

BATAVIA HOUSING AUTHORITY
Board Meeting
September 26, 2024
4:15 p.m.

The regular board meeting of the Batavia Housing Authority was held on Thursday, September 26, 2024. The meeting started at 4:15 p.m. in the Community Room of 400 Towers in Batavia, NY. Present were Roger Hume, Chairperson, Fred Gundell, Vice Chairperson and Commissioners Al McGinnis, Augustine Fleming, Tammy Hathaway, Julia Garver and Teresa VanSon. Executive Director Nathan Varland, Fee Accountant Scott Dill and Auditor Roger Lis were also present.

1. Public Comment Period

No comments were made by members of the public.

2. Presentation of the FY 2023 Audit

Auditor Roger Lis reviewed the Fiscal Year 2023 audited financial report with the Board. A motion was made by Commissioner Garver to receive the FY 2023 audited financial report, seconded by Commissioner VanSon, and the motion carried unanimously. Roger Lis also recommended that Director Varland review expenses from the Shortfall Funding grant and test the time of month occupancy date on the 52722 and 52723.

3. Approval of Minutes: June 27, 2023

A motion was made by Commissioner VanSon to accept the June meeting minutes, seconded by Commissioner Hathaway, and the motion carried.

4. Executive Director's Report

The Executive Director's report was distributed to all members. Executive Director Varland then offered clarification and explanation to the attached report:

- Executive Director Varland introduced Augustine Fleming as an incoming Board member.
- Executive Director Varland reported that occupancy is currently at 91% (99.5% when offline apartments are accounted for).
- Executive Director Varland provided an update on the Emergency Safety and Security Grant, with Integrated Systems finishing up work on the camera project.
- Executive Director Varland led a discussion about the website. Feedback included: use a sans serif font, add a disclaimer, add more eligibility and funding information and use front door views for the pictures instead of the aerial shots.
- Executive Director Varland reported a small bump in the 2024 Capital Fund grant.
- Commissioner Fleming suggested that the Authority institute monthly pet fees.
- Commissioner Fleming also suggested a sobriety group at 400 Towers.

5. Financial Report

A motion was made by Commissioner VanSon to receive the September financial report, seconded by Commissioner Garver, and carried unanimously.

6. Unfinished Business

Director Varland reported that the parking lot lights at the Terraces are actually direct wired and therefore belong to National Grid. National Grid repaired the lights and we are now (finally) done with the project.

7. New Business

N/A

8. Member Comments

Commissioner VanSon commented that Roger Lis does a good job presenting the audit so that Board members can understand HUD regulations and the report itself.

9. Executive Session

A motion was made by Commissioner Hathaway to enter Executive Session for a discussion involving personnel, seconded by Commissioner Garver and passed unanimously. A motion was made by Commissioner VanSon to exit Executive Session, seconded by Commissioner Garver and passed unanimously.

A motion was made by Commissioner Hathaway to endorse Director Varland's recommendation to create a job description for an Assistant Director position at the BHA, seconded by Commissioner Garver and passed unanimously.

10. Adjournment

A motion was made by Commissioner McGinnis to adjourn the meeting, seconded by Commissioner Fleming, and passed.

Respectfully Submitted,

Roger Hume, Chairperson

Nathan Varland, Secretary

Dated: October 18, 2024

Executive Director's Report for the Batavia Housing Authority

September, 2024

Nathan Varland

Welcome back! Here are the notes from the Summer:

- **Occupancy** at 400 Towers as of 9/1/24 is at 99.3% (down from 100% in June), with one vacancy and ten units offline (eight studios/small 1BR, one one bedroom apartment and one two bedroom apartment). At the Family Units, we have five units offline. We are currently scheduling our rentals through the end of the year. The goal is the same: be above 93% by the end of December. The total for all units is 99.5% for the purposes of calculating the Operating Subsidy and 91% for actual occupancy.
- **Audit:** Roger Lis from R.A. Mercer will present the audited financial report for our 2023 fiscal year. Overall, it is a positive report (see attached).
- **ACOP/Public Hearing:** We presented the final Admission and Continued Occupancy Policy (ACOP) at our Public Hearing in August. The only comment or concern was whether or not rent was going up (the answer is no for most people, but some people at 400 Towers will be impacted by a small amount). We also presented the Capital Plan, the Annual Plan and reviewed the intent to continue to designate 400 Towers as a senior/disabled facility.
- **Website Construction:** Check out our new website: <http://new.bataviahousing.org/#>. Jaden has taken the lead on the process and done a great job. This is Phase One, but a great start!
- **HUD Database:** HUD will transition from their current customer database (PIC) to a new database (HIP). PIC will shut down at the end of July and we will pause all resident uploads (we will still do the work, but not upload yet) until HIP is implemented sometime in the Fall.
- **Renovation and Maintenance Projects:** Here are the objectives for our current grants:
 - **CFP 2022:** We have been awarded \$461,712 the 2022 Capital Grant and have expended the entire grant. The grant is focused on renovations and an elevator modernization project.
 - Renovate SR Apts: Completed.
 - Renovate FAM Apts: Renovate approximately six apartments.
 - Replace the elevator controls in the East Tower: Now complete
 - Replace all swing entry doors at 400 Towers: Completed.
 - **CFP 2023:** We have been awarded \$466,790 the 2023 Capital Grant and have expended \$199,992 of the funding so far.
 - Renovate SR Apts: Continued renovations, with some accessibility modifications.
 - Renovate FAM Apts: Renovate approximately eight apartments.
 - Parking lot repair for the Terraces, Edwards and The Pines – also 400 Towers: We repaired and sealed **all** of the parking lots this summer.
 - Replace the hot water system at 400 Towers: This project is complete. The boilers were more expensive than we budgeted (\$24.7 vs. \$16.5), so we will make up the difference in our renovation lines.
 - Paint hallways and replace first floor flooring at 400 Towers: Planning is mostly complete and construction and painting is ongoing. Next month the first floor flooring will go in.

- Replace garage door at 400 Towers: I anticipate that we will replace the East Tower garage door in the next few months.
 - Replace sidewalks at the Pines:
- **CFP 2024:** Our Capital grant was bumped up to \$481,980 from \$480,796 for 2024. The additional funds were added to the Family Unit renovation line. Overall, the 2024 grant has the following categories:
 - Renovate SR Apts: Continued renovations, with some accessibility modifications.
 - Renovate FAM Apts: Continued renovations, with some accessibility modifications.
 - Sidewalk repair for 400 Towers, including curbs.
 - Repair/Replace sewer pipes at 400 Towers: Extensive repairs to sewer pipes
 - Repair/Replace sewer pipes at Edwards: Insert lining into all sewer pipes
 - Door security: Replace all flashing around doors at the Family Units.
 - Asbestos Mitigation at 400 Towers: Around pipes and pre-renovation when necessary.
 - Pavilion project at Family Units: Complete this project during Summer, 2024.
- **Staff Updates:**
 - **Office Coverage:** We will have some various leave times impacting the capacity in the office. I will do my best to extend current staffing to cover the necessary hours.
- **Grants:**
 - HUD Emergency Safety and Security award: The total grant amount is \$249,326 for the purchase of surveillance cameras, locks and security alarms at 400 Towers to improve the health and safety of residents. The grants are now all obligated and the installation is nearing completion.
 - We are preparing to submit the next iteration of the ROSS grant. Lynn and I have surveyed residents, renewed or created partnership agreements and designed objectives that respond to the current needs (which are very similar to the existing needs from the current grant). The grant application is for three years and \$269,017, with a match from our partners of \$194,213, for a total of \$463,230.
 - ESL in Rochester has awarded us a grant of \$30,587 to install pavilions at our Family sites. We are almost finished with phase one, which is the majority of the project. Stop by and take a look when you can!
- **Bed Bug Infestation Rate:** We continue to have some sporadic issues.

Project	New Infestations	Severity	In Treatment Process
400 Towers	0	Moderate	1
Family Units	0	N/A	N/A

- **Resident Concerns:**
 - The Family Resident Advisory Board met twice over the Summer, with some good communication flowing both ways. We are already looking for replacements for two spots, but overall the committee has been a successful enterprise.

- Parking lot lights: We are still working on this! We hired an electrical company to perform the work because it is beyond our capacity as a staff and the City says that the lights are ours to take care of. The electrical company is hesitant to cut into wires that don't appear to be ours, so we are currently working with National Grid.
- **Next Meeting:** Our next meeting is scheduled for October 24th at 4:15pm in the Community Room at 400 Towers. Please feel free to contact me any time if you have any ideas or concerns, or if you would like to meet to chat.

Thank you!