



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

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

Upon a motion of Jean Knight, seconded by Jane Hayes, 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 February 26, 2018 Board meeting. The Board, following nomination and vote, passed Resolution 2157 appointing Jeff Czarnecki to the vacant seat of Vice Chairman of the Watervliet Housing Authority Board of Commissioners.

The Board passed Resolution 2158 approving Watervliet Housing Authority invoices paid from February 26, 2018 to March 26, 2018 since the last monthly meeting.

The Board passed Resolution 2159 approving a professional services agreement with BDO USA, LLP for Technical Assistance with RAD Accounting & Reporting.

The Board passed Resolution 2160 approving the contract with Tri-City Mechanical in the sum of \$28,536.00 for the replacement and installation of 2 Weil McLane BLR Slim Fit Boilers serving Michael J. Day apartments.

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

Executive Director Matthew Ethier, provided board members with a copy of the notes from the Exit Meeting following the audit conducted by Hymanson, Parnes and Giampaolo on February 28, 2018 and March 1, 2018. Mr. Ethier stated the auditors did not encounter any audit findings that would have needed to be reported to HUD. The primary focus of the audit this year, was the HUD Public Housing Capital Fund. Mr. Ethier and the member of the board discussed in practices, and recommendations of the auditors following the conversion from public housing to RAD multifamily.

Executive Director Matthew Ethier thanked the board for approving the professional services agreement between the WHA and BDO USA, LLP for Technical Assistance with RAD Accounting & Reporting. Mr. Ethier stated BDO will be working with WHA staff and their Fee Accountant to ensure they are following appropriate RAD accounting procedures and will assist WHA in required financial reporting to HUD. Mr. Ethier stated the assistance will be provided by BDO USA, LLP for a matter of weeks and feels the investment is cost effective to ensure the WHA remains on the right track accounting procedurally and reporting to HUD is done successfully.





**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

Executive Director Matthew Ethier reviewed the plans for the boiler plant upgrade at Michael J. Day apartments. Mr. Ethier stated the boilers currently installed are failing, and because the model is discontinued, parts are becoming more difficult to obtain. Engineering firm Freidman Fisher Associates were brought in to review the plans to ensure the upgrade specified were adequate and energy efficient. Mr. Ethier stated the upgrade will be completed by Tri-City Mechanical within the next week or two.

Executive Director Matthew Ethier reviewed the schedule for the upcoming Resident Commissioner Elections and wished Resident Commissioners Warner & Knight luck in their efforts in re-election.

Executive Director Matthew Ethier notified the board of upcoming training opportunities WHA will be attending. Mr. Ethier, Daria Leibach, and Michael VanPatten will be attending the Annual NYSPHADA Conference in Verona, NY on April 11th and 12th. Mr. Ethier, and Michael VanPatten will also be attending NYS Office of General Services training on procurement in Albany on May 2nd and 3rd.

The WHA Board scheduled the next meeting for Monday, April 30, 2018 at 6:00pm at the Edwin Joslin Meeting Room.

The meeting adjourned at 6:45 pm.

Respectfully Submitted

Matthew Ethier
Executive Director/Secretary

