seconded by Commissioner Hutcheson. All in favor.

Village of Canton Tree Committee – VCHA received 5 trees from this program for Law Lane. Our maintenance staff will plant.

Internal Control Policy – tabled until next month.

Budget for 2024 – Budget presented in binder form for every Board Member. To be discussed next month so Board Members have time to review. If any Board member has questions, please e-mail Executive Director and he will reply to all.

HOTMA Training – Completed. (Housing Opportunity Through Modernization Act). Effective January 1, 2024. ACOP has been updated. Second step is a 45 day comment period for tenants. After tenant review there will be a public hearing. Add language in ACOP that if the new 50058 and 50059 are not ready from HUD, we will continue using existing forms until they are ready.



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Other: (discussion for non-Agenda items and/or Q&A about reports)

Chairperson asked for a motion to adjourn to go into Executive Session. Motion made by Commissioner Clingman and seconded by Commissioner LeBoeuf. All in favor.

Keith Zimmerman, Chairperson

Secretary
