

Ulster County Housing Development Corporation

Board of Directors Meeting Minutes

May 20, 2025 3:00 PM

County Office Building, Department of Finance Library, 244 Fair Street, 4th Floor, Kingston, NY

Present:
John Gavaris
Joseph Maloney
James Amenta
Hayes Clement
Dennis Doyle

Quorum Present: Yes

Other Attendees: **Charles Dinstuhl – UC Comptroller’s Office**
Marianne Ananew - UC Planning

1. Call to order Legislator Gavaris called the meeting to order at 3:00 PM.
2. Roll call Legislator Gavaris dispensed with the roll call.
3. Public Comment No Public Comment
4. Adoption of Minutes
Legislator Gavaris asked for the approval of the April 10, 2025 minutes as submitted.
Legislator Maloney made the motion to approve the minutes. Seconded by Mr. Clement. All were in favor.
5. Communications and Announcements
 - a. Mr. Doyle stated we received the resignation of Sue Koppenhaver.
Legislator Gavaris asked for a motion to accept Ms. Koppenhaver’s resignation. Motion made by Legislator Maloney and seconded by Mr. Clement. All were in favor.
 - b. Appointment of James Amenta to fill Ms. Koppenhaver’s seat.
 - c. Mr. Doyle noted that looking at the bylaws of the organization there should also be a communication for the Appointment of Legislator Maloney to the Board as well, appointed by the Legislature and confirmed by the County Executive.
6. New business
 - a. Election of Officers
Mr. Doyle nominated Legislator Gavaris for Chair. Seconded by Mr. Clement.
Mr. Doyle nominated James Amenta for Vice Chair. Seconded by Mr. Clement.
Mr. Doyle nominated Hayes Clement for Treasurer.
Mr. Clement asked what the duties would be. Mr. Doyle explained for signature on the bank and recommendations on the bank.
Seconded James Amenta.

Legislator Gavaris nominated Mr. Doyle for Secretary. Seconded by Mr. Amenta.

Legislator Gavaris asked for a motion to adopt the slate of officers.

Motion made by Mr. Amenta, seconded by Mr. Clement. All were in favor.

b. Engage Auditor

Mr. Doyle stated we received two legitimate quotes:

- Bonadio for \$6,200 (\$6,000 plus \$100 for each year that an attestation letter was requested)
- RBT for \$6,000 and they will provide attestation letters at no charge

Other firms were Davies and O'Connor, who passed on a quote and Gagney, who did not respond to the request.

Chairman Gavaris asked for a motion to accept the bid from RBT. Motion made by Mr. Clement and seconded by Mr. Doyle. All were in favor.

Mr. Doyle noted that the organization does not have an Executive Director and asked for a motion to allow the Secretary to sign documents on behalf of the Board.

Legislator Maloney asked if the bylaws spoke to that. Mr. Doyle stated he didn't see anything in the bylaws adding that the Chair could sign as well. Legislator Maloney asked who signed for Pennrose. Mr. Doyle stated it was Evelyn Wright, who was Board Chair at the time. Chairman Gavaris stated having the Secretary able to sign saves time as he is 40 minutes away.

Legislator Maloney made the motion to allow the Secretary to sign documents, seconded by Chairman Gavaris. All were in favor.

c. Committee Assignments: Audit and Governance – Covered at last meeting

d. 21 Elizabeth Street

Mr. Doyle informed the Board that the Legislature is considering a resolution to surplus the property at 21 Elizabeth Street after the public hearing. He added the Corporation should not accept transfer of the property until a developer has financing in place such as with the Pennrose project.

Mr. Doyle stated the County went through the RFP process, there were two very different developers, and one was selected, which this Board will confirm. He added that we continue to refine the footprint with city planning staff and he described the updates to the layout, number of units and required waivers. Mr. Doyle stated we met with HCR to discuss guidelines, and they seem okay with what is being proposed. There was some discussion on AMI, rental vs. ownership, the County RFP process, and the RFP committee.

Legislator Maloney stated he felt this Board should be part of the selection process and any major decisions. Mr. Clement concurred. Mr. Amenta noted that two seats on the RFP committee were offered to members of this Board, and added that at the end of the process, this Board can decide to accept the property or not.

Mr. Clement described how the Pennrose project was handled, the County issued the RFPs and this Board reviewed the proposals when they came in, and he asked how do we have a fiduciary responsibility if we are not involved in the process of picking the developer.

Legislator Maloney asked to review the records from the RFP process. Mr. Clement asked to see the RFPs as well. Mr. Amenta stated we can review, ask questions and vote to make our position clear, and going forward we'd like a different voice in the process.

Chairman Gavaris stated the original RFPs and response from both developers, notes that Purchasing has and scoring sheets would be provided to the Board for review. When we come back next month if we decide to interview both companies, we are not locked into anything.

Mr. Clement stated he would like to clarify with the bylaws where the Corporation comes into the process in terms of RFPs and proposals and who has the power to select. He added that he'd like to memorialize, going forward, that this board will be involved, at least in the review process, of any proposals received for a project.

7. Committee Reports No Committee Reports

8. Old Business

Mr. Doyle updated the Board on the temporary traffic signal at Golden Hill. He noted that Pennrose will provide the city with comments on traffic signals and the ability to handle traffic. Mr. Doyle stated the holdup on the permanent light has to do with the length of the arms on the poles and added they are not expected to come in on time.

Mr. Doyle noted the parts for the gate on Glen Street are on order. He added the nursing home doesn't want that gate down until the signal is done.

9. Set next meeting

Mr. Doyle stated that he would like to meet every month and asked to hold the next meeting before a month's time relative to the preferred developer for Elizabeth Street. Thursday, June 12 at 3:00PM was originally selected. (later determined not to be convenient)

The next meeting will be Tuesday, June 17th at 4:00PM

10. Adjournment

Chairman Gavaris called for the meeting to adjourn at 3:50 PM. Motion made by Mr. Clement and seconded by Mr. Amenta. All were in favor.