

**MINUTES OF THE REMOTE MEETING OF THE  
MEMBERS OF TROY HOUSING AUTHORITY  
HELD ON FRIDAY, DECEMBER 20, 2024, AT 11:00 AM**

**PRESENT:** Susan Steele, Chair  
Steven Sanders, Commissioner  
Elizabeth Rodriguez, Commissioner  
Widelia Roman, Commissioner  
Richard Mason, Commissioner  
Walter Howard, Commissioner

**ABSENT:** Debora Jackson, Commissioner

**ALSO**

**PRESENT:** Deborah Witkowski, Executive Director  
Selena Skiba, Director of Finance and Human Resources  
Patricia Vaquiz, Confidential Assistant

The Commissioners of the Troy Housing Authority met remotely, on Friday, December 20, 2024@ 11:00 AM. Vice Chair Steven Sanders called the Meeting to Order and led the Assembly in the Pledge of Allegiance. Upon Roll Call, six Commissioners were present.

Vice Chair Sanders moved to Resolution 24-22, the approval of the minutes of the meeting of the Troy Housing Authority held on November 13, 2024. Commissioner Mason moved to approve the minutes. Commissioner Rodriguez seconded the motion. When put to a vote, the minutes were approved.

Vice Chair Sanders moved to Resolution 24-24, a resolution authorizing the Executive Director to Write Off the outstanding balances of vacated residents account receivable balances that have been deemed uncollectable as of December 20, 2024. Commissioner Rodriguez moved to approve the resolution. Commissioner Howard seconded the motion. When put to a vote, the resolution was approved.

Vice Chair Sanders moved to Resolution 24-25, a resolution to approve the Troy Housing Authority to Write Off five (5) Vehicles that are no longer in service from the Fixed Asset records, and dispose of them in the most advantageous manner to the Authority. Commissioner Mason moved to approve the resolution. Commissioner Rodriguez seconded the motion. When put to a vote, the resolution was approved.

Vice Chair Sanders moved to Resolution 24-23, a resolution to approve the 2025 Troy Housing Authority Budgets for all RAD Site Locations, The Central Office Cost Center, Section 8, and Kennedy Towers. Commissioner Mason moved to approve the resolution. Commissioner Howard seconded the motion. When put to a vote, the resolution was approved.


Vice Chair Sanders moved to old and new business. Deborah Witkowski discussed future hybrid board meetings for 2025, and she gave updates for the Toys for Kids program. Deborah Witkowski then presented her Executive Directors report.

Vice Chair Sanders asked for a motion to adjourn. Commissioner Mason approved the motion. Commissioner Rodriguez seconded the motion. When put to a vote, the motion was unanimously approved. The meeting was adjourned at 11:50 AM.

**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 20<sup>th</sup> day of December 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 20<sup>th</sup> day of December 2024.



Deborah A. Witkowski  
Executive Director



(SEAL)