

**SARATOGA SPRINGS HOUSING AUTHORITY  
THURSDAY, NOVEMBER 15, 2018  
STONEQUIST APARTMENTS  
2:30 P.M.  
MINUTES**

**PRESENT:** Ann Bullock  
Bobby Dixon  
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.

**RESOLUTIONS**

FY18-R33 – Acceptance of the Previous Month’s Board Meeting Minutes

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

**Acceptance of the October 18, 2018, Board Meeting Minutes**

**WHEREAS, the Board of Commissioners has reviewed the minutes of the October 18, 2018, monthly Board Meeting,**

**NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Saratoga Springs Housing Authority approves, at this meeting on November 15, 2018, the minutes of the October 18, 2018, Board meeting of the Saratoga Springs Housing Authority.**

**Ayes all.**

FY18-R34– Acceptance of Vendor Payments October 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 October 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 October 2018, copies of which were forwarded to Board members prior to this meeting.

Michelle Roddy asked about the higher costs for Upstate Painting. Cindy Gaugler said that company does more than paint. They work on floors and other small projects. Michelle Roddy asked about the payment to Fresnal Group for the RAD work. Paul Feldman said that payment was for PC&A project.

**Ayes all.**

FY18-R35 – Issuing Negative Declaration for the Proposed Small Rental Development Initiative (SRDI) Project

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

**Issuing Negative Declaration for the Proposed Small Rental Development Initiative (SRDI) Project**

WHEREAS, the Saratoga Springs Housing Authority (Authority) and its Board proposes to undertake a new project consisting of (24) twenty-four residential rental units on the Authority’s property at Jefferson Terraces, 51 Jefferson Street in Saratoga Springs, NY. The scope of work includes constructing two new residential buildings, associated parking, utilities, landscaping and site amenities (the “Action”); and

WHEREAS, the proposed action constitutes an “Unlisted Action” action under the State Environmental Quality Review Act (SEQRA) and in accordance with SEQRA procedure, a coordinated review is not required but was requested of the State of New York Department of Housing and Community Renewal, the Housing Trust Funds and Housing Finance Agency; and

WHEREAS, the Saratoga Springs Housing Authority/Board has accepted “Lead Agency” status for the purpose of undertaking the coordinated environmental review of the proposed action; and

WHEREAS, the State of New York Department of Housing and Community Renewal, the Housing Trust Funds and Housing Finance Agency have consented to the Saratoga Springs Housing Authority’s assumption of Lead Agency status; and

**WHEREAS, the Saratoga Springs Housing Authority/Board has duly considered the proposed action, the Environmental Assessment Short Form, the criteria for determining whether the action will have significant adverse impact on the environment as set forth in 7 N.Y.C.R.R. 617.7(c) of the SEQR regulations, and such other information deemed appropriate; and**

**WHEREAS, the Saratoga Springs Housing Authority/Board has identified the relevant areas of environmental concern, has taken a hard look at these areas, and has made a reasoned elaboration of the basis for its determination.**

**NOW, THEREFORE, BE IT RESOLVED, by the Saratoga Springs Housing Authority/Board:**

- 1. The Saratoga Springs Housing Authority/Board have determined that the Action will not result in a significant adverse impact on the environment.**
- 2. The attached Short Form EAF incorporated herein by reference is issued and adopted for the reasons stated in the attached Short Form EAF and supporting documents.**
- 3. The Saratoga Springs Housing Authority/Board is authorized to sign and file all documents necessary to comply with SEQRA.**
- 4. This resolution is effective immediately.**

Ann Bullock asked about the remediation work. Paul Feldman said it was for lead paint. It was agreed that "lead paint" should be added to the description.

**Ayes all.**

FY18-R36 – Workplace Violence Policy

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

**Approve Workplace Violence Policy**

**WHEREAS, the Public Employee Safety and Health Administration (PESH) requires all agencies who employ public union employees to have a Workplace Violence Policy and to conduct annual training on that policy; and**

**WHEREAS, the SSHA has worked with CSEA Leadership to create a policy which is specific to the SSHA workplace; and**

**WHEREAS, Joe Cook, Risk Management Specialist for the State of New York has conducted training of all SSHA staff on this policy to insure SSHA's compliance with New York State Department of Labor regulations;**

**NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Saratoga Springs Housing Authority approves at its November 15, 2018, meeting, the attached Workplace Violence Policy.**

Lu Lucas asked if we had always described the contact person. Paul Feldman said yes. Lu Lucas suggested an alternate be added. It was agreed to add an alternate and that would be Cindy Gaugler. Steve Sullivan asked how often there was a workplace violence matter. Paul Feldman said none since he had been here. Paul Feldman said he had work with PESH on this policy.

**Ayes all.**

FY18-R37 – Anti-Bullying/Harassment Policy

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

**Anti-Bullying/Harassment Policy**

**WHEREAS, the Public Employee Safety and Health Administration (PESH) recommends that all agencies who employ public employees maintain a workplace free from bullying and harassment; and**

**WHEREAS, the SSHA has been provided with a sample policy utilized by the State of New York and encouraged to implement said policy;**

**NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Saratoga Springs Housing Authority approves, at its November 15, 2018, meeting, the attached Anti-bullying/Harassment Policy.**

Board members agreed that an alternate should be added to this policy and that alternate would be Cindy Gaugler.

**Ayes all.**

**DEPARTMENT REPORTS**

Finance

Cindy Gaugler said the SSHA is in good shape. She said it takes a lot of hard work to maintain this level. Lu Lucas asked about the audit. Paul Feldman agreed to add it to the next agenda. Joy King asked if our staff was healthy. Cindy Gaugler said yes at this time everyone was healthy.

Facilities

Michele Roddy asked about the fruit fly matter. Art Kirker said it happened in one apartment.

Ann Bullock asked about the fire inspection and code enforcement (clutter) matters. Art Kirker said they were different apartments.

Joanne Foresta asked about the REAC inspection. Paul Feldman said the SSHA is currently overdue for the inspection. He said it could have something to do with the appeal that he made after the last inspection or the fact that we had changed our fiscal year.

Lu Lucas asked what was the follow up with the residents in connection with the clutter matter. Paul Feldman said Code Enforcement is quite generous with time frames giving residents plenty of time to fix the situation.

Joy King asked who paid for the remediation. Art Kirker said generally speaking the cost was just for cleanup. On a rare occasion there could be costs if the matter turns into something bigger. Paul Feldman said if it is a health matter, the SSHA staff could be involved and any costs borne by the SSHA would be charged back to the resident. Joy King asked if the clutter matter was the same apartment as before. Paul Feldman said yes. He said the last time the SSHA began the eviction process, but then the resident remedied the situation. Now the problem has come up again, so the SSHA will likely begin the eviction process again. He again said that Code

Enforcement is very generous with time frames for cleanup. Paul Feldman said that staff is beginning to track these situations. Joanne Foresta suggested that we do inspections of the repeat offender's apartments more frequently. Paul Feldman said they are tracking these matters. He said that they also get these residents in touch with the appropriate support systems.

### Occupancy

Katie Sicko said she had provided updated numbers to Board members. There were no questions for Katie.

### Director's Report

Paul Feldman said that there would be an executive session at the end of the meeting. He said police officers from the City would be here to talk about the incidents that happen at the SSHA. Paul Feldman said that the SSHA is a very safe place to live.

### **OLD BUSINESS**

#### RAD Update

Lu Lucas asked about the RAD information in connection with Fresnal and Old Dominion. Paul Feldman said it was an interesting telephone conversation with Old Dominion. He said they pointed fingers at Fresnal saying that Fresnal did not ask for detailed information in the proposal. Paul Feldman asked why items such as plumbing and asbestos were not addressed in the material. Old Dominion said that Fresnal did not ask for that information.

Paul Feldman said many housing authorities are handling this process completely opposite of how the SSHA is handling it. He believed the detailed information on what needs to be done at the housing authority needs to be completed before entering into an agreement. He said many housing authorities are hiring the firm and then getting the details.

Paul Feldman recommended that this Board wait until the detailed information was ready before deciding. He said he was going to ask Mr. Casterline to provide some consultation on the RAD. Lu Lucas said she would like a more thorough understanding before deciding.

Joy King said it was her recollection that Brian Sweeney informed the Board that this would be a very thorough investigation and would include detailed information on the infrastructure work that needs to be done at the SSHA. Paul Feldman reminded Board members that the Board has choices. We can go the RAD route or not.

Paul Feldman said he had discussed with City Council members the possible RAD construction project where the Senior Center is located. He said new apartments would be far more marketable than existing ones. He said, though, that our capital budget appropriation was approximately the same as prior years.

Paul Feldman said the Board has time to decide.

Joanne Foresta asked if Mr. Casterline would come to a Board meeting. Paul Feldman said it was likely that Mr. Casterline would review the material and offer recommendations, but not attend a meeting.

Paul Feldman also noted that there will be a change in Congress in January so it would be interesting to see how the RAD program will be handled. He said, though, there really was no good alternative at this point. Housing Authorities have aging infrastructure that needs work. Studio apartments need to be remodeled to one bedroom apartments. He said the SSHA has 339 units. If studios were remodeled to one bedroom units and the housing stock was reduced accordingly, that number of units could be used in new construction. Ann Bullock clarified that the RAD would allow for new construction. Paul Feldman said yes. Paul Feldman said he may want to use another firm for the development part of the project.

Paul Feldman said the report from Old Dominion does not mention the asbestos work that could cost upwards of \$1 million or plumbing working upwards of \$1 million or any of the electrical work that needs to be done. He said no matter how you look at this, there was no easy fix.

Joanne Foresta asked about the Kirby Road apartments. Paul Feldman said that project did not come to fruition.

Michelle Roddy said she was somewhat concerned with the Promenade project because of the other projects throughout the City that would apply for the same grant funding. Paul Feldman said he too was somewhat concerned. He said, though, that he had faith that our project would be funded.

Joanne Foresta asked if there was an active Resident Council at the Terraces. Paul Feldman said no.

## **NEW BUSINESS**

### **Officer Nominations**

Joanne Foresta reported that the Nomination Committee met and recommended that Joanne Foresta be nominated for Chair and Michelle Roddy be nominated for Vice Chair. She said that if anyone wished to bring forth nominations for these positions, they could do so.

## **ANNOUNCEMENTS FROM COMMISSIONERS**

There were no announcements from Commissioners.

## **EXECUTIVE SESSION**

Steve Sullivan moved and Lu Lucas seconded to adjourn to executive session at 3:23 p.m. Ayes all.

## **ADJOURNMENT**

Board members returned from executive session at 4:12 p.m. and reported that no action was taken.

Ann Bullock moved and Michelle Roddy seconded to adjourn the meeting at 4:13 p.m. Ayes all. There being no further business, Joanne Foresta adjourned the meeting at p.m.

Respectfully submitted,

Katherine A. Moran  
Clerk