

**CATSKILL HOUSING AUTHORITY
BOARD MEETING
WEDNESDAY, OCTOBER 26, 2022
5:00 P.M.
MINUTES**

PRESENT:

Patrick Hernandez
Clark McKinnon
Samuel Aldi

Timothy Mattice, Interim Executive Director

ABSENT:

Rich Ahlberg

CALL TO ORDER:

Patrick Hernandez: Roll call taken for Wednesday, October 26, 2022, quorum met, meeting to proceed.

OLD BUSINESS:

There was an objection by Samuel Aldi at the last meeting to not accept the prior meeting's minutes. Discussion took place to explain what the actual resolution to accept the meeting minutes pertains to. It is just an accurate representation of what took place at the prior meeting. Clarification was received and meeting moved forward.

Resolution No. FY22-R20

September 28, 2022

Acceptance of August 31, 2022 Board of Commissioners Meeting Minutes

WHEREAS, the Board of Commissioners has reviewed and accepts the minutes of the August 31, 2022 monthly Board Meeting.

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Catskill Housing Authority approves, at this meeting on September 28, 2022, minutes of the August 31, 2022, Board Meeting of the Catskill Housing Authority.

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Clark McKinnon motioned to accept.
Samuel Aldi seconded.

All in favor. Resolution passed.

NEW BUSINESS:

Resolution No. FY22-R22

October 26, 2022

Acceptance of September 28, 2022 Board of Commissioners Meeting Minutes

WHEREAS, the Board of Commissioners has reviewed and accepts the minutes of the September 28, 2022 monthly Board Meeting.

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Catskill Housing Authority approves, at this meeting on October 26, 2022, minutes of the September 28, 2022, Board Meeting of the Catskill Housing Authority.

Clark McKinnon motioned to accept.
Samuel Aldi seconded.

All in favor. Resolution passed.

Resolution No. FY22-R23

October 26, 2022

Acceptance of September 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 September 2022.

Samuel Aldi motioned to accept.
Clark McKinnon seconded.

All in favor. Resolution passed.

Resolution No. FY22-R24

October 26, 2022

Acceptance of Devine & Bruno, LLP Legal Services Contract for the Catskill Housing Authority

WHEREAS, the Board of Commissioners has reviewed and accepts the contract for legal services by Devine & Bruno, LLP for the Catskill Housing Authority, and;

WHEREAS, said Authority desires to retain and employ said Attorney to act as attorney for said Authority and to represent it in all legal matters which may arise in connections with Fair Housing, Evictions, board matters, and HUD Requirements of said projects for the period beginning October 26, 2022 and ending, the 31st day of December, 2023, and;

WHEREAS, CHA followed the required procurement process through direct solicitation, and the issuing of an RFP for said legal services, and;

WHEREAS, the attorney desires to accept said employment as attorney for said Authority and to represent it in all legal matters which may arise in connection with Fair Housing, Court Litigation, board matters, and HUD Requirements of said projects for the period as aforesaid, and;

WHEREAS, it is the intention and desire of said Authority and Attorney to comply with any and all existing rules, orders and regulations of the Department of Housing & Urban Development; hereinafter referred to as “HUD”, and;

WHEREAS, the Authority shall pay said Attorney for the above services at standard hourly fees range from (\$75 -\$350), payable as invoiced, and in addition, reimburse all reasonable and necessary expenses paid out or incurred by said Attorney on behalf of the said Authority, and;

WHEREAS, the term of said legal services contract shall be for one year and automatically renewed annually thereafter or as mutually agreed for no more than three years, and;

WHEREAS, it is mutually agreed between the parties hereto as follows:

- a. will interpret public housing laws, HUD housing rules and regulations and landlord tenant matters.
- b. attend monthly meetings of the Authority when requested and supervise the drafting of resolutions. Board meeting are typically the fourth Wednesday of every month;
- c. Give general advice and assistance to Board of Commissioners of the Authority with respect to Authority business;
- d. Handle all legal questions and matters arising under federal and or state law, of HUD regulations required of the Authority and rendering opinions of all matters submitted by the Authority;

- e. Handle all legal work in connection with Fair Housing;
- f. Give legal advice on all actions ex contract and ex delicto;
- g. Appear for and represent the Authority in court in litigated matters, excepting all extraordinary cases as hereinafter provided;

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Catskill Housing Authority approves Devine & Bruno, LLP contract for legal services.

Timothy Mattice discussed the need to seek new counsel. All proper procurement procedures have been met. Our prior attorney was no longer interested in continuing to represent the Housing Authority. New representation had to be acquired. The attorney will handle all legal issues for the Authority, including evictions.

Samuel Aldi asked how the attorney was obtained. Timothy Mattice went over the procurement procedure. A Request for Proposal (RFP) was advertised in the newspaper, a public solicitation. An affidavit is on file for the publication. Direct solicitation also took place. Several local attorneys were called to ask if they'd be interested in representing the housing authority.

Clark McKinnon made a motion to accept.
Samuel Aldi seconded.

All in favor. Resolution passed.

Timothy Mattice discussed the financials and Profit and Loss statements. The housing authority is running right on budget. There will have to be a year-end addendum to the budget due to maintenance costs. Many upgrades and projects that were not budgeted for were completed.

Discussion took place regarding our independent audit that takes place every year. A copy of the Audit report was given to the board. No findings were found. Financially we are sound.

We also have had our REAC inspection. It is an inspection where HUD comes in and inspects the facility and rate us based on 1-100 percent. Our inspection was performed Monday. The last inspection we had was in 2019. We received an overall percentage of 85 last time. This year we received an 87. The minimum that you can get for a REAC score is 60. We improved a couple points from last inspection. The facility is in great shape. There were no building or exterior deficiencies. There were no mechanical deficiencies. There were a few points taken off for some unit deficiencies that they noted. Some of the deficiencies were the seals around the refrigerators, blocked egress, a couple leaking faucets. A lot of minor issues. Nothing major. We are scheduled for another REAC in 2 years due to our score. Anywhere from 80-89 REAC doesn't come back for 2 years.

We've done a lot of projects in the facility over the past 2 years to improve the units, grounds and laundry room facility. The Summer youth program did a great job in helping with our outside painting and keeping the grounds in top shape also. Our staff was exemplary in getting us ready for our REAC inspection.

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The Hop-O-Nose Residents' Association will be sponsoring a Halloween weekend event. Sadie Wilburn is heading it up. She's the acting Vice President of the Association and she does this every year along with events during Christmas and also during the summer. The Housing Authority is providing some items to help with the event.

There was a question raised by Samuel Aldi about how active the Tenants' Association is. Sadie is the only member as of the current date.

PUBLIC COMMENT:

Patrick Hernandez opened the meeting to public comment.

Jacklyn Evans (resident) raised a question about kitchen and bathrooms being redone. And also raised a question about the Tenants' Association and getting involved. The board asked about completing another election process.

Resident asked about heat being turned on. Heat has been on as of the middle of October.

ANNOUNCEMENT OF COMMISSIONERS:

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

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.

Samuel Aldi seconded.

All in favor. Motion approved.

Board went into Executive Session.

Clark McKinnon motioned to come out of Executive Session.

Samuel Aldi Seconded.

All in favor. Motion approved.

ADJOURNMENT:

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Clark McKinnon made a motion to adjourn.

Samuel Aldi seconded the motion.

All in favor to adjourn the meeting. Motion approved.

SEAL