

**CATSKILL HOUSING AUTHORITY  
BOARD MEETING  
WEDNESDAY, JANUARY 31, 2024  
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, January 31, 2024, quorum met, meeting to proceed.

**NEW BUSINESS:**

**Resolution No. FY24-R1**

January 31, 2024

**Acceptance of December 20, 2023 Board of Commissioners Meeting Minutes**

**WHEREAS**, the Board of Commissioners has reviewed and accepts the minutes of the December 20, 2023 monthly Board Meeting.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Catskill Housing Authority approves, at this meeting on January 31, 2024, minutes of the December 20, 2023, Board Meeting of the Catskill Housing Authority.

Motion to Accept: Clark McKinnon  
Second: Samuel Aldi

All in favor. Resolution passed.

## **Resolution No. FY24-R2**

January 31, 2024

### **Acceptance of December 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 December 2023.

Samuel Aldi asked about The Inspection Group. They are the company that we utilize to complete our HUD required annual inspections. They are certified in all HUD regulations regarding site and unit conditions. We are given several reports allowing us to determine where repairs need to be made.

Another question was raised regarding the National Screen and Glass company. They are the company that we purchase our screens for the unit windows.

Motion to Accept: Rich Ahlberg  
Second: Samuel Aldi

All in favor. Resolution passed.

### **SECRETARY'S REPORT:**

Timothy Mattice went over the financial reports and gave account balances. We are starting to receive ERAP payments to help with the tenant arrears. The arrears are starting to go down slowly but still at approximately \$197,000. We are working with all residents that have back rent due to get them to commit to giving us their income taxes to help with their arrears and set up repay agreements. We are working with all residents to make sure the culture of paying late or not paying at all will eventually change.

We have taken 6 people to court and they have made court agreements but they are still not complying with they agreements. If they continue to not comply, we will have to go back to court to issue the warrant of evictions that were presented to them at court. Over the next several months we will need to proceed with the eviction process for other residents if they fail to comply with agreements made with the office to pay down the back rents due.

All residents were given plenty of information and resources to help them with addressing their past due balances. We always reach out to the residents when they start falling behind to try and get them back on track. Every issue is different and has to be handled accordingly. This has been an issue for over the past 3 years.

Catskill Housing Authority Meeting Minutes  
JANUARY 31, 2024

There are several built in grace periods during the month allowing the residents to get the rent paid. There is initially a 5-business day grace period and then the late fee is applied. Then they have another 14 days to get their balance paid. If the rent is still not paid, they risk the eviction process being started with the housing authority attorney. They still will have time to get their balance paid after the attorney letter is sent. We are a small agency and the lost revenue and incurred costs to work with the attorney hurts the authority. Even with all this, the authority is still financially sound.

**PUBLIC COMMENT:**

None.

**ANNOUNCEMENT OF COMMISSIONERS:**

None.

**ADJOURNMENT:**

There being no further business, Samuel Aldi made a motion to adjourn.

Rich Ahlberg seconded the motion.

All in favor to adjourn the meeting. Motion approved.

SEAL