



Administrative Offices
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**AGENDA FOR THE ORGANIZATIONAL MEETING OF THE
MEMBERS OF THE TROY HOUSING AUTHORITY
TO BE HELD REMOTELY ON WEDNESDAY, JANUARY 24, 2024, AT 4:30 P.M.**

The meeting will be held remotely. Public Comments may be submitted in advance, in writing, through the Rent Collection boxes at all locations or by email to info@troyhousing.org. All such comments must be submitted no later than 3:00 pm on the Tuesday prior to the scheduled Board meeting. All public comments submitted will be shared with the Board of Commissioners prior to the start of the meeting and will become part of the record. The Public is invited to join the meeting live through Zoom by requesting the link no later than 3:00 pm on the Tuesday prior to the scheduled Board meeting. The link can be requested by calling 518-273-3600 ext. 412 or emailing info@troyhousing.org.

Election of New Officers of the Troy Housing Authority:

SECTION 8 (THE ELECTION OF OFFICERS) of the By-Laws of the Troy Housing Authority states “The officers of the Troy Housing Authority shall be elected at the Annual Organizational Meeting of the Troy Housing Authority and shall hold office until their successors are duly chosen and qualify.” This being the Annual Meeting of the Authority, nominations will be accepted for the Chair and Vice Chair/Treasurer.

The Executive Director will receive nominations from the Board Members for the post of Chair and Vice-Chair and will conduct a vote by the traditional method of a show of hands.

Upon the vote count, the Executive Director will announce the Board Chair and Vice-Chair for the 2024 fiscal year. The Executive Director will then turn the meeting over to the Chair to conduct the normal course of business.

RES. # 24-01 A Resolution authorizing the approval of the minutes of the regular meeting of the Troy Housing Authority held on Friday, December 15, 2023.

RES. # 24-02 A Resolution setting the schedule of the regular meetings of The Troy Housing Authority for 2024.

RES. #24-03 A Resolution authorizing the Executive Director to amend the Non-represented Employees policy position and salary schedule to eliminate the title of *Executive Secretary* and add the title of *Confidential Assistant*.

BUSINESS

- A) Discussion of any Old/ New business
- B) Executive Director's Report

RESOLUTION DESCRIPTIONS

RES. # 24-01 A Resolution authorizing the approval of the minutes of the remote meeting of the Troy Housing Authority held on Friday, December 16, 2023

Minutes will be reviewed by board members, modified if needed, and then approved by the Board.

RES. # 24-02 A Resolution setting the schedule of the regular meetings of The Troy Housing Authority for 2024

Troy Housing Authority By-Laws SECTION 2 “REGULAR MEETING” states “A Regular Meeting of the Authority shall be held every six weeks; the schedule and location of such regular meetings shall be set at the Annual Meeting of the Authority in January of each year.” The Board will review and vote on the proposed 2024 meeting schedule.

RES.# 24-03 A Resolution authorizing the Executive Director to amend the non-represented policy position title and salary schedule to eliminate the title of Executive Secretary and add the title of Confidential Assistant.

Upon review of the duties and responsibilities of the Executive Secretary title it was determined that the duties and responsibilities contained in the job description of Confidential Assistant would better serve the needs of the Executive Director and the Authority.