

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE  
MEMBERS OF TROY HOUSING AUTHORITY  
HELD ON WEDNESDAY, JANUARY 24, 2024**

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 Wednesday, January 24, 2023 @ 4:30 PM. Executive Director, Deborah Witkowski, called the Meeting to Order and led the Assembly in the Pledge of Allegiance. Upon Roll Call, seven Commissioners were present.

Executive Director, Deborah A. Witkowski, opened the floor to receive nominations for Chair and Vice-Chair.

Deborah Witkowski stated she received an email from Commissioner Rodriguez nominating Susan Steele for Chair and Steven Sanders for Vice-Chair. Susan Steele accepted the nomination. There were no further nominations. Nominations were closed. Susan Steele was unanimously elected Chair and Steven Sanders was unanimously elected as Vice-Chair.

Executive Director Witkowski then turned the Regular Board of Commissioners meeting over to Chair Steele.

Chair Steele moved to Resolution 24-01, the approval of the minutes of the meeting of the Troy Housing Authority held on December 15, 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 24-02, a resolution setting the schedule of the regular meetings of the Troy Housing Authority for 2024. Commissioner Jackson moved to approve the resolution. Commissioner Howard seconded the motion. When put to a vote, the resolution was unanimously approved.

Chair Steele moved to Resolution 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. Commissioner Rodriguez

moved to bring the resolution to the floor for discussion. Commissioner Sanders seconded the motion. After some discussion, the resolution was unanimously approved.

Chair Steele moved to discussion of old and new business. Deborah Witkowski then presented her Executive Directors report.

Chair Steele requested a motion to adjourn. Commissioner Sanders approved the motion. Commissioner Rodriguez seconded the motion. When put to a vote, the motion was unanimously approved. The meeting was adjourned at 5:17.

## **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 24th day of JANUARY 2024, 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 24<sup>TH</sup> day of JANUARY 2024.

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Deborah A. Witkowski  
Executive Director

(SEAL)