

**CATSKILL HOUSING AUTHORITY  
BOARD MEETING  
WEDNESDAY, MARCH 25, 2026  
5:00 P.M.  
MINUTES**

**PRESENT:**

Patrick Hernandez  
Clark McKinnon  
Samuel Aldi  
Megan Zahn

Timothy Mattice, Interim Executive Director

**ABSENT:**

Michael Hawksby

**CALL TO ORDER:**

Patrick Hernandez: Roll call taken for Wednesday, March 25, 2026, quorum met, meeting to proceed.

**NEW BUSINESS:**

**Resolution No. FY26-R01**

March 25, 2026

**Acceptance of December 30, 2025 Board of Commissioners Meeting Minutes**

**WHEREAS**, the Board of Commissioners has reviewed and accepts the minutes of the December 30, 2025 monthly Board Meeting.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Catskill Housing Authority approves, at this meeting on March 25, 2026, minutes of the December 30, 2025, Board Meeting of the Catskill Housing Authority.

Motion to Accept: Clark McKinnon  
Second: Megan Zahn

All in favor. Resolution passed.

## **Resolution No. FY26-R02**

March 25, 2026

### **Acceptance of December 2025 Vendor Payments**

**WHEREAS**, the Board of Commissioners has reviewed the monthly vendor invoices for payment of the financial obligations of the Catskill Housing Authority,

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of the Catskill Housing Authority approves the disbursements for December 2025.

Samuel Aldi asked about a Dickey Vishal Construction payment.

Timothy Mattice responded that the cost doesn't reflect a set price per unit rehabilitation. It's based off of damages and extent of work.

Motion to Accept: Samuel Aldi

Second: Megan Zahn

All in favor. Resolution passed.

## **Resolution No. FY26-R03**

March 25, 2026

### **Acceptance of January 2026 Vendor Payments**

**WHEREAS**, the Board of Commissioners has reviewed the monthly vendor invoices for payment of the financial obligations of the Catskill Housing Authority,

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of the Catskill Housing Authority approves the disbursements for January 2026.

Motion to Accept: Clark McKinnon

Second: Samuel Aldi

All in favor. Resolution passed.

## **Resolution No. FY26-R04**

March 25, 2026

### **Acceptance of February 2026 Vendor Payments**

**WHEREAS**, the Board of Commissioners has reviewed the monthly vendor invoices for payment of the financial obligations of the Catskill Housing Authority,

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of the Catskill Housing Authority approves the disbursements for February 2026.

Motion to Accept: Clark McKinnon

Second: Megan Zahn

All in favor. Resolution passed.

## **Resolution No. FY26-R05**

March 25, 2026

### **Acceptance Revised Catskill Housing Authority Employee Handbook**

**WHEREAS**, The Catskill Housing Authority follows a set of adopted policies and procedures that provides information about work classification, accepted working conditions, employee benefits, grievances, employee rights and code of ethics and standards of conduct, and

**WHEREAS**, The CHA handbook has been approved by the Authority's governing board - the Board of Commissioners; and as such, from time to time the Authority reserves the right to revise, supplement and/or rescind any policies of this handbook, and

**WHEREAS**, The employee handbook is being revised to reflect revisions made to Section (F) Overtime; Article 5, A) Benefits; and Section (H) Holidays to better meet the future needs of the housing authority, and

**WHEREAS**, a draft of the proposed employee handbook was distributed at the March 25, 2026 board meeting for review and consideration by the Board of Commissioners, and

**NOW, THEREFORE, BE IT RESOLVED**, By the Board of Commissioners of the Catskill Housing Authority the proposed Employee hand book be approved, and that the Executive Director shall meet with all housing authority employees to review this employee handbook, and that all employees must sign an acknowledgement statement of the revised employee handbook, and

Motion to Accept: Clark McKinnon  
Second: Samuel Aldi Megan Zahn

All in favor. Resolution passed.

**SECRETARY’S REPORT:**

Timothy Mattice went over the financials and bank balances. The budget ended for 2025 in the positive. The agency is in a stable position at this time. Our operating subsidy will be reduced for 2026 due to cuts in HUD funding. Our Capital Fund will still be about the same amount as last year.

We are still struggling with residents paying rent on time. We are trying to manage the arrears to the best of our ability. We have taken 3 people back to court and received evictions for all. The balances will be entered into the HUD database for rental arrears and evictions. Their debt will follow them if they try to obtain any form of low-income housing or Section 8. We will also be able to write off the bad debt off of our current arrears.

We have been dealing with a significant drug issue here at the facility as well as the Village itself. We are in the process of evicting a few tenants that have been involved with arrests that are drug related. This is all part of our lease and HUD policy. Ultimately, the court system will be the place where the actual eviction occurs. The Judge will make the final decision.

**ANNOUNCEMENT OF COMMISSIONERS:**

None.

**PUBLIC COMMENT:**

None.

**ADJOURNMENT:**

There being no further business, Clark McKinnon made a motion to adjourn.

Megan Zahn Seconded the motion.

All in favor to adjourn the meeting. Motion approved.

SEAL