

**POUGHKEEPSIE HOUSING AUTHORITY**  
**Minutes of the November 21, 2024 Meeting**

**Present:** Vincent Brugger, Vice-Chairman  
Jacquetta Brown, Secretary  
Felicia Watson, Treasurer  
Thomas O’Neill, Assistant Secretary-Treasurer  
Robin Johnson, Member

**Absent:** Shirley Adams, Chairman  
Terriciana Brown, Member

**Also Present:** Sandra Boothe, Executive Director  
Thomas Shanley, Accountant  
Joanna Longcore, Attorney

The Meeting of the Poughkeepsie Housing Authority was held on Thursday, November 21, 2024 at 5:22 p.m. at the Administrative Office located at 4 Howard Street, Poughkeepsie, NY 12601.

**MINUTES**

**October 9, 2024/Regular Meeting:** Commissioner J. Brown made a motion to put the minutes on the floor. Commissioner O’Neill seconded. Motion passed unanimously. Commissioner Watson commended Ms. McKenna on a wonderful job on the minutes. Commissioner Brown made a motion to accept the minutes. Commissioner Watson seconded. Motion passed unanimously.

**TENANT AND PUBLIC PARTICIPATION**

Angelic Campbell, whose mother and sister living in Public Housing, came to speak about her concerns with the drug sales occurring in the Swartz building. Her mother requested a transfer out of that building but was told that she could put in a transfer but she would be denied. Vice-Chairman Brugger asked if she could go to a non-elevator building. Ms. Campbell replied that she could do some steps but not too many. Commissioner Watson asked if what she was told was true. Ms. Boothe said that her mother is in the appropriate size unit. The only way for her to transfer would be to request a reasonable accommodation. Ms. Longcore added that we are currently in the process of evicting the tenant accused of the drug sales. Commissioner Brown asked if the police have been going over there. Ms. Boothe said that she asked Chief Wilson for the police to have more of a presence inside of the building. Commissioner Johnson asked if it would violate any privacy laws to have Ring cameras installed. Ms. Longcore said that it does not violate any PHA law but does not know if HUD has any specific regulations. She did not think it would be an issue as it is a public hallway. Vice – Chairman Brugger told her to fill out the form and to contact Ms. Boothe if she is aware of any specific incidents.

Ms. Campbell said that her sister has been on the transfer list since January 2020 for a three bedroom and was told that she could not get a possible date for transfer or to which site she would be transferred to. Ms. Boothe said that transfers based on family composition changes are one transfer for every seven or eight move-ins. However, if someone has an emergency, a domestic violence situation, or a reasonable accommodation, the person with the composition change would be bumped. Ms. Campbell felt that the tone of the email that was sent to her sister was not at all helpful and a bit harsh. Commissioner Watson said that Ms. Boothe should have a conversation with the employee regarding her customer service skills.

Laurie Sandow, a City resident, wrote to committee on open government yesterday regarding violations on open meeting laws. It was not just regarding this organization. It was also about the Criminal Justice Council and the Procedural Justice Committee in the City of Poughkeepsie, all of which have flagrant violations of open meetings law. She has mentioned this more than once. She only came by the legal notice by accident. She claimed that the minutes and packet that are now on the website were not there yesterday morning or the day before. She says they have no clout and can only render an opinion and not actually enforce any penalties. She is going to continue to file violations if we do not publically start posting our meeting dates. It shocks and horrifies her to hear tenant talk about their problems. She said that the Board should start monitoring our waiting lists and doesn't understand how someone can be on a list for five years. Her fair warning or shots fired across the bow is that she is going to be dogging us from now on. She asked if the apartments were being kept vacant while we wait to redevelop. Ms. Boothe replied that we are not keeping apartments vacant. She also said that the meeting minutes are supposed to be posted within one week with the words "Draft" on them, and it is not being done.

## **RESOLUTIONS**

**Resolution 2024-12 MOA's for Clerical and Maintenance Contracts:** Commissioner Watson made a motion to put the resolution on the floor. Commissioner Brown seconded. Motion passed. Ms. Longcore presented the resolution for Memorandum of Understanding for the Clerical and Maintenance contracts. There has been a change to the buyout for the health care plan. It used to be 40% of the cost of the plan but was replaced with a once a year stipend of \$1,850. There was some change to the overtime to make sure that management has approval and to make sure sick time does not count towards overtime. The employees are getting 3.25% increases each year, which is the same as the last contract. The union wanted the healthcare contribution to end after 10 years, but it was negotiated to a lower percentage after 10 years. There was an increase in the uniforms allowance. Commissioner Watson noted that the resolution needed to be amended as it was listed as a four-year contract, and it should be three. Commissioner Watson made a motion to approve the resolution as amended. Commissioner O'Neill seconded. Motion passed unanimously.

## **COMMITTEE REPORTS**

**Building and Security:** Commissioner Brown said that she is very concerned about the situation at Swartz. Ms. Longcore said that the tenant has been released to the supervision of probation. She will mention to probation in court tomorrow that concerns have been brought up at the Housing Authority meetings that might violate the terms of his probation. Commissioner Brown said that she has not heard any complaints about the hot water since they have done the work.

**Finance:** Mr. Shanley presented the financials for October. The net deficit for the month of October is \$3,565.77 and the net surplus year to date is \$121,370.71. We are leased at 108 of 117 for AMP 11 and 223 of 242 for AMP 22. Overall we are 329 of 359 units leased.

In Section 8 for the month of October, the net deficit is \$9,968.45 and for year to date, our net surplus is \$27,961.61. We are leased at 82 of 91 for HCV, 54 of 60 for VASH and 7 of 18 for Foster Youth to Independence vouchers.

**Personnel:** No report.

**Tenant Relations:** No report

## **EXECUTIVE DIRECTOR'S REPORT**

Ms. Boothe reported that the auditors were here a couple of weeks ago. They are still waiting on some information from HUD, and they need some information from Eastman and Bixby. The audit does need to be submitted by December 31, 2024. Commissioner Brown asked about why they needed information about Eastman & Bixby. It was stated that we still own the property and the contract has expired. Commissioner Brown asked if we are responsible for the property upkeep. It is not believed that we are as the management company was taking care of the entire property. We need to look at the closing documents to determine exactly what was negotiated.

## **CHAIRMAN'S REPORT**

No report

## **COUNSEL'S REPORT**

Ms. Longcore said that the City hire a new attorney. This will free her up to focus more on Housing Authority business.

## **OLD BUSINESS**

Commissioner Watson said that in the minutes, there was questions about the code. She asked if she received the information yet. Sandra said she had not. Commissioner Watson asked about the washers and dryers. Mr. Shanley stated that we met with the laundry company, and we are working on an agreement with them. Commissioner Watson asked for the specific names of the staff for the organizational chart but she would contact the office for that information. She asked about the evaluations for the Executive Director. Ms. Boothe said that we do not have a form for that as she has never been evaluated. Commissioner Watson said that she has a director she has been in touch with and find out what they use. She can then present it to the Board and she if both the Board and Ms. Boothe agree on the form. She asked about employee evaluations and Ms. Boothe replied that we do have not the but we have an evaluation form and we can do them.

### **NEW BUSINESS**

Commissioner Watson spoke about Choice and how the Tenant Commissioners have a powerful voice. She would like them to be a part of it if possible. There is a meeting this Monday or Tuesday at 5 pm if they could attend. Commissioners Brown and Johnson both said that Tuesday did not work for them. Commissioner Johnson asked what is was about. Commissioner Watson said that they are trying to frame the tenant participation. She feels that their voices should be heard since they are commissioners. It will help other tenants to see the importance of their positions.

The meeting was adjourned at 6:29 p.m.

I hereby certify that the minutes are true and correct and approved at the Meeting of December 11, 2024.

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*Jaquetta Brown, Secretary*