

AGENDA

A Regular Meeting of the Poughkeepsie Housing Authority will be held on Wednesday, May 13, 2026, at 5:15 pm. The meeting will be held at the Administrative Office located at 4 Howard Street, Poughkeepsie, NY and virtually. The link is as follows:

Join:<https://teams.microsoft.com/meet/230444440044015?p=3FBSByq9D57ekyEe0P>
Meeting ID:230 444 440 044 015
Passcode:e3cc9No3

ROLL CALL

MINUTES

April 8, 2026/Regular Meeting

May 1, 2026/Special Meeting

TENANT and PUBLIC PARTICIPATION

RESOLUTIONS

2026-06 Placement of Executive Director on Paid Administrative Leave

2026-07 Authorization to Request Conflict of Interest Waiver from the U.S. Department of Housing and Urban Development

2026-08 Amending the By-Laws to Change the Date of the Regular Elections for Tenant Commissioners

COMMITTEE REPORTS

- A. Building and Security**
- B. Finance**
- C. Personnel**
- D. Tenant Relations**

EXECUTIVE DIRECTOR'S REPORT

CHAIRMAN'S REPORT

COUNSEL'S REPORT

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

POUGHKEEPSIE HOUSING AUTHORITY
Minutes of April 8, 2026 Meeting

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

March 11, 2026/Regular Meeting: Commissioner T. Brown made a motion to put the minutes on the floor. Commissioner O'Neill seconded. Motion passed unanimously. Commissioner T. Brown made a motion to accept the minutes. Vice-Chairman Watson seconded. Motion passed unanimously.

TENANT AND PUBLIC PARTICIPATION

Commissioner J. Brown said that she has been seeing the tow trucks out again. She also said that residents have been grilling in the hallways at Hudson Gardens.

RESOLUTIONS

Resolution 2026-05 Amended By-Laws: Commissioner J made a motion to put the resolution on the floor. Commissioner O'Neill seconded the motion. Commissioner Brugger asked if this was the final draft included in the packet. Vice-Chairman Watson said this is not the final draft as this is the one before the typos were corrected. Chairman Adams asked if there was any change in the content and could this approved tonight. Ms. Longcore said that did not think so. Commissioner J. Brown made a motion to accept the resolution. Commissioner T. Brown seconded. Motion carried.

COMMITTEE REPORTS

Building and Security: Commissioner Adams asked about the apartment at Martin Luther King where there was an issue with defrosting the pipes. Ms. Boothe replied that they were able to get her up and running that day. She said that we are currently looking for a contractor

to correct the issue so we won't have this problem again next year. Commissioner J. Brown said that they have been having issues with parking at MLK. This came up in the resident meeting Ms. Boothe held last Tuesday. The tenants suggested getting rid of visitor parking so give the tenants more space to park. Ms. Boothe said that we were concerned about elderly or handicapped individuals visiting and having to park on the street, so then the suggestion was to reduce visitor parking. It was also suggested that if a tenant has a visitor, they could come to the office to get a pass, but if it was a weekend visit, it could cause a problem. Vice-Chairman Watson suggested given two passes to each lease holder, so they could give it out to their guest. Some board members were concerned that people would take advantage of this.

Finance: Mr. Shanley presented the financials for February. The Net Surplus fo the month of February is \$56,163.93 and a Net Surplus year-to-date is \$276,743.00. Our gas/heat expense fo the month was \$67,861.08. As of 2/28, we are leased at 115 of 117 for AMP 1 and 238 of 242 for AMP 22. Overall, we are at 353 of 359 units leased .

In Section 8, the Net Surplus is \$8,351.94. Year-to-date, our Net Surplus is \$30456.78. We are leased at 85 of 91 for HCV; 58 of 60 for VASH; and 9 of 18 for the Foster Youth to Independence vouchers.

He also reported that we were able to reduce our insurance premium of approximately \$105,000.

Commissioner Brugger said that he wanted to mention that the state is looking at changing Tier 6 in the retirement system. We have 9 Tier 6 employees. Mr. Shanley said that if this goes through, our payment will increase significantly.

Personnel: Vice-Chairman Watson said that she would like to go into Executive Session at the end.

Tenant Relations: No report.

EXECUTIVE DIRECTOR'S REPORT

Ms. Boothe reported that we had four representatives from HUD here on Monday. They wanted to do a site visit before our NSPIRE inspections. Our NSPIRE inspections for Hudson Gardens, Swartz, and Brady are scheduled for tomorrow and Friday.

She also reported that she had a resident meeting with the PHA ambassador, the Resident Advisory Board meeting. The topics covered were parking, organizing a tenant council, tenant commissioner elections and having them participate with the elections, which will be held on June 6th. The next meeting will either be the 2nd or 4th Tuesday of May and will talk more in depth about the resident council.

She said that she spoke with Beacon Communities regarding setting up the next meeting. After much discussion, the Board decided on May 7th at 4:30 pm.

She reported that the Request for Expressions of Interest for a developer partner for Choice Neighborhood went out today and the return date for the proposals will be May 29th.

Ms. Boothe said that Mr. Shanley handed out information for the NYSPHADA conference. We had two high school seniors apply for the scholarship.

CHAIRMAN'S REPORT

Chairman Adams said that the Housing Authority is a sponsor of the National Prayer Breakfast being held on May 7th. We have a table with five seats.

COUNSEL'S REPORT

Ms. Longcore said that she did speak with Beacon Communities, and she believes they are going to go with the RND zoning request like she suggested but they say they are not planning on any commercial space. She said that if this is something the Board and the tenants want, we are going to have to make this very clear as she does not think it is going to be in their development plans. Commissioner Brugger asked if they do not implement it within a certain amount of time, do they lose it. Ms. Longcore replied that it will be up to what the council resolution says on the rezoning, but yes, they can put a limitation on the length of time that you would have that it would be rezoned for if it's not built.

She also reported that she reached out to the Boys and Girls Club. She has made several attempts to set up a meeting.

OLD BUSINESS

None

NEW BUSINESS

Vice-Chairman Watson said that Sean Donovan of Enterprise came speak to members of the Board and the Mayor. He was the Secretary of HUD under Obama. They can provide us with technical assistance and have great resources.

At 6:07 pm, the Board went into Executive Session. At 6:50 pm the meeting resumed.

At 6:50 pm, the meeting adjourned.

I hereby certify that the minutes are true and correct and approved at the Meeting of May 13, 2026.

Jaquetta Brown, Secretary

DRAFT

POUGHKEEPSIE HOUSING AUTHORITY
Minutes of May 1, 2026 Special Meeting

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

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

The Special Meeting of the Poughkeepsie Housing Authority was held on May 1, 2026, at 4:35 p.m. at the Administrative Office located at 4 Howard Street, Poughkeepsie, NY 12601.

Chairman Adams asked for a motion to go into Executive Session. Mr. Shanley said that he had a statement to make before they went into Executive Session. He said he wanted to make the board aware of what's transpired this week. He said that as he believes what happened over the last week, some events have occurred as unusual, and he wants to report this to everybody here. He said that on April 28th, that was Tuesday, at 11:20 AM, Chairman Adams had requested a sample personnel review of five maintenance and five administrative employees for specific categories of by term employee, which was attached in Exhibit A. Chairman Adams arrived at approximately 12:30 p.m. and was provided with files for 10 employees. He said that Chairwoman Adams was in the conference room with the files until approximately 3:15 p.m. He said he spoke with Chairwoman Adams who complimented the files.

On the afternoon of April 29th, I received a call from Ping Yip Suen from HUD asking if everything was okay at the Housing Authority. Mr. Shanley replied that everything was fine. Mr. Shanley said that Mr. Yip Suen mentioned that he was contacted by someone from the Housing Authority, Joanna Longcore, with an inquiry. Mr. Shanley said that he identified Ms. Longcore as the assistant corporate counsel from the city and that we retain the city's corporate counsel as our attorneys to represent the Housing Authority. Mr. Yip Suen said the inquiry from the council was whether the chair of the board could serve as interim executive director with no pay. Commissioner T. Brown asked him to repeat what he said. The inquiry was to whether the chair of the board could serve as the interim executive director with no pay.

Vice-Chairman Watson said that with all due respect, we are in receipt of this and unless there's anything that you else that you specifically need to add, then I recommend that we go into executive session. Commissioner Brugger asked if she had a chance to look it all over

yet, and Vice-Chairman Watson said that she just got and she just did. She said that this is a personnel matter that we need to talk to the board with first, so unless it is something specific, the Board needs to go into Executive Session.

At 4:39 pm, the Board went into Executive Session. The meeting resumed at 6:09 p.m.

Vice-Chairman Watson made a motion that after careful consideration, the Executive Director is on paid administrative leave until further notice. Commissioner O'Neill seconded the motion. Motion carried.

Ms. Longcore said that she will memorialize this motion with a formal resolution to be voted on at the next special meeting on May 7.

At 6:12 pm, the meeting adjourned.

I hereby certify that the minutes are true
and correct and approved at the
Meeting of May 13, 2026.

Jaquetta Brown, Secretary

POUGHKEEPSIE HOUSING AUTHORITY
Resolution 2026-06

Placement of Executive Director on Paid Administrative Leave

By Commissioner: _____

WHEREAS, the Poughkeepsie Housing Authority (hereinafter referred to as "PHA") held a special meeting on May 1, 2026; and

WHEREAS, the Board of Commissioners entered into an executive session at the May 1, 2026 special meeting to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation in compliance with § 105(f) of New York Open Meetings Law; and

WHEREAS, following the conclusion of the executive session, the Board of Commissioners voted to place the Executive Director on paid administrative leave; and

WHEREAS, the Board of Commissioners now wishes to formalize that vote in the form of a written resolution.

NOW, THEREFORE,

Upon motion duly made, seconded and carried, it is

RESOLVED, that the Board of Commissioners hereby ratifies the Executive Director's placement on paid administrative leave, effective after the close of business on May 1, 2026 and with such leave to continue until further notice; and be it further

RESOLVED, that Counsel for PHA is hereby authorized to enter into negotiations with the Executive Director to reach a just and amicable resolution of this employment matter; and be it further

RESOLVED, any resolution of this employment matter reached between Counsel and the Executive Director shall be subject to the approval of the Board of Commissioners and shall not become effective unless and until such approval is obtained.

Second by Commissioner: _____

Ayes

Nays

Abstentions

I hereby certify the foregoing to be a true and correct copy of Resolution No. 2026-06 duly adopted at the meeting of the Poughkeepsie Housing Authority held in the City of Poughkeepsie on the 13th day of May, 2026.

Jacquetta Brown, Secretary

POUGHKEEPSIE HOUSING AUTHORITY
Resolution 2026-07

**Authorization to Request Conflict of Interest Waiver from the U.S. Department of Housing
and Urban Development**

By Commissioner: _____

WHEREAS, the Poughkeepsie Housing Authority (hereinafter referred to as “PHA”) operates a public housing program under an Annual Contributions Contract (ACC) with the U.S. Department of Housing and Urban development (HUD); and

WHEREAS, Section 19(A)(1)(i) of the ACC prohibits the PHA from entering into a contract with any present or former member or officer of the Board of Commissioners during or for one year after his or her tenure; and

WHEREAS, Section 19(A)(3) authorizes HUD to waive this prohibition for good cause if permitted under State and local law; and

WHEREAS, the Board of Commissioners has elected to commence a nationwide search for a new Executive Director; and

WHEREAS, the current Executive Director has been placed on paid administrative leave; and

WHEREAS, the Board of Commissioners is actively seeking to reach a separation of employment settlement agreement with the current Executive Director that would result in the formal resignation of the Executive Director; and

WHEREAS, the Board of Commissioners intends to terminate the employment of the Executive Director if it is unable to reach a separation of employment settlement agreement that results in the formal resignation of the Executive Director; and

WHEREAS, the Board of Commissioners has determined that the current Chair of the Board is the most qualified individual to serve as an interim Executive Director for the period of time immediately following the separation from employment of the current Executive Director and lasting until the commencement of employment of a new Executive Director; and

WHEREAS, a conflict of interest exists because, pursuant to Section 19(A)(1)(i) of the ACC, the PHA cannot enter into an agreement with the current Chair of the Board of Commissioners for up to one year following her resignation, thereby prohibiting the current Chair of the Board from serving as an interim Executive Director during the needed time period; and

WHEREAS, the Board of Commissioners has determined that there is good cause to justify a waiver of this conflict of interest based upon the extensive work experience of the current Chair of the Board, the unique need for demonstrated leadership during a period of time in which the PHA is engaged in redevelopment projects at the majority of its properties, and the unusual circumstances that led to the Executive Director’s placement on paid administrative leave; and

WHEREAS, the good cause justifications for a waiver of the conflict pursuant to Section 19(A)(3) of the ACC are elaborated upon in more detail in the written request for a waiver signed by the Board of Commissioners to HUD; and

WHEREAS, the subject conflict of interest was publicly disclosed at a regular public meeting of the PHA held on May 13, 2026; and

WHEREAS, Counsel for the PHA has reviewed this request for a conflict of interest waiver and provided an opinion letter stating that the granting of the waiver would not violate any state or local law.

NOW, THEREFORE,

Upon motion duly made, seconded and carried, it is

RESOLVED, that the Board of Commissioners hereby authorizes Counsel to submit the written request for a waiver pursuant to Section 19(A)(3) of the ACC to HUD's New York Regional Office; and be it further

RESOLVED, that the Board of Commissioners hereby certifies that the conflict of interest has been fully disclosed and that the subject waiver is in the best interests of the PHA, its tenants and the community at large; and be it further

RESOLVED, if the waiver is granted the Chair of the Board will resign from the position as Chair prior to entering the role of interim Executive Director.

Second by Commissioner: _____

Ayes

Nays

Abstentions

I hereby certify the foregoing to be a true and correct copy of Resolution No. 2026-07 duly adopted at the meeting of the Poughkeepsie Housing Authority held in the City of Poughkeepsie on the 13th day of May, 2026.

Jacquetta Brown, Secretary

POUGHKEEPSIE HOUSING AUTHORITY
Resolution 2026-08

Amending the By-Laws to Change the Date of the Regular Elections for Tenant Commissioners

By Commissioner: _____

WHEREAS, the Poughkeepsie Housing Authority (hereinafter referred to as “PHA”) had previously adopted By-Laws governing the procedures, duties, obligations and responsibilities of the Board of Commissioners; and

WHEREAS, the PHA by-laws were updated and amended at a regular meeting of the Poughkeepsie Housing Authority on April 8th, 2026, that was properly noticed and open to the public in compliance with New York State Open Meetings Law; and

WHEREAS, following the adoption of these by-laws, the Board of Commissioners determined that it would be in the best interests of the PHA if the elections for the two tenant-elected Commissioners were held in even-numbered years on the ____ Saturday of _____ instead of on the 1st Saturday of June as currently provided in Article XI Section 4.2 of the by-laws; and

WHEREAS, rescheduling the elections to the ____ Saturday of _____ instead of the 1st Saturday of June requires that the by-laws be amended in accordance with Article XII Section 1;

NOW, THEREFORE,

Upon motion duly made, seconded and carried, it is

RESOLVED, that the By-Laws of the Poughkeepsie Housing Authority are hereby physically amended to remove the language in Article XI Section 4.2 that reads “first Saturday in June” and replace it with language that reads “____ Saturday in _____”; and be it further

RESOLVED, that said amendment shall take effect immediately; be it further

RESOLVED, that the 2026 election originally scheduled for June 6, 2026 is hereby canceled; be it further

RESOLVED, that the 2026 for the two tenant-elected commissioners shall be held on _____; and be it further

RESOLVED, that the newly amended By-Laws shall be forthwith submitted to the United States Department of Housing and Urban Development.

Second by Commissioner: _____

Ayes

Nays

Abstentions

I hereby certify the foregoing to be a true and correct copy of Resolution No. 2026-08 duly adopted at the meeting of the Poughkeepsie Housing Authority held in the City of Poughkeepsie on the 13th day of May, 2026.

Jacquetta Brown, Secretary