



Minutes of Board Meeting  
June 25, 2018 at 6:00 PM

A meeting of the Watervliet Housing Authority Board of Commissioners was held on June 25, 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, Brian Kremer WHA Counsel, and Amanda Mirabito from Barclay Damon LLP, WHA Bond Counsel also attended.

The Board approved the minutes to the May 21, 2018 Board meeting.

The Board passed Resolution 2167 approving the execution of certain 2018 amendatory documents by the Watervliet Housing Authority in connection with the Tax-Exempt Housing Revenue Refunding Bond (Beltrone Senior Living Center – Letter of Credit Secured) Series 2007A-3.

Amanda Mirabito from Barclay Damon LLP, WHA Bond Counsel excused herself from the WHA Board Meeting following the passing of Resolution 2167.

The Board passed Resolution 2168 Watervliet Housing Authority invoices paid from May 21, 2018 to June 25, 2018 since the last monthly meeting.

The Board passed Resolution 2169 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 June 2018, and a copy of the Outstanding Work Order list.

Executive Director Matthew Ethier, provided board members with an update and summary of the status of HUD paid rent subsidy (HAP payments) due to WHA. The Housing Authority currently has several payment vouchers submitted to HUD for review and payment is pending.

Executive Director Matthew Ethier, provided board members with a copy of the minutes of the Exit Conference Meeting between WHA staff and the auditors from Hymanson, Parnes & Giampaolo. The auditors finished their visit on June 19, 2018 and did not encounter any audit findings that needed to be reported to HUD. Auditors focused on, and tested the WHA Section 8 Housing Assistance Program – RAD, and noted no deficiencies that would need to be reported to HUD. Auditors made several recommendations when testing internal controls of the main office staff. Executive Director Matthew Ethier, stated that in the short time since receiving these recommendations from the auditors, WHA staff has laid the groundwork for implementation. Mr. Ethier also pointed out that Tracey Freemantle WHA Fee Accountant and Michael VanPatten WHA Accounts Payable Clerk would be working on “writing off” old WHA assets following RAD Conversion. A report of assets written off and a listing of current WHA assets would need to be submitted to Hymanson, Parnes & Giampaolo within two weeks.





**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 updated the Board on several recent modernization jobs performed at WHA sites. The Youth Summer Employment staff is currently finishing several projects including the painting and sealing of the deck headers at Quinn, replacement of recalled fire extinguishers, as well as, weed & hedge trimming, sidewalk edging road safety painting at all WHA sites.

Executive Director Matthew Ethier notified the WHA Board of a repair in the crawlspace under Quinn Apartments 151-153. Mr. Ethier stated a leak was found in the crawlspace, and some excavation was done in the rear of the building. Greenwood Contracting was hired to do the excavation and make the repair to the line; however, because of the condensation in the crawlspace, specifically under apartment 152, the hardwood floors in the apartment needed to be replaced. Because the unit is occupied, the current resident would need assistance with moving all of her personal belongings from the bedroom and living room of her apartment. Mr. Ethier stated WHA staff would assist the resident with this matter, and WHA would rent a storage container to store the resident's belongings temporarily, while contractors finished the work needed. Mr. Ethier notified the Board, that because of some of the outstanding invoices, WHA may need to file a claim through their insurance to cover the cost. If so, Mr. Ethier would notify the Board as soon as possible to.

Executive Director Matthew Ethier stated the tilework and grout in the common hallways on each floor of Hanratta is in need of a professional cleaning, and WHA is currently obtaining quotes to have these areas professionally cleaned.

Executive Director Matthew Ethier congratulated WHA Board Resident Commissioners Knight and Warner on their re-elections to the WHA Board on June 13, 2018.

Executive Director Matthew Ethier also thanked the members of the WHA Board who were able to attend and assist with the 2018 WHA Laptops for Graduating Seniors presentation on June 25, 2018. The presentation was well attended, and will receive local media coverage. Following the Laptops for Graduating Seniors presentation, the family of former WHA Board Vice Chairman unveiled a plaque dedicating the Charles A. Jeseo Meeting Room in his memory.

The WHA Board scheduled the next meeting for Monday, September 24, 2018 at 6:00pm at the Charles A. Jeseo Meeting Room at the Edwin Joslin Administrative Office.

The meeting adjourned at 6:45 pm.

Respectfully Submitted,

Matthew Ethier  
Executive Director/Secretary

