



Minutes of Board Meeting
April 30, 2018 at 6:00 PM

A meeting of the Watervliet Housing Authority Board of Commissioners was held on April 30, 2018 at 6:00 PM at the WHA Administrative Office. Board members attending were Sandra Beston, Paul Murphy, Jane Hayes, Christine Chartrand, Jean Knight and Regina Warner. Brian Kremer, Attorney, & Matthew Ethier, Executive Director also attended.

The Board approved the minutes to the March 26, 2018 Board meeting. The Board passed Resolution 2161 approving Watervliet Housing Authority invoices paid from March 26, 2018 to April 30, 2018 since the last monthly meeting.

The Board passed Resolution 2162 authorizing the election of the Chair and the Vice Chair of the Watervliet Housing Authority Board of Commissioners. Sandra Beston was elected as Chair, and Jane Hayes was elected Vice Chair of the WHA Board.

The Board passed Resolution 2163 authorizing travel for employees and the Board of Commissioners of the Watervliet Housing Authority.

The Board passed Resolution 2164 approving mileage allowance reimbursement based on the IRS Standard Mileage Rate Schedule for 2018.

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

Executive Director Matthew Ethier, provided board members with updates on spring cleanup, conducted at each WHA site by WHA Maintenance Staff, and contractors. Mr. Ethier stated WHA is currently accepting applications for the 2018 Youth Summer Employment Program and would be making a presentation to the Board with a plan for work to be done under this program at the next monthly meeting.

Executive Director Matthew Ethier updated the Board on a network and e-mail server outage, which effected the WHA Administrative Office. Mr. Ethier is in the process of updating the WHA Network Continuity Plan with IT Service Provider, Ahmed Ali from AIT Computers. Mr. Ethier will review this updated plan with the Board at the next monthly meeting.

Executive Director Matthew Ethier provided board members with an update on the RAD Annual Financial Submission for the time period of September to December 2017. This submission was a joint effort between WHA Staff, Tracey Freemantle (WHA Fee Accountant), and BDO PHA Finance. The RAD Annual Financial Submission was successfully submitted and is currently being reviewed by HUD. Mr. Ethier stated he would notify the Board of any HUD response.

Executive Director Matthew Ethier provided board members with a rendering of a plaque to be installed in the meeting room at the WHA Administrative Office. This plaque will be unveiled at the 2018 Laptop for Graduating Seniors Presentation, and will dedicate the room in memory of the former Vice Chairman of the WHA Board Charles A. Jeseo. The date for the laptop presentation and plaque unveiling is still to be determined.





**Waterlvliet
Housing
Authority**

Matthew J. Ethier
Executive Director

Sandra Beston
Chairwoman
Jane Hayes
Vice Chairwoman
Christine Chartrand
Jeffrey Czarnecki
Paul Murphy
Jean Knight
Regina Warner

The WHA Board scheduled the next meeting for Monday, May 21, 2018 at 6:00pm at the Edwin Joslin Meeting Room.

The meeting adjourned at 6:45 pm.

Respectfully Submitted

Matthew Ethier
Executive Director/Secretary

