



Minutes of Board Meeting
October 22, 2018 at 6:00 PM

A meeting of the Watervliet Housing Authority Board of Commissioners was held on October 22, 2018 at 6:00 PM at the WHA Administrative Office. Board members attending were Sandra Beston, Jane Hayes, Christine Chartrand, Paul Murphy, Jeff Czarnecki, Jean Knight, and Regina Warner. Matthew Ethier Executive Director, Brian Kremer WHA Counsel also attended.

The Board approved the minutes to the September 24, 2018 Board meeting.

The Board passed Resolution 2176 approving Watervliet Housing Authority invoices paid from September 24, 2018 to October 22, 2018 since the last monthly meeting.

The Board passed Resolution 2177 approving the Watervliet Housing Authority Sexual Harassment Prevention Policy, as recommended by the Executive Director and WHA Counsel.

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

Executive Director Matthew Ethier stated WHA Counsel Brian Kremer would be conducting the mandatory Sexual Harassment Prevention Training on November 15, 2018 for all WHA staff. The training will be provided annually, and will ensure the WHA remains compliant with the updated policy, and NYS law.

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 only has the voucher for September 2018 outstanding, and payment is pending. Payment is expected to be caught up prior to the next Board Meeting scheduled for November.

Executive Director Matthew Ethier stated WHA staff is in the process of transferring all WHA resident security deposits from Bank of America to M&T Bank. WHA is transferring these funds, because Bank of America recently changed their policy, and no longer hold escrow security deposits in individual sub-accounts. Mr. Ethier stated, in order to remain compliant with NYS law, the transfer needs to take place.

Executive Director Matthew Ethier and the members of the Board reviewed the WHA Procurement Policy. Mr. Ethier provided the Board with a detailed summary of the policy, and a copy of the full policy for their review.

Executive Director Matthew Ethier stated the WHA staff recently completed the annual apartment inspections at the Daniel P. Quinn apartment complex. Mr. Ethier stated of the 60 units at the Daniel P. Quinn apartment complex, only one apartment failed its inspection. Maintenance staff will be working on the repairs noted during inspection in the coming weeks. Any health and safety work orders found during inspection were completed within 24 hours of their discovery.





**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 and the Board discussed a personnel matter, and the potential of the WHA adding a fulltime employee to the maintenance staff pending completion of a full background investigation and a drug test.

Executive Director Matthew Ethier stated Mary Clinton, and Daria Leibach will be traveling to Atlanta, GA for training on October 29th and 30th. This training will be conducted by Nan McKay Associates, and will focus on HUD Management and Occupancy Review Preparedness.

The WHA Board scheduled the next meeting for Monday, November 26, 2018 at 6:00pm at the Charles A. Jeseo Meeting Room at the Edwin Joslin Administrative Office.

The meeting adjourned at 6:38 pm.

Respectfully Submitted,

Matthew Ethier
Executive Director/Secretary

