

POUGHKEEPSIE HOUSING AUTHORITY
Minutes of March 11, 2026 Meeting

Present: Shirley Adams, Chairman
Felicia Watson, Vice-Chairman
Jacquetta Brown, Secretary
Robin Johnson, Treasurer
Terriciens Brown, Member

Absent: Vincent Brugger, Assistant Secretary-Treasurer
Thomas O'Neill, Member

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

The Meeting of the Poughkeepsie Housing Authority was held on March 11, 2026, at 5:18 p.m. at the Administrative Office located at 4 Howard Street, Poughkeepsie, NY 12601.

MINUTES

February 11, 2026/Regular Meeting: Vice-Chairman Watson made a motion to put the minutes on the floor. Commissioner T. Brown seconded. Motion passed unanimously. Vice-Chairman Watson said she had not had a chance to look them over but if there were any errors she would let us know. Vice-Chairman Watson made a motion to accept the minutes. Commissioner T. Brown seconded. Motion passed unanimously.

TENANT AND PUBLIC PARTICIPATION

Commissioner J. Brown said that there are people parking in tenant parking without stickers. Ms. Boothe said she will reach out to the towing company. Commissioner Johnson asked if we had looked to see if we were finding out where the pets came from. Ms. Boothe replied that we were unable to track the dog but if someone has an approximate time and day it is happening, please let us know. Commissioner Johnson also asked if someone moves out, are they allowed to transfer the lease. Ms. Boothe replied that if you have other adults in the household that are legally on the lease, you have to request that they remain as holdover tenants, and we will go through the screening process with that person. Commissioner J. Brown said that there is someone whose father was a resident, but the father moved out and his son seems to have mental health issues. Ms. Boothe said that we are aware of the situation, we have gone through the court process, and we are awaiting an eviction date from the sheriff's office.

RESOLUTIONS

Resolution 2026-03 FY27 Federal Operating Budget: Vice-Chairman Watson made a motion to put the resolution on the floor. Commissioner J. Brown seconded the motion. Mr. Shanley presented the budget for FY27. Commissioner Brugger, Ms. Boothe, and Mr. Shanley met to review and discuss the upcoming budget. In low-income housing, we are projecting total revenues of \$5,298.32, which will be up 4.6% from the fiscal year 2026. Our total expenses will be \$5,296,387.33, which is down 1% from the fiscal year 2026. The net surplus is going to be \$1,809.98. Last year we budgeted a \$237,759.90 deficit. Changes from 2026, the increase in subsidies is about 0.5%. The small increase is due to lower funding levels from HUD. We expect to be subsidized at 96.5%. Increase in rental income of 9.6% that is mostly due to the vacancies being filled over the last year. There is an increase in capital funding of 3%. This is the amount from the Capital Fund Program 2025 that we are going to use for our budget. Salaries and benefits are down 11% as there are three maintenance positions that were not filled and one clerical that was reduced. Utility costs are going up 10.7% due to both higher rates and usage during the cold winter. Security is up 50% due to patrols that have increased over the fiscal year. Maintenance costs will be down 6.3% outside of salaries and benefits as we expect lower turnover costs than we had during fiscal year 2026 to date. As of 3-11-26, we have 4 vacancies as opposed to 25 vacancies that we had a year ago. Our insurance premium is up 29.3%. We issued an RFQ in January 2026, but we only received one response, which is from the incumbent agency. We use the highest quote, but we're vigorously working with the broker to get a responsibly lowered premium.

For Section 8, we are projecting total revenues of \$2,431,417, which is up 12.7% over 2026. Total expenses are \$2,355,267.74, which is up 12.1% from fiscal year 26. The net surplus projected is \$76,149.26, which is up from \$58,009.51 projected for this year. Changes is increased HAP subsidy due to higher leasing, which is 16.9% and increased administrative costs, which is about 8.4% additional. Commissioner J. Brown asked how the loss of the three maintenance employees is going to affect vacancies. Mr. Shanley said that we have been operating without those employees for nine months now. Commissioner J. Brown asked about training for our maintenance employees. She asked if that was offered to them. Ms. Boothe replied that yes, we have Capital Fund money the HUD encourages us to train our staff. BOCES has provided training, we have had Nspire training, and Dutchess Community College was offering training so we do make sure that everything that can be offered is offered.

Vice-Chairman Watson asked what contingency plan exists if any major expenses, expense line exceed the budget. Mr. Shanley replied if we had a major situation, we would use capital fund money, which we have to go through the bidding process. If we have a year that is heavier in electric versus plumbing, that is a simple budget transfer. As far as insurance is concerned, right now we're in negotiations trying to get a lower premium, so the numbers that are in the budget are the most expensive numbers that we have at this point. She asked about using Capital Funds to support operating costs. He replied not routine operating deficits, only emergencies.

Vice-Chairman Watson asked about how much of our accounts receivable are collectible. He said that we need to look at how many are 90 days plus. She wanted to know as an entity how we do things to reduce the receivables. She also asked if we have the staff capacity to

maintain the units so that we don't have to outsource our maintenance again. Mr. Shanley said that it seems to be sustainable, but it remains to be seen as we move forward.

Vice-Chairman Watson asked why Section 8 is financially stronger than LIPH. Mr. Shanley replied that it's not that it's stronger so much, it's that we budget for less. It's mostly based on the restricted funds, which is the HAP funding, that's money in money out. It's net zero. It moves up and it moves down depending on the year. It's higher over the last couple years because two years ago HUD shorted us money, so our goal is to keep the administrative costs lower to build a little reserve there in case HUD determines when they turn around and short us on money, which they did this month. They shorted us about \$45,000, and we had to go into our reserves to get that. Commissioner J. Brown asked if we could recap that money. Mr. Shanley replied that he is in the process of getting it back.

Vice-Chairman Watson asked how this budget positions the Authority for RAD conversion. Mr. Shanley said that he is trying to budget at least zero or better than zero surplus. She asked if we are relying on reserves to reach break-even. Mr. Shanley replied that we are not. She asked if we have any outstanding audit findings or HUD monitoring issues related to the budget. He replied that to the budget we do not. She asked if there are any financial pressures or risks the Board should be aware of over the next 12 to 24 months from his perspective. He said not to his knowledge. There is a concern with Tier 6 retirement and if that will change.

Chairman Adams asked about the contract with the Boys and Girls Club and their new lease. Ms. Longcore said that we need a little direction as to how much we want. The Board discussed how much to start with and decided on an amount. Chairman Adams asked for the next time around, if the Board could get the budget in February. Mr. Shanley replied yes, and he would also recommend that we have finance meetings throughout the year to review and change courses right away. Commissioner J. Brown made a motion to accept the resolution. Commissioner T. Brown seconded. Motion carried.

Resolution 2026-04 Management Health Insurance: Commissioner J. Brown made a motion to put the resolution on the floor. Commissioner T. Brown seconded the motion. Motion carried. Mr. Shanley presented the resolution. The renewal is going up 15% and is effective May 1. The other piece is the HSA. The maximum contribution is \$4,400 so Ms. Boothe would get \$4,400 and Mr. Shanley would receive \$3,400. Commissioner J. Brown asked if we have tried to look for a cheaper one that would give you the same benefits. Mr. Shanley said they have but nothing would give them the same benefits. Commissioner T. Brown made a motion to accept the resolution. Commissioner J. Brown seconded the motion. Motion carried.

COMMITTEE REPORTS

Building and Security: No report beyond what was covered earlier under Tenant Participation.

Finance: No report.

Personnel: Chairman Adams asked if everyone had read over the draft of the new resolution. She said that she went through it and compared it with the old one and the new one is simply a vast improvement over that. The only thing is where the chair is concerned, the way it's reading now in the new version, even if she signs payroll, she is going to have to come to the board for a resolution. She would like something broader. Vice-Chairman Watson asked Chairman Adams to highlight the area and send it to her. Ms. Longcore wanted to clarify the vacancies and terms, and when someone is removable from the Board. She would also suggest that a named FOIL appeals officer. She said that she would get a red line draft out to the Board before the next meeting.

Tenant Relations: No report.

EXECUTIVE DIRECTOR'S REPORT

Ms. Boothe said that she sent the take action letter to HUD, and we are awaiting their response. Nspire inspections are scheduled for April 9 and 10. Chairman Adams asked if we could look at the apartments beforehand to check for any deficiencies. Ms. Boothe replied that maintenance is in the process of doing that now.

She said that she would like to start resident meetings towards the end of this month. She asked Commissioner T. Brown, Commissioner J. Brown, and Commissioner Johnson if they could send her dates and times that would work for them to attend.

Beacon Communities has received the zoning analysis for Hudson Gardens, and they would like to set up a meeting to discuss their progress and give us a timeline for the next step. She asked the board to her days and times that are good so she can coordinate with Beacon.

CHAIRMAN'S REPORT

Chairman Adams said that we received the proposed RFQ for the developer for the Choice Neighborhood. Our attorney has looked over the RFQ and has highlighted some things and his recommendations. Chairman Adams said the proposal must be very clear that the MLK property is included a MOU. She would like the MOU included in the RFQ. There is also a question of who would be managing the property. She asked Ms. Longcore to clarify this.

COUNSEL'S REPORT

No report.

OLD BUSINESS

None

NEW BUSINESS

None

At 6:32 pm, the meeting adjourned.

I hereby certify that the minutes are true
and correct and approved at the
Meeting of April 8, 2026.

Jaquetta Brown, Secretary