

**POUGHKEEPSIE HOUSING AUTHORITY**  
**Minutes of December 10, 2025 Meeting**

**Present:** Shirley Adams, Chairman  
Vincent Brugger, Vice-Chairman  
Jacquetta Brown, Secretary  
Felicia Watson, Treasurer  
Thomas O'Neill, Assistant Secretary-Treasurer 5:28 pm  
Robin Johnson, Member

**Absent:** Terriciena Brown, Member

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

The Meeting of the Poughkeepsie Housing Authority was held on December 10, 2025, at 5:15 p.m. at the Administrative Office located at 4 Howard Street, Poughkeepsie, NY 12601.

**PUBLIC HEARING FY26 AGENCY PLAN**

The Public Hearing was held regarding the Housing Authority's Annual Agency Plan. The Agency Plan consists of the Admissions and Continued Occupancy Policy (ACOP) and the Section 8 Administrative Plan, which together govern Housing Authority operations for the upcoming year. Ms. Boothe explained that Resident Advisory Board meetings are held annually and are comprised of housing authority residents and Section 8 participants. We also invited all the tenant ambassadors this year. Ms. Boothe went over the changes with included income exclusion, self-employment income, minimum income requirements, and lease provisions. She also explained that we previously had 14-day notices, but we are now required to give 30-day notices.

At 5:30 pm, Vice-Chairman Brugger made a motion to close the Public Hearing. Commissioner Brown seconded the motion. Motion carried.

**MINUTES**

**November 12, 2025/Regular Meeting:** Vice-Chairman Brugger made a motion to put the minutes on the floor. Commissioner Watson seconded. Motion passed unanimously. Commissioner Watson made a motion to accept the minutes. Commissioner O'Neill seconded. Motion passed unanimously.

**TENANT AND PUBLIC PARTICIPATION**

Laurie Sandow, a city resident, and Richard Distel, the city planner, were in attendance.

## RESOLUTIONS

**Resolution 2025-11 FY26 Agency Plan:** Vice-Chairman Brugger made a motion to put the resolution on the floor. Commissioner Brown seconded the motion. Motion carried. Ms. Boothe presented the resolution. Commissioner Watson asked for clarity on the Agency Plan. Ms. Boothe said that it includes the Agency Plan consisting of the ACOP, which is the Admissions and Continued Occupancy Policy for the Housing Authority, and the Section 8 Administrative Plan. The ACOP is the rules and regulations for public housing. The Section 8 Administrative Plan is the rules and regulations for the Section 8 program. These two policies dictate how the agency is run for the next year. Commissioner Watson asked about the Resident Advisory Board and why the Board was not privy to it. Commissioner Watson said that she would like to hear the tenant voice. Ms. Boothe said that she has minutes from the meeting and will forward a copy to the Board. Commissioner Watson said that they would have been helpful prior to receiving the resolution.

Commissioner Adams asked if there were any concerns from the residents. Ms. Boothe said that the Resident Advisory Board is held every year, and while the Board has never been invited in the past, the Board could certainly be invited in the future. Ms. Boothe said no concerns, just questions regarding income exclusions, the 30-day notice, and Capital Fund improvements the tenants would like to see. She said that they went line by line through the mandatory changes. Commissioner Brown made a motion to accept the resolution. Vice-Chairman Brugger seconded. Motion carried.

**Resolution 2025-12 Approval of the Developer's Selection of RAD/Section 18 Blend for Redevelopment of Hudson Garden's Property:** Commissioner Brown made a motion to put the resolution on the floor. Vice-Chairman Brugger seconded the motion. Motion carried. Ms. Longcore said that there was some discussion from the developer about whether we would need to amend a five-year plan to reflect this. She spoke specifically with Mr. Lawlor about it, and he said that because the five-year plan already reflects our intention to use RAD to redevelop the property, that there was no need to do an update, an amendment to that plan. Vice-Chairman Brugger made a motion to accept the resolution. Commissioner Brown seconded. Motion carried.

**Resolution 2025-13 Approval of Including Martin Luther King Jr. and Thurgood Marshall Terrace Properties in the RFQ for a Development Partner under the Choice Neighborhood Grant:** Vice-Chairman Brugger made a motion to put the resolution on the floor. Commissioner Brown seconded the motion. Ms. Longcore said that she did put this resolution forward and was requested to do so by the city. She also asked Mr. Distel to come in case there are any questions that he might be in a better position to answer with respect to this. She said the city has reached the phase under Choice to put out an RFQ for a development partner for that program. Since there has been, some concern about what development is going to happen under Choice, what is going to happen under RAD, especially when it comes to the undeveloped property at MLK. The City just wanted to make sure that there was a statement from the Housing Authority approving that in their RFQ for a development partner, they are going to specifically mention both the MLK property and the

Thurgood Marshall Terrace property as part of the properties we are seeking to improve and redevelop through the Choice Neighborhood Development Grant.

Vice-Chairman Brugger asked if there is a possible conflict with Ms. Longcore being the attorney for the city and our counsel. Ms. Longcore replied that because the PHA is a partner in the Choice Neighborhood Grant and MLK and TMT were included in the application for the planning grant, she doesn't see any reason why they wouldn't be included in the application for a development grant, and that is going to require the development partner so they are included in the RFQ. She went on to say there is certainly the potential for an issue when it comes to the undeveloped property at MLK that could arise, which is one of the reasons why the Housing Authority does have a specific attorney. If that was to happen, the board could go to their RAD attorneys with their concerns. But ultimately, both the Choice Neighborhood Grant and the RAD program are intended to benefit the Housing Authority. They are just focused on different sites and different financing and different ways to do that. She said at this point, she doesn't see any conflict has arisen, but if the board feels that way, they should bring that to her attention. She also said that if she thinks that there might be a conflict, she will bring that to the board's attention too and recommend that they seek an opinion from outside counsel.

Chairman Adams said she has concerns about this regarding who may be chosen and considers the way the resolution is written; it has the weight of a contract. She thinks that our RAD attorney should look at this first. Commissioner O'Neill said that they should be given the documents for review and specific comments. Vice-Chairman Brugger agreed. Mr. Distel said when the city goes out for review of the RFQ submissions, they want to have a member of the Board on the review committee. Vice-Chairman Brugger made a motion to table the resolution. Commissioner Brown seconded the motion. Commissioner O'Neill said that it should be tabled to be referred to our attorney. Motion carried.

The board decided to have a special meeting on Monday, December 15 at 10 am.

## COMMITTEE REPORTS

**Building and Security:** No report.

**Finance:** Mr. Shanley that the net surplus for the month of November is \$87,166.42 and the net surplus year-to-date is \$411,555.36. As of November 30, we are leased at 111 of 117 for AMP 11 and 234 of 242 for AMP 22. As of today, we are leased at 112 of 117 and 237 of 242. Overall, we are leased at 349 of 359.

In Section 8 for the month of November, the Net Surplus is \$10,737.11. Year-to-date, our net surplus is \$139,979.35. As of November 30, we are leased at 89 of 91 for HCV, 57 or 60 for VASH, and 9 of 18 for the Foster Youth to Independence vouchers.

Chairman Adams asked that any anomalies she would like to be reported to the Board. She asked him to explain the issue at Boulevard. Mr. Shanley said there was an internal dispute

with the contractor, so we were asked to hold off on payment. This was just resolved, and we made the appropriate payments.

**Personnel:** Commissioner Watson said that the Board would be going into Executive Session this evening.

**Tenant Relations:** Commissioner Watson said that we received an email about renaming the gymnasium and was wondering where we stood with it. Ms. Boothe said that it was discussed in the work session, and it was supposed to be brought back to the Board. Chairman Adams said that other names came up that might be favorable in terms of contribution to PHA and the gymnasium. Commissioner Watson asked if we responded to him. Chairman Adams said that we did not, but we need to respond.

## **EXECUTIVE DIRECTOR'S REPORT**

Ms. Boothe reported that on November 13th, she attended the Agent Stakeholder Roundtable meeting with Senator Cordell Claire, the chairperson of the Senate Aging Committee, and Senator Rollison, a member of the Aging Committee. The discussion was focused on aging population and seniors in the Hudson Valley, and there were other stakeholders that were at that meeting. Representatives from Office of the Aging, Beacon Housing Authority were invited, Dutchess Outreach, and other agencies that work with seniors. It was a very robust, very good discussion, and we hope to be able to meet again in the future for further discussions.

I met with the Resident Advisory Board, as I have let the board know, and going forward, we will let the board members know when the meetings are. We were planning on meeting sometime in January because they wanted to keep the dialogue open, so we will let the commissioners know when that meeting is scheduled.

Yesterday, the Office for the Aging had an informational session at Martin Luther King, and we are trying to schedule sometime in January for them to meet with Thurgood Marshall residents, Boulevard Knolls, and Hudson Gardens residents. Things that were discussed were the services that they offer to our seniors, such as Dollar Ride, helping seniors fill out applications for SNAP, Medicare, Medicaid, assessing home health services, and other issues that our seniors have. Only three residents attended but it was 10 am but as we were leaving, some residents started showing up, so we will also reschedule one for Martin Luther King, maybe later on in the day, so that other more tenants can attend.

As of present, we have 10 vacancies. We do anticipate that by the 15th, two additional units will be leased. By the 19th, another unit be leased, and then there should be 7 remaining units. But of those 7 remaining, we are going to offer three units for transfers, for reasonable accommodation, and medical.

The laundry room doors at Martin Luther King and Hudson Gardens are working, up and running great. The residents can use their key card to open the door. We have set the time

for 8 o'clock in the morning for opening, 9 o'clock at night for closing. We are planning on canvassing the residents to see if they would prefer different times. Commissioner Brown said that the times should be 7 am to 9 pm to allow time before work for laundry.

## **CHAIRMAN'S REPORT**

No report.

## **COUNSEL'S REPORT**

Ms. Longcore said that we were able to settle the case with the young woman who had come to the meetings.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

None

*At 6:10 pm, Commissioner Watson made a motion to go into Executive Session. Commissioner Brown seconded. At 7:19 pm, the meeting resumed.*

At 7:20 pm, the meeting adjourned.

I hereby certify that the minutes are true and correct and approved at the Meeting of December 10, 2025.

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Jaquette Brown, Secretary