

The Board of Commissioners of the Niagara Falls Housing Authority (NFHA) met in a Monthly Board Meeting session on Tuesday, December 10, 2019 at 744 Tenth Street at 4:00 pm. Chair Soda called the meeting to order at 4:00 pm.

Present:

Mr. Frank Soda
Mr. Lawrence Cook
Ms. Marcia Massaro
Mr. Brian Archie, Sr.
Mr. Andrew Turton
Mr. Earl Bass

Also Present:

Mr. Clifford Scott
Mr. Jason Cafarella

Absent:

At the Request of the Executive Director: Angela Smith, Nancy Haley, George Dreer, Tomorrow Allen-Collins, Melissa Matsulavage, George delValle, Kelly Mariano, Roger Lis and Maria Vitello

I. MOMENT OF REFLECTION

Moment of reflection was held.

II. APPROVAL OF MINUTES FROM MEETING

On a motion duly made by Commissioner Turton, seconded by Commissioner Massaro and carried, the November 12, 2019 meeting minutes of the Board of Commissioners' meeting were approved.

III. APPROVAL OF CONSENT AGENDA

Chair Soda stated the consent agenda is to streamline items. The committees are to review their items first and then present to the board for formal adoption within the consent agenda. Chair Soda asked if any members needed to discuss any item or motion to remove an item. Members did not. On a motion duly made by Commissioner Turton, seconded by Vice Chair Cook and carried, the Consent Agenda for the meeting held December 10, 2019 was approved which includes the approval of the write-off accounts and a personnel action. The motion was unanimously carried.

IV. CHAIR'S REPORT

- Chair Soda reported he attended the presentation by SUNY Buffalo and Mobile Safety-Net held at the Family Resource Building on November 14 and provided the board with a summary.
- Chair Soda reported he has spoken with Mayor Dyster with regards to filling the unexpired vacancy on this board. He has also spoken with the Mayor-Elect on this as well.
- Chair Soda reiterated that each committee meets to develop its evaluation matrix in order to present to the Executive Director to finalize the strategic plan.
- It was recommended that the Governance and Human Resource committees merge. The HR committee did not meet as scheduled. Chair Soda asked this committee to meet as soon as possible on this issue so the appropriate amendment to the Bylaws can be written.
- Chair Soda announced that following today's meeting, a work session will be conducted to discuss the Executive Director's ideas, roles and direction for the future of the Authority especially with regards to the Highland Avenue neighborhood.
- Chair Soda reported the probationary period for the Executive Director expires at the end of the year and asked the HR committee to develop an evaluation instrument.

V. EXECUTIVE DIRECTOR'S REPORT

- Mr. Scott wished everyone Happy Holidays.
- Mr. Scott asked Mr. Lis to give an audit update. Mr. Lis stated the audit is complete and the audit report has been given to board members. Mr. Lis stated he will give an audit review presentation at the January board meeting.
- Mr. Scott asked Ms. Allen-Collins to give an update on the collaboration with the Department of Health. Ms. Allen-Collins reported the Family Resource Building was used as a vaccination center for a Hepatitis A incident at the local Taco Bell. There were approximately 1,500 served over a two day period. Chair Soda asked about what happened to the local programming for those days. Ms. Allen-Collins stated notices were given to agencies that rent space that programming would be canceled. Further discussion ensued.

Mr. Scott asked Mrs. Mariano to give a summary on the Downtown Revitalization Initiative grant application submittal. Mrs. Mariano stated two applications were submitted. The first one was for archway signage and the second was for landscaping at Wrobel Towers. Mr. Scott stated the awards will be released in March.

- People and Possibilities received a \$1,000 award from M&T Bank Charitable Foundation for the program "Miracle on 34th Street" initiative to serve approximately 100 families in need this holiday season and thanked Mrs. Mariano for submitting the grant.
- The New Niagara Community Center stakeholders met on December 4 and they have several good ideas on improving the area.
- Mr. Scott asked Ms. Allen-Collins to speak on the turkey giveaway sponsored by Gov. Cuomo. Ms. Allen-Collins stated the giveaway took place November 24 at the Resource and 300 turkeys were given out. Lt. Gov. Kathy Hochul was on hand to give away the turkeys.
- The New York Power Authority kickoff meeting for energy services will take place on December 13th at 10 am at this office.
- A conference call with NYS Homes and Community Renewal will take place on December 12 at 1 pm.
- There has been a reduction in the annual premium for Workers Compensation Insurance.
- The mutual release between the Authority and Norstar with regards to HOPE VI has been executed by all parties.
- Commissioner Massaro inquired about the garbage fee. Mr. Scott stated the cost may be included in the payment in lieu of taxes and he will have Mr. Cafarella check into this. If not, alternate arrangements such as dumpsters may be used at Packard Court and Jordan Gardens. Chair Soda referenced the 1957 cooperation agreement between the authority and the city in regards to services provided. Further discussion ensued.
- Mr. Scott stated all meetings, hearings, etc. have been conducted in regards to the agency plan and the 5 year and annual plans are ready to be submitted to HUD.

- Commissioner Turton made a motion to approve the submittal of the 5-year and Annual Plans to HUD. Vice Chair Cook seconded and the motion was unanimously carried.

VI. NFHA ATTORNEY REPORT (GIVEN BY MR. SCOTT)

- A contract is being drawn for the HR consultant.
- A release has been executed by Norstar and Niagara Falls Housing Authority releasing Norstar from all obligations with regards to Phase III of the HOPE VI Development Agreement.
- Chair Soda asked that the board be provided with a listing of all contract agreements with outside firms and to include the terms of the contract, cost and when bids will occur.
- Commissioner Bass asked how the security guard company is doing. Ms. Smith stated quite well. A training session was recently held and the guard manual was just updated. The guards are very professional.
- Mr. Scott asked Ms. Haley for an update on the Wrobel Towers renovation project. Ms. Haley stated the general contractor is Huber Construction. They have submitted their list of sub-contractors and that list is being reviewed by staff and the architect. There was an issue with the vanity but it has been resolved and no increase in cost occurred. The first residents to be relocated have been given their 30 day notice and relocation will begin after the first of the year. Further discussion ensued.

VII. UNFINISHED BUSINESS

None.

VIII. NEW BUSINESS

- Next meeting: January 14, 2020 at 4:00 pm.
- Christmas Concert: December 13 from 6-8 pm at the Family Resource Building
- Kwanzaa Celebration: December 19 from 5:30-7:30 at Packard Court Community Center
- Cookies and conversation with the Executive Director: December 17 at 1 pm at Wrobel Towers and on December 19 at 2:30 pm at Spallino Towers
- Young Adult Meet and Greet: December 30 5-7 pm at the Family Resource Building
- Employee Empowerment: Brunch on December 20 11:00 am at Four Points Sheraton

IX. ADJOURNMENT

Motion to adjourn was made by Vice Chair Cook, seconded by Commissioner Turton. The motion was unanimously carried. The meeting adjourned at 4:44 pm.

Chairman