

**CATSKILL HOUSING AUTHORITY
BOARD MEETING
DECEMBER 18, 2024
5:00 P.M.
MINUTES**

PRESENT:

Patrick Hernandez
Clark McKinnon
Megan Zahn

Timothy Mattice, Interim Executive Director

ABSENT:

Samuel Aldi

CALL TO ORDER:

Patrick Hernandez: Roll call taken for Wednesday, November 27, 2024, quorum met, meeting to proceed.

NEW BUSINESS:

Resolution No. FY24-R23

December 18, 2024

Acceptance of November 27, 2024 Board of Commissioners Meeting Minutes

WHEREAS, the Board of Commissioners has reviewed and accepts the minutes of the November 27, 2024 monthly Board Meeting.

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Catskill Housing Authority approves, at this meeting on December 18, 2024, minutes of the November 27, 2024, Board Meeting of the Catskill Housing Authority.

Motion to Accept: Clark McKinnon
Second: Megan Zahn

All in favor. Resolution passed.

Resolution No. FY24-R24

December 18, 2024

Acceptance of November 2024 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 2024.

Motion to Accept: Clark McKinnon
Second: Megan Zahn

All in favor. Resolution passed.

Resolution No. FY24-R25

December 18, 2024 -

Approval of 2025 Catskill Housing Authority Operating Budget

WHEREAS, it has been determined that the proposed expenditures in the 2025 Operating Budget for the year ending December 31, 2025, 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 (ACC);

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, 2025 be and is hereby approved.

Motion to Accept: Megan Zahn
Second: Clark McKinnon

All in favor. Resolution passed.

Resolution No. FY24-R26

December 18, 2024

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, 2024;

Former Resident - Unit #05	\$16,825.36
Former Resident - Unit #67	\$15,343.95

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.

WHEREAS, The above aforementioned will hereby be entered into the HUD PIC database system, and will be placed in a national register of uncollected debt for future collection by the Catskill Housing Authority in the event the aforementioned attempts to secure public housing in the future.

NOW, THEREFORE BE IT RESOLVED, that Resolution # FY24-R26 is hereby approved.

Motion to Accept: Clark McKinnon
Second: Megan Zahn

All in favor. Resolution passed.

SECRETARY'S REPORT:

Timothy Mattice went over the financial reports and gave account balances. We currently have 2 vacancies. We will have a new resident by January 2025 for one of those vacancies.

Rent Arrears \$153,000. Currently there are about 7 residents that we have started the eviction process. The other residents that have gone to court, we've established court ordered repay agreements and have gotten payments from outside agencies. There are several residents that have in-house repay agreements. We still have over \$17,000 in outstanding rent for the month of December. It's the usual residents that are not paying on time.

We are currently completing some boiler repair work. It'll be approximately \$50,000 to complete all the repairs.

PUBLIC COMMENT:

None.

ANNOUNCEMENT OF COMMISSIONERS:

None.

ADJOURNMENT:

There being no further business, Megan Zahn made a motion to adjourn.

Clark McKinnon seconded the motion.

All in favor to adjourn the meeting. Motion approved.

SEAL