July 16, 2024

6:00pm – 35 Riverside Drive Board Room

Regular Board Meeting

**Minutes**

Meeting Called to order at 6:03pm

1. Roll Call -

Present: Chairperson Keith Zimmerman, Commissioner Sara Hutcheson, Commissioner Nan Clingman, Commissioner Breyne Moskowitz, Tenant Commissioner Allison Elliott, Tenant Commissioner Becky Swinney,

Guests: Robert Santamoor, Executive Director, Lindsey Coleman, Associate Director, Matt Mallette, Alicia Andrus and Julie Gray, Public – Judy Gibson and Paula Kinsey

1. Public Comment –

2 Positive Comments and 1 question per Judy Gibson – Judy loves the Gazebos and thank you to maintenance staff for the beautiful work that has gone into setting these up.

Judy asked if Canton Housing will be paying electric and what is the status on that? Still waiting on National Grid, will not be happening until September. Tenants are still responsible for past bills per Lindsey.

1. Reading and approval of Board Meeting Minutes of May 16, 2024 – all in favor
2. Housing Authority – Disbursement Report for May /June 2024 – Only thing you will see is NCC and Scanner vision to update our files and scan everything into our server, in house staff. M/Allison, S/Sara, all in favor
3. Occupancy Report –

* Administrative Staff has done a great job of assigning names to apartments
* Maintenance Staff along with Potsdam Maintenance Staff has worked to get apartments ready
* Added 13 new families to apartments since the beginning of the year
* Currently at 85% for Occupancy Rate for 37
* Currently at 68% for Occupancy Rate for Law Lane
* Currently at 81% for Occupancy Rate for 35

1. Maintenance Report – Matthew Mallette

May 2024 -

* Routine Work Orders for May is 106

(Maintenance con’t.)

35 Riverside Drive –

* Fire Extinguishers installed
* NYSPIRE Inspections – Preliminary Housekeeping Inspections

37 Riverside Drive –

* Set up gazebos
* Repaired leaks on return on hot water

Law Lane –

* Replaced smoke detectors with Smoke/Carbon Monoxide
* Repaired Storm Drain
* Cleaned out Sewar Drains

June 2024 –

* Routine Work Orders for June is 141

35 Riverside Drive-

* Nspire Inspection Score of 93
* Replaced Motors and Fan blades on the central air system
* Fixed all problems from the NSPIRE Inspection

37 Riverside Drive –

* Cleaned up contacts in the fan disconnect switches

Law Lane –

* Received CO for Apt 44-47
* Cleaned out sewar drains (bad lately due to all the rain)
* Fixed some of the down spouts

1. Correspondence – No Correspondence
2. **Old Business**
3. Updates to Operations
   * 1. New Camera System – 6 new cameras behind 37 Riverside Drive
     2. Gazebos
     3. Furnace Work for Senior Building
4. May 2024 Financial Report (information only) – June 2024 Financial Report was just received minutes before meeting, Bob and Lindsey to review it for next meeting
5. Tenant Meeting update
6. Capital Needs 2024 – Reference
7. 2023 CHA Audit – June 20, 2024 – Completed and found 1 item - Inspection report keep separate from tenant’s file
8. Merger – Steve Yonaty CHW Conversation – has not moved forward as Steve has not contacted Bob
9. 2024 HUD Capital Budget Amount - $550,935 – expected and has not changed

(Old Business Con’t.)

Website has been updated – minutes and agendas have been added once they are approved – minutes will be kept permanently on website

* Keith asked if website could be added to letterhead

Laundry Room channel still not working for tenant’s – working with Spectrum on this

* Add to tenant portal when we get the channel numbers updated

1. **New Business –**
2. Bids – Labela for new Furnace System for 37 Riverside Drive - $750,000 grant
3. Youth Advocate Worker – Thi
   * Has been helpful
   * Able to mow, weedeat etc
4. Field Office (HUD Buffalo) conversation has been put on the back burner at this time – Corrective Action Plan is provided monthly – not changing process, making consistent progress each month
5. NYForward Grants – looking in to see if any will benefit the Housing Authority
6. **Executive Session** – Contractual Matter – Called to order at 6:33pm