**ELMIRA HOUSING AUTHORITY**

 **JUNE 29, 2023**

**BOARD MEETING MINUTES**

PRESENT: CHAIRPERSON JAMES BRADY

VICE CHARI PERSON DORINE FARR

COMMISSIONER JOSEPH COST

 COMMISSIONER LESLIE GORTON

 COMMISSIONER FILOMENA JACK

ALSO, PRESENT: LEGAL COUNSEL STEVEN AGAN

 EXECUTIVE DIRECTOR KAREN SHAFFER

: MODERNIZATION COORDINATOR JAMES A MIRANDO

ABSENT: SECRETARY BECKY BRADLEY

Due to Secretary Bradley not being present for today’s meeting, the Chairperson asked Commissioner Gorton to be acting Secretary for Today’s meeting.

**COMMENTS FROM THE PUBLIC**

No comments from the Public. No person in attendance from the Public

**COMMISSIONERS OPEN FORUM**

No comments from the Commissioners

An Executive Session was asked to be held by the Executive Director to discuss a Personnel matter. Commissioner Farr made the motion and was seconded Commissioner Gorton at 4:05 P.M. to go into Executive Session.

At 4:18, Commissioner Cost made the motion and was seconded by Commissioner Jack to move out of the Executive Session as the Personnel matter was completed.

**Resolution** **Description** **Sponsor** **Status**

2023.030 Authorizing the Dispensing of the Reading of the Brady Passed Regular Board Meeting Minutes of May 31, 2023

2023.031 Receiving 2023 Income Limits Summary Farr Passed

2023.032 Authorizing Contract for Site Work at Hoffman Plaza, Bragg Cost Passed

 Towers and Flannery Apartments

2023.033 Authorizing Contract for Tree Removal and Trimming at Jack Passed

 Hoffman Plaza, and Flannery Apartments

2023.034 Authorizing Contract for Apartment Painting at Jack Passed

 Flannery Apartments

2023.035 Authorizing Increase in Resident Charges Gorton Passed

2023.036 Authorizing Contract for Purchase of Stoves Farr Passed

2023.037 Authorizing Contract with Micknich Electric for Electrical Cost Passed

 Repairs and Upgrades to the Bragg Towers Fire Alarm and

 Emergency Alarm Call System

**On Resolution 2023.031,** Management brought to the attention to the Commissioners that the Median Income in City of Elmira has increased over the past five years by over 21% from $71,000 to $86,200. The dollar amount is higher than nearby Binghamton and within a few thousand of Rochester, Buffalo, and Syracuse. The city of Ithaca is higher at $112,000. The Income Limits are used for housing the Low-Income applicant into either, Low Income at 80% Very Low Income at 50% or Extremely Low Income at 30% housing. The Income statistics is computed by HUD, but the information is generated from Real Estate transactions from Financial Institutions.

**On Resolution 2023.032**, Management presented the annual scope of work on the Hoffman Plaza, Bragg Towers and Flannery Apartments parking lots. The money is budgeted from the yearly Capital Fund Program. This year, based upon the condition of the Parking Lots, the cost is less in the past year due to the condition, but higher due to inflation. Monies have been appropriated each year in the Five-Year Capital Fund Program to keep continuous watch on the conditions of the walkways and parking lots in the projects to avoid any health and safety concerns.

**On Resolution 2023.033,** Management disclosed that Tree Removal and Trimming has been postponed over for the past several years and now the Trees are overgrown their size and are starting to cause hazards due to fallen branches. The contract is aggressive for tree removal and trimming and hopefully no future work should be foreseen in 3 to 5 years. The low bidder has done excellent work at the Elmira Mark Twain Golf Course and the Woodlawn Cemetery over the past year.

**On Resolution 2023.034**, Management disclosed approximately ten apartments have been placed of line due to either roof leaks or sprinkler mishaps in the apartments. When an apartment has been placed offline, no subsidy is received from the Housing Authority. With the constant turnover of 3 to 5 apartments every month, the maintenance staff could not keep up with the painting of apartments for new occupation. The work on the ten apartments will take approximately three weeks to complete.

**On Resolution 2023.035**, Management disclosed the last time, charges to the resident were increased was in 2011. The replacement of parts and repairs is being brought to the actual cost to the Housing Authority. The increase of charges was delayed over the past four years due to the COVID pandemic.

The list of charges has been delivered to the residents for comments and will be brought back to the Board for additional review.

On Resolution 2023.036, Management presented the need for Stove replacements through the General Electric Corporation The pricing is through the Government program. More Electric Stoves where being purchased than Gas Stoves due to abuse taken at the Towers. Monies for the stoves come from the Five-Year Capital Fund Program.

Resolution 2023.037. Management presented the need to expedite a critical Health and Safety situation at Bragg Towers where the Fire and Medical Emergency Call System was determined obsolete and needed replacement. At first, it was assumed only the panel needed replacement and monies were budgeted in the 2021 Capital Fund Program. However, it was found that the present electrical wiring was not compatible with the new State Addressable Fire Alarm System requirements. All the electrical wiring in Bragg Towers needed to be rewired to make the Addressable Fire Alarm System conform to the New Fire Code which would allow the transfer of critical information to the control panel with a broader range of information. The addressable system would pinpoint the exact location of smoke or fire, providing an increase level of safety and reliability to initiate devices on an addressable system to include heat detectors, smoke detectors, manual pull cord stations, sprinkler systems along with activating or communicating with additional fire alarm controls panels. The cost of the project exceeded what was originally budgeted in the 2021 Capital Program and the need is to revise the 2023 Capital Fund Program to complete the project.

The Administration informed the Board that over the next months, a public hearing will be held for the Housing Authority’s Capital Fund Program, as the issuance of 2023 Capital Fund allotment extends the Five-Year Plan.

As no other business remained on the agenda, the offer was made to adjourn.

The Board Meeting was adjourned at 5:09 P.M. by Resolution 2023.038.

Leslie Gorton

Acting Secretary