

**SARATOGA SPRINGS HOUSING AUTHORITY
THURSDAY, July 19, 2018
STONEQUIST APARTMENTS
2:30 P.M.
MINUTES**

PRESENT: Ann Bullock (arrived 2:35 p.m.)
Joanne Foresta, Chair
Joy King
Lu Lucas, Vice Chair
Donna McCarthy, Resident Commissioner
Michelle Roddy
Stephen Sullivan

ABSENT: None

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 2:30 p.m.

COMMENTS

Joanne Foresta opened the public comment period.

Peter Berrios, Jefferson Terrace resident and Vice President of the Resident Community Council, said there will be a surprise announced tomorrow. It will also be in the upcoming newsletter. He said their organization had no interest in joining any other organization. He invited Board members to attend one of their meetings.

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

RESOLUTIONS

FY18-R15 – Acceptance of the June 21, Meeting Minutes

Donna McCarthy moved and Steve Sullivan seconded to adopt the following resolution:

Acceptance of the June 21, 2018, Board Meeting Minutes

WHEREAS, the Board of Commissioners has reviewed the minutes of the June 21, 2018, monthly Board Meeting,

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Saratoga Springs Housing Authority approves, at this meeting on July 19, 2018, the minutes of the June 21, 2018, Board meeting of the Saratoga Springs Housing Authority.

There were a few minor corrections.

Ayes: five; Nays: none; Abstentions: one (Lou Lucas). Motion carried.

FY18-R16– Acceptance of Vendor Payments June 2018

Joanne Foresta moved and Joy King 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 June 2018; 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 June 2018, copies of which were forwarded to Board members prior to this meeting.

Joy King asked about the meal allowance for Art Kirker. Paul Feldman said that was for a one week business trip.

Ayes all.

(Ann Bullock arrived: 2:35 p.m.)

FY18-R17– Budget Revision #1 for the 2018-2019 Operating Budget

Stephen Sullivan moved and Donna McCarthy seconded to adopt the following resolution:

Budget Revision#1 for the 2018-2019 Operating Budget

WHEREAS, in the course of administering the Public Housing Operating Fund, circumstances occur which require amending the Operating Fund Budget from time to time; and

WHEREAS, a budget revision is needed to move funds between budget line items to reflect changes that became necessary after original budget submittal; 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 revisions to the 2018-2019 Operating Fund.

Cindy Gaugler said there were four changes in this budget revision. One of those changes was to lower the deficit from \$199,000 to \$155,000 because the subsidy had increased.

Ayes all.

FY18-R18 – Formation of Housing Development Funding Corporation

Ann Bullock moved and Michelle Roddy seconded to approve the following resolution

Formation of Housing Development Funding Corporation

WHEREAS, the Saratoga Springs Housing Authority (the “Sponsor”) desires to participate in the development of approximately sixty-three (63) residential rental units for persons and families of low income in order to provide safe, decent affordable housing for the tenants thereof, to be situated on the premises located at or near 1 South Federal Street in the City of Saratoga Springs, County of Saratoga, State of New York (the “Project”); and

WHEREAS, the Sponsor desires to sponsor the formation of a housing development fund company to be organized under Section 402 of the Not-For-Profit Corporation Law and Article XI of the Private Housing Finance Law in connection with the development and ownership of the Project;

NOW, THEREFORE, BE IT RESOLVED, that the Sponsor shall sponsor the formation of a housing development fund company to be organized under Section 402 of the Not-For-Profit Corporation Law and Article XI of the Private Housing Finance Law, which corporation shall be known as Promenade Housing Development Fund Company, Inc., or any reasonable variation thereof (the “HDFC”) and

FURTHER RESOVLED, that the HDFC shall participate in the development and ownership of the Project; and

FURTHER RESOLVED, that each and any member of the Sponsor be and hereby is authorized and directed to take any and all action and execute any and all documents or instruments that may be necessary or desirable to carry out the intent of the foregoing Resolutions.

Ann Bullock asked exactly what the Board was creating with this resolution and who was on the committee. Paul Feldman said Scott Peterson, Cindy Gaugler and himself will be in the company. He said that for all intents and purposes, this was similar to a paper committee. Ann Bullock asked if it was a “pass through” company. Lu Lucas asked if the committee would be responsible for items such as maintenance issues. Cindy Gaugler said this was a pass through company only. Lu Lucas asked if there were any requirements that staff track their time and charge back. Cindy Gaugler said no. She said there would be a column included on the budget spreadsheet though. Lu Lucas asked if this committee would be making any decisions. Paul Feldman said it was the SSHA Board that would be making the decisions.

Ann Bullock asked about the 99 percent ownership of what is in the SSHA name and the 1 percent funding corporation budget that seems to be larger than ownership of the land. She asked that if the funding corporation would own the land. Scott Peterson there are multiple entities and the SSHA is the not-for-profit that is necessary to allow this project to maintain the not-for-profit status.

Paul Feldman said it is extremely complicated and he would have Brian come back to a future meeting to explain this part of the project agreement.

Ayes all.

FY18-R19 Approval to Take Unit Off line for Maintenance Staff Employee

Joy King moved and Lu Lucas seconded to approve the following resolution:

Approval to Take Unit Off Line for Maintenance Staff Employee

WHEREAS, the SSHA has hired a new maintenance staff worker to meet the increasing maintenance needs of the agency; and

WHEREAS, the SSHA would benefit from having a maintenance staff person who would reside at the Stonequist Apartments in order to handle emergency calls during off hours; and

WHEREAS, the Department of Housing and Urban Development allows PHA's to take units offline for this purpose (per PIH notice 2011-7) provided there is a Board resolution on file and HUD provides final approval in writing to the PHA; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Saratoga Springs Housing Authority approves placing an apartment at Stonequist Apartments offline to house a maintenance worker who will handle emergency maintenance calls during off hours. In return for agreeing to be on call every day except scheduled vacation days or sick days, the SSHA will offer a reduced rent of \$200 dollars per month.

Paul Feldman said we recently hired a new maintenance staff person who, with the approval of the Board, move into an apartment at Stonequist and then be on call for emergencies after hours. He said there would be a substantial overtime savings by allowing this reduced rent in exchange for being on call. He said it also helps with the Section 3 requirements.

Ayes all.

FY-R20 Requesting "Lead Agency" Status Under NY State Environmental Quality Review Act (SEQR) for Small Rental Development Initiative Project

Donna McCarthy moved and Michelle Roddy seconded to approve the following resolution:

Requesting "Lead Agency" Status Under NY State Environmental Quality Review Act (SEQR) for Small Rental Development Initiative Project

WHEREAS, the Saratoga Springs Housing Authority and its Board propose to undertake a new project consisting of twenty four (24) residential rental units on Authority property located at Vanderbilt Avenue and East Fenlon Street in Saratoga Springs, NY. The scope of work includes constructing two residential buildings, associated parking, utilities, landscaping and site amenities (the "Action"); and

WHEREAS, the Saratoga Springs Housing Authority as "Agency" must evaluate all proposed actions submitted to it for its consideration that

may affect the environment in light of the State Environmental Quality Review Act (“SEQR”) and the regulations promulgated thereunder;

WHEREAS, the involved agencies [as that term is defined in 6 NYCRR 517.2(t)] include the New York State Homes and Community Renewal “Agency”, New York State Energy Research and Development “Agency”, the Saratoga Springs City Council, and U.S. Department of Housing and Urban Development; and

WHEREAS, the Saratoga Springs Housing Authority desires to serve and act as the lead “Agency” for the purposes of SEQR; and

WHEREAS, to aid the “Agency” in determining whether the Action may have a significant impact on the environment a Short Environmental Assessment Form dated July 19, 2018, has been prepared by the “Agency”;

NOW, THEREFORE, BE IT RESOLVED, the “Agency” makes the following findings and determinations with respect to the proposed project:

1. The project constitutes as “Unlisted Action” as that term is defined in section 6 NYCRR617.
2. The “Saratoga Springs Housing Authority” desires to serve as the Lead Agency for the purposes of the SEQR; and
3. The “Saratoga Springs Housing Authority” shall cause “involved agencies” and any other interested agencies, to be notified of this resolution, along with copy of Part 1 of the attached EAF (Short Form Environmental Assessment Form)

Ann Bullock pointed out that it should be the “short” form and not “full” form. Board members agreed.

Paul Feldman reminded everyone that this resolution was to simply declare the SSHA as the Lead Agency.

Ayes all.

FY18-R21 Approval to Submit Rental Assistance Demonstration (RAD) Application

Joy King moved and Lu Lucas seconded to approve the following resolution:

Approval to Submit Rental Assistance Demonstration (RAD) Application

WHEREAS, the Saratoga Springs Housing Authority and its Board propose to submit an application to the U.S. Department of Housing and Urban Development to participate in the Department’s Rental Assistance Demonstration Program (RAD) for the Authority’s Public Housing Portfolio in order to rehabilitate the Authority’s properties for the benefit of the Authority’s residents and the Saratoga Springs community;

NOW, THEREFORE, BE IT RESOLVED, the “Authority” approves the submission of the RAD Application for the Authority’s Public Housing portfolio to participate in the Department’s Rental Assistance Demonstration Program.

Paul Feldman said that by passing this resolution staff would be able to submit the application. He said the physical needs assessment would start next week. He expected to know the needs and numbers in September.

Ann Bullock asked about open season for the application. Paul Feldman said we have 60 days to get the application in.

Ayes all.

DEPARTMENT REPORTS

Finance

Cindy Gaugler said that three months into the fiscal year there is a \$84,000 surplus. Joanne Foresta said it appeared as though rents were down. Cindy Gaugler said that while rents might be down, the late fees and court costs had increased significantly. Paul Feldman said the lease allows the SSHA to collect court costs and to assess late fees.

Facilities

Joanne Foresta asked about the units undergoing rehabilitation and the length of time they are offline. Paul Feldman said these units were totally trashed by the prior tenants. He said it does not count towards occupancy rates.

Michelle Roddy asked about the bedbugs. Art Kirker said it was one unit.

Occupancy Report

Katie Sicko said there was one incident where police were called. Paul Feldman said it was an assault at Jefferson Terrace. He said there was a recent eviction of a tenant at Stonequist. She was selling drugs and the judge granted the eviction. He said there is a similar incident at the Terraces.

Director's Report

Joanne Foresta clarified that the small development project must be fully occupied in three years. Paul Feldman said yes. Paul Feldman said that the cost of the project could increase because the cost of lumber had increased by 30 percent. He said he was talking to the state about this to discuss our options. He said it could mean that the number of units is decreased. Lu Lucas suggested that there be some thought given to borrowing the additional funds. Paul Feldman said that would impact the operating budget but perhaps could be accomplished through the deferred development costs. Joanne Foresta clarified that the cost of lumber had increased by 30 percent since the application was submitted. Paul Feldman said yes.

Lu Lucas asked if it was a fixed cost project. Paul Feldman said that Bonacio was the General Contractor and he believed it was a cost, plus contract.

Ann Bullock asked if there would be issues with the Veterans or Well Spring if the units were decreased. Paul Feldman said there is a commitment to those agencies and their numbers; however, if the units were decreased, the units for those entities could be decreased as well. He said if the numbers need to be reworked we would deal with at that time.

Ann Bullock asked why the project could not start in the fall. Paul Feldman said there is the SEQR that needs to be completed and they were waiting on HUD.

Steve Sullivan asked about the Senior Center proposal. Paul Feldman said that the Director of the Senior Center was not a proponent of the idea, but he was still working with the Mayor on the idea.

Paul Feldman said the police were here for one resident who felt threatened by another resident who made a statement that he had guns in his apartment. The police were called, they came and found that the resident was properly permitted to have the guns. He said he is in the process of looking into whether we can do anything about residents having guns. It was agreed that this should be discussed in executive session.

ANNOUNCEMENT FROM COMMISSIONERS

No announcements.

EXECUTIVE SESSION

Donna McCarthy moved and Michelle Roddy seconded to move to executive session at 3:11 p.m. to discuss policies concerning guns at the SSHA. Ayes all.

Donna McCarthy moved and Michelle Roddy seconded to return to regular session at 3:29 p.m. Ayes all.

There were no members of the public remaining for the regular session.

Paul Feldman stated that as a result of the conversation in Executive Session, the SSHA would amend the lease to include the following section: "No weapons of any type are allowed to be possessed in any common areas of the housing authority including community rooms, parking lots, picnic areas, etc.

ADJOURNMENT

Steve Sullivan moved and Lu Lucas seconded to adjourn the meeting at 3:45 p.m. Ayes all. There being no further business, Joanne Foresta adjourned the meeting at 3:45 p.m.

Respectfully submitted,

Katherine A. Moran
Clerk