

**POUGHKEEPSIE HOUSING AUTHORITY**  
**Minutes of the October 9, 2024 Meeting**

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

**Also Present:** Sandra Boothe, Executive Director  
Rebecca Valk, Attorney

The Meeting of the Poughkeepsie Housing Authority was held on Wednesday, October 9, 2024 at 5:15 p.m. at the Administrative Office located at 4 Howard Street, Poughkeepsie, NY 12601.

**MINUTES**

**September 11, 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 noted that the word “are” needed to be added to the fourth sentence under Tenant Participation. Commissioner Watson made a motion to accept the minutes with the correction. Commissioner O’Neill seconded. Motion passed unanimously.

**RESOLUTIONS**

**Resolution 2024-10 Amended Procurement Policy:** Vice-Chairman Brugger made a motion to put the resolution on the floor. Commissioner Johnson seconded. Motion passed. Ms. Boothe presented the resolution to update the Procurement Policy according to HUD requirements. Commissioner Watson made a motion to approve the resolution. Vice-Chairman Brugger seconded. Motion passed unanimously.

**Resolution 2024-11 Change Order for Water Heater Replacement at Hudson Gardens:** Vice-Chairman Brugger made a motion to put the resolution on the floor. Commissioner J. Brown seconded. Motion passed. In November 2023, we passed a resolution for the replacement of the water heaters at Hudson Gardens. This change order is for additional work that needed to be done as per the inspection done by the City of Poughkeepsie building department. They are the circular pumps and the storage tanks need to be relocated with additional piping provided installed for new gas pressure regulators and pipe installation rack. The contractor has included an explanation of why that additional work needs to be done. Vice-Chairman Brugger asked if LAN was involved. She replied that they were not but did do the specs. Vice-Chairman Brugger asked why the new codes were not included. Commissioner Watson asked when the

code changed. Ms. Boothe replied that she was not sure. Commissioner Watson asked her to get that information. Chairman Adams asked if there was a contingency on the original resolution and Ms. Boothe replied that there was not. Commissioner J. Brown asked if this would make the system run better, and Ms. Boothe replied that it would. Commissioner Watson made a motion to accept the resolution. Commissioner J. Brown seconded. Motion passed unanimously.

## **COMMITTEE REPORTS**

**Building and Security:** Chairman Adams asked about the parking situation at Boulevard Knolls. Commissioner J. Brown responded that the cars have been tagged. Chairman Adams asked about the work going on there. Commissioner J. Brown said that it is coming along well. Commissioner Watson asked if the signage was put up. Commissioner J. Brown replied that the signage was in place. She went on to say how beautiful the landscaping looks at Brady.

Commissioner O'Neill asked about the condition of the washers and dryers as it was discussed at the last meeting. Ms. Boothe said that we have been in contact with a new vendor and will hopefully have a proposal to us soon.

Commissioner Watson said that she did not see anything regarding the washers and dryers in the previous minutes. She asked to add that to the amended minutes.

Commissioner Watson asked about the drugs in Swartz. Ms. Boothe replied that we terminated the lease of that particular tenant, and Ms. Longcore is working on the holdover petition. Commissioner O'Neill asked what the time frame is for this. Ms. Valk said that she did not have an answer. It would depend on if they appear in court. Commissioner Watson wanted to correct it in the past minutes as it was written in the minutes that it could take a year and so it is in the minutes as a year. She said that we need to be clear as people read the minutes. Chairman Adams said that a timeline shouldn't probably be in the minutes. It was stated that in the minutes it said it could take up to a year. Chairman Adams asked that it be stricken from the minutes and to amend the minutes. Ms. Valk said that it could be written as "Ms. Boothe provided a response in accordance with her past experience".

Commissioner Johnson asked if there was an arrest at Swartz. Ms. Boothe replied that there was, and he is a resident.

Commissioner Watson said that she was told of an assault here on our maintenance worker Jason Folscher due to an altercation over illegal dumping. Mr. Folscher was hit in the head. Ms. Boothe said that Mr. Folscher did go to the hospital and was released that night. He did file a police report, and he is pressing charges. The PHA turned over video to the police, and the police were given a name. The police have not found the person yet.

**Finance:** Mr. Shanley is not present. The financials are in the packet.

**Personnel:** Chairman Adams reported that we are waiting for union on the MOA. Commissioner Watson asked how often we enter into negotiations. Vice-Chairman Brugger said that it was every three years.

**Tenant Relations:** No Report

Commissioner Watson asked if we should move the Tenant Participation up on the agenda. Ms. Valk suggested calling it Tenant and Public Participation. Commissioner Watson made a motion to move it above the resolutions, right behind minutes and rename it Tenant and Public Participation. Commissioner Brown seconded. Motion passed unanimously.

### **EXECUTIVE DIRECTOR'S REPORT**

Ms. Boothe reported that the work order summary is in the packet. We had our INSPIRE inspections the 24<sup>th</sup> through the 26<sup>th</sup> of last month and are waiting for the results. Ms. Boothe also explained the eviction process.

### **CHAIRMAN'S REPORT**

Chairman Adams said that she would excuse Commissioner T. Brown's absence at the August 14<sup>th</sup> meeting.

### **COUNSEL'S REPORT**

No report.

### **OLD BUSINESS**

Commissioner Watson said that the By-Laws do not really reflect what the officers on the Board do for their positions. Ms. Valk said that you could add language to the By-Laws such as aided by staff. Commissioner Watson asked about the staff positions. She asked if they were on contract and if they have evaluations. No one on staff has contracts. Evaluations have not been done in some time. She asked for a copy of the organizational chart. Chairman Adams also requested that we get a zoom account.

### **NEW BUSINESS**

None

### **TENANT PARTICIPATION**

Scott Johnson, a city resident, came to say that he had spoken to Ms. Boothe about his dad and got the information from the doctor for both his sister and his father to help

expedite a situation to help his family. He thanked Ms. Boothe for directing him on how to properly go about things.

The meeting was adjourned at 6:12 p.m.

I hereby certify that the minutes are true and correct and approved at the Meeting of October 9, 2024.

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*Jaquetta Brown, Secretary*