

MINUTES
GORDON COURT

DATE: September 20 2022

OPEN: 6:57 PM

ATTENDANCE: Suzanne Fayette, Linda Reynolds, Lawrence Cullen, Rod Tidd, Carol Basford (United Helpers) and Cindy Demo (Village Trustee)

ABSENT: Susan Fitch

- I) Welcome by Chairperson, Suzanne Fayette. Introduced Cindy Demo, Village Trustee.
- II) United Helpers Purchase/Repairs updates... entrance/exit signs...purchased and waiting for Arne’s in Gouverneur, NY to do the lettering to be installed. CSC still waiting on delivery of new laundry equipment. Carol Basford will follow up on the delay. Office/Bathroom/CR renovations on hold pending outcome of roof project and CNA. The roof project has started. It will cost more as plywood rot has been discovered and will be replaced prior to the new shingles going on. Dumpsters need to be repositioned. Carol will notify the Board as this has been going on too long.
- III) Capital Needs Assessment (physical needs of buildings over given time) Sight Visit- Internal Review.
- IV) Maintenance “conceptual” planning...is not going to happen. They will go back to the original way of hiring someone onsite full time. John Ashley head of maintenance is working on this.
- V) Rural Rental Assistance Payment (RRAP) Program Renewal, was reviewed.
- VI) 2023 Proposed Budget Planning (09/30/2022)
- VII) Service Coordination (for every 125 units)— A new position (which will help put services in place for tenants depending on budget). When in place, plan to have a group meeting/picnic to introduce the service. Board members will be invited.
- VIII) CAN review will impact budget
- IX) New Site Manager, Crystal Wellington
- X) Lease termination for two tenants found smoking. One has appealed and has been given another chance.
- XI) Transportation meeting-Development of a new bus route for tenants.
- XII) Check Register-current Financials as of June 2022
- XIII) Income Statement and Update Report (June 2022)—Will be mailed monthly
- XIV) Special entertainment – Can have volunteers come in to entertain.

- XV) June Minutes accepted by Lawrence Cullen and seconded by Rod Tidd approved by all.
- XVI) Next Meeting December 6, 2022 (first Tuesday of the month) @ 7 PM in Community Room..
- XVII) ADJOURN: 7:51 PM