

**CATSKILL HOUSING AUTHORITY  
BOARD MEETING  
WEDNESDAY, FEBRUARY 22, 2023  
5:00 P.M.  
MINUTES**

**PRESENT:**

Patrick Hernandez  
Clark McKinnon  
Samuel Aldi  
Rich Ahlberg

Timothy Mattice, Interim Executive Director

**ABSENT:**

Megan Zahn

**CALL TO ORDER:**

Patrick Hernandez: Roll call taken for Wednesday, February 22, 2023, quorum met, meeting to proceed.

Election of officers will be tabled until a full board is present.

**NEW BUSINESS:**

**Resolution No. FY23-R3**

February 22, 2023

**Acceptance of January 25, 2023 Board of Commissioners Meeting Minutes**

**WHEREAS**, the Board of Commissioners has reviewed and accepts the minutes of the January 25, 2023 monthly Board Meeting.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Catskill Housing Authority approves, at this meeting on February 22, 2023, minutes of the January 25, 2023, Board Meeting of the Catskill Housing Authority.

Motion to Accept: Rich Ahlberg  
Second: Clark McKinnon

All in favor. Resolution passed.

## **Resolution No. FY23-R4**

February 22, 2023

### **Acceptance of January 2023 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 2023.

Rich Ahlberg raised the question of the necessity of going over the vendor payments monthly. He would like to go off of the P&L statement. There isn't a P&L Statement this month due to year end being completed by our Accountant.

Samuel Aldi asked a question about the water/sewer bill, if it was consistent for this time of year and if it was quarterly or monthly.

Motion to Accept: Clark McKinnon  
Second: Rich Ahlberg

All in favor. Resolution passed.

## **Resolution No. FY23-R05**

February 22, 2023

### **Tenant Account Receivables - Bad Debt Write Off**

**WHEREAS**, in order to comply with HUD accounting procedures and on advice and consultation with PHA Attorney and Fee Accountant, the following account(s) are very doubtful for collection and shall be written off effective December 31, 2022;

Former Resident - Unit #18	\$5,050.50
Former Resident - Unit # 75	\$11,617.98

**WHEREAS**, the above account is overdue from the vacated tenant, and it has been deemed not cost effective to collect and should be written-off as uncollectible for GAAP in our Operating Budget.

**NOW, THEREFORE BE IT RESOLVED**, that Resolution # FY23-R05 is hereby approved.

Rich Ahlberg asked about the process, if we go to court or not and if we go after residents for the amount due.

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Timothy Mattice explained why the above resolution is necessary. It's a housekeeping procedure for our accounting procedure. Although the debt is written off from our 'books', the former tenants are still liable for the balance due to our Housing Authority. Their names go into a national Debts Owed database sponsored by HUD. The database is available to other programs and housing authorities to view. These residents who owe money will not be able to go into any other program until our housing authority has been made whole.

Motion to Accept: Rich Ahlberg  
Second: Clark McKinnon

All in favor. Resolution passed.

**SECRETARY'S REPORT:**

Timothy Mattice went over the accounts receivables and discussed how we've been making progress with the tenants that are in rental arrears. We have collected \$10,000 so far and are projected to collect another \$20,000 over next few weeks. We are hoping to collect upwards of \$50,000 in the next couple of months. We are meeting with residents and getting commitments to start paying their rents. We are getting commitments for the rental arrears to be paid when they receive their income taxes. A couple residents have gotten help through Community Action but otherwise all of the other money has come from the residents themselves. The Community Action program is very stringent on their income levels. It's not easy to get help from them. We have to thank Colleen for staying on top of the situation. She has been working with the residents and helping them to get back on track.

The largest amount that is due to the housing authority are from residents that are in the ERAP program. The other amount are with residents that we are getting to commit to repays and getting paid off when tax returns start coming in. We are in good shape with the residents that we've met with. We should have at least \$40,000 to \$50,000 paid within the next couple of months. We are reaching out to ERAP applicants to get them to commit to start paying rent and explaining that the program has ended.

**FACILITIES UPDATE:**

Tim made a call to Shaun Groden, the County Administrator, following up with the request that we had submitted to receive a grant of \$500,000. We were initially denied and told that all monies had been committed but if something fell through, we might be eligible to receive some funding. We were told to resubmit a request because a project fell through. Tim sent a proposal for \$250,000 to help us get new windows. Shaun Groden let Tim know that he received our proposal and would be submitting it for us.

We have also submitted a grant to the Bank of Greene County for \$2,500 to be used for the Resident Association to help them get their Not for profit status. An RFP has gone out to get a consultant on board regarding the solar panel project. There is no commitment to move forward. The consultant will help the board in understanding all the ins and outs of the project. There has to be at least a 30 percent reduction in resident energy costs, also. We are trying to create long term sustainability for the facility.

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**PUBLIC COMMENT:**

None.

**ANNOUNCEMENT OF COMMISSIONERS:**

None.

**ADJOURNMENT:**

Patrick Hernandez made a motion to adjourn.

Samuel Aldi seconded the motion.

All in favor to adjourn the meeting. Motion approved.

SEAL