

VILLAGE OF GREENPORT HOUSING AUTHORITY

236 Third Street • Greenport, NY 11944 Phone: (631)477-2391 x 208 • Fax: (631)477-1877

HOUSING AUTHORITY BOARD REGULAR MEETING AGENDA

April 25, 2023 at 5:00 PM

1. Informational Update:

VOUCHER/HAP PROGRAM

- a) 6 recertifications and 5 interims were performed for March 2023.
- b) 1 voucher holder's participation was terminated due to the family's failure to request a fair hearing.
- c) One family ported and is searching for housing.
- d) 2 families that were issued vouchers leased up on 4/1/2023.
- e) 1 family was issued a voucher and will lease up 5/1/2023.
- f) Balance of VGHA HAP Checking account as of 3/31/2023 is: \$8,990.00.
- g) Balance of VGHA Admin Checking account as of 3/31/2023 is: \$52,775.56.
- h) Balance of VGHA HAP Savings account as of 3/31/2023 is: \$17,827.07.

2. Informational Update:

COMMUNITY DEVELOPMENT

- a) Balance of 213 Center Street Checking account as of 2/31/2023 was: \$43,313.64.
- b) Balance of 278 2nd Street checking account as of 2/31/2023 was: \$12,181.16.

2023 Monthly Projected Income:

| 278 2 nd St, Unit # 1 278 2 nd St, Unit # 2 278 2 nd St, Unit # 3 Total 278 Total Rental Income | \$1,475.00 \$1,125.00 \$1,275.00 \$3,875.00 | |
|---|---|--|
| 213 Center St | \$1,125.00 | |

If you or anyone in your family is a person with disabilities and you require a reasonable accommodation in order to fully utilize our programs or services, please contact (or have your proxy contact) the Housing Authority office.

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3. Resolutions:

- a) MOTION to approve the minutes of the March 28, 2023 Board Meeting.
- b) MOTION to ratify March 2023 accounts payable for the Housing Authority totaling \$107,735.08.
- MOTION to ratify March 2023 accounts payable for 213 Center Street totaling \$1,467.65.
- MOTION to ratify March 2023 accounts payable for 278 2nd Street totaling \$4,989.64.
- 4. Next meeting will be held on Tuesday, May 30, 2023 at 5:00pm.
- 5. Motion to adjourn.



Village of Greenport Housing Authority Regular Board Meeting

MINUTES

The regular monthly meeting was held on March 28, 2023.

Those present were: Tina Finne, Marilyn Corwin, Inga Van Eysden, Christopher North, Stephen Gaffga and Asha Gallacher: Meeting was called to order by board member Tina Finne at 5:01 pm.

1. Section 8 Housing Update:

- a) 7 recertifications and 2 interims were performed for February 2023.
- b) One voucher holder's participation was terminated due to the family's failure to request a fair hearing.
- c) The VGHA's decision to terminate one voucher holder's participation was upheld by the Hearing Officer due to the family committing program violations.
- d) Balance of VGHA HAP Checking account as of 2/28/2023 is: \$ 9,325.00.
- e) Balance of VGHA Admin Checking account as of 2/28/2023 is: \$52,726.65.
- f) Balance of VGHA HAP Savings account as of 2/28/2023 is: \$17,512.77.

2. Community Development:

- a) 278 2nd Street #2 refrigerator evaporator coil was replaced.
- b) 278 2nd Street #1 lease with the rental increase of \$100 commenced on 3/1/2023.
- c) 278 2nd Street #3 lease with the rental increase of \$100 commenced on 2/1/2023.
- d) 213 Center Street's fence that was replaced will be painted.
- e) Balance of 213 Center Street Checking account as of 2/31/2023 was: \$43,313.64.
- f) Balance of 278 2nd Street checking account as of 2/31/2023 was: \$12,181.16.
- g) Discussed the problem of people gathering behind 278 2nd Street who are drinking and disturbing the residents. Specifically, the female tenants feel unsafe when they walk past them to enter the building, and the tenants report noise and general disturbances associated with people drinking. Stephen Gaffga mentioned that there was discussion of installing brighter streetlights in the Adams' Street parking lot. Another option would be to plant arborvitae to eliminate the area on the curb where the people congregate and drink. Another option would be to install motion sensor lights on the house; however, there was concern that this option would inconvenience the tenants.

3. Resolutions:

- a) MOTION was made to approve the minutes of the February 28, 2023 Board Meeting. Tina Finne made motion; Marilyn Corwin carried.
- **b)** MOTION was made to ratify February 2023 accounts payable for the Housing Authority totaling \$104,972.54. Tina Finne made motion; Christopher North carried.
- c) MOTION was made to ratify February 2023 accounts payable for the 213 Center Street totaling \$1,075.09. Tina Finne made motion; Inga Van Eysden carried.
- d) MOTION was made to ratify February 2023 accounts payable for 278 2nd Street totaling \$5,379.68. Tina Finne made motion; Marilyn Corwin carried.
- 4. Next meeting will be held on Tuesday, April 25, 2023 at 5:00pm.
- 5. Tina Finne made motion to adjourn, Marilyn Corwin carried. Meeting adjourned at 5:21pm.

Respectfully submitted by Tina Finne, Board Chairperson

SECTION 8 VOUCHER PROGRAM MARCH 2023 P12

| Financial Data Schedule - Monthly Revenue & Expenses | chedule | - Moi | nthly Re | ven | ve & Ex | penses | | | | | | |
|---|--------------------|-------------|-----------------------------|-------|-----------|-------------------------------|----------------|--|--|-----------|-----------|-------------|
| (HAP REGISTER) - MARCH 2023 | - MAR | CH 20 | 23 | | | | 78 | TOTAL VOUCHERS | TOTAL HAP, PORT, UTILITIES | 97,732.00 | \$ 248.00 | 500.00 \$ - |
| Account Description | | | | | | | 75 | Vouchers Leased o | Vouchers Leased on last day of month | | | |
| | | | | | | | 3 | New Vouchers Issu | New Vouchers Issued/No Lease/Searching | | | |
| REVENUE: | | | | | | | | Mason | 1 | | | |
| PHA HUD Operating Grants | Frants | \$ | 98,452.00 | | | | | Hubbard | 1 | | | |
| 7 0 Admin fee revenues | | \$ | 9,845.00 | ÷ | 250.00 | FR HAP (714.010) | | Bumble | | | | |
| Interest Earned - HAP | | | | \$ | 250.00 | FR ADMIN (714.020) | | | | | | |
| Interest Earned - ADMIN | z | | | | | Add'I HAP | 0 | Portable Vouchers | | | | |
| Fraud recovery | | Ф | 500.00 | | | Supplemental | 78 | All other Vouchers | | | | |
| TOTAL REVENUE | | ** | 108,797.00 | | | Add'l ADMIN fron | from HUD | | | | | |
| EXPENSES: | | | | | | | | | | | | |
| Administrative | | | | | | | | | | | | |
| Auditing fees | | | | | | | | | | | | |
| Salaries - Asha (\$28.43), Stephen Column E, Paul Column F 2 payperiods | 3), Stephen F 2 | \$ | 3.980.64 | \$ | 239.24 | \$ 576.92 | 4 70A RD | Admin Salaries total | | | | |
| 9 Medical | | \$ | 2,858.28 | \$ | 47.84 | | | Medical Total | PORT IN | DAIE | BILLED AL | ADMIN FEE D |
| 9 Dental | | \$ | 180.74 | \$ | 3.06 | 3.82 | \$ 187.62 | 200 2000000 | | | | |
| 9 Pension T4 15.7%, T5 12.9.% | 2.9.% | \$ | 624.96 | 69 | 30.86 | \$ 90.58 | 5 746.40 | and accounter has | | | | |
| Payroll Taxes FICA | | 69 | 304.52 | \$ | 18.30 | 44.13 | | FICA Total | TOTAL PORT I 0 | | 1 | |
| Employee Benefit Contribution TOTAL | ibution | ŝ | 7,949.14 | 63 | 339.30 | \$ 853.64 | \$ 6,856.56 | Benefits Total | PORT OUT | | | |
| Deluxe | | ↔ | 43.39 | | | | | | | | | |
| Nina JG Stewart, Esq A Gallacher Reimb | | \$ | 2,450.00 | | | | | | | | | |
| A Gallacher Mileage | | \$ | 103.13 | | | | | | TOTAL PORT | | | |
| Office Expenses Total Administrative Total | | w w | 43.39 | | | ¢ 7 404 54 1 | | | OUT 0 | | s - s | |
| Other General Expenses (Office Rent) | fice Rent) | \$ | 550.00 | | 2000 | | | 10101 | | | | |
| TOTAL OPERATING EXPENSES | PENSES | ** | 10,003.08 | | | | | TERMINATED | | | | |
| 970 EXCESS OPERATING REVENUE OVER OPERATING EXPENSES | ENUE OVER | OPERAI | ING EXPEN | ISES | | \$ 91.92 | | 20VC 3/31/23 | | | | |
| PHA Utility Allowance | | \$ | 248.00 | | | | | DECEASED | | | | |
| HAP payments | | ~ · | 97,484.00 | | | \$ 97,484.00 | | | | | | |
| (HAP, PORT and UTILITY TOTAL) | TOTAL) | | 97.732.00 (VMS - HAP TOTAL) | - SMV | HAP TOTA | 1 | | ABSORBED | | | | |
| HAP & UTIL less Port payments | yments | | 97,732.00 | (VMS- | ALL OTHER | (VMS- ALL OTHER VOUCHERS HAP) | | | | | | |
| Total Admin Revenue Net ADMIN | | 6 69 | 10,095.00 91.92 | | | | | RELINCTICHED | | | | |
| Total Hap Revenue | | | 98,702.00 | | | | | #39VC 3/31/23 | | | | |
| Net HAP | | | 970.00 | | | | | | | | | |
| | | | 80.057,701 | | | | OTAL CASH DISB | 107,735.08 TOTAL CASH DISBURSEMENTS 1/2023 | | | | 0 |

| Account Description | | | |
|---|----------------------------|--|---|
| | REVENUE: 213 Center | REVENUE: 278 2nd Street | - |
| | 213 Center | UNIT 1 - 8124 UNIT 2 - 8327 UNIT 3 HOUSE | |
| Rent | \$ 1,125.00 | \$ 1,475.00 1 ,125.00 \$ 1,275.00 | |
| Late Fees/Credits | \$ 50.00 | | |
| TOTAL REVENUE | S 1,175.00 | \$ | |
| EXPENSES: | EXPENSES: 213 Center | EXPENSES: 278 2nd Street | |
| | 213 CENTER | UNIT 1 - UNIT 2 - UNIT 3 - 8124 8327 8328 HOUSE - 8590 RE/8361 SW | |
| Utilities | | | |
| Electric | \$ 71.08 | \$ 25.94 | |
| Water/Sewer | \$ 60.84 | \$ 640.05 | |
| Propane/Heating Oil | \$ 199.54 | | |
| Propane/Heating Oil | \$ 256.81 | \$ 439.63 | |
| Admin | | | |
| Salaries & Benefils (Asila, Robert, Faul) | <u>86.11/C</u> | | |
| Payment Agreement to VIIIage | | N. 1,000.00 | |
| Total | <u>s</u> 1,159.65 | S - S - S - S 3,819.76 S 3,819.76 | |
| | 013 CENTED | | |
| Maintenance Repairs/Other | 213 CENTER | | |
| Von Ettan Dlumhing | | 440 00 | |
| Van Eucli Liumonig Hande Fijel Co | | 150.00 150.00 | |
| IP McHale Pes Memt | \$ 308.00 | | |
| Mattituck Enviro Services | | \$ 44.88 | |
| Pine Oaks Landscaping | | \$ \$25.00 | |
| | S 308.00 | S 450.00 S - S - S 719.88 | |
| Total Expenses | S 1,467.65 | S 1,169.88 | |
| MONTHLY FINANCIAL SUMMARY | 213 CENTER | 278 2nd STREET | |
| Interest Earned | | | |
| Total Revenue | \$ 1,175.00 | | |
| Total Expenses | 1 | S 4,989.64 | |
| NET REVENUE | \$ (292.65) | \$ (1,114.64) | |
| EXCESS (DEFICIENCY) OF TOTAL REVENUE IMMO OVER (LINDER) TOTAL EXPENSES | (UE \$ (292.65) | S (1.114.64) | |
| | | | |