

**CATSKILL HOUSING AUTHORITY
BOARD MEETING
WEDNESDAY, NOVEMBER 30, 2022
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, November 30, 2022, all present, meeting to proceed.

New Attorney to represent the Catskill Housing Authority, Michael Bruno was introduced and new board member, Megan Zahn, introduced.

NEW BUSINESS:

Resolution No. FY22-R25

November, 2022

Acceptance of October 26, 2022 Board of Commissioners Meeting Minutes

WHEREAS, the Board of Commissioners has reviewed and accepts the minutes of the October 26, 2022 monthly Board Meeting.

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Catskill Housing Authority approves, at this meeting on November 30, 2022, minutes of the October 26, 2022, Board Meeting of the Catskill Housing Authority.

Rich Ahlberg motioned to accept.
Clark McKinnon seconded.

All in favor. Resolution passed.

Resolution No. FY22-R26

November 30, 2022

Acceptance of October 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 October 2022.

Discussion took place with regards to NYSHIP and the employee/retiree benefits.

Request was made to notate the frequency of the payments. Request granted.

Clark McKinnon motioned to accept.
Rich Ahlberg seconded.

All in favor. Resolution passed.

SECRETARY'S REPORT:

Letter from Housing and Urban Development was discussed with regards to our Annual Audit. We are fiscally sound and the finances are and have been managed properly with no findings. The housing authority has been able to sustain and increase our reserves. Discussion took place about having factual information given to the residents and the public. It's very important that mis-information isn't given out. This would be a detriment to the facility and to the board.

An explanation was given about what takes place during the housing authority's annual audit procedure. There are tests and procedures to detect if any fraud has taken place, any mismanagement of funds, etc.; by an independent auditor. No findings have been found.

The Board would like to make the audit public, perhaps bring it to the Village of Catskill's board meeting or place it on the Housing authority's website for public consumption in order to help dispel any of the erroneous rumors of fraud and mismanagement of funds.

Profit and Loss statement was discussed. Timothy Mattice explained each area and line item on the statement. The statement has every expense and journal entries listed and broken down. All funds are accounted for.

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There will need to be a budget amendment done in order to cover some of the extraordinary maintenance and materials that were required to complete over the past year in order to update and repair several units. These were repairs that were not anticipated when the budget was completed last year. All budget amendments will be broken down in order to see where all monies were spent.

Currently, we are operating at a net profit for the year. We should still be running with a small profit by the end of the fiscal year, even after several upgrades throughout the facility. We are not a profit-based organization, we are here to provide decent, safe and affordable housing for our residents. Account balances were also discussed.

Occupancy was discussed. We should be down to one vacancy by January 1, 2023. Tim discussed the facilities update. Each board member was given a draft of the budget for the fiscal year of 2023 for them to read over and to give comment and discussion on if there are any questions. Typically, the board will pass the 2023 budget at the December meeting.

We have updated our website. All meeting minutes for this year have been added. The time and date of the meetings has also been posted. We are always looking to update the website.

We have a new hire in the maintenance department. He started on Monday, November 28, 2022. We are anticipating a smooth transition.

We have had our REAC inspection completed with an above average score given. We are now gearing up for our in-house annual inspection, which is required by HUD regulation. This inspection will take place the first week of December 2022. We outsource a professional company that comes in and completes the inspections of all the units. They provide us with spreadsheets on all the units and site data.

We currently have a youth on site that is working for us. There is a program through the college that funds this opportunity.

PUBLIC COMMENT:

NONE

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?

Rich Ahlberg motioned to enter into Executive Session.

Samuel Aldi seconded.

All in favor. Motion approved.

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Board went into Executive Session.

Clark McKinnon motioned to come out of Executive Session.

Samuel Aldi Seconded.

All in favor. Motion approved.

ADJOURNMENT:

Samuel Aldi made a motion to adjourn.

Rich Ahlberg seconded the motion.

All in favor to adjourn the meeting. Motion approved.

SEAL