

**SARATOGA SPRINGS HOUSING AUTHORITY
THURSDAY, OCTOBER 18, 2018
STONEQUIST APARTMENTS
2:30 P.M.
MINUTES**

PRESENT: Joanne Foresta, Chair
Joy King
Lu Lucas, Vice Chair
Michelle Roddy

ABSENT: Ann Bullock
Stephen Sullivan

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.

RESOLUTIONS

FY18-R27 – Acceptance of the Previous Month’s Board Meeting Minutes

Joanne Foresta moved and Lu Lucas seconded to adopt the following resolution:

Acceptance of the September 20, 2018, Board Meeting Minutes

WHEREAS, the Board of Commissioners has reviewed the minutes of the September 20, 2018, monthly Board Meeting,

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Saratoga Springs Housing Authority approves, at this meeting on October 18, 2018, the minutes of the September 20, 2018, Board meeting of the Saratoga Springs Housing Authority.

Ayes all.

FY18-R28– Acceptance of Vendor Payments July and August 2018

Michelle Roddy moved and Lu Lucas 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 September 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 September 2018, copies of which were forwarded to Board members prior to this meeting.

Ayes all.

FY18-R29 – Organizational Chart

Joanne Foresta moved and Michelle Roddy seconded to adopt the following resolution:

Approve Organizational Chart

WHEREAS, the Board of Commissioners has directed the Executive Director to administer the day to day operations of the Housing Authority to insure compliance with all HUD regulations, Federal, State and Local laws, and implement the policies passed by the Board; and

WHEREAS, the Board of Commissioners has directed the Executive Director to advance the goals of the SSHA with regard to expanding affordable housing in the City of Saratoga Springs; and

WHEREAS, the Board of Commissioners expects the Executive Director to have the appropriate organizational staffing structure in place to achieve all of the objectives mentioned above;

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Saratoga Springs Housing Authority approves the attached Organizational Chart provided by the Executive Director.

Ayes all.

FY18-R30 – Sexual Harassment Policy

Joy King moved and Michelle Roddy seconded to adopt the following resolution:

Approve Sexual Harassment Policy

WHEREAS, on April 29, 2018, Governor Cuomo signed legislation updating sexual harassment laws in New York State; and

WHEREAS, beginning in October 2018, employers must adopt a sexual harassment prevention policy or use a similar policy that meets or

exceeds the law's minimum standards and provides employees sexual harassment prevention training; and

WHEREAS, beginning in January 2019, all state contractors must submit an affirmation that they have a sexual harassment policy and that they have trained all of their employees; and

WHEREAS, the State of New York has provided a model policy which meets state requirements for employers to utilize as their agency policies and the SSHA has chosen to utilize this policy as the SSHA Sexual Harassment Policy;

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Saratoga Springs Housing Authority approves at its October 18, 2018, meeting the attached Sexual Harassment Policy.

Scott Peterson offered to provide the sexual harassment training for staff.

Ayes all.

FY18-R31 – 2019 Voucher Payment Standards

Lu Lucas moved and Michelle Roddy seconded to adopt the following resolution:

Approve 2019 Voucher Payment Standards

WHEREAS, 24CFR 982.503 states: The PHA must adopt a payment standard schedule that establishes voucher payment standard amounts for each FMR area in the PHA jurisdiction. For each FMR area, the PHA must establish payment standard amounts for each "unit size". Unit size is measured by number of bedrooms (zero-bedroom, one-bedroom and so on) and the PHA may establish the payment standard amount for a unit size at any level between 90 percent and 110 percent of the published FMR for that unit size; and

WHEREAS, on August 31, 2018, Docket No. FR-6125-N-01 of the Federal Register established the Fair Market Rents for the Albany, Schenectady, Troy Metropolitan Statistical area (MSA) of which the Saratoga Springs Housing Authority is a part; and

WHEREAS, the SSHA will be setting the Voucher Payment Standard (VPS) at 110 percent of the FMR in order to maximize housing choice for voucher holders in the City of Saratoga Springs where rents are significantly higher than surrounding communities;

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Saratoga Springs Housing Authority approves at its October 18, 2018 meeting, the attached Voucher Payment Standard schedule effective January 1, 2019.

Paul Feldman said this came out of the most recent audit. He said we do this every year, but we had not done a Board resolution before.

Ayes all.

FY18-R32 Budget Revision #2 for the 2018-2019 Operating Budget

Joy King moved and Michelle Roddy seconded to adopt the following resolution

Budget Revision #2 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 staffing changes, subsidy changes, fee income, etc., that became necessary after the latest budget revision; 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 (#2) to the 2018-2019 Operating Fund.

Cindy Gaugler said since the last revision the budget deficit decreased from \$159,000 to \$132,000. She said rents and subsidies were up and there was a decrease in payroll. There was an increase in some fees as well. Lu Lucas clarified that the SSHA is recognizing the income but also recognizing that it is not collectible. Cindy Gaugler agreed. Joanne Foresta asked what happened if the resident did not pay damages or back rent and left the SSHA. Paul Feldman said their names are entered into a national data base and if that resident tries to rent at a similar type facility, they would be required to repay the SSHA first.

Ayes all.

DEPARTMENT REPORTS

Finance

Cindy Gaugler said the SSHA is doing quite well and at this point we are operating in the black. She said that expenses would increase in the upcoming months though.

Facilities

Paul Feldman said Gerard Hawthorne had retired and did not have time to complete the facilities report before his retirement. Art Kirker will have a complete report for the next month's meeting. Art Kirker reported that there were 9 turnovers this past month. There are some heating concerns. Paul Feldman said the lights were installed at the Terraces as part of the capital project. Art Kirker said there were 27 temperature loggers installed throughout Stonequist. Michelle Roddy said it has been a steady 76 in her apartment. Joanne Foresta asked about the laundry room work. Art Kirker said the room had flooded but they are working on the repairs.

Occupancy

Katie Sicko provided the updated police activity at the Terraces and Stonequist. Michelle Roddy asked about the eviction rate. Paul Feldman said evictions are for a variety of reasons. He said one of the most recent incidents with a resident involved an assisted support dog that was living in filth. He said the floor around the dog cage was ruined and needed to be replaced. He said

that we have started the eviction process for that resident and that resident will be responsible for all damages. Joanne Foresta asked about emotional support animals vs. service animals. Paul Feldman said doctors write notes for emotional support animals. Joanne Foresta asked if this resident could be reported to the SPCA. Scott Peterson said he was not sure.

Joy King asked what it meant to "move family". Paul Feldman said that the resident would move to a family members home outside of the SSHA.

Lu Lucas asked about the emotional support and service animals. Paul Feldman said the emotional support animals are something relatively new. He said the resident must provide a note from the doctor. Before he was hired by the SSHA, the focus was to keep apartment occupied. Lu Lucas asked about the percentage of damages caused by residents. Paul Feldman said generally the renovation work is of a smaller nature now.

Director's Report

Paul Feldman said he had some concerns with the SRDI project -- specifically being able to do 24 units. Joanne Foresta noted there were only two bidders -- Bonacio Construction and one other. The second bidder was significantly higher. Paul Feldman said he was going to meet with Bonacio Construction to see what costs could be reduced. He reminded everyone that we would use modulars. When the bid went out they estimated the cost at about \$1 per square foot, however, when the bids came back it came to about \$1.35 per square foot. He said we also have to pay prevailing wage rates. He said, though, that we would be using modulars so he was not sure that \$1.35 was a good number. He hoped that he could negotiate with Bonacio on some of the costs. He said the Board might want to consider shrinking the project to two, eight unit buildings rather than two, twelve unit buildings.

Paul Feldman said there were problems with the PC&A that was completed by Dominion. He said there are multiple areas that were not addressed and other areas that were significantly under quoted. He said the kitchen cabinet replacement was quoted in the report at \$1,400 and that would be nearly impossible to achieve. Areas that were not addressed included lead testing, radon testing, asbestos abatement and others. He said Dominion is a reputable firm so he was puzzled why these items were not addressed. He said at this time there is a huge push to move towards RAD; however, unless this project made financial sense, we should not move forward with it. He also said that capital money in upcoming federal budgets would likely decrease though.

Lu Lucas asked if HUD recommended Dominion. Paul Feldman said no, they did not recommend that firm, but it was on the list.

Joanne Foresta asked about the Stonequist Development project. Paul Feldman said the meeting with the City went well and he believed it would move its way through the process and be on an upcoming City Council agenda.

Joanne Foresta asked about the Resident Council meeting. Paul Feldman said he held a meeting at 6:00 p.m. after the last Board meeting and only seven residents showed up. There were not enough residents at that meeting interested in filling the seats. It was suggested to him to hold a meeting earlier in the day, which he did. More residents came to that meeting and he believed that the seats on that Board could now be filled.

Lu Lucas asked about the capital fund project. Paul Feldman said the environmental review was completed. He said work on the fire alarm system at Stonequist would begin soon, along with the air makeup system and heat in the laundry room.

OLD BUSINESS

RAD Update

Paul Feldman said work would continue on this process. He said a decision would need to be made by February or March. He believed that the SSHA had an additional year to decided based on the timing of this project, but he would confirm that with the consultants. He said the asbestos abatement could cost upwards of \$1 million. The plumbing could be an additional \$1 million. He will meet with Dominic Riguso to drill down on these numbers. He reminded everyone that the White House has proposed no capital funds for public housing authorities.

Paul Feldman said Police Officer Tim Sicko was scheduled to speak with Board members in executive session today, however, he asked Tim Sicko to come to another meeting when all Board members were in attendance.

NEW BUSINESS

Appoint Nominating Committee

Joanne Foresta appointed Lu Lucas and Michelle Roddy to the nominating committee. She said the announcement would be made in November and then a vote in December.

ANNOUNCEMENTS FROM COMMISSIONERS

There were no announcements from Commissioners.

ADJOURNMENT

Lu Lucas moved and Michelle Roddy 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