

## HOUSING AUTHORITY BOARD REGULAR MEETING AGENDA

April 29, 2025 at 5:00 PM

### 1. Informational Update:

#### VOUCHER/HAP PROGRAM

- a) 10 recertifications and 2 interims were performed for March 2025.
- b) Balance of VGHA HAP Savings account as of 3/31/2025 is: \$9,690.12.
- c) Balance of VGHA HAP Checking account as of 3/31/2025 is: \$21,792.00.
- d) Balance of VGHA Admin Checking account as of 3/31/2025 is: \$59,641.03.
- e) Asha Gallacher had a conference call with the VGHA's new HUD representative to discuss the projected budgetary constraints for 2025. Due to the high increase in rental prices and the uncertainty of federal funding, it was advised that new vouchers should not be issued in order to maintain current voucher participants' housing.
- f) 2 voucher holders leased in place on 3/1/2025.
- g) 1 voucher holder's voucher expired.
- h) Currently, there are 2 voucher holders looking for housing.
- i) Inspection update: 1 fail (continuation from last month – tenant caused. HAP has not been issued to landlord; however, repair work has started).

### 2. Informational Update:

#### COMMUNITY DEVELOPMENT

- a) Balance of 213 Center Street checking account as of 3/31/2025 is: \$21,019.59.
- b) Balance of 278 2nd Street checking account as of 3/31/2025 is: \$5,613.84.
- c) Baluck Construction finished the replacement of the plywood floor and installed vinyl plank floor, and other repairs to 278 2<sup>nd</sup> Street #3.
- d) New tenant moved into 278 2<sup>nd</sup> Street #3 on 3/15/2025.
- e) Tenants in 278 2<sup>nd</sup> Street #1 and #2's leases were renewed on 3/1/2025.
- f) 278 2<sup>nd</sup> Street Management Agreement arrears of \$16,000 was paid on 03/05/2025 using funds from 213 Center Street per board resolution on February 25, 2025.

### 2025 Monthly Projected Income:

278 2 <sup>nd</sup> St, Unit # 1	\$2,100.00
278 2 <sup>nd</sup> St, Unit # 2	\$1,900.00
278 2 <sup>nd</sup> St, Unit # 3	\$1,950.00
<b>Total 278 Total Rental Income</b>	<b>\$5,950.00</b>
213 Center St	\$1,125.00

**3. Resolutions:**

- a) MOTION – approve the minutes of the March 25, 2025 VGHA Board Meeting.
- b) MOTION – ratify March 2025 accounts payable for the Housing Authority totaling \$123,221.04.
- c) MOTION – ratify March 2025 accounts payable for 213 Center Street totaling \$16,836.74.
- d) MOTION – ratify March 2025 accounts payable for 278 2<sup>nd</sup> Street totaling \$8,456.03.

4. The next meeting date is scheduled for May 27, 2025 at 5:00pm.

5. Motion to adjourn.



## Village of Greenport Housing Authority Regular Board Meeting

### MINUTES

The regular monthly meeting was held on March 25, 2025. Meeting was called to order by Valerie Shelby, Board Member, at 5:05 pm.

Those present were: Marilyn Corwin, Valerie Shelby, Christopher North, and Asha Gallacher.

#### 1. Section 8 Housing Update:

- a) 3 recertifications and 5 interims were performed for February 2025.
- b) Balance of VGHA HAP Savings account as of 2/28/2025 is: \$12,521.00.
- c) Balance of VGHA HAP Checking account as of 2/28/2025 is: \$20,949.00.
- d) Balance of VGHA Admin Checking account as of 2/28/2025 is: \$56,953.07.
- e) Discussion of the status of the 5 Year Plan submission and extension (see attached) prepared by Nina JG Stewart.
- f) Currently, there are 5 voucher holders looking for housing.
- g) Inspection update: 1 fail (continuation form last month – tenant caused. A termination letter has been issued and no HAP has been paid to the landlord.

#### 2. Informational Update:

##### COMMUNITY DEVELOPMENT

- a) Balance of 213 Center Street checking account as of 2/28/2025 is: \$37,056.44.
- b) Balance of 278 2nd Street checking account as of 2/28/2025 is: \$412.24.
- c) The new tenant is moving into 278 2<sup>nd</sup> Street #3 on 3/15/2025. Asha Gallacher organized the collection of the security deposit, rental proration, and facilitated the establishment of the tenant's electric utility account.
- d) The base plywood floor had to be replaced in 278 2<sup>nd</sup> Street #3.
- e) The transfer of funds from the 213 Center Street checking account to pay the 278 2<sup>nd</sup> Street Management Fee arrears in the total of \$16,000 was completed on 3/19/2025.

#### 3. Resolutions:

- a) MOTION – approve the minutes of the February 25, 2025 VGHA Board Meeting. Valerie Shelby made motion, Marilyn Corwin carried.
- b) MOTION – ratify February 2025 accounts payable for the Housing Authority totaling \$121,770.68. Marilyn Corwin made motion, Valerie Shelby carried.
- c) MOTION – ratify February 2025 accounts payable for 213 Center Street totaling \$693.54. Christopher North made motion, Valerie Shelby carried.
- d) MOTION – ratify February 2025 accounts payable for 278 2nd Street totaling \$4,087.61. Valerie Shelby made motion, Marilyn Corwin carried.
- e) MOTION – ratify the renewal rental lease for 278 2<sup>nd</sup> Street #1 to commence on 3/1/2025. Marilyn Corwin made motion, Valerie Shelby carried.

- f) MOTION – ratify the rental lease for the new tenant scheduled to moving into 278 2<sup>nd</sup> Street #3 on 3/15/2025. Christopher North made motion, Marilyn Corwin carried.
- g) MOTION – to resubmit the 45 day public comment period for the 5 Year Plan. Marilyn Corwin made motion, Valerie Shelby carried.
- 4. The next meeting will be held on Tuesday, April 29, 2025 at 5:00pm.
- 5. Christopher North made a motion to adjourn, Marilyn Corwin carried. The meeting was adjourned at 5:25pm.

Respectfully submitted by Tina Finne, Board Chairperson

## SUMMARY OF STEPS TAKEN REGARDING 5 YEAR PLAN- 2024-2025

This year's 5 Year Plan submission calendar for April 2025 was delayed. Listed below are the reasons and then there is a summary of what is being done to get the paperwork submitted for July 1, 2025, when the new HOTMA regulations become effective.

1-HOTMA was developed in 2016 by HUD and was to start in January 2024 to assist with the administration of various programs that subsidize a tenant's rent or an apartment's rent. It includes substantive changes to the calculation of income, assets, and other quite comprehensive factors that affect the administration of several HUD programs.

2-Trainings were given and as they were producing voluminous amounts of information for PHAs to learn. HUD was changing some of the requirements, aspects had to be adapted for each type of program. Both mandatory and discretionary aspects were so confusing HUD decided to delay implementation to January 1, 2025.

3-The VGHA as a PHA was required to submit the new 5 Year Plan for April 2025. However, we were told to speed up the process, in the late summer, for the January date. We rushed to complete the Admin Plan (the most essential part of the PHA plan) and did so in September 2024, with all the required changes, but with a couple of minor revisions to discuss.

4-In early October the VGHA was notified by HUD there would be a delay again in the deadline. HUD did not know at that time how long the delay would be, but stated neither the HUD software nor new documents were ready for the changeover in January. Additionally, housing specific software companies were not given enough time to write new code for the HOTMA changes. Therefore, HUD instructed that PHAs should keep implementing the HCV program under their current Plans.

5-Given that, we asked for an extension to deal with the extensive paperwork, as we were still using the regulations that were in effect. No new deadline was given as HUD was still not ready to change over. (Ping email)

6- Shortly thereafter, HUD notified all PHAs that July 1, 2025 was the new starting implementation date target.

7- We have received no further updates from HUD (except on funding projections through the year), but will be finalizing all the additional forms and attachments for submission to move ahead with the July 1<sup>st</sup> start date for HOTMA.

Prepared by Nina JG Stewart, HA Attorney