

**SARATOGA SPRINGS HOUSING AUTHORITY
THURSDAY, SEPTEMBER 20, 2018
STONEQUIST APARTMENTS
2:30 P.M.
MINUTES**

PRESENT: Ann Bullock
Joanne Foresta, Chair
Joy King
Lu Lucas, Vice Chair
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.

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

OLD BUSINESS

Development Update

Brian Sweeny said he was here today to give the Board an update on the SRDI project, the Promenade project and RAD update and discussion.

SRDI: Brian Sweeny said that at this point they are completing the HCR approval process. He said because the project is on public housing property the SSHA will need to apply to HUD for a disposition. This will need a Board resolution for the disposition which is a straight forward process, but it needs to be done soon. They are working on the design development plan. Simplex is the architect. Bonacio is the contractor. They are also reviewing the engineering costs. The next steps for this project are to obtain HCR approval, complete the disposition process and then finalize the design. Paul Feldman said they expect to break ground in April or May.

Promenade Project: Brian Sweeney reviewed the timeline for this project. He said the funding application needs to be completed by December 2018. The HCR award will be in May or June 2019. Closing will be September 2019. Construction can start following the closing so that could be September 2019. The construction process will be completed and units leased by spring/summer 2021.

Lu Lucas asked what would happen if the SSHA completed the disposition process and then did not receive funding. Brian Sweeney said the disposition does not expire. Joanne Foresta asked if the SSHA could potentially have two projects going on at the same time. Paul Feldman said yes. He said there will be minimal impact to the residents though.

RAD Update: Brian Sweeney said the physical needs assessment and the RAD application has been completed and is under review. The question is "what does the SSHA want to do". Does the SSHA want to self develop? He said if the SSHA self develops, you will retain control as well as save some money. Ann Bullock clarified that it could be about 120 days to hear back from HUD. Brian Sweeney said we need to respond within 120 days to HUD with a go or no go on the project. Ann Bullock expressed some concern that we could potentially have three projects going on at the same time. Paul Feldman said one of the projects was at least a year out. Brian Sweeney said the RAD development would be in 2020.

Paul Feldman said he had some conversations with the Mayor and one of the Commissioners on the City possibly giving the Senior Center to the SSHA and then the SSHA redeveloping that area. It could be redeveloped and built upwards to house the senior center and studios and one bedroom apartments. He said the Vanderbilt project could also be a mixed use as part of the RAD conversion.

Brian Sweeney said there are several options for the SSHA Board to consider. With the Vanderbilt project it could be new facades or it could be greater density. He said it would depend on what the architects and engineers come up with. The project would likely be phased.

Paul Feldman said there would be some upfront costs. If the Board chose to move forward with the project, those funds would be reimbursed at the closing. However, if the Board chose not to move forward, there was no reimbursement of the funds. Brian Sweeney said the Board should look at this as an investment.

Joanne Foresta clarified that the Board had 120 days to decide on the project. She said she wanted financial information first. Paul Feldman said that at this point, he is reviewing the physical and capital needs assessment (PCNA) for the issues at Stonequist. He said those issues will need to be addressed by the Board. He said the Board would be fully apprised of the capital needs of the SSHA. Joanne Foresta suggested that the Board have a meeting devoted solely to this topic. Brian Sweeney agreed that it is a lot of information and said he was willing to spend time with the Board to review the process and the numbers. He said the 120 days would be up after the New Year, however, if the SSHA asked for an extension, it would likely be granted.

Brian Sweeney reminded everyone that the physical and capital needs assessment is not about marketability of the project. It is meant to address the capital needs of the SSHA for the next 20 years. Joanne Foresta clarified that it was the structural needs of the SSHA. Brian Sweeney said yes.

Ann Bullock asked what would happen if asbestos was not flagged in the PCNA. Brian Sweeney said there would be notations in the PCNA if asbestos is found and companies that abate asbestos would be hired.

Brian Sweeney said there needed to be some scoping of the sewer lines. Lu Lucas asked that he be sure that the lines belong to the City and not to the SSHA. Brian Sweeney said he would be sure to look into that. He said that contractors, architects and engineers will be brought in to develop the numbers. Once he has all of the pieces he will then have more information for the Board.

Lu Lucas asked when construction might begin. Brian Sweeney said the fall of 2020. Paul Feldman said that Board members need to think big and then scale back if need be. He said these projects are meant to supplement low income and workforce housing in the City. Joanne Foresta agreed but said it needs to work for the SSHA as well. Brian Sweeney said the lender will have financial input as well. He said the lender needs to be sure that this project is profitable for 15 years or so.

Joanne Foresta said this is like being in our own housing business. Brian Sweeney agreed. Lu Lucas expressed some concern that the voucher program could change. Paul Feldman said that was possible but unlikely. Brian Sweeney said this is more like a private land business based on Section 8 housing/voucher program.

Ann Bullock asked if this project could be phased. Brian Sweeney said yes, but at this point we do not have enough information to make any determination on phasing. Paul Feldman said that it is common to phase a project. He said we also have relocation of residents that needs to be considered. Brian Sweeney suggested that there could be some long term rentals at various locations so that the SSHA residents could be moved in and out during the renovation process. Paul Feldman said perhaps one floor at a time would be renovated. Brian Sweeney said that would depend on the developer.

Brian Sweeney said the SSHA will need to be competitive with this project. He said there needs to be a market study, investments need to be determined and then the demand of the market needs to be considered. The administrative costs for this project could be more because the benefit package is higher for the SSHA staff. Joanne Foresta again said she wants to see the numbers. Brian Sweeney said that more importantly, the SSHA has prime real estate locations in Saratoga Springs.

RESOLUTIONS

FY18-R22 – Acceptance of the Previous Month’s Board Meeting Minutes

Steve Sullivan moved and Joy King seconded to adopt the following resolution:

Acceptance of the July 19, 2018, Board Meeting Minutes

**WHEREAS, the Board of Commissioners has reviewed the minutes of the July 19, 2018, monthly Board Meeting,
NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Saratoga Springs Housing Authority approves, at this meeting on September 20, 2018, the minutes of the July 19, 2018, Board meeting of the Saratoga Springs Housing Authority.**

Michelle Roddy asked about the “surprise” mentioned by Peter Berrios at the last meeting. Paul Feldman said it did not happen. He said the surprise was about the Resident Council.

Ayes all.

FY18-R23– Acceptance of Vendor Payments July and August 2018

Michelle Roddy moved and Joanne Foresta 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 months of July and August 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 July and August 2018, copies of which were forwarded to Board members prior to this meeting.

Lu Lucas asked about the cost of the handicap access ramp. Paul Feldman said it was a complete demolition of the existing ramp and then replacement. Lu Lucas asked about the flood at Jefferson. Paul Feldman said it was a sewer back up.

Paul Feldman reminded everyone that it might not be in our best interest to do a RAD project. He said if the project does not address the capital needs of the SSHA it would not be worth it. Lu Lucas again said the SSHA needs to be sure that the sewer lines belong to the City and not the SSHA. Paul Feldman said the lines would have a camera run through them and he would talk to the City about who owns them.

Ayes all.

FY18-R24 – Amend Community Service Policy

Michelle Roddy moved and Steve Sullivan seconded to adopt the following resolution

Amend Community Service Policy

WHEREAS, the SSHA wishes to remain compliant with HUD’s Community Service Requirements; and

WHEREAS, HUD has provided guidance to all PHA’s on administering the community Service Requirement through the release of PIH Notice 2015-12; and

WHEREAS, the SSHA wishes to amend the policy to be more specific in the way the program is administered to insure resident compliance with the CSR.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Saratoga Springs Housing Authority approves at its September 20, 2018, meeting the attached amendments to the SSHA CSR Policy.

Paul Feldman said this resolution is modeled from the PIH notice. Michelle Roddy asked if this was a change for residents. Paul Feldman said no. He said the SSHA is required to create a payment plan through agreements with the residents who do not adhere to this requirement. He said it takes the SSHA more than a year to implement the repayment plan, but the residents must make up the difference. The intent of the directive is to make residents contribute to their housing through the community service program. He said it is only two hours each week and for the majority of the residents this should not be a hardship.

Joanne Feldman said there are so many exceptions to this requirement she wondered how the SSHA staff could determine who should adhere to it. Paul Feldman said it takes a lot of work on the staff's part, but they are able to get through it and make that determination. He said we send out four letters to the resident warning them that they must adhere to this policy or face the consequence. He said there are many ways ranging from babysitting to driving other residents to their doctor's appointments to fulfill this requirement.

Ayes all.

FY18-R25 – Resolution Authorizing the Submission of an Inventory Removal application to HUD for vacant sections of the Vanderbilt and Jefferson Terraces Public Housing Developments

Joanne Foresta moved and Joy King seconded to adopt the following resolution:

Resolution Authorizing the Submission of an Inventory Removal application to HUD for vacant sections of the Vanderbilt and Jefferson Terraces Public Housing Developments

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

WHEREAS, the Saratoga Springs Housing Authority submitted an application for funding under the NY State Department of Homes and Community Renewal (NYHCR) Small Rental Development Initiative (SRDI); and

WHEREAS, the New York State Department of Homes and Community Renewal (NYHCR) Small Rental Development Initiative has agreed to fund the SSHA's application; and

WHEREAS, the Saratoga Springs Housing Authority and its Board propose to undertake the construction of two residential buildings consisting of twelve rental units each on Authority property located at Vanderbilt Avenue and East Fenlon Street in Saratoga Springs, NY; and

WHEREAS, the project required HUD to approve the release of the vacant property from the SSHA's Public Housing Inventory via the submission of an Inventory Removal Application to the Department; and

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; and

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 disposition of the property; and

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 U.S. 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 Vanderbilt and Jefferson Public Housing Developments 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.

Ayes all.

FY18-R26 – Resolution Authorizing the Submission of an Inventory Removal application to HUD for a vacant section of the Stonequist Public Housing Developments

Ann Bullock moved and Michelle Roddy seconded to adopt the following resolution:

Resolution Authorizing the Submission of an Inventory Removal application to HUD for a vacant section of the Stonequist Public Housing Developments

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

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 disposition 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 U.S. 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 Stonequist Development 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 HUYD 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 comments as may be required, such execution being conclusive evidence of such support and approval.

Ayes all.

DEPARTMENT REPORTS

Finance

Cindy Giggler said that at this point, we are five months into our fiscal year and we are \$126,000 in the black. Lu Lucas asked if there were any issues with accounts receivables. Cindy Gaugler said there are 68 out of 339 residents who owe the SSHA money. Joanne Foresta asked why 68. Cindy Gaugler said it was a variety of things ranging from fraud money, damage money, etc. She said in prior years we were not as aggressive in collecting for these things. Cindy Gaugler said the numbers are getting better though. Lu Lucas asked if there was a baseline number. Cindy Gaugler said not at this time. Joy King asked about normal wear and tear. Paul Feldman said we do not go after tenants for normal wear and tear. Ann Bullock said this is about 20 percent of the residents owing us something. She asked what was the industry standard. Paul Feldman said in Schenectady it was about half of the residents, but he would check with his peers and get a sense of what it is for other housing authorities.

Facilities

Joanne Foresta thanked the facilities staff for the no smoking signs. Paul Feldman informed Board members that Gerard Hawthorne will retire on October 12. He said that Art Kirker would take over his position. Paul Feldman said he would like to have a small retirement party for Gerard Hawthorne and said he would use about \$500 from the nondiscretionary fund if the Board members agreed. Joanne Foresta asked how much is in the non-discretionary fund. Paul Feldman said it has more than \$1 million. Cindy Gaugler said this fund would be used to pay the engineers and architects for their work on the proposed projects. Paul Feldman said there would be some turnover in the facilities department. He said that Larry Crawford will retire as well and he planned to promote from within for that position. Larry Crawford's last day is September 28. The party for Gerard Hawthorne will be on October 11 from 5:00 to 7:00 p.m. at the Olde Bryan Inn.

Joanne Foresta asked about the bedbugs. Art Kirker said there were three apartments, but everything was under control. Joanne Foresta asked about the renovated apartments. Paul Feldman said 14C2 and 14C3 were total rehabs and they will be back on line next month. Paul Feldman said 4B4 was another unit that is being renovated. Paul Feldman reminded Board members that there are tenants who completely trash apartments and it takes some time to get them back on line.

Occupancy

Michelle Roddy asked if Stonequist was full. Paul Feldman said the SSHA is at 98 percent occupancy. He said the staff does a great job of having potential tenants ready when an apartment becomes available.

Director's Report

Paul Feldman said he did not renew the SSHA's membership to the Chamber of Commerce. He did not believe that the SSHA was getting a return on this investment. He asked for Board members' thoughts on whether the \$400 membership fee was worth it.

Steve Sullivan said the Chamber is a driving force which provides a tremendous economic benefit to the community. He said that Paul Feldman could attend one of their dinner or breakfasts events and speak about the housing authority and/or workforce housing. Paul Feldman said he did attend the Chamber's expo last year and talked to many of the vendors there explaining that he was from the housing authority and that the housing authority has low income and workforce housing income units available. He said he got one application from all of that exposure. Paul Feldman said as a business person, he needs to look at the return on his investment. Paul Feldman said the Chamber also fought the inclusionary zoning proposal.

After some discussion, Board members agreed that it was worth the investment to stay a member of the Chamber and they directed Paul Feldman to pay the fee.

NEW BUSINESS

Kirby Road Apartments

Paul Feldman said that we have more than \$1 million available in the discretionary fund that will be used for the development fees for the development projects. He said within the last few days he was approached by the property owner on Kirby Road concerning the apartments at that location. The current property owners are getting older and they are no longer interested in owning this property so they contacted Paul Feldman to see if the housing authority might be interested in purchasing it. Paul Feldman said the housing authority could have a "for profit" arm and perhaps this was something that he should explore.

Joanne Foresta asked if the SSHA would be the purchaser and the manager. Paul Feldman said yes. He said the current owner is looking to sell the property of 74 units for about \$6 million.

Lu Lucas said she was good with Paul Feldman exploring this opportunity but asked how we could work this out. Paul Feldman said it would be totally separate from the SSHA.

Joy King said we need to explore this proposal.

Board members agreed that Paul Feldman should explore this opportunity

Elections

Michelle Roddy asked about having an election for the vacant Resident Commissioner seat due to the resignation of Donna McCarthy. Paul Feldman said the timing for the election would end with the newly elected Commissioner taking office in December and then need to run again about two months later. He said Donna McCarthy's term is up on March 31. Lu Lucas asked about the amount of time that staff would spend on holding an election. Paul Feldman said it was minimal. He said we have to pay the League of Women Voters but that was about it. It needs to be in the October newsletter, the election would be in later November or early December, and then in January he would announce the expiration of terms and another election would be held before the end of March.

Veterans Administration Supported Housing Program

Paul Feldman said the housing authority was just awarded five vouchers under the Veterans Administration Supported Housing Program. These vouchers are to be used for veterans who are on the edge of being homeless.

Others

Michelle Roddy asked what happened to the Glens Falls RAD conversion. Paul Feldman said he was not sure.

Paul Feldman said there was a request by a resident for the SSHA to reconsider the use of alcohol in the common areas. He said the lease does not allow for alcohol in the common areas, however, a resident mentioned that if there is a picnic in the outside area by a resident, there should be some consideration by the SSHA to allow alcohol. Board members suggested that Paul Feldman see what other landlords do under these circumstances. Paul Feldman said there are many residents at the SSHA who are in recovery programs.

Lu Lucas said she believed this was a slippery slope. Scott Peterson concurred saying that there would need to be definition of what constituted a "gathering".

Michelle Roddy asked about the gun issue. Paul Feldman said that was addressed at a prior meeting.

Paul Feldman said that with the fire at City Hall, there are groups looking for space to hold meetings and requests are coming in asking to use our resident community room. He said that specifically there was a request to hold drum lessons with children in the community room. Joanne Foresta said she did not support that request. Scott Peterson suggested that this person be directed to look for another location.

ANNOUNCEMENTS FROM COMMISSIONERS

Michelle Roddy announced that the Caribbean Steel Drum group would play at the Presbyterian Church from 12:00 p.m. to 4:00 p.m. on Sunday, September 23.

ADJOURNMENT

Ann Bullock moved and Lu Lucas seconded to adjourn the meeting at 4:20 p.m. Ayes all. There being no further business, Joanne Foresta adjourned the meeting at 4:20 p.m.

Respectfully submitted,

Katherine A. Moran
Clerk