



Minutes of Board Meeting  
May 21, 2018 at 6:00 PM

A meeting of the Watervliet Housing Authority Board of Commissioners was held on May 21, 2018 at 6:00 PM at the WHA Administrative Office. Board members attending were Sandra Beston, Jane Hayes, Jeffrey Czarnecki, Christine Chartrand, Jean Knight and Regina Warner. Matthew Ethier Executive Director also attended.

The Board approved the minutes to the April 30, 2018 Board meeting. The Board passed Resolution 2165 approving Watervliet Housing Authority invoices paid from April 30, 2018 to May 21, 2018 since the last monthly meeting.

The Board passed Resolution 2166 authorizing the 2018 wage rate for part time and temporary summer employees.

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

Executive Director Matthew Ethier, provided board members with an update and summary of the WHA Network and Email Server Continuity Plan.

Executive Director Matthew Ethier updated the Board on several recent modernization jobs performed at WHA sites. Repair Track Services is in the process of spreading mulch at all sites. The mulch is being purchased from Watervliet Equipment LLC at a price of \$28/yard. This price is \$2 cheaper per yard than purchased from another mulch supplier in years past. An underground water leak was discovered at the Daniel P. Quinn site. This leak was in a hot water supply line servicing Quinn Apartments 149 – 153. During the four days needed to make the repair, hot water was not supplied to these apartments. WHA Staff did their best to keep the residents of effected apartments informed and updated on the repairs. Greenwood Contracting did all excavation and repair work. Quinn apartment 152 has damage to the hardwood floors because of the water and steam building from the leak. A contractor will be brought in to give the Housing Authority an estimate for the repairs to the hardwood floors. WHA Staff and Staff from Northeast Pest Control recently completed an extensive treatment of the Hanratta and MJ Day sites for mice control. This work was completed as a preventative measure. The utility cart used by WHA Maintenance staff is experiencing some operating issues. Mike VanPatten and Jim Verhagen are researching possible replacement options. The cart is a valuable tool for the WHA Maintenance Department, and we anticipate a replacement being purchased in coming weeks.

Executive Director Matthew Ethier, provided board members with an update on the HAP Payments for tenant rent subsidy owed to the WHA by HUD. The WHA has so far received \$89,739 of the \$360,217 owed to them by HUD, with the remaining \$270,478 anticipated to be paid within the coming weeks. The audit of the Annual Financial Submission will be conducted by Hymanson, Giampaolo & Parnes on June 19<sup>th</sup>. Executive Director Matthew Ethier, Mike VanPatten and Tracey Freemantle are working to get everything prepared prior to the auditors arrival. Mr. Ethier stated the WHA has extended its contract with Fox Rothchild LLP, which represented WHA in the RAD transaction. Mr. Ethier does not anticipate the need for their services, but did not mind extending their contract for another year. No cost will be billed to WHA unless their services are required.





**Watervliet  
Housing  
Authority**

**Matthew J. Ethier**  
Executive Director

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

Executive Director Matthew Ethier stated Cub Scout Pack 62 visited WHA on Saturday, May 19<sup>th</sup> for their annual visit to plant flowers. Mr. Ethier also stated WHA Staff is scheduled to take part in the Watervliet Memorial Day Parade, and will also lay a wreath at the David Fisher Memorial Monument at Van Rensselaer Village on Memorial Day.

Executive Director Matthew Ethier stated current Resident Commissioners Warner & Knight were the only WHA residents to submit petitions, and will each be running unopposed for re-election on June 13<sup>th</sup>.

The WHA Board scheduled the next meeting for Monday, June 25, 2018 at 6:00pm at the Edwin Joslin Meeting Room.

The meeting adjourned at 6:45 pm.

Respectfully Submitted,

Matthew Ethier  
Executive Director/Secretary

