

# HOUSING AUTHORITY BOARD REGULAR MEETING AGENDA

March 25, 2025 at 5:00 PM

## 1. Informational Update:

### VOUCHER/HAP PROGRAM

- 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.
- f) Currently, there are 5 voucher holders looking for housing.
- g) Inspection update: 1 fail (continuation from last month – tenant caused. Termination letter has been issued and no HAP has been paid to 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 2nd Street #3 on 3/15/25. Asha Gallacher has organized the collection of the security deposit, rental proration, and facilitated the establishment of the tenant's 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 213 Center Street Checking account to pay 278 2<sup>nd</sup> Street Management Fee arrears in the total of \$16,000 was completed on 3/19/2025.

## 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 February 25, 2025 VGHA Board Meeting.
- b) MOTION – ratify February 2025 accounts payable for the Housing Authority totaling \$121,770.68.
- c) MOTION – ratify February 2025 accounts payable for 213 Center Street totaling \$693.54.

- d) MOTION – ratify February 2025 accounts payable for 278 2<sup>nd</sup> Street totaling \$4,087.61.
  - e) MOTION – to ratify the renewal lease of 278 2<sup>nd</sup> Street #1 to commence on 3/1/2025.
  - f) MOTION – to ratify the rental lease for the new tenant scheduled to move in 278 2<sup>nd</sup> Street, Apt #3 on 3/15/25.
- 4. The next meeting date is scheduled for April 29, 2025 at 5:00pm.
  - 5. Motion to adjourn.



## Village of Greenport Housing Authority Regular Board Meeting

### MINUTES

The regular monthly meeting was held on February 25, 2025. Meeting was called to order by Tina Finne, Board Chairperson, at 5:03 pm.

Those present were: Tina Finne, Marilyn Corwin, Inga Van Eysden, Valerie Shelby, Christopher North, Asha Gallacher, and Adam Brautigam.

#### 1. Section 8 Housing Update:

- a) 8 recertifications and 2 interims were performed for January 2025.
- b) Balance of VGHA HAP Savings account as of 1/31/2025 is: \$14,972.84.
- c) Balance of VGHA HAP Checking account as of 1/31/2025 is: \$20,106.00.
- d) Balance of VGHA Admin Checking account as of 1/31/2025 is: \$55,991.75.
- e) Currently, there are 5 voucher holders looking for housing.
- f) Inspection update: 1 fail.

#### 2. Informational Update:

#### COMMUNITY DEVELOPMENT

- a) Balance of 213 Center Street checking account as of 1/31/2025 is: \$36,574.98.
- b) Balance of 278 2nd Street checking account as of 1/31/2025 is: \$9,865.08.
- c) A current voucher holder has been offered 278 2<sup>nd</sup> Street #3 as the current landlord is selling the house. Participant is expected to move in 3/1/2025.

#### 3. Resolutions:

- a) MOTION – approve the minutes of the January 28, 2025 VGHA Board Meeting. Tina Finne made motion, Valerie Shelby carried.
- b) MOTION – ratify January 2025 accounts payable for the Housing Authority totaling \$121,350.06. Tina Finne made motion, Marilyn Corwin carried.
- c) MOTION – ratify January 2025 accounts payable for 213 Center Street totaling \$4,655.09. Tina Finne made motion, Marilyn Corwin carried.
- d) MOTION – ratify January 2025 accounts payable for 278 2nd Street totaling \$9,501.37. Tina Finne made motion, Valerie Shelby carried.
- e) MOTION – approve the 2025 Civil Rights Certification. Tina Finne made motion, Valerie Shelby carried.
- f) MOTION – approve the renewal lease of 278 2nd Street #1 to commence on 3/1/2025. Tina Finne made motion, Marilyn Corwin carried.
- g) MOTION – approve the rental lease for the new tenant scheduled to move in 278 2nd Street, Apt #3 on 3/15/25. Tina Finne made motion, Inga Van Eysden carried.
- h) MOTION – table a letter to the Village of Greenport Mayor and Trustees requesting the renegotiation of the 278 2nd Street Management Agreement due to financial hardship. Tina Finne made motion, Inga Van Eysden carried.

- i) MOTION – approve the transfer of funds from 213 Center Street Checking account to pay 278 2<sup>nd</sup> Street Management Fee arrears in the total of \$16,000. Tina Finne made motion, Inga Van Eysden carried.

- 4. The next meeting will be held on Tuesday, March 25, 2025 at 5:00pm
- 5. Marilyn Corwin made a motion to adjourn, Christopher North carried. The meeting was adjourned at 5:52pm.

Respectfully submitted by Tina Finne, Board Chairperson