



Minutes of Board Meeting
February 26, 2018 at 6:00 PM

A meeting of the Watervliet Housing Authority Board of Commissioners was held on February 26, 2018 at 6:00 PM at the WHA Administrative Office. Board members attending were Jeff Czarnecki, Paul Murphy, Jean Knight and Regina Warner. Brian Kremer, Attorney & Matthew Ethier, Executive Director also attended.

Upon a motion of Jean Knight, seconded by Paul Murphy, Regina Warner was appointed as Temporary Chairwoman of the WHA Board of Commissioners for the duration of the meeting due to the absence of Chairwoman Sandra Beston and Vice Chairman Charles Jeseo.

The Board approved the minutes to the December 20, 2017 Board meeting. The Board passed Resolution 2156 approving Watervliet Housing Authority invoices paid from December 20, 2017 to February 23, 2018 since the last monthly meeting.

Executive Director Matthew Ethier, provided board members with a copy of the Profit & Loss Budget vs Actual for February 2018, and a copy of the Outstanding Work Order list.

Executive Director Matthew Ethier, provided a copy of a proposed schedule of 2018 WHA Board Meetings. Mr. Ethier also pointed out the Election of WHA Tenant Commissioners will be held as scheduled in June 2018.

Executive Director Matthew Ethier stated snow and ice removal following recent storms was successful. The plowing contractor has been clearing WHA roadways and parking lots without issue, and WHA Maintenance staff clears snow from the sidewalks at all sites and spreads ice melt as needed. The recently purchased Ventrac tractor has been extremely helpful this winter season. Jim is able to operate the machine, which removes snow from the sidewalks, and has an attachment on the back which immediately applies ice melt to the cleared path.

Executive Director Matthew Ethier stated the annual audit will be conducted by Hymanson, Parnes & Glampaolo on February 28, 2018 and March 1, 2018. The primary focus of this year's audit is the Capital Fund Program. Mr. Ethier stated WHA Administrative staff recently conducted a pre-audit of the CFP files.

Executive Director Matthew Ethier stated several boilers for the heating system at the Michael J Day apartment complex have been having mechanical issues. The boilers installed in 2008, recently became discontinued by the manufacturer and replacement parts are hard to come by. Mr. Ethier received a quote of \$28,000 to replace the existing boilers with more efficient units, with a higher BTU output. Mr. Ethier will be asking mechanical engineers from Freidman & Fisher Associates to conduct an analysis of the entire heating system prior to moving forward in the bidding process for boiler replacement.

Executive Director Matthew Ethier, stated Mary Clinton and Kylea Spain recently received passing grades on the Nan McKay Multifamily Housing Specialist certification examination they took at training in Atlanta, Georgia.





**Watervliet
Housing
Authority**

Matthew J. Ethier
Executive Director

Sandra Beston
Chairwoman
Charles A. Jeseo
Vice Chairman
Jane Hayes
Jeffrey Czarnecki
Paul Murphy
Jean Knight
Regina Warner

Mr. Ethier expressed his appreciation of Mary & Kylea for their hard work and stated each administrative staff employee, is now certified as a Multifamily Housing Specialist.

Executive Director Matthew Ethier, stated he and Steve Smead (Smartt Solutions) have been in regular contact with HUD regarding the new RAD monthly reporting procedures. Mr. Ethier stated the WHA is currently under a 30-day review period by HUD, after which it is anticipated all funds for rent subsidy will be released to WHA.

Executive Director Matthew Ethier, provided the member of the board with information regarding NYSPHADA's 2018 Spring Conference scheduled for April 10th - 12th in Verona, NY.

Executive Director Matthew Ethier congratulated Vice Chairman of the WHA Board of Commissioners, Charles Jeseo who received the City of Watervliet Citizen of the Month Award. On behalf of the staff and residents of the WHA, Mr. Ethier thanked Mr. Jeseo for his 40 years of dedicated service.

Executive Director Matthew Ethier provided the members of the board with information regarding a Heroin Awareness Town Hall Meeting scheduled for Tuesday, February 26th at the Watervliet High School Auditorium. WHA staff coordinated the event with the Albany County Sheriff's Department, the City of Watervliet, and the Watervliet City School District.

The WHA Board scheduled the next meeting for Monday, March 26, 2018 at 6:00pm at the Edwin Joslin Meeting Room.

The meeting adjourned at 6:40 pm.

Respectfully Submitted

Matthew Ethier
Executive Director/Secretary

