

**POUGHKEEPSIE HOUSING AUTHORITY**  
**Minutes of the March 12, 2025 Meeting**

**Present:** Shirley Adams, Chairman  
Vincent Brugger, Vice-Chairman  
Jacquetta Brown, Secretary  
Felicia Watson, Treasurer  
Terriciena Brown, Member

**Absent:** Thomas O’Neill, Assistant Secretary-Treasurer  
Robin Johnson, Member

**Also Present:** Sandra Boothe, Executive Director  
Thomas Shanley, Accountant  
Joanna Longcore, Attorney  
Jason Folscher, Maintenance Supervisor

The Meeting of the Poughkeepsie Housing Authority was held on March 12, 2025, at 5:18 p.m. at the Administrative Office located at 4 Howard Street, Poughkeepsie, NY 12601.

**MINUTES**

**February 12, 2025/Regular Meeting:** Commissioner J. Brown made a motion to put the minutes on the floor. Vice-Chairman Brugger seconded. Motion passed unanimously. Commissioner Watson noted that NSPIRE should not have an I in front of it. Commissioner Watson made a motion to accept the corrected minutes. Commissioner T. Brown seconded. Motion passed unanimously.

**TENANT AND PUBLIC PARTICIPATION**

Laurie Sandow, a City of Poughkeepsie resident, said that the Landmark Society is having a Preservation Conference in Poughkeepsie on May 6, and there is RAD workshop that the Board might be interested in. She also suggested using social media to promote the Housing Authority.

**RESOLUTIONS**

**Resolution 2025-04 Contracts with Spin Cycle for Laundry Vending Services:** Vice-Chairman Brugger made a motion to put the resolution on the floor. Commissioner J. Brown seconded. Motion passed. Ms. Boothe said that Ms. Longcore approved the proposed contract. The laundry rooms will be painted. We will be using a card system and be able to extend the hours. Commissioner J. Brown asked about monitoring the laundry rooms. Mr. Folscher replied that we have cameras in the laundry rooms. Commissioner Watson said that we should put up new signage. Mr. Folscher said that new signs will be going up. Chairman Adams commented on the annexed letter, but it should not be a problem as we can terminate within 90 days. She asked if the 7 year kicks in after the first

year. Ms. Longcore said that it would automatically be renewed for one year but there is the option of a seven-year renewal. This, however, would need to be negotiated with the Board and would not be automatic. Chairman Adams said that she would not be in favor of a seven-year contract. She asked about quarterly net collections and is money supposedly coming to the PHA. She asked how PHA knows if the company has met the amount to then provide us with income. Ms. Longcore said that we would be able to request an audit. Chairman Adams suggested that we ask them what system they have in place to ensure we are getting an accurate account. She asked how long this will take and if any of the machines are currently working. Ms. Boothe replied that there are issues at Brady and Swartz. The rest seems to be fine. Mr. Folscher said that we have to get the machines that are currently there out and repaint the rooms. Spin Cycle will then come and set and hook up the machines. Chairman Adams asked if maintenance will be responsible for wiping down and maintaining the laundry rooms. Mr. Folscher replied yes. Commissioner J. Brown made a motion to approve the resolution. Commissioner Watson seconded. Motion passed unanimously.

**Resolution 2025-05 FY2026 Federal Operating Budget:** Vice-Chairman Brugger made a motion to put the resolution on the floor. Commissioner J. Brown seconded. Motion carried.

Mr. Shanley presented the FY26 Operating Budget. For Low Income Public Housing, we are projecting the following: Total Revenues of approximately \$5,066,269.81, which is up 6.9% from the current fiscal year; in Total Expenses, we are projecting approximately \$5,304,029.71, which is up 1.9% from the current fiscal year; the Net Deficit we are projecting is \$237,759.90. We are expecting a 4.3% increase in subsidy. This is a smaller increase due to lower fund levels from HUD. We expect to be subsidized at 93.19%. We are projecting an increase in Dwelling Rental Income of 7.2% and an increase in Capital Fund Income of 32.7%. This is the amount from the Capital Fund Program 2024 that we can use for our budget. Salaries and benefits are estimated at 12% higher. This is mostly due to changes in the union's benefits as employees decided to use our benefits rather than accepting the buyout. On the Administrative side, the blended rate that was agreed to have raised costs overall. We are expecting an extra charge of \$58,000 from the New York State Retirement Plan because of how they make their calculations every year. Utilities are projected to be higher than budgeted by 1%. Maintenance Materials & Contracts are budgeted to be 1% less than in FY2025. Management will work with Maintenance to keep costs at or below what is budgeted. Many costs during the last two to three fiscal years were due to a large amount of turnover due to the COVID crisis. Insurance costs are projected to be 4% lower than budgeted in FY2025. We are bracing for an even larger insurance hike than what we received. We anticipate a 5% increase in premium over FY2025 actual.

For Section 8, we are projecting the following: Total Revenues of \$2,158,154.72, which is up 13.7% from the FY25 budget; Total Expenses of \$2,100,145.21, which is up 8.2% from the FY25 budget; and the Net Surplus Projected is \$58,009.51. The changes from FY25 are increased HAP subsidy due to higher leasing of 13.0% and increased administrative costs of 6.5%.

Chairman Adams noted the advertising and marketing line item and thanked Mr. Shanley for it. She said that although we have a waiting list and do not need to advertise to get people to use our services, it is good to let people know we are here and what we are doing. She said we should take the opportunity to show people what we do here. We are not often seen in a good light and do not hear anything about us unless it is negative. It is an opportunity to show what the employees do, and we are proud of what we do. This money is put here for you to promote the Housing Authority and the good work we do. Commissioner Watson said that she thinks that it needs to be strategic and driven from a place of outcome expectations.

Chairman Adams asked about the travel line item, and if it was for both staff and commissioners. Mr. Shanley replied that it is only for commissioners. Staff training is covered under the Capital Fund Program.

Chairman Adams asked what the overtime cap is. Mr. Shanley replied that it is capped at \$60,000, which is half of what we have spent so far. She asked if it would be helpful to contract out some of the units to get the apartments back online. Commissioner Watson asked if it would violate the bargaining agreement. Chairman Adams said that she did not think so as we contract out for some plumbing and electrical. She said that for some of the units that have been destroyed and been offline for quite some time, she felt the contracting them out may be beneficial. Mr. Folscher said that we have looked at it, and the prevailing wage we would need to pay would be double or triple what we pay our maintenance staff. Chairman Adams said that she is looking at the time issue of apartments being vacant for months, homeless people not being housed and not being able to collect rents. She suggested putting out a bid for work to be done and having people put in bids.

Vice-Chairman Brugger asked if the possible money from the laundry goes into the laundry line item. Mr. Shanley replied yes and that was just a projection. VC Brugger asked if we had restrictions on the spending of that money. Mr. Shanley said yes as the laundry rooms are on Federal property.

Chairman Adams asked about the projected deficit, and the budget does not balance. She said she apologizes because it obviously has been doing this for several years. Mr. Shanley replied that no it does not. He said it hasn't balanced in years, but we had significant reserves. He said that since the coronavirus, we have had escalated amounts. He said that he has met with Ms. Boothe and Mr. Folscher. He said we are looking at cutting a couple of heads and cutting expenses. Commissioner Watson asked that shouldn't a balanced budget be presented. She said that whatever cuts need to be made should be done to make it balance. Mr. Shanley said that he has other budgets to be presented, which would include laying off two to three people. She said that we are pretending that it's right when it's not. Mr. Shanley said that you can present a balanced budget but is it truly realistic. He said that the only way to balance the budget is to lay off people. Chairman Adams said that would be a last resort. She said that this will give more weight to the union negotiations. Commissioner Watson said that we cannot say that this amount over is good. We need to have a freeze on a lot of things in order to sustain. Chairman Adams said this will take time. Vice-Chairman Brugger made a motion to accept the resolution.

Commissioner J. Brown seconded. Commissioner Watson said she would vote aye with serious consternation. Motion carried.

**Resolution 2025-06 Management Health Insurance:** Commissioner J. Brown made a motion to put the resolution on the floor. Vice-Chairman Brugger seconded. Motion passed unanimously. Mr. Shanley presented the resolution for the renewal of the health insurance plan for management. There is an 8% increase in the premium. The HSA contribution from the PHA is \$4,300 for the Executive Director and \$3,300 for the Accountant. Commissioner J. Brown made a motion to accept the resolution. Vice-Chairman Brugger seconded. Motion passed unanimously.

## **COMMITTEE REPORTS**

**Building and Security:** Commissioner J. Brown said that they received the parking notice regarding the towing. She asked when they would be starting. Ms. Boothe said April 1. The notice informs the residents of how to get parking sticker, what the towing charges will be, and encouraging their guests to park in the appropriate visitor parking. Commissioner Watson suggested sending it out again when we send out the statements. Chairman Adams also asked if the signage is being changed. Ms. Boothe replied that it is. Commissioner J. Brown said that there is a small commercial bus that is parking there that takes up space. Chairman Adams asked staff to look into it.

**Finance:** No report.

**Personnel:** No report.

**Tenant Relations:** Chairman Adams asked about the problem tenant at Swartz. Ms. Boothe replied that they are no longer there.

## **EXECUTIVE DIRECTOR'S REPORT**

Ms. Boothe reported that we received the information for the PHADA scholarship and have sent it to our residents and the school guidance counselors. We have not yet received any applications. The work order summary is in the packet. She asked if the Board wanted to have a work session this month. Chairman Adams said that she would be having surgery. Commissioner Watson asked what would be on the agenda. Ms. Boothe said that she wanted to look at the parking regulations, specifically the visitors' parking and to discuss the budget further. Chairman Adams asked if we could do this hybrid. Commissioner Watson said that we just have to do a resolution. Chairman Adams said that we need to have an update on the Beacon Communities and Habitat for Humanity meetings. Ms. Boothe reported we had a kickoff meeting with Beacon Communities. They asked for plans and specs for the site and the physical need assessment, which we provided. We are working to come up with a regular meeting date each month. They will give us dates, and she will talk to the commissioners to come up with a mutually convenient date.

## **CHAIRMAN'S REPORT**

Chairman Adams said that we met with Habitat for Humanity. They have received a grant to look at the property over on Taylor Avenue. They wanted to meet with PHA and the City to see if there is mutual interest in developing the land. They only have around an acre, and they are interested in what we are going to do with our land. We stated at the meeting that we are not in a position to comment or offer anything because we have not received a proposal from our developers. It was decided that the City, PHA, and Habitat for Humanity to discuss the vision for this project.

## **COUNSEL'S REPORT**

None

## **OLD BUSINESS**

None

## **NEW BUSINESS**

Chairman Adams said that we would need to a resolution to do hybrid meetings. Commissioner J. Brown made a motion to put a resolution on the floor to do hybrid meetings as per the guidelines. Vice-Chairman Brugger seconded. Motion carried.

The meeting was adjourned at 6:42 p.m.

I hereby certify that the minutes are true and correct and approved at the Meeting of April 23, 2025.

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Jaquetta Brown, Secretary