

**MINUTES OF THE MEETING OF THE  
MEMBERS OF TROY HOUSING AUTHORITY  
HELD ON WEDNESDAY, NOVEMBER 30, 2022**

PRESENT: Susan Steele, Chair  
Steven Sanders, Commissioner  
Elizabeth Rodriguez, Commissioner  
Wildelia Roman, Commissioner  
Justin Relf, Commissioner  
Debora Jackson, Commissioner  
Walter Howard, Commissioner

ALSO

PRESENT: Deborah Witkowski, Executive Director

The Commissioners of the Troy Housing Authority met remotely on Wednesday, November 30, 2022 at 4:10 PM. Chair Steele called the Meeting to Order and also led the Assembly in the Pledge of Allegiance. Upon Roll Call, 7 Commissioners were present.

Chair Steele moved to Resolution 22-24, the Approval of the Minutes of the Meeting of the Troy Housing Authority held remotely on September 28, 2022. Commissioner Rodriguez moved to approve the minutes. Commissioner Howard seconded the motion. When put to a vote, the motion was approved 7/0.

Chair Steele moved to Resolution 22-25, a Resolution authorizing the Executive Director to write off the outstanding balances of vacated residents accounts receivable balances that have been deemed uncollectable as of December 31, 2022. Chair Steele asked for a motion to approve Resolution 22-25. Commissioner Sanders approved the motion. Commissioner Jackson seconded the motion. When put to a vote, the Resolution was unanimously approved 7/0.

Chair Steele moved to Resolution 22-26, a Resolution approving a revised Sexual Harassment Policy for the Troy Housing Authority incorporating the most recent New York State Requirements. Chair Steele asked for a motion to approve Resolution 22-26. Commissioner Jackson approved the motion. Commissioner Rodriguez seconded the motion. When put to a vote, the Resolution was unanimously approved 7/0.

Chair Steele moved to Resolution 22-27, a Resolution authorizing the THA Executive Director to adjust totaled vehicles off the fixed asset records of the Troy Housing Authority. Chair Steele asked for a motion to approve Resolution 22-27. Commissioner Sanders approved the motion. Commissioner Howard seconded the motion. When put to a vote, the Resolution was unanimously approved 7/0.

Chair Steele moved to Resolution 22-28, a Resolution authorizing the THA Executive Director to grant the Capital Region Boys and Girls Club \$15,000 of Non-Federal funds necessary to continue the youth and after school programs at Griswold Heights and MLK from mid-November through December 31, 2022. Chair Steele asked for a motion to approve Resolution 22-28. Commissioner Rodriguez approved the motion. Commissioner Relf seconded the motion. When put to a vote, the Resolution was unanimously approved 7/0.

Chair Steele moved to the Monthly Executive Director Report and Deborah Witkowski presented her report.

Chair Steele moved to discussion of old and new business. There was no old or new business for discussion.

A motion to adjourn was made by Commissioner Rodriguez. Commissioner Jackson seconded the motion. When put to a vote, the motion was unanimously approved. The meeting was adjourned at 4:43 PM.

## **CERTIFICATE**

I, DEBORAH A. WITKOWSKI, duly appointed, qualified and EXECUTIVE DIRECTOR of TROY HOUSING AUTHORITY, do hereby certify that the attached copy of the Minutes of the REGULAR Meeting of the MEMBERS of said AUTHORITY, held on the 30<sup>TH</sup> day of NOVEMBER 2022, is a true and correct copy of the original Minutes of said Meeting on file and of record, and I do further certify that the copy of the Resolution(s) appearing in said attached copy is a true and correct copy of the Resolution(s) adopted at said MEETING and is on file and of record.

IN TESTIMONY WHEREOF, I have hereunto set my hand and the seal of said AUTHORITY this 30TH day of NOVEMBER 2022.

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Deborah A. Witkowski  
Executive Director

(SEAL)