

AGENDA
HOUSING AUTHORITY BOARD REGULAR MEETING
March 27, 2018

1. Informational Update:

HOUSING _____

- a) 7 recertifications and 11 interims were performed for April 2018.
- b) 2 families found a unit and leased in place for April 1st.
- c) 2 vouchers were terminated because the clients passed away.
- d) 2 vouchers were issued for March 2018.
- e) There are 7 families searching for housing.

Voucher Program

April 2018 PROJECTED MONTHLY EXPENSES

HAP, PORT RENTS & UTILITY REIMBURSEMENTS (80 Units)	\$.00
OFFICE/MILEAGE EXPENSES	\$.00
ATTY FEES	\$
AUDITOR FEES	\$
PORT FEES	\$127.16
REIMB to VILLAGE (PAYROLL, OFFICE RENT, EMPL BENES	\$
TOTAL	\$83,362.00

COMMUNITY DEVELOPMENT _____

- a) 278 2nd Street boiler stopped working on 3/21/18. Hands Fuel came by and got it to work, but it was beyond repair. Asha Gallacher made the decision to have the boiler replaced by Hands Fuel. Replacement of the boiler was discussed at the HA Meeting on 3/28/2017, but there was no urgency at that time to replace it. During this month, 4 estimates were collected as follows: Hands Fuel Co - \$5,200, Kolb Mechanical - \$6,295, Henry Smith Plumbing Inc – \$7,900, and Grissom Fuel Oil Co – \$7,265.
- b) 278 2nd Street's front door and front door lock was damaged due to one of the last storms. It is a solid wood door that has warped over the years and the lock is not locking properly. An estimate was submitted by Joseph Kollen Enterprises to replace the wood door with a Therma True entry door for \$1750.
- c) A new lock and towel bar was installed at 278 2nd Street #1 for \$235.

213 Center Street

Beginning Balance 04/01/18	\$
Village Electric	\$
Village Water	\$
Van Duzer Gas Co.	\$
Van Etten Plumbing	\$
Salary Reimb	\$151.20
TOTAL EXPENSES	\$
Approx Ending Balance	\$

278 2nd Street

Beginning Balance 04/01/18	\$
Payment for 278 2 nd St	\$1,000.00
Electric	\$
Water	\$
Joe Kollen Enterprises Inc.	\$235.00
HA Admin Supplemental	\$
Pine Oaks Landscaping	\$
Salary Reimb	\$453.60
TOTAL EXPENSES	\$
Approx Ending Balance	\$

Rental Income

Income	
278 # 1	\$1350.00
278 # 2	\$1125.00
278 # 3	\$1175.00
213 Center	\$1125.00
TOTAL	\$4,775.00

2. Resolutions:

- a) MOTION – to approve the minutes of the February 27, 2018 Board Meeting.
- b) MOTION –to approve projected accounts payable for April 2018 for the Housing Authority totaling \$.
- c) MOTION –to approve projected accounts payable for April 2018 for 213 Center Street totaling \$.
- d) MOTION –to approve projected accounts payable for April 2018 for 278 2nd Street totaling \$.
- e) MOTION –to approve the replacement of the front door of 278 2nd Street for \$1750.00.

3. Next meeting date: **Tuesday, May 1, 2018** at 5:00 PM.

4. Motion to adjourn.



236 THIRD STREET
GREENPORT, NEW YORK 11944

Village of Greenport Housing Authority Regular Board Meeting

MINUTES 02/27/2018

The regular monthly meeting was held on Tuesday, February 27, 2018.

Those present were: Tina Finne, Karen Jimenez, Marilyn Corwin, Christopher North, and Asha Gallacher. Meeting was called to order by Board Chairperson Tina Finne at 5:05 pm.

1. Section 8 Housing Update:

- a) It was an extremely busy month - 9 recertifications and 9 interims were performed for February 2018.
- b) One voucher was terminated due to a death in the family.
- c) In addition to the recertifications and interims, 4 vouchers were issued in February 2018. One voucher was a lease in place which will start 3/1/2018. Currently, there are 6 families searching for housing.

2. Community Development:

- a) Asha Gallacher is waiting for final estimates for the 278 2nd Street boiler replacement.
- b) Joseph Kollen Enterprises completed the move in readiness and prep and the new tenants moved into 278 2nd Street #1 and #3 on 2/15/2018

3. Resolutions:

- a) MOTION – was made to approve the minutes of the January 30, 2018 Board Meeting. Marilyn Corwin made motion, Christopher North carried.
- b) MOTION – was made to approve projected accounts payable for March 2018 for the Housing Authority totaling \$82,362.00. Marilyn Corwin made motion, Karen Jimenez carried.
- c) MOTION – was made to approve projected accounts payable for March 2018 for 213 Center Street totaling \$1,239.75. Marilyn Corwin made motion, Christopher North carried.
- d) MOTION – was made to approve projected accounts payable for March 2018 for 278 2nd Street totaling \$7,256.90. Marilyn Corwin made motion, Karen Jimenez carried.
- e) MOTION – was made to approve the Legal Services Agreement for 2018 for Nina J Greenfield Stewart. Tina Finne made motion, Christopher North carried.
- f) See attached – MOTION was made to approve the incorporation of HUD Fair Housing Mandates as an Attachment to the Section 8 Admin Plan in regard to the Use of Criminal Background Checks and Allegations of Criminal Activity.” Christopher North made motion, Marilyn Corwin carried.
- g) See attached – MOTION was made to approve Minor Deviations to the VGHA Section 8 Admin Plan for 2018.” Tina Finne made motion, Marilyn Corwin carried.
- h) See attached – MOTION was made to approve “VGHA Authorization as Signatories and for Specific Tasks.” Tina Finne made motion, Christopher North carried.

Tina Finne made motion to adjourn, second by Christopher North. Motion carried. Meeting adjourned at 5:48 pm.

Respectfully submitted by: Tina Finne, Board Chairperson