

**MINUTES OF THE MEETING OF THE
MEMBERS OF TROY HOUSING AUTHORITY
HELD ON FRIDAY, DECEMBER 15, 2023**

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

ALSO

PRESENT: Deborah Witkowski, Executive Director

The Commissioners of the Troy Housing Authority met remotely, on Friday, December 15, 2023 @ 4:30 PM. Chair Susan Steele called the Meeting to Order and led the Assembly in the Pledge of Allegiance. Upon Roll Call, seven Commissioners were present.

Chair Steele moved to Resolution 23-30, the approval of the minutes of the meeting of the Troy Housing Authority held on November 8, 2023. Commissioner Sanders moved to approve the minutes. Commissioner Jackson seconded the motion. When put to a vote, the minutes were approved.

Chair Steele moved to Resolution 23-31, the approval of the minutes of the meeting of the Troy Housing Authority held on November 28, 2023. Commissioner Sanders moved to approve the minutes. Commissioner Rodriguez seconded the motion. When put to a vote, the minutes were approved.

Chair Steele moved to Resolution 23-32, a resolution authorizing the approval of the 2024 Troy Housing Authority budgets for all RAD site locations, the Central Office Cost Center, Section 8, and Kennedy Towers. Commissioner Rodriguez moved to approve the resolution. Commissioner Sanders seconded the motion. When put to a vote, the resolution was approved 7/0.

Chair Steele moved to Resolution 23-33, authorizing the Executive Director to execute a contract with an independent public audit firm for an initial three-year contract term with one additional one-year renewal option. Commissioner Jackson moved to approve the resolution. Commissioner Rodriguez seconded the motion. When put to a vote, the resolution was approved 7/0.

Chair Steele moved to resolution 23-34, 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 29, 2023. Commissioner Rodriguez moved to approve the resolution. Commissioner Sanders seconded the motion. When put to a vote, the resolution was approved 7/0.

Chair Steele moved to resolution 23-35, a resolution authorizing the THA Executive Director to adjust a skid steer (fixed asset item #4530 B), located at the Griswold Heights location and no longer in service, off the fixed asset records of the Troy Housing Authority and dispose of it in the most advantageous manner to the authority. Commissioner Rodriguez moved to approve the resolution. Commissioner Howard seconded the motion. When put to a vote, the resolution was approved 7/0.

Chair Steele moved to old and new business. There was no old or new business. Deborah Witkowski then presented her Executive Directors report.

Chair Steele asked for a motion to adjourn. Commissioner Rodriguez approved the motion. Commissioner Sanders seconded the motion. When put to a vote, the motion was unanimously approved. The meeting was adjourned at 5:10.

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 15th day of DECEMBER 2023, 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 15TH day of DECEMBER 2023.

Deborah A. Witkowski
Executive Director

(SEAL)