September 30, 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, Tenant Commissioner Becky Swinney and Tenant Commissioner Allison Elliott

Absent –Commissioner Breyne Moskowitz

Guests – Executive Director Robert Santamoor, Associate Director Lindsey Coleman, Matthew Mallette, Catherine Dominy, Julie Gray, Judy Gibson, Darlene Friot

1. Public Comment –

2 Questions Per Judy Gibson – Judy asked what the white substance is that is left on her cookware when she is cooking? Hard water residue per Matthew.

Will HEAP still be in place? Yes, still needs permission from NYS Public Service Commission for single billing, letter to the Commission is going out this week.

1 Question per Darlene Friot – Darlene asked if Tenant with bedbugs was being taken care of? Yes, if the tenant with the bedbugs lets us know. We still do routine pest control.

1. The board meeting minutes for August 20, 2024, were read and approved. M/Allison S/Sara. All in favor.
2. Bob noted there were no unusual expenditures in August 2024.
3. Occupancy Report –

* Occupancy per HUD is at 92% not including units offline and 89% including units offline.
* Since April 2024 occupancy has increased from 120 to 150.
* We are now doing fingerprinting in-house, which gives us a 48-hour turn-around time rather than a 2-weeks. This has helped greatly with getting residents moved in and has done remarkably well at helping to get occupancy up.
* Maintenance from both Canton and Potsdam have been working very hard to get apartments ready. Office Staff have been working hard on getting paperwork in from potential tenants.

1. Maintenance Report – Matthew Mallette

-105 completed work orders for August 2024

35 Riverside Drive –

* Fixed 2 swink holes in Parking Lot
* Removed brush so tenants could see the river

37 Riverside Drive –

* Replaced ceiling in 7 apartments
* Removed dirt and vegetation from roof
* Patched roof
* Pumped water out of elevator shaft

Law Lane –

* Boiler work finished, under bid by $10,000
* Purchased and set up Canopies for Law Lane

All Units –

* Set up new pet waste containers
* Finished writing up procurement (inventory of supplies)
* Need to give hard estimate of storm damage to the village

Capital Projects 2025:

* Stabilization of the riverbanks, especially around 35 Riverside Drive
  + Talk to Village Superintendent
* New plumbing for 37 Riverside Drive and 35 Riverside Drive, cast iron piping needs replacing

1. Correspondence – none
2. Old Business
   1. Updates to Operations
      1. New Cameras – Installation is complete, and every angle of the property is now covered.
      2. Senior Building – The new boilers have been installed.
   2. August 2024 Financial Report (information only)
   3. Tenant Meeting Update – Tenant meetings are going well. We are consistently reminding tenants that we are not going to discuss tenant issues with other tenants, but we are available to meet with them if it is requested.
   4. Merger- Steve Yonaty from CHW Conversation - Steve is looking for resolutions from the State.
   5. Update Heating Systems for 37 – We did receive a grant for $1.2M to help.
3. New Business –
   1. Director of Finance- Stephanie Wallace, she will be shared with Canton and Potsdam.
   2. Generator Install – Will be for 35 Riverside Drive instead of 37 Riverside Drive as generator is worse off in 35. Eric Johnson will be contacted to help move Generator from Midtown to 35 Riverside Drive.
   3. Furniture for 35, 37, Law Lane Senior – We are looking at a couple different companies for ideas on what to put in, from there will figure out what the cost is.
   4. Contract extension for VPHA/VCHA –A Resolution will be provided at the next Board Meeting to extend the contract, keep same terms and conditions.
   5. Board Member search – Keith had conversation with the mayor for the two open seats.
4. Executive Session –
   1. New Business moved to Executive Session at 7:03pm – M/Sara Hutchinson, S/Allison Elliott, all in favor.

* Executive Session ended at 7:13pm -M/Sara Hutchinson, S/Allison Elliott, all in favor.
* Motion to adjourn Board Meeting at 7:14pm – M/Sara Hutchinson, all in favor.