

**SARATOGA SPRINGS HOUSING AUTHORITY
THURSDAY, MARCH 21, 2019
STONEQUIST APARTMENTS
2:40 P.M.
MINUTES**

PRESENT: Ann Bullock
Bobby Dixon
Joanne Foresta, Chair
Joy King
Stephen Sullivan (arrived: 2:43 p.m.)

ABSENT: Lu Lucas
Michelle Roddy, Vice Chair

ALSO PRESENT: Paul Feldman, Executive Director
Scott Peterson, SSHA Attorney
Cindy Gaugler, Finance Director
Arthur Kirker, Asst. Facilities Director
Katie Sicko, Executive Resident Advisor

CALL TO ORDER

Joanne Foresta called the meeting to order at 2:40 p.m.

COMMENTS

Joanne Foresta opened the public comment period.

There being no one wishing to speak, Joanne Foresta closed the public comment period.

RESOLUTIONS

FY18-R53 – Acceptance of the Previous Month’s Board Meeting Minutes

Joanne Foresta moved and Bobby Dixon seconded to adopt the following resolution:

Acceptance of the February 21, 2019, Board Meeting Minutes

WHEREAS, the Board of Commissioners has reviewed the minutes of the February 21, 2019, monthly Board Meeting,

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Saratoga Springs Housing Authority approves, at this meeting on March 21, 2019, the minutes of the February 21, 2019, Board meeting of the Saratoga Springs Housing Authority.

Ayes all.

FY18-R54– Acceptance of Vendor Payments February 2019

Joy King moved and Bobby Dixon seconded to adopt the following resolution:

Acceptance of Previous Month's Payments

WHEREAS, the Board of Commissioners has reviewed the monthly vendor invoices for payment of the financial obligations of the Saratoga Springs Housing Authority for the month of February 2019; and

WHEREAS, the Chairperson or Vice Chairperson of the Board of Commissioners has reviewed and signed off on each vendor invoice prior to payment;

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Saratoga Springs Housing Authority approves the disbursements for February, copies of which were forwarded to Board members prior to this meeting.

Ann Bullock asked about the fire alarm panel expense. Art Kirker said it was a secondary line mandated by the fire department. Joy King asked about the fruit flies. Paul Feldman said those types of expenditures are billed back to the resident.

Ayes all.

FY18-R55 – Approval of the Operating Budget April 1, 2019 – March 31, 2020

Joanne Foresta moved and Ann Bullock seconded to adopt the following resolution:

Approval of the Operating Budget April 1, 2019 – March 31, 2020

WHEREAS, the Department of Housing and Urban Development requires that all Public Housing Authority's develop an annual Operating Budget to guide the spending of the housing authority in its administration of public housing operations; and

WHEREAS, the Department of Housing and Urban Development does not approve the budget but rather requires approval by the SSHA Board of Commissioners; and

WHEREAS, the SSHA Executive Director and Finance Director have evaluated historical costs and projected expenses along with expected revenue to comprise a budget which takes into account certain contingencies to guide financial decisions for the upcoming fiscal year; and

WHEREAS, the Board of Commissioners has reviewed the Operating Budget for FFY April 1, 2018 through March 31, 2019 prepared by the Finance Director and Executive Director in accordance with all HUD requirements;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Saratoga Springs Housing Authority at its Regular Meeting on March 21, 2019, approves the Operating Budget FFY April 1, 2019 to March 31, 2020 as required by the Department of Housing and Urban Development.

Ann Bullock said it was remarkable how the expenditures were maximized and the income was minimized to make for this good, solid budget.

Ayes all.

FY18-R56 Amend ACOP – Lease Renewal Policy

Steve Sullivan moved and Bobby Dixon seconded to adopt the following resolution:

Amend ACOP – Lease Renewal Policy

WHEREAS, the SSHA has recognized the need to address various issues regarding resident tenancy that have a negative financial impact on the SSHA;

WHEREAS, the SSHA also recognizes the need to address various issues which impact the health and safety or peaceable enjoyment of the SSHA by the resident population; and

WHEREAS, the Executive Director and Board of Commissioners have discussed many of these issues during board meetings and all parties recognize the need to address these issues;

WHEREAS, the Executive Director is proposing the attached Lease Renewal Policy which has been reviewed by SSHA Legal Counsel that would allow the SSHA to not renew leases of habitual violators of other SSHA policies and procedures as outlined in the policy;

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Saratoga Springs Housing Authority approves the Lease Renewal Policy (attached to this resolution) to be included as an amendment to the SSHA Admissions and Continued Operating Policy (ACOP).

Paul Feldman said when there is an issue with a tenant, HUD always asks what the Housing Authority's policy states. This policy memorializes the rules. Staff will track issues with tenants and when it comes time to renew the lease, it may or may not be renewed based on the issues.

Ayes all.

FY18-R57 Resolution Authorizing the Submission of an Inventory Removal Application to HUD for Vacant Sections of the Jefferson/Vanderbilt Public Housing Development

Joy King moved and Ann Bullock seconded to adopt the following resolution:

Resolution Authorizing the Submission of an Inventory Removal Application to HUD for Vacant Sections of the Jefferson/Vanderbilt Public Housing Development

WHEREAS, the Saratoga Springs Housing Authority (SSHA) determined that there is a critical need for additional Affordable Housing in the City of Saratoga Springs; and

WHEREAS, the SSHA has applied and received a grant from the State of New York Department of Homes and Community Renewal (HCR) for the construction of 2, 12-unit apartment buildings on vacant portions of the Jefferson/Vanderbilt Terraces Public Housing Developments;

WHEREAS, as a condition to accepting funding from the U.S. Department of Housing and Urban Development (HUD), the SSHA agreed to providing a Declaration of Trust to HUD preventing the placement of additional restrictions or encumbrances upon the property and an application to HUD requesting the specific parcels be released from the Declaration of Trust to allow HCR to place restrictions on the property pursuant to its grant funding is required;

WHEREAS, the proposed disposition is consistent with the Saratoga Springs Housing Authority's PHA Plan, the residents have been engaged and consulted in the disposition and there is no relocation of residents required as the land to be disposed is vacant of structures and the residents concur in the benefits to the residents and community;

WHEREAS, the Authority has conducted outreach, engaged and consulted with the community and local government officials of Saratoga Springs and the local government is in agreement with the development of additional affordable housing and the removal of the property from the public housing inventory of the property;

WHEREAS, to accomplish the disposition of the property, Board of Commissioners of the Saratoga Springs Housing Authority are required to approve the submission of an Inventory Removal Application to the US Department of Housing and Urban Development under 24 CFR Part 970 of the Code of regulations governing Demolition or Disposition of Public Housing Projects;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Saratoga Springs Housing Authority does hereby authorize and approve the disposition of the vacant property associated with the Jefferson/Vanderbilt Public Housing Development and approves the submission of an Inventory Removal and Disposition Application requesting HUD approval of the disposition and such actions as are required to attain HUD approval of the application. Mr. Paul Feldman, SSHA Executive Director, is hereby authorized and directed to execute, deliver and submit an Inventory Removal Application to HUD with such changes, insertions and documents as may be required, such execution being conclusive evidence of such support and approval.

Paul Feldman said on a side note, he received the approval from HUD today for the disposition of the property at the Stonequist.

Ayes all.

FY18-R58 Budget Revisions #4 for the 2018-2019 Operating Budget

Joanne Foresta moved and Steve Sullivan seconded to adopt the following resolution:

Budget Revisions #4 for the 2018-2019 Operating Budget

WHEREAS, in the course of administering the Public Housing Operating Fund, situations occur which require amending the operating fund budget; and

WHEREAS, a minor budget revision is needed to adjust maintenance overtime costs resulting from numerous winter weather events which have taken place on weekends and non-business hours; and

WHEREAS, the Board of Commissioners has been supplied with a copy of the budget revision for review;

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Saratoga Springs Housing Authority approves the proposed budget revision #4 to the 2018-2019 Operating Fund.

Paul Feldman said this budget revision has to do with the snow storms that occurred over several weekends and nights this past winter. Cindy Gaugler said she talked to the auditor and the auditor agreed that the \$1.2 million paper entry for GASB did not need to be reflected in the 2020 budget, therefore, Board members will see accurate numbers in the next budget. She estimated a \$1,000 surplus in the 2020 budget.

Ayes all.

DEPARTMENT REPORTS

Finance

Cindy Gaugler said at the next meeting there will be a resolution for the Board to adopt that will allow her to write off \$45,000 in collections. Once the Board approves that resolution, she can report the \$45,000 collections write off, report the \$1.2 million GASB entry and then close the books.

Facilities

Paul Feldman said staff is diligently working on renovating units so that prospective tenants can move in by March 31. Under the management program, we must have a 98 percent occupancy rate, however, they must also meet the 95 percent occupancy rate on the last day of the fiscal year. He said it will be met. There are tenants in the que just waiting for a vacancy. Art Kirker said three out of the nine apartments are finished. Paul Feldman said Cornell Cooperative Extension was brought in to hold a class on bed bugs, specifically explaining how easily they are transmitted.

Occupancy

Joanne Foresta asked about the evictions. Paul Feldman said those numbers were included in the numbers under Art Kirker's report. He said in some cases residents leave their apartments in great disrepair. Steve Sullivan asked if it was possible to get into an apartment before the annual inspection. Paul Feldman said staff gets in during the pest management inspections at Stonequist. At the Terraces it is a little bit harder. He said he was looking into inspections being done twice a year.

Director's Report

Paul Feldman said he recently met with Mayor Kelly. He said CDBG approved \$200,000 towards the SRDI project. The SSHA salaries were approved by the City Council. Steve Sullivan asked about the a/c heating units. He said that while they may be less expensive initially, they can be quite

costly down the line. It was agreed that Paul Feldman would work with Steve Sullivan on this matter over the next few weeks.

Paul Feldman distributed the floor plans from Fresno for the project at the Terraces. He said once spring is here, the topography will be completed. He said the additional \$200,000 from the City will reduce the \$800,000 gap. Ann Bullock asked about accessing the \$200,000. Paul Feldman said funds could be used from the business account and then reimbursed by CDGB.

OLD BUSINESS

None

NEW BUSINESS

RAD Discussion

Paul Feldman said there was only one response to the RFQ. He will now put together a Co-development partner/RAD consultant RFQ which will go out soon. He said we need to get a development partner on board and develop a scope for this project.

Paul Feldman said he would contact the Adirondack Trust on the EPC concerning the pay off of that amount. He said he will keep Board members updated.

ANNOUNCEMENTS FROM COMMISSIONERS

Bobby Dixon said this was his last meeting. Paul Feldman introduced Richard Shipman as the newest Board member.

EXECUTIVE SESSION

None.

ADJOURNMENT

Steve Sullivan moved and Joanne Foresta seconded to adjourn the meeting at 3:15 p.m. Ayes all. There being no further business, Joanne Foresta adjourned the meeting at 3:15 p.m.

Respectfully submitted,

Katherine A. Moran
Clerk