



Minutes of Board Meeting
September 24, 2018 at 6:00 PM

A meeting of the Watervliet Housing Authority Board of Commissioners was held on September 24, 2018 at 6:00 PM at the WHA Administrative Office. Board members attending were Sandra Beston, Jane Hayes, Christine Chartrand, Jean Knight and Regina Warner. Matthew Ethier Executive Director, Brian Kremer WHA Counsel also attended.

The Board approved the minutes to the June 25, 2018 Board meeting.

The Board passed Resolution 2170 approving Watervliet Housing Authority invoices paid from June 25, 2018 to September 24, 2018 since the last monthly meeting.

The Board passed Resolution 2171 approving the old outstanding debt owed by vacated residents be removed from WHA Account Receivables, as recommended by the Executive Director.

The Board passed Resolution 2172 authorizing the contract between WHA and Aviza's Superclean, Inc., for the cleaning of tile & grout throughout all hallways, bathrooms & common areas at Hanratta Apartments, at the price of \$2,943.45.

The Board passed Resolution 2173 authorizing the contract between WHA and THR Concrete Grinding, for the grinding of sidewalk trip hazards at all WHA sites, at the price of \$6,071.00.

The Board passed Resolution 2174 authorizing the contract between WHA and Stanley Steemer of Albany County, Inc., for the ventilation duct/shaft cleaning at Hanratta Apartments, at a price of \$3,600.00.

The Board passed Resolution 2175 authorizing the contract between WHA and AIT Computers Inc., for the Information Technologies System Maintenance/Repair Services, at the price of \$79.00/hour.

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, 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. Payment is expected to be caught up prior to the next Board Meeting scheduled for October.

Executive Director Matthew Ethier, explained the WHA has extended its coverage of flood insurance for 2019, for all buildings located inside the flood plain. This is an expense required, post RAD conversion, and will continue annually, until the flood plain is amended.

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 updated the Board on several recent modernization jobs performed at WHA sites. Mr. Ethier, stated the Youth Summer Employment Program was a great success, and was happy with the work completed this summer. Mr. Ethier stated two temporary employees will remain on staff for the upcoming months to assist WHA Maintenance staff in several projects. Mr. Ethier stated he recently hired K & B Commercial Cleaning, to clean the trash chute at Hanratta Apartments. Mr. Ethier, also stated, WHA is currently soliciting bids for the trimming and removal of several trees throughout WHA sites. These trees are concerning to WHA staff, and need to be addressed prior to snowfall.

Executive Director Matthew Ethier stated the WHA was recently presented an Outstanding Risk Control Program Award from the Housing Authority Insurance Group. Mr. Ethier stated he was very proud WHA received this award once again, and thanked the staff for their hard work, and dedication in the area of risk control.

Executive Director Matthew Ethier stated he and fellow WHA Staff Kylea Spain & Daria Leibach recently traveled to Washington DC to attend the Public Housing Authority Directors Association Legislative Forum. While attending the forum WHA Staff had the opportunity to listen to HUD staff discuss upcoming legislative changes, and how they may effect WHA. Mr. Ethier was also able to join several other NYS Executive Directors in meetings with congressional staff to discuss the issues PHA's are experiencing and also to make effort to lobby for more funding.

Executive Director Matthew Ethier, and the WHA Board discussed a personnel matter.

The WHA Board scheduled the next meeting for Monday, October 29, 2018 at 6:00pm at the Charles A. Jeseo Meeting Room at the Edwin Joslin Administrative Office.

The meeting adjourned at 6:56 pm.

Respectfully Submitted,

Matthew Ethier
Executive Director/Secretary

