

**CATSKILL HOUSING AUTHORITY  
BOARD MEETING  
WEDNESDAY, JANUARY 4, 2023  
5:00 P.M.  
MINUTES**

**PRESENT:**

Patrick Hernandez  
Clark McKinnon  
Samuel Aldi  
Rich Ahlberg  
Megan Zahn

Timothy Mattice, Interim Executive Director

**ABSENT:**

**CALL TO ORDER:**

Patrick Hernandez: Roll call taken for Wednesday, January 4, 2023, all present, meeting to proceed.  
Michael Bruno, housing authority attorney also present.

**NEW BUSINESS:**

**Resolution No. FY22-R28**

December 28, 2022 - Rescheduled to January 4, 2023

**Acceptance of November 30, 2022 Board of Commissioners Meeting Minutes**

**WHEREAS**, the Board of Commissioners has reviewed and accepts the minutes of the November 30, 2022 monthly Board Meeting.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Catskill Housing Authority approves, at this meeting on January 4, 2023, minutes of the November 30, 2022, Board Meeting of the Catskill Housing Authority.

Motion to Accept: Rich Ahlberg  
Second: Clark McKinnon

All in favor. Resolution passed.

## **Resolution No. FY22-R29**

December 28, 2022 - Rescheduled to January 4, 2023

### **Acceptance of November 2022 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 November 2022.

Clark McKinnon motioned to accept.  
Rich Ahlberg seconded.

Motion to accept: Clark McKinnon

Second: Rich Ahlberg

All in favor. Resolution passed.

## **Resolution No. FY22-R30**

December 28, 2022 - Rescheduled to January 4, 2023

### **Approval of 2023 Catskill Housing Authority Operating Budget**

**WHEREAS**, it has been determined that the proposed expenditures in the 2023 Operating Budget for the year ending December 31, 2023, have been reviewed and deemed necessary to operate the Authority in an efficient and economical operations: and

**WHEREAS**, the financial plan is reasonable in that it indicates a source of funding adequate to cover all proposed expenditures, and;

**WHEREAS**, all proposed changes and expenditures are consistent with provisions of Law and the Annual Contributions Contract;

**WHEREAS**, The Executive Director may revise as necessary to comply with HUD regulations and Fee Accountants advise for any mandated revisions and/or necessary capital improvements throughout the fiscal year.

**NOW, THEREFORE BE IT RESOLVED**, that the operating budget for the year ending December 31, 2023 be and is hereby approved.

Timothy Mattice went over a general overview of the budget. There has been about a 5 – 7 percent increase in costs and expenses due to inflation. Revenue is scheduled to increase at about the same rate.

There was a question about our occupancy. We typically run at 100 percent occupancy or very close to that.

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Samuel Aldi inquired about administrative costs and insurances and also operating expenses. He also inquired about what falls under other administrative costs.

Timothy Mattice explained that Internet, software packages, QuickBooks, payroll services, office supplies, telephone costs etc. all fall under this section.

Samuel Aldi also has a question about the miscellaneous expenses. Tim explained that it is explained in the monthly Profit and Loss Statement. The process was explained. All information has checks and balances. Every thing is sent to our Fee Accountant to go over. Our board Chairperson does a weekly check on all bills being paid. In addition, we are audited every year by an independent Auditing firm.

Motion to accept: Rich Ahlberg  
Second: Clark McKinnon

All in favor, motion passed.

The budget will be submitted to HUD.

Timothy Mattice handed out a resolution that the board will address at the next meeting. The resolution addresses budget amendments needed for up to November 2022. There were several capital improvements made. New laundry room equipment had been purchased. Several units has some flooring and kitchen upgrades etc. All proper documentation has been attached for the Board members to review.

**SECRETARY’S REPORT:**

Timothy Mattice went over the financial reports and gave account balances. We currently have 1 vacancy that is due to be filled on February 1, 2023. We have a Net income showing on our P&L.

**PUBLIC COMMENT:**

Rita Taylor spoke about things that she was not satisfied with in her new apartment.

**FACILITIES UPDATE:**

We will be completing a significant boiler upgrade on boiler #4. We currently use 3 other boilers that are in use. Boiler #4 will be a backup.

Discussion was had about eventually replacing the heating system. This is a larger issue and will need to be addressed down the road.

A consultant from AMP Energy, Andrea McMaster, spoke to the board about Energy savings and the various programs that the housing authority could utilize to save the authority in utility costs. Solar energy program was discussed for the common areas and to create savings for the residents. There will be no out of pocket cost to the authority. Several questions were asked regarding energy savings and going Green with our energy. A site assessment study will have to be completed by a developer to see what will be feasible. An RFP will have to be sent out.

We are trying to see if we can get our windows replaced. An energy assessment would be crucial to find out what we need to have done and where savings can be found.

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Took a 5-minute break...

Timothy Mattice discussed a marketing plan with regards to PR and marketing for the organization. We currently have MadAddie that assists us with our website. Her company also performs marketing and PR for organizations. We will need to complete an outline on what the organization is looking for and present a plan. A monthly budget can be put into place and she can address what is most important to the organization. The board requested that Tim work with the company and come back with a proposal for the board to address at the next meeting.

Timothy Mattice addressed the board regarding Rita Taylor's issues.

The ERAP (Emergency Rental Assistance Program) is coming to a close as of January 13, 2023. ERAP is only assisting eligible applicants for up to 12 months of back rent. Applicants that are in Low Income housing programs will be last to be assisted due to their ability to have their rent adjusted due to loss of income. We have a huge past due rent balance due. The authority will be sending out a notice the middle of the month to residents who have failed to respond to the authority's request to address their back rent due. Currently the past due rent is at \$197,100.00. There are approximately 20-25 residents that have failed to pay rent.

The letter will be sent with information regarding resources and tools available to the resident to seek rental assistance. We will also seek to set up repay agreements with some of the smaller amounts due. Down the road there will have to be evictions if they fail to the agreements that may be set forth. Housing Authorities across the state have been completing evictions for several months now. We have to start the process.

**ANNOUNCEMENT OF COMMISSIONERS:**

Officers will have to be elected for the Board of Commissioners for the first meeting of the year that is scheduled for January 25, 2023.

Patrick Hernandez: There is a call for the Board to enter into Executive Session to discuss some financial planning.

Whereas under oath, such Executive Session shall be sworn by each board member as part of the motion that all matters discussed be privileged information and not for the purpose of the general public. All discussions that take place during Executive Session shall be held in the strictest of confidence or otherwise may be reason for disciplinary action and breach of confidentiality. Motion to enter into Executive Session?

Clark McKinnon motioned to enter into Executive Session.

Rich Ahlberg seconded.

All in favor. Motion approved.

Board went into Executive Session.

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**ADJOURNMENT:**

Clark McKinnon made a motion to adjourn.

Rich Ahlberg seconded the motion.

All in favor to adjourn the meeting. Motion approved.

SEAL