



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

A meeting of the Watervliet Housing Authority Board of Commissioners was held on November 26, 2018 at 6:00 PM at the WHA Administrative Office. Board members attending were Sandra Beston, Jane Hayes, Christine Chartrand, Paul Murphy, Jeff Czarnecki, and Regina Warner. Matthew Ethier Executive Director, Brian Kremer WHA Counsel also attended.

The Board approved the minutes to the October 22, 2018 Board meeting.

The Board passed Resolution 2178 approving Watervliet Housing Authority invoices paid from October 22, 2018 to November 26, 2018 since the last monthly meeting.

The Board passed Resolution 2179 approving the Watervliet Housing Authority Procurement Policy, as recommended by the Executive Director and WHA Counsel.

The Board passed Resolution 2180 approving the Watervliet Housing Authority Section Eight Management Assessment Program Certification, as recommended by the Executive Director.

The Board passed Resolution 2181 approving the Watervliet Housing Authority purchase of a 2018 Ford F-150 Regular Cab pickup truck from NYE Automotive Group, at a price of \$25,285.01, as recommended by the Executive Director.

The Board passed Resolution 2182 approving the Watervliet Housing Authority purchase of a VENTRAC 4500Z from MTE Turf Equipment Solutions, at a price of \$32,959.08, as recommended by the Executive Director.

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

Executive Director Matthew Ethier stated WHA Counsel Brian Kremer conducted the mandatory Sexual Harassment Prevention Training on November 15, 2018 for all WHA staff. Copies of the policy and complaint form are available at the WHA Administrative Office, as well as the WHA Maintenance Shop. This 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 November 2018 outstanding, and payment is pending.

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.





**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 notified the WHA Board of grant, WHA Staff is submitting through National Grid, and RISE Engineering. Mr. Ethier stated the Housing Authority is anticipating to receive 1,685 LED light bulbs, and 307 faucet aerators, which will be installed at each apartment, at all sites. The grant will also include a lighting upgrade at the WHA Administrative Office Building, as well as several lighting upgrades in the common areas at the Eugene Hanratta apartment complex, including 90 new wall sconce light fixtures in the hallways on the second, third and fourth floors. Mr. Ethier stated the first floor was left out, because the Housing Authority had already upgraded the lighting using Capital Funds in 2016. The overall cost of this grant is \$51,232.00, of which only \$9,819.00 will be paid using WHA funds. The WHA is anticipated to see a payback on this investment within two years.

The WHA Board scheduled the next meeting for Wednesday, December 19, 2018 at 5:30pm at the Charles A. Jeseo Meeting Room at the Edwin Joslin Administrative Office.

The meeting adjourned at 6:33 pm.

Respectfully Submitted,

Matthew Ethier  
Executive Director/Secretary

