

**BOARD MEETING AGENDA**  
**Municipal Housing Authority of the City of Schenectady**  
**Board of Commissioners**  
**Regular Meeting – December 15, 2021**  
**\*Remote Meeting**

1. PLEDGE OF ALLEGIANCE
2. PRIVILEGE OF THE FLOOR
3. APPROVAL OF MINUTES – November 30, 2021, Regular Meeting
4. REPORTS AND RESOLUTIONS OF STANDING COMMITTEES
  - A. FINANCE COMMITTEE – Joan Johnson, Chairperson
  - B. BUILDINGS & GROUNDS COMMITTEE – Haileab Samuel, Chairperson
  - C. SECTION 8 RENTAL ASSISTANCE PROGRAMS COMMITTEE – Joan Johnson, Chairperson
  - D. PUBLIC RELATIONS COMMITTEE – Thomas Bellick, Chairperson
    - i. Daily Gazette Article “New phase in Yates Village rehabilitation project begins” dated December 1, 2021.
  - E. PERSONNEL COMMITTEE - Alberta Madonna, Chairperson  

Resolution #1:.. Approval of Memorandum of Understanding - Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO for the Schenectady Housing Unit #8507 of the Schenectady County Local #886 (CSEA) – Van Driver and Principal Account Clerk – Salary Adjustment
  - F. ETHICS COMMITTEE – Alberta Madonna, Chairperson
  - G. SPECIAL COMMITTEES
    - i. SPECIAL COMMITTEE ON PRESERVING SUBSIDIZED HOUSING – Thomas Bellick, Chairperson
    - ii. SPECIAL COMMITTEE ON FAMILY REUNIFICATION PILOT PROGRAM – Marva Isaacs, Chairperson
5. MISCELLANEOUS RESOLUTIONS

- A. Resolution #2: Annual Plan- Certifications of Compliance with PHA Plans and Related Regulations
- 6. COMMUNICATIONS
- 7. REPORT OF EXECUTIVE DIRECTOR - Richard E. Homenick
- 8. SPECIAL ORDERS
- 9. UNFINISHED BUSINESS AND GENERAL ORDERS
  - A. Revised 2022 Board Meeting Calendar
- 10. NEW BUSINESS
  - A. Authorization for remote meetings ends after the December 2021 meeting; In-person meetings will resume beginning January 25, 2022.
- 11. APPROVAL OF EXECUTIVE SESSION AGENDA
- 12. ADJOURNMENT

**MINUTES OF THE REGULAR BOARD MEETING OF THE SCHENECTADY  
MUNICIPAL HOUSING AUTHORITY HELD ON NOVEMBER 30, 2021, AT 5:00 PM**

---

PRESENT: Thomas Bellick, Alberta Madonna, Haileab Samuel, Marva Isaacs, Joan Johnson, Pauline Kent

ABSENT: None

STAFF: Richard Homenick, Executive Director; Katie Gregory, Executive Secretary; Mike Jackson, Director of Development Operations; Gregory Hoffman, Attorney

The meeting was called to order at 5:02 pm by the Chairperson, Thomas Bellick.

1. PLEDGE OF ALLEGIANCE

The pledge was recited.

2. PRIVILEGE OF THE FLOOR

No one was present for Privilege of the Floor.

3. APPROVAL OF MINUTES – October 26, 2021

Commissioner Johnson moved and Commissioner Samuel seconded for review and approval of the board minutes of October 26, 2021.

The motion was passed with 5 ayes, 0 nays, 0 absent, 1 abstained (Madonna)

4. REPORTS AND RESOLUTIONS OF STANDING COMMITTEES

A. FINANCE COMMITTEE – Joan Johnson, Chairperson

Resolution #1: Award of Bid - Metro Ford for the purchase of a Vehicle Replacement - Truck for Downtown AMP for \$61,286.18.

Commissioner Johnson moved and Commissioner Madonna seconded Resolution #1 for review and approval.

The motion was passed with 6 ayes, 0 nays, 0 absent.

B. BUILDINGS & GROUNDS COMMITTEE, Haileab Samuel, Chairperson

Resolution #2: Change Order #3, \$0.00, MPC Construction Services, LLC., Exterior Balcony Repairs and Partial Roof Replacement on Building 4 at Schonowee Village.

Mr. Homenick commented that the extension was due to weather.

Commissioner Samuel moved and Commissioner Madonna seconded Resolution #2 for review and approval.

The motion was passed with 6 ayes, 0 nays, 0 absent.

C. SECTION 8 RENTAL ASSISTANCE PROGRAM COMMITTEE – Joan Johnson, Chairperson.

Commissioner Johnson read a report from Francine Forst, Director of Assisted Housing.

“Section 8 is happy to report that the Section 8 Orientation held on November 15, 2021, generated 47 potential new admissions to the program. Our next orientation will be held on Wednesday, December 15, 2021. If we maintain our average of 45 new admissions per month it is our hope to have a minimum of 120 families housed by January 1, 2022. We have also been diligently collecting back “owed” HAP from landlords. In November we received back \$1,370.00 in HAP. Finally, myself and the Section 8 staff would like to take this opportunity to extend our warmest of holiday wishes to you and the Board for your continued support of the Section 8 department.”

D. PUBLIC RELATIONS COMMITTEE - Thomas Bellick, Chairperson

Mr. Homenick said there will probably be an article in the Daily Gazette the following day regarding Yates Village II. Commissioner Bellick reported he was there the day before Thanksgiving to watch the demolition and said there was someone taking videos with his drone and thinks we should have some good videos from the contractor.

E. PERSONNEL COMMITTEE - Alberta Madonna, Chairperson

Commissioner Madonna announced there is a meeting of the Personnel Committee scheduled for Friday, December 3, at 1:30pm.

F. ETHICS COMMITTEE – Alberta Madonna, Chairperson

There was no report.

G. SPECIAL COMMITTEES

i. SPECIAL COMMITTEE ON PRESERVING SUBSIDIZED HOUSING – Thomas, Bellick, Chairperson

Mr. Homenick said they are waiting for a part for the elevator resulting in a delay for resident access to the community room. Chairperson Bellick asked for an update on the Boy's and Girl's Clubs, Head Start and Bethesda House. Mr. Homenick reported that Bethesda House is active and the others have leases in place and are in the process of getting licensed.

ii. SPECIAL COMMITTEE ON FAMILY REUNIFICATION PILOT PROGRAM – Marva Isaacs, Chairperson

We intend to schedule a committee meeting after receiving Mike Jackson's final report on the program.

5. MISCELLANEOUS RESOLUTIONS

There were no miscellaneous resolutions.

6. COMMUNICATIONS

There were no communications.

7. REPORT OF EXECUTIVE DIRECTOR - Richard E. Homenick

Mr. Homenick summarized his report.

8. SPECIAL ORDERS

There were no special orders.

9. UNFINISHED BUSINESS AND GENERAL ORDERS

There was no unfinished business or general orders.

10. NEW BUSINESS.

2022 Board Meeting Calendar- Chairperson Bellick requested to check the date of the June meeting due to an election on that date. It was decided to change the date of the June meeting to June 21, 2022, at 5pm instead of June 28 once we confirm the date of the primary.

11. APPROVAL OF EXECUTIVE SESSION AGENDA

There was no Executive Session.

12. ADJOURNMENT

Commissioner Johnson moved and Commissioner Issacs seconded for adjournment of the November 30, 2021, regular board meeting.

The motion was passed with 6 ayes, 0 nays, 0 absent.

The meeting was adjourned at 5:25pm

###

Approved

Date

---

Richard E. Homenick, Executive Secretary

**RESOLUTION:**

**PASSED AT THE REGULAR MEETING OF THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF SCHENECTADY HELD ON DECEMBER 14, 2021.**

RE: Approval of Memorandum of Understanding - Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO for the Schenectady Housing Unit #8507 of the Schenectady County Local #886 (CSEA) – Van Driver and Principal Account Clerk – Salary Adjustment

Commissioner \_\_\_\_\_ moved and Commissioner \_\_\_\_\_ seconded the following resolution:

**WHEREAS:** Discussions between the Schenectady Municipal Housing Authority (Authority) and the Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO for the Schenectady Housing Unit #8507 of the Schenectady County Local #886 (CSEA) have resulted in a Memorandum of Understanding adjusting the salary and hourly pay of the Principal Account Clerk and Van Driver, respectively, to reflect updates in job responsibilities and requirements.

**THEREFORE BE IT RESOLVED:** That the Board of Commissioners of the Municipal Housing Authority of the City of Schenectady approves the Memorandum of Understanding between the Municipal Housing Authority of the City of Schenectady and Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO for the Schenectady Housing Unit #8507 of the Schenectady County Local #886 (CSEA) attached hereto and made a part hereof and authorizes the Executive Director to effectuate its terms.

The motion was passed with \_\_\_\_\_ ayes, \_\_\_\_\_ nays , \_\_\_\_\_ absent.

Certified to be a true copy of the Resolution passed at the regular meeting held on December 14, 2021.

\_\_\_\_\_  
Richard E. Homenick, Executive Secretary

Reviewed and Approved by Counsel

\_\_\_\_\_  
Gregory J. Hoffman, SMHA Attorney

**MEMORANDUM OF UNDERSTANDING**

By and between the Schenectady Municipal Housing Authority (hereinafter "SMHA") and, the Civil Service Employees Association, Inc., Local 1000 AFSCME, AFL-CIO (CSEA), Local #886, Schenectady Housing Authority Unit #8507:

**WHEREAS**, on or about November 10, 2021, SMHA and CSEA discussed that it is intended that CSEA Van Driver undergo additional record and/or background check to facilitate expanding program services to Eddy Seniorcare; and

**WHEREAS**, on or about November 10, 2021, SMHA and CSEA discussed the need for additional Human Resources jobs duties for the title of the Principal Account Clerk;

**WHEREAS**, SMHA, pursuant to the Taylor Law, recognizes CSEA as the exclusive representative and notified CSEA of such new terms and condition of employment for the Van Driver and the Principal Account Clerk; and,

**NOW, THEREFORE**, in consideration of the mutual agreements, covenants, representations, and promises contained herein, the parties hereto agree to the terms, as follows:

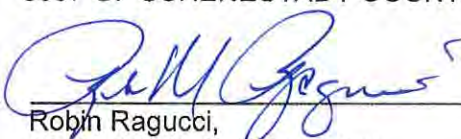
1. SMHA agrees that effective December 1, 2021, that Omhura Garcia (Van Driver) will earn \$16.83 per hour which is Step 6 of the salary schedule established by SMHA's salary study, which will be incorporated, upon ratification and adoption, into the successor contract between SMHA and CSEA effective April 1, 2022. CSEA agrees that Omhura Garcia will complete the additional record and/or background check to work in conjunction with the Eddy Senior Care Program at SMHA.
  
2. SMHA agrees that effective December 1, 2021, the salary of Principal Account Clerk will increase to \$57,785.00 which is Step 10 of the salary schedule established by SMHA's salary study, which will be incorporated, upon ratification and adoption, into the successor contract between SMHA and CSEA effective April 1, 2022. CSEA agrees that the job description of the Principal Account Clerk will be updated accordingly.

SCHENECTADY MUNICIPAL  
HOUSING AUTHORITY

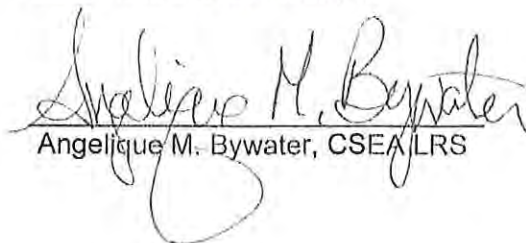


Richard E. Homenick  
Executive Director

SCHENECTADY HOUSING AUTHORITY UNIT  
8507 OF SCHENECTADY COUNTY LOCAL 886



Robin Ragucci,  
CSEA SMHA Unit President



Angeliqye M. Bywater, CSEA LRS

Dated: December , 2021



**Certifications of Compliance with  
PHA Plans and Related Regulations  
(Standard, Troubled, HCV-Only, and  
High Performer PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including  
Required Civil Rights Certifications**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning \_\_\_\_\_, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

---

PHA Name

---

PHA Number/HA Code

\_\_\_\_\_ Annual PHA Plan for Fiscal Year 20\_\_\_\_\_

\_\_\_\_\_ 5-Year PHA Plan for Fiscal Years 20\_\_\_\_\_ - 20\_\_\_\_\_

---

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

---



---

Name of Authorized Official

---

Title

---

Signature

---

Date

Report to the Board of Commissioners  
Schenectady Municipal Housing Authority

December 14, 2021

Richard E. Homenick, Executive Director

---

**Public Hearing - Annual PHA Plan**

The Authority has developed its Annual PHA Plan as required by section 5A of the United States Housing Act of 1937. The Annual PHA Plan public review period started on 10/29/2021, and will end on 12/14/2021, at 5:00 p.m., at which time a Public Hearing will take place. The public was invited to make comment at this Hearing.

**COVID-19 Update**

**Mask Requirement**

Schenectady County remains under a high level of community transmission of COVID-19 (new cases per 100,000 persons in the past 7 days is greater than or equal to 100). The Centers for Disease Control (CDC) recommends that everyone in a County with a high level of transmission should wear a mask in public, indoor settings. SMHA will continue to follow this CDC COVID-19 guideline.

**Public Access to SMHA Offices**

SMHA offices will remain closed until the CDC determines the Schenectady County level of community transmission is Low or Moderate (new cases per 100,000 persons in the past 7 days is 0–49.99).

**Experience Modification Rate – Workers' Compensation Insurance**

The New York Compensation Insurance Rating Board develops experience modification factors for employers who have workers compensation annual premiums of \$5,000 or more. An experience modification factor adjusts an employer's premium to reflect the difference between the employer's own loss experience and the average experience that is expected for its classification and size. Emphasis is placed on the number of claims and the severity of workplace accidents. If an employer has better experience than is expected for an average employer in the same industry with a similar payroll, the employer receives a premium credit. If the employer's experience is worse than the comparable average, the employer receives a premium surcharge.

Report to the Board of Commissioners  
December 14, 2021

The Experience Modification Rate (EMR) is a number used by insurance companies to gauge past cost of injuries and future chances of risk. The lower our EMR, the lower our workers' compensation insurance premiums will be. An EMR of 1.0 is considered the industry average.

SMHA's EMR effective 01/01/2022, is 1.52, resulting in a premium of \$94,237. Our 2021 EMR was 1.71, with a premium of \$144,296. Our premium decreased by \$50,059.

**Thank You and Happy New Year**

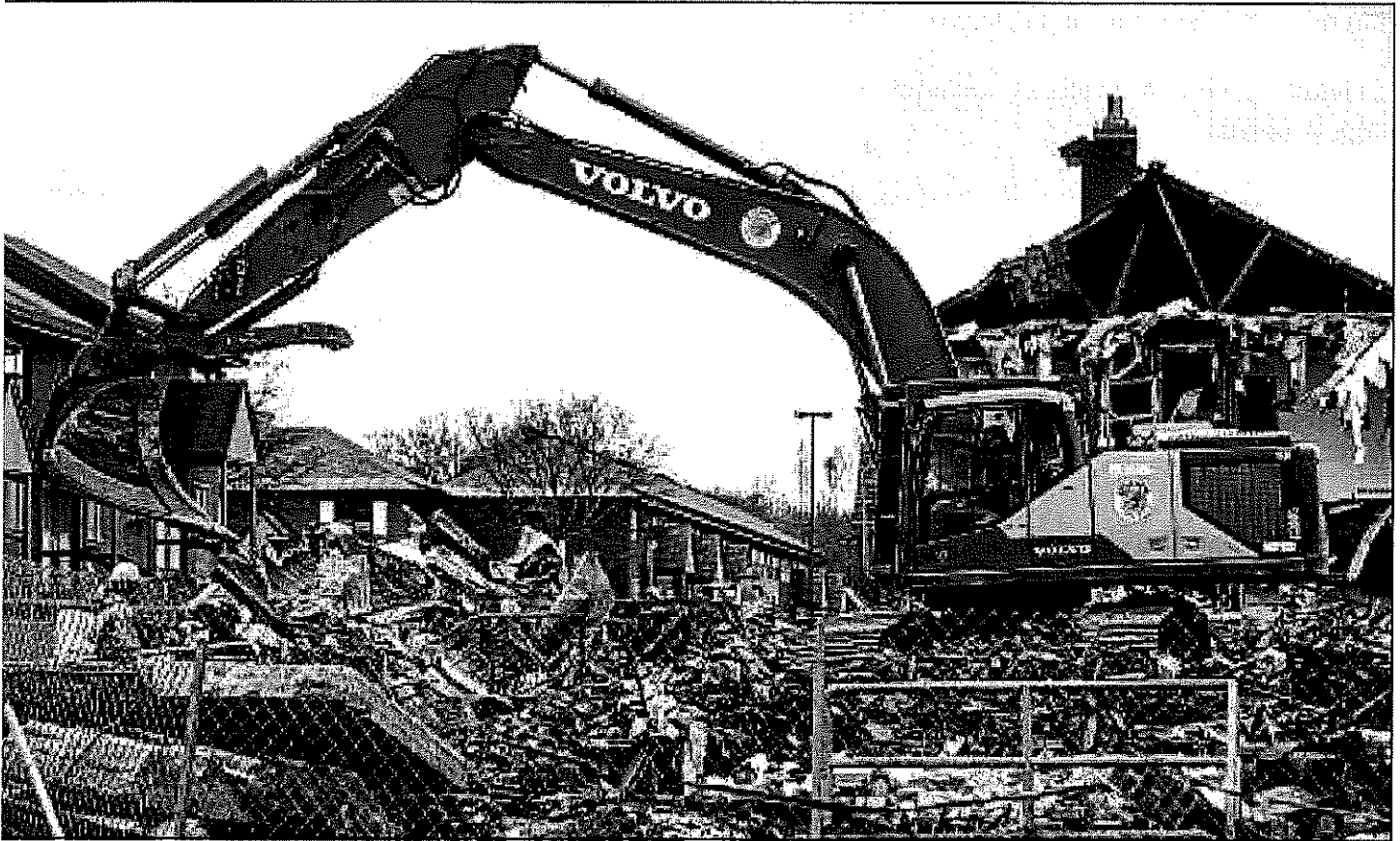
To each Commissioner and each member of our Housing Authority staff, thank you for the time and effort you put into your work so that we can achieve our mission. Each one of you are essential to our continued success. I look forward to working with everyone in 2022!



## SCHEENECTADY

# New phase in Yates Village rehabilitation project begins

BY CHAD ARNOLD *The Daily Gazette*



ERICA MILLER/THE DAILY GAZETTE

Demolition continues by Gorick Construction at Yates Village in Schenectady on Tuesday.

As work to rebuild the aging Yates Village affordable housing complex continues, officials behind the scenes are hoping the next phase of the project won't face any of the same pandemic-related obstacles that delayed the project in its early stages.

Crews began demolishing the six remaining apartment buildings that make up the 1950s-era housing complex last week, just months after completing the first \$27 million phase of the project.

"We started demo about a week or so ago, so we're just getting into it," said Richard Homenick, executive director of the Schenectady Municipal Housing Authority.

The next phase of construction, which is expected to cost \$87 million and be completed sometime in 2023, involves demolishing the six remaining buildings along Van Vranken Avenue and building 37 smaller buildings in their place that will house 211 apartments, Homenick said.

The housing authority, which maintains 1,000 affordable housing units across seven properties throughout the city, is still in the process of relocating residents and expects the project will be completed in three stages, with crews demolishing two buildings at a time, he said.

There are still 100 families that need to be relocated. Residents will receive Section 8 housing vouchers that can be used anywhere, including outside of Schenectady, Homenick said.

“I anticipated probably by mid-2022 we’ll have all the families out,” he said.

Homenick said he believes construction will go smoothly but is keeping a close eye on the pandemic, which put the first phase of the project behind schedule last year as crews worked to figure out how to navigate the state-imposed safety protocols.

In addition, certain materials, including kitchen appliances, were harder to come by due to disrupted supply chains.

To avoid any issues, Homenick said contractors have been stockpiling materials and ordering supplies in advance.

“Our general contractor has been working with our whole team to get submittals approved and get products ordered so that we don’t see the delays that are being commonly experienced right now,” he said.

The project is being funded through a private partnership with Pennrose and Duvernay + Brooks, two real estate development firms that will assume ownership of the housing project in the decades ahead. A number of public grants have also been awarded for the project.

But the units will remain affordable — not to exceed 30% of a person’s adjusted gross income — through a contractual clause. The housing authority plans to assume ownership of the property once the agreement expires, Homenick said.

He added that the housing authority is also looking at updating several other of its properties in the coming years, including Steinmetz Homes and Lincoln Heights.

“They’re all pretty old. We do very well with maintaining all of them but there is an end of useful life with everything,” Homenick said. “When they become financially obsolete, that’s the concern. We’re trying to stay just ahead of that and keep turning them over so affordable housing will remain in the city.”

375 Broadway, Schenectady, New York 12305 ♦ (518) 386-7000

**Board of Commissioners**  
Alberta Madonna      Marva H. Isaacs      **Thomas Bellick, Chairperson**  
Haileab Samuel      Joan Johnson      Pauline Kent

## SMHA Board of Commissioners

**\*2022\***

### Meeting Dates, Times and Locations of the Schenectady Municipal Housing Authority Board of Commissioners

Date	Time	Location*
Tuesday, January 25, 2022	5:00pm	375 Broadway 2nd Floor Administration Bldg.
Tuesday, February 22, 2022	5:00pm	375 Broadway 2nd Floor Administration Bldg.
Tuesday, March 29, 2022	5:00pm	375 Broadway 2nd Floor Administration Bldg.
Tuesday, April 26, 2022	5:00pm	375 Broadway 2nd Floor Administration Bldg.
Tuesday, May 31, 2022	5:00pm	375 Broadway 2nd Floor Administration Bldg.
*Tuesday, June 21, 2022	5:00pm	375 Broadway 2nd Floor Administration Bldg.
Tuesday, July 26, 2022	5:00pm	375 Broadway 2nd Floor Administration Bldg.
Tuesday, August 30, 2022	5:00pm	375 Broadway 2nd Floor Administration Bldg.
Tuesday, September 27, 2022	5:00pm	375 Broadway 2nd Floor Administration Bldg.
Tuesday, October 25, 2022	5:00pm	375 Broadway 2nd Floor Administration Bldg.
Tuesday, November 29, 2022	5:00pm	375 Broadway 2nd Floor Administration Bldg.
Tuesday, December 13, 2022	5:00pm	375 Broadway 2nd Floor Administration Bldg.

\*Changed date due to election

Issued December 2021

