



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

May 21, 2024
4:00pm – 35 Riverside Drive Board Room
Regular Board Meeting

Minutes

- A. Roll Call - Chairperson Keith Zimmerman, Commissioner Sara Hutcheson, Tenant Commissioner Allison Elliott, Commissioner Nan Clingman, Tenant Commissioner Becky Swinney

Absent – Breyne Moskowitz

Guests – Bob Santamoor, Executive Director, Lindsey Coleman, Assistant Executive Director, Charee Hull Legal Aid, Catie Dominy, Matt Mallette, Julie Gray, Alicia Andrus

- B. Public Comment –
No Comment per Charee

- C. Reading and approval of Board Meeting Minutes of March 19, 2024 and April 16, 2024
- Motion to approve March 2024 – Becky Swinney, Sara Hutcheson, all in favor
 - Motion to approve April 2024 – Sara Hutcheson, Allison Elliott, all in favor

- D. Housing Authority – Disbursement Report for April 2024
- No unusual purchases for LL, 35, 37
 - Motion to accept Disbursement Report for April 2024– Becky Swinney, Sara Hutcheson, all in favor

- E. Occupancy Report
- As of April 1st, there are 76 units occupied in P1, 50 units occupied at LL, and 39 units occupied at P2
 - As of May 1st, there are 78 units occupied in P1, 51 units occupied at LL and 40 units occupied at P2
 - As of May 16th, there are 81 units occupied in P1, 52 units occupied at LL and 40 units occupied at P2
 - 6 units offline per Bob and Matt
 - 2 guys coming from Potsdam to assist Maintenance with apartments
 - Still putting names with apartments
 - Closing in on 80% occupied as of 5/21/2024
 - 161 on waitlist as of May 2024



*Stop wishing for a better lifestyle...and **Start** living it.*





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F. Maintenance Report – Matthew Mallette

- 58 Routine work orders completed for April 2024

35 - NSPIRE Inspection June 18, 2024 for 35 (concentrates on apartments themselves)

- o 20 apartments at random – illegal to choose ahead of time
- o Mandatory inspection for safety

37 – Boilers were inspected and passed by NYS

LL – Ordered and installed fire extinguisher in LL Senior, repaired storm drain

All properties – lawn care

G. Correspondence – None

H. Old Business –

a. Updates to Operations

- i. New Camera System – fully installed in 37 and tied to police department, will be at 35 the following week.
- ii. Gazebos – Delivered and installed
 - Still waiting on ramps to be ADA compliant and seats will be installed
- iii. Furnace Work for Senior Building –
 - \$64,000 bid came back for the Senior Building and will be starting work July 1st, 2024
- o Generator will be installed in 37

b. April 2024 Financial Report -

- o All good for all units

c. Tenant Meeting –

- o touched base on smoking and drinking policies

d. Capital Needs 2024

- o \$550,935 budget
- o \$750,000 – CDP – Boilers for 37

e. 2023 CHA Audit – June 20, 2024

f. Merger – Steve Yonaty CHW Conversion

- o Steve will be working with Susan on the merger

I. New Business

- a. 2024 HUD Capital Budget Amount - \$550,935
- b. 2025-2029 HUD Capital Budget Amount
- c. New Staff Member

J. Executive Session

- Motioned to discuss personnel 4:42pm – Nan Clingman, Sara Hutcheson, all in favor



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- Regular Meeting adjourned 4:42pm



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