

**Village of Nyack Housing Authority**  
Board Meeting Minutes of May 28, 2013  
Waldron Terrace 6:30 P.M.

**Board Members Present:** Minerva Parker, Drew Burke, Michelle Bullock, Robert Gundersen, Richard Gressle, and Daniel Jean-Gilles

**Also Present Was:** Toni Keys, Executive Director (ED); Gregg Coffey, Attorney, and tenants (see attached list).

**Call to Order**

A quorum of the directors was present. Minerva Parker called the meeting to order at 6:40 P.M.

**Approval of Minutes**

On a motion by Daniel Jean-Gilles and seconded by Michelle Bullock the Annual minutes were approved with the addition of Drew Burke to the Audit Committee. On a motion by Robert Gundersen and seconded by Daniel Jean-Gilles the April minutes were approved.

**Bills & Communications**

On a motion by Robert Gundersen and seconded by Drew Burke the financial reports were approved and carried unanimously.

**Section 8 Voucher Report**

The report was reviewed and accepted on a motion by Drew Burke and seconded by Robert Gundersen.

**Executive Director (ED) Report**

On a motion by Drew Burke and seconded by Michelle Bullock the ED's report was accepted.

The ED recommended Antonino Lanzarotta for the position of Maintenance Mechanic I. On a motion by Michelle Bullock and seconded by Drew Burke, Antonino Lanzarotta was approved for the position.

**New Business**

Minerva Parker created a Grievance Committee to hear all complaints and to review the complaint form or any other documentation pertaining to complaints. The committee will include the following board members: Daniel Jean-Gilles, Minerva Parker, Drew Burke and Richard Gressle. Tenant representatives will sit separately depending on which site the complaint is from. The Personnel Committee will hear employee related complaints.

+ Bob O.J.-6  
RICKRE SCL.

**Community Comments**

Peter Stirpe provided board with his monthly written report and inquired about tenant transfers. He wanted to know the process and if there was priority, a list, and or guidelines. The board explained that there was a policy which the ED had to implement when reviewing a tenant request to transfer.

Patricia Solomon inquired about the Consent Release form. She wanted to know if the agency automatically sent this form to other agencies for information.

Mary Ellen Natale of the Legal Aid Society requested a private meeting with the board.

**Executive Session**

After the board moved out of executive session the following motions were made:

On a motion by Minerva Parker and seconded by Daniel Jean-Gilles, Gregg Coffey is authorized to speak to Mary Ellen Natale to negotiate with her on behalf of the board.

On a motion by Richard Gressle and seconded by Daniel Jean-Gilles the plan to adjust the salary allocations due to the Federal Sequestration as follows:

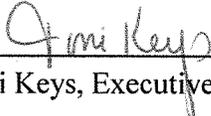
1. Account Clerk salary will all be allocated to NYS
2. ED salary allocation is 82% to NYS; 15% to Section 8; & 3% to Pine Street Homes
3. Instead of paying maintenance staff as sub contractors to do section 8 inspections the Maintenance Mechanic I position will perform the inspection and 1% of his salary will be allocated to Section 8.

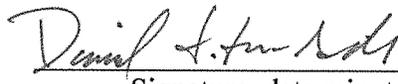
On a motion by Robert Gundersen and seconded by Michelle Bullock, the retainer agreement for Gregg Coffey is approved with corrections.

**Adjournment**

The meeting was adjourned at 8:30 P.M, on a motion by Robert Gundersen and seconded by Michelle Bullock and carried unanimously.

Respectfully submitted by,

 6/25/13  
Toni Keys, Executive Director

 6/25/13  
Signature, date minutes approved

## **Village of Nyack Housing Authority**

### Minutes of the Annual Meeting

April 23, 2013

Vice Chairperson Robert Gundersen **convened** the meeting in the Depew Manor Community Room at 6:40 pm. **Present** were Richard Gressle, Minerva Parker, Daniel Jean-Gilles, Drew Burke, Bob Gundersen, and Michelle Bullock. Executive Director Toni Keys was also present.

On a motion by Michelle Bullock and seconded by Daniel Jean-Gilles, officers would remain the same: On a motion by Minerva Parker and seconded by Daniel Jean-Gilles, officers would remain the same as follows: Vote passed unanimously.

**Chairperson** – Minerva Parker

**Vice Chairperson** – Robert Gundersen

**Secretary** – Daniel Jean-Gilles

**Treasurer** – Richard Gressle

**and on a motion by Daniel Jean-Gilles and seconded by Michelle Bullock, the Executive Director and all members were designated signers.**

The **minutes** of the 2012 annual meeting were affirmed and approved on a motion by Drew Burke and seconded by Minerva Parker.

Minerva Parker, the Chairperson assigned the following committees:

- a) The Tenant Selection Committee will consist of the full board.
- b) The Personnel Committee will consist of Richard Gressle, Robert Gundersen, and Michelle Bullock.
- c) The Audit Committee will consist of Robert Gundersen, Richard Gressle, Drew Burke and Daniel Jean-Gilles.
- d) The Community Committee will consist of the tenant elected board members.

On a separate motion by Drew Burke and seconded by Minerva Parker, the following agenda items were approved unanimously:

Business relationships were affirmed as follows:

**Repository of funds** – Provident

**Attorney of record** – Gregg Coffey of Mash Coffey & Associates

**Accountant services** – Gary Weideman

**Computer Consultant** – Essentialcom

**Auditor** – Sickler, Torchia, Allen & Churchill

**Emergency Electrical** – All Bright

**Emergency Plumbing – Andy Beutel**

**Emergency Heating – Berry Burners**

On a motion by Drew Burke and seconded by Michelle Bullock, **Meeting dates, time and place** will be the 4<sup>th</sup> Tuesday of the month at 6:30pm to be held at the Housing Authority alternating between the Depew Manor and Waldron Terrace community rooms. There will also be a workshop meeting as needed on the 2<sup>nd</sup> Tuesday of each month.

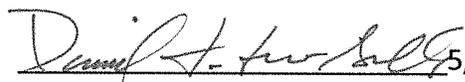
On a motion by Minerva Parker and seconded by Drew Burke the **Passkey holders** were affirmed to be all permanent, full time maintenance staff, the Executive Director and Tenant Representative Board members in accordance with NHA policy designed for tenant representatives responsibilities pertaining to the pass key.

On a motion by Daniel Jean-Gilles and seconded by Michelle Bullock and carried unanimously, the annual meeting **adjourned** at 6:55pm.

Respectfully submitted,

Toni Keys, Executive Director

Approved by:

 5/28/13  
Signature date