

**SARATOGA SPRINGS HOUSING AUTHORITY  
THURSDAY, DECEMBER 20, 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-R38 – Acceptance of the Previous Month’s Board Meeting Minutes

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

**Acceptance of the November 15, 2018, Board Meeting Minutes**

**WHEREAS, the Board of Commissioners has reviewed the minutes of the November 15, 2018, monthly Board Meeting,**

**NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Saratoga Springs Housing Authority approves, at this meeting on December 20, 2018, the minutes of the November 15, 2018, Board meeting of the Saratoga Springs Housing Authority.**

**Ayes all.**

FY18-R39– Acceptance of Vendor Payments November 2018

**Joanne Foresta moved and Ann Bullock 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 November 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 November 2018, copies of which were forwarded to Board members prior to this meeting.**

Ann Bullock asked about the additional fees for pest control. Paul Feldman said there were cases of fruit flies, fleas and mice. Art Kirker said the fruit flies and flea control measures would be charged back to the residents. Joy King asked if there was an increase in mice this year. Paul Feldman said no.

**Ayes all.**

FY18-R40 – Finance, Accounting & Internal Control Policy

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

**Finance, Accounting & Internal Control Policy**

**WHEREAS, the SSHA recently underwent an internal audit by the firm of Guyder and Hurley, P.C.; and**

**WHEREAS, the results of the audit contained no findings, however, a recommendation was made to implement an Internal Control Policy and the SSHA wishes to adhere to this recommendation;**

**NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Saratoga Springs Housing Authority approves, at its December 20, 2018, meeting, the attached Finance, Accounting & Internal Control Policy.**

Ann Bullock asked where the language came from for the policy. Paul Feldman said it came from the auditor. Ann Bullock asked if HUD had any language on this matter. Paul Feldman said HUD does not have a policy on this matter.

Lu Lucas asked if anything changed as a result of the audit. Paul Feldman said no, everything was good in the audit.

**Ayes all.**

## Ethics

Paul Feldman said there is a form at each Board members' places at the table for them to sign. He said it is an ethics paper from the state that needs to be signed.

Joanne Foresta said the duties of a Board member are to establish policy and procedures and to oversee the financial obligations of the SSHA. She said there will be no personal agendas at this table and if there are it could be cause for removal. She also said that not signing the ethics form, would be considered resignation from the Board. Paul Feldman said there were two separate forms that needed to be signed – one from the state and one developed by the Board.

## **DEPARTMENT REPORTS**

### Finance

Cindy Gaugler said we currently have a \$59,000 loss, however, there was a \$104,000 payment made to the New York State retirement system. She said all major expenses had been paid for the year. Paul Feldman said during executive session there will be some discussion on contract related issues.

### Facilities

Lu Lucas asked about the air handler and whether it was included in the energy performance contract. Paul Feldman said it was not included in that contract. He said it is the original air handler and it is working at 30 percent capacity. This is the unit that handles the air going through the hallways. He said they are getting prices to repair this unit.

Joanne Foresta asked about the fire inspections. Art Kirker said those inspections were caused by the residents and they were different units. Paul Feldman said in his most recent discussion with Lt. Dwyer from the City Fire Department, the fire inspections will be done by that department at no cost to the housing authority.

Michelle Roddy asked about the temperature loggers and the measurements that are being taken by Danforth. She said the loggers are in the kitchen and measures closer to 76 degrees but the representatives are taking the temperatures at the window area and it is measuring 70 degrees in her apartment. Paul Feldman said the temperature should be taken in the center of the room. Art Kirker said all of the temperature loggers will be removed from the apartments shortly after the holidays.

### Occupancy

Joanne Foresta asked what "moved no notice" meant. Paul Feldman said tenants sometimes move out with no notice to the SSHA. Cindy Gaugler said any uncollected rent would go into collection loss. Joanne Foresta asked what "welfare check" meant. Katie Sicko said when there is some concern about a tenant, the appropriate agency is called and they come into check on the resident. Joanne Foresta asked about the seven vacancies and four rehabs. Paul Feldman said they are all considered turnovers. He said they don't count against the housing authority until the end of the following month after they were vacated. He distributed photos of some of the damages that staff is faced with after a resident leaves.

Director's Report

No discussion.

**OLD BUSINESS**

Internal Audit Discussion

Lu Lucas said there were no findings mentioned in the management letter.

**NEW BUSINESS**

RAD – CHAP Letter

No discussion.

**ANNOUNCEMENTS FROM COMMISSIONERS**

There were no announcements from Commissioners.

**EXECUTIVE SESSION**

Michelle Roddy moved and Steve Sullivan seconded to adjourn to executive session at 3:00 p.m. ayes all.

Board members returned from executive session at 3:5 p.m. There was discussion and agreement that the Board would hold off on moving forward with RAD until all of the information is attained.

**ADJOURNMENT**

Lu Lucas moved and Steve Sullivan seconded to adjourn the meeting at 3:51 p.m. Ayes all. There being no further business, Joanne Foresta adjourned the meeting at p.m.

Respectfully submitted,

Katherine A. Moran  
Clerk