

POUGHKEEPSIE HOUSING AUTHORITY
Minutes of November 12, 2025 Meeting

Present: Shirley Adams, Chairman
Vincent Brugger, Vice-Chairman
Thomas O'Neill, Assistant Secretary-Treasurer 5:27 pm
Felicia Watson, Treasurer
Terriciena Brown, Member
Robin Johnson, Member

Absent: Jacquette Brown, Secretary

Also Present: Sandra Boothe, Executive Director
Thomas Shanley, Accountant
Joanna Longcore, Attorney
Mayor Yvonne Flowers
Richard Distel, City Planner

The Meeting of the Poughkeepsie Housing Authority was held on November 12, 2025, at 5:22 p.m. at the Administrative Office located at 4 Howard Street, Poughkeepsie, NY 12601.

MINUTES

October 8, 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. Vice-Chairman Brugger seconded. Motion passed unanimously.

TENANT AND PUBLIC PARTICIPATION

Commissioner T. Brown asked if the tenant's case has come up. Ms. Longcore said that she will be back in court on Tuesday. She believes Legal Services has agreed to represent her, and she has a call scheduled with her attorney.

Mayor Flowers came to the Board to discuss the Choice Neighborhood Grant. She said the City is at the point to pull together the transformational plan. She said that we really need everyone on board to really start thinking about the vision of the housing authority. We are looking at doing development at Hudson and looking at transforming a whole neighborhood on the Northside that includes Martin Luther King Jr. and Thurgood Marshall Terrace. This is a game changer for the housing authority, and she said that some of us that have been going to these conferences and seeing how other Executive Directors and Boards are being able to move their housing authorities in ways we have never seen before. When we started to do RAD, we realized that HUD is starting to come out of public housing, so we have to look at creative ways of developing in order to keep your portfolio, along with low-income housing. She said that everyone needs to step up as we are at an exciting place.

RESOLUTIONS

None

COMMITTEE REPORTS

Building and Security: Commissioner Watson asked if the time has shifted for the laundry rooms. Ms. Boothe replied that they have cut out the concrete for all the developments. They will be doing the electrical work the week of the 24th, and they anticipate they will be done by Thanksgiving, and they want to test on the 28th and 29th. The key card access should be ready for the tenants by December 1. Commissioner Watson asked what the hours would be. Ms. Boothe replied that we are thinking of the hours of 7:30 am to 9:00 pm.

Finance: Mr. Shanley that the net deficit for the month of October is \$146,699.58 and the net surplus year-to-date is \$325,147.94. As of October 31, we are leased at 340 of 359 units.

In Section 8 for the month of October, the Net Surplus is \$12,020.62. Year-to-date, our net surplus is \$129,242.24. As of October 31, we are leased at 87 of 91 for HCV, 58 or 60 for VASH, and 9 of 18 for the Foster Youth to Independence vouchers.

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

Tenant Relations: No report.

EXECUTIVE DIRECTOR'S REPORT

On December 9th, the Office of the Aging is going to be holding an informational session at Martin Luther King regarding Medicare and all the other services they offer.

Ms. Boothe said that she was invited along with two other housing authorities, some senior living and care facilities, and community service such as Dutchess Outreach and AARP, by Senator Rolison and Cordell Claire, the State Senator who chairs the committee for the aging to have a round table meeting tomorrow at Adriance Memorial Library from 10:45 am to 11:45 am. Chairman Adams asked what the subject of the meeting is. Ms. Boothe replied that the topic is assisting our seniors in a round table discussion. Dutchess, Putnam, and Orange County Office of the Aging, the PHA, Beacon Housing Authority, Newburgh Housing Authority, Hudson Valley Hospice, St. Simeon, The Pines in Poughkeepsie, Meals on Wheels, Dutchess Outreach, AARP, and Hudson Valley LLT program have all been invited.

Ms. Boothe said that we sent out letters to tenants regarding unpaid fees, such as late fees, washer fees etc. We stated in the letter that the fees need to be paid by December 1. Several tenants have paid the fees. For those who do pay by December 1, we will be sending out a second letter.

CHAIRMAN'S REPORT

Chairman Adams said that we spoke about filling the vacancies on the committees. She will be appointed chairpersons to these committees. She will be taking recommendations from the chairperson on who they would like on their committee. As Chairperson, she will not head a committee.

She acknowledged that we had a meeting with our developers. The developers sent their recommendations. Commissioner Watson asked if the document they sent is privileged. Ms. Longcore replied that it was not. Ms. Longcore said that the developer is recommending that we use a RAD/Section 18 blend. We would still have a one-to-one replacement. It would not necessarily be one to one for apartment size, but however many units there are now, that number would be reserved for housing authority residents. Those units will always stay for housing authority residents. It will be switched from Section 9 to Section 8, but the Section 8 vouchers will be with the apartment. This allows them to build additional units, and they will be turning this into a more of a mixed-income development. This will help make the development more sustainable.

Chairman Adams asked if we could have a vote on going with the developer's recommendation for the RAD/Section 18 blend. Commissioner T. Brown made a motion to put it on the table. Commissioner O'Neill. Motion passed unanimously. Commissioner Watson said that she would like to abstain from this vote as she said she does not feel the innovation part of this is there. She feels there is so much more they could do. Chairman Adams asked if she could have a resolution ready for the next meeting.

COUNSEL'S REPORT

Ms. Longcore said that she knows she was asked to talk about open meetings. She said there are matters that can be discussed in Executive Session and then there are exemptions to open meetings. This can cause confusion especially when it comes to attorney/client meetings. Technically attorney/client meetings are exempt from open meetings all together. If the board needs to speak to her for the purpose of getting legal advice, there is no open meeting law that applies to that, but the subject would have to be limited to legal advice. For Executive Session, the public can be barred but must be made aware of it. For the work sessions, she would recommend that we put out notice and advertise before we know if we have a quorum so that we are in compliance. She said that we should focus on staffing the committees so that we can work on issues so there would not be a quorum. As long as they are not doing business, it should be fine.

The letter for the New Hope Center will be sent out over email hopefully in the next week.

Commissioner Watson said that if the commissioners don't respond, we should not post the work session. Chairman Adams said that she is going to limit the work sessions and put pressure on the committees to meet. Commissioner Watson said that we need to look at the By-Laws and suggested an Ad-Hoc committee to look at them and make recommendations.

This could then be passed on to the lawyer. She also suggested a commissioner's manual with basic information.

OLD BUSINESS

None

NEW BUSINESS

None

At 6:02 pm, Commissioner Watson made a motion to go into Executive Session. Commissioner O'Neill seconded. At 7:12 pm, the meeting resumed.

At 7:13 pm, the meeting adjourned.

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

Jaquetta Brown, Secretary