

AGENDA
HOUSING AUTHORITY BOARD REGULAR MEETING
April 25, 2017

1. Informational Update:

HOUSING _____

- a) The VGHA was randomly selected by the HUD's Quality Assurance Division to review the VGHA's Voucher Management Submissions for the period 4/16 to 2/17. Due to accounting codes that were necessary for the submittal of the report, she delegated the code retrieval to Brendan Kelly at BST. The general ledger in QuickBooks will also need to reflect the HUD accounting codes.
- b) 10 recertifications and 4 interims were performed.
- c) 1 voucher was terminated due to unreported income.
- d) 1 searching voucher found housing and leased up on 4/15/2017.
- e) 2 vouchers were issued.

Voucher Program

May 2017 PROJECTED MONTHLY EXPENSES

HAP, PORT RENTS & UTILITY REIMBURSEMENTS (82 Units)	\$
OFFICE EXPENSES	\$
ATTY FEES	\$
AUDITOR FEES	\$
PORT FEES	\$
REIMB to VILLAGE (PAYROLL, OFFICE RENT, EMPL BENES)	\$7,169.72
TOTAL	\$

COMMUNITY DEVELOPMENT _____

- a) George Hand Construction submitted a proposal to replace rotted deck boards and paint front and back porches for \$400.

Community Development

May 2017 PROJECTED MONTHLY EXPENSES

213 Center Street

Beginning Balance 4/1/17	\$44,151.62
Village Electric	\$
Village Water	\$
CF Van Duzer	\$
	\$
Salary Reimb	\$151.20
TOTAL EXPENSES	
Approx Ending Balance	\$

278 2nd Street

Beginning Balance 4/1/17	\$63,433.23
Payment for 278 2 nd St	\$1,000.00
Electric	\$
Water	\$
Hands Fuel Co.	\$
George Hand Construction	\$
Hands Fuel Co.	\$
Admin Fee Deficit to HA	\$
Salary Reimb	\$453.60
TOTAL EXPENSES	\$
Approx Ending Balance	\$

Rental Income

Income	
278 # 1	\$1300.00
278 # 2	\$1125.00
278 # 3	\$1125.00
213 Center	\$1125.00
TOTAL	\$4,675.00

2. Resolutions:

- a) MOTION – to approve the minutes of the March 28, 2017 Board Meeting.
- b) MOTION – to approve projected accounts payable for May 2017 for Housing Authority totaling \$.
- c) MOTION – to approve projected accounts payable for May 2017 for 213 Center Street totaling \$.
- d) MOTION – to approve projected accounts payable for May 2017 for 278 2nd Street totaling \$.

3. Next meeting date: Tuesday, May 30, 2017 at 5:00 PM.

4. Motion to adjourn.



236 THIRD STREET
GREENPORT, NEW YORK 11944

Village of Greenport Housing Authority Regular Board Meeting

MINUTES 3/28/2017

The regular monthly meeting was held on Tuesday, March 28, 2017.

Those present were Tina Finne, Marilyn Corwin, Valerie Shelby Christopher North attended the meeting as a prospective board member. Robert Brandt and Asha Gallacher. Meeting was called to order by Board Member Tina Finne at 5:03 pm.

1. Section 8 Housing Update:

- a) Pending terminations were concluded; both were terminated as of 3/31/2017.
- b) 8 recertifications and 8 interims were performed for March 2017.
- c) 3 new voucher holders found units and leased up for March 2017.
- d) 2 current voucher holders moved to different units.
- e) Regarding the QuickBooks upgrade: The Housing Authority paid half the cost totaling \$119.46, and Community Development paid the other half of \$119.46. Asha Gallacher initially purchased the online program on her credit card; however, she was advised by IT to purchase the desktop version. She cancelled the charge to her credit card, and made the payment through online banking with the Admin account. She was reimbursed incorrectly for her credit card expense. She paid back the HA of the total \$238.92 to the HA Admin account.

2. Community Development:

- a) Hands Fuel Company recently repaired the boiler at 278 2nd Street and recommends replacement. They estimated the cost at \$5,000. Per the Village Procurement Policy, at least 2 estimates should be considered. Discuss recommendations for local fuel companies to do the work.

3. Resolutions:

- b) MOTION – passed to approve the minutes of the February 28, 2017 Board Meeting.
- c) MOTION – passed to approve projected accounts payable for April 2017 for Housing Authority totaling \$78,029.34.
- d) MOTION – passed to approve projected accounts payable for April 2017 for 213 Center Street totaling \$282.77.
- e) MOTION – passed to approve projected accounts payable for April 2017 for 278 2nd Street totaling \$2,230.63

Tina Finne made motion to adjourn second by Marilyn Corwin. Motion carried. Meeting adjourned at 5:39 pm.

Respectfully submitted by: Tina Finne, Board Chairperson