

HOUSING AUTHORITY BOARD REGULAR MEETING AGENDA

October 27, 2020 at 5:00 PM
GoToMeeting
Access Code: 243-010-173
Phone #: 1-408-650-3123

1. Informational Update:

VOUCHER/HAP PROGRAM

- a) 5 Recertifications and 10 interims were performed for August 2020.
- b) 7 recertifications and 11 interims were performed for September 2020.
- c) 7 recertifications and 8 interims were performed for October 2020.
- d) 5 recertifications and 4 interims were performed for November 2020.
- e) 1 voucher was issued in August. 1 voucher was terminated in August. 1 voucher was relinquished due to impending termination in September. 1 voucher was issued in October but was relinquished because assistance was no longer needed due to change in income.
- f) HAPPY Software has been installed and training has been conducted during the month of September and will continue through October.

November 2020 Projected Monthly Expenses (see attached):

Total Expenses **\$88,626.14**

COMMUNITY DEVELOPMENT

- a) Leaf guards were installed on the gutters at 213 Center Street.

November 2020 Projected Monthly Expenses (see attached):

213 Center Street

Beginning Balance 08/01/2020	\$45,725.90
Total Expenses	\$227.50
Ending Balance	\$45,498.40

278 Second Street

Beginning Balance 08/01/2020	\$41,106.64
Total Expenses	\$2,089.29
Ending Balance	\$39,017.35

2020 Projected Income:

278 2 nd St, Unit # 1	\$1,375.00
278 2 nd St, Unit # 2	\$1,125.00
278 2 nd St, Unit # 3	\$1,175.00
213 Center St	\$1,200.00
Total Expected Revenue	\$4,975.00

2. Resolutions:

- a) MOTION – to approve the minutes of the July 28, 2020 Board Meeting.
- b) MOTION – to ratify accounts payable for September 2020 for the Housing Authority totaling \$93,820.80.
- c) MOTION – to ratify accounts payable for September 2020 for 213 Center Street totaling \$2,384.02.
- d) MOTION – to ratify accounts payable for September 2020 for 278 2nd Street totaling \$4,862.73.
- e) MOTION – to ratify accounts payable for October 2020 for the Housing Authority totaling \$90,137.80.
- f) MOTION – to ratify accounts payable for October 2020 for 213 Center Street totaling \$366.32.
- g) MOTION – to ratify accounts payable for October 2020 for 278 2nd Street totaling \$1,981.71.
- h) MOTION – to approve projected accounts payable for November 2020 for the Housing Authority totaling \$.
- i) MOTION – to approve projected accounts payable for November 2020 for 213 Center Street totaling \$.
- j) MOTION – to approve projected accounts payable for November 2020 for 278 2nd Street totaling \$.

3. Next meeting will be held on Tuesday, November 24, 2020 at 5:00pm.

4. Motion to adjourn.



236 THIRD STREET
GREENPORT, NEW YORK 11944

Village of Greenport Housing Authority Regular Board Meeting

MINUTES 7/28/2020

The regular monthly meeting was held on Tuesday, July 28, 2020.

Those present via video conference were: Tina Finne, Christopher North, Marilyn Corwin, Karen Jimenez, Robert Brandt and Asha Gallacher. Meeting was called to order by Board Member Tina Finne at 5:04 pm.

1. Section 8 Housing Update:

- a) 4 Recertifications and 9 interims were performed in April 2020.
- b) 7 recertifications and 9 interims were performed in May 2020.
- c) 6 Recertifications and 6 interims were performed in June 2020.
- d) 5 Recertifications and 16 interims were performed in July 2020.
- e) 1 participant family relinquished their voucher in April. 1 voucher holder found housing.
- f) Due to the NYS Pause Order in order to deal with the COVID-19 pandemic, the VGHA did not hold Board Meetings for the months of March, April, May and June 2020.
- g) HUD has issued waivers to many of the Section 8 requirements and deadlines due to the COVID-19 pandemic, most importantly, the requirement of unit inspections for recertification or new voucher holders. The VGHA board members were polled on their decision to adopt these waivers on 4/29/20. The vote was approved.
- h) The software the VGHA uses to manage the Section 8 program (FRS - a free platform provided by HUD) stopped working due to a corrupted file mid-April. Asha Gallacher contacted HUD for assistance, but due to the software being obsolete, she did not receive any technical support. She also contacted the IT company that the VOG uses (HNF Tech), but the techs were not familiar with the program as it was software designed in-house by HUD. VGHA board members were polled via email on 5/8/20 to authorize the purchase of a new software system called HAPPY Software. The vote was approved.

2. Community Development:

- a) Rent increases were approved by the HA Board. To clarify, rent increases for Section 8 participants will occur upon their annual recertifications.

3. Resolutions:

- a) MOTION – to approve the minutes of the February 25, 2020 Board Meeting. Tina Finne made motion; Karen Jimenez carried.
- b) MOTION – to ratify projected accounts payable for April 2020 for the Housing Authority totaling \$93,867.86. Tina Finne made motion; Marilyn Corwin carried.

- c) MOTION – to ratify projected accounts payable for April 2020 for 213 Center Street totaling \$342.68. Tina Finne made motion; Christopher North carried.
- d) MOTION – to ratify projected accounts payable for April 2020 for 278 2nd Street totaling \$4,262.28. Tina Finne made motion; Karen Jimenez carried.
- e) MOTION – to ratify projected accounts payable for May 2020 for the Housing Authority totaling \$95,527.64. Tina Finne made motion; Marilyn Corwin carried.
- f) MOTION – to ratify projected accounts payable for May 2020 for 213 Center Street totaling \$998.74. Tina Finne made motion; Christopher North carried.
- g) MOTION – to ratify projected accounts payable for May 2020 for 278 2nd Street totaling \$1,827.00. Tina Finne made motion; Karen Jimenez carried.
- h) MOTION – to ratify projected accounts payable for June 2020 for the Housing Authority totaling \$100,905.87. Tina Finne made motion; Christopher North carried.
- i) MOTION – to ratify projected accounts payable for June 2020 for 213 Center Street totaling \$2,281.10. Tina Finne made motion; Marilyn Corwin carried.
- j) MOTION – to ratify projected accounts payable for June 2020 for 278 2nd Street totaling \$6,381.95. Tina Finne made motion; Christopher North carried.
- k) MOTION – to ratify projected accounts payable for July 2020 for the Housing Authority totaling \$99,851.65. Tina Finne made motion; Karen Jimenez carried.
- l) MOTION – to ratify projected accounts payable for July 2020 for 213 Center Street totaling \$863.89. Tina Finne made motion; Christopher North carried.
- m) MOTION – to ratify projected accounts payable for July 2020 for 278 2nd Street totaling \$1,953.74. Tina Finne made motion; Karen Jimenez carried.
- n) MOTION – to approve projected accounts payable for August 2020 for the Housing Authority totaling \$85,271. Tina Finne made motion; Christopher North carried..
- o) MOTION – to approve projected accounts payable for August 2020 for 213 Center Street totaling \$523.41. Tina Finne made motion; Karen Jimenez carried.
- p) MOTION – to approve projected accounts payable for August 2020 for 278 2nd Street totaling \$3,674.24. Tina Finne made motion; Christopher North carried.
- q) MOTION – to ratify the adoption of the Covid-19 Regulatory Waivers from HUD. Tina Finne made motion; Karen Jimenez carried.
- r) MOTION – to ratify the purchase of the HAPPY software system for \$9,674.50. Tina Finne made motion; Marilyn Corwin carried.

5. Next meeting will be held on Tuesday, August 25, 2020 at 5:00pm.

6. Marilyn Corwin made motion to adjourn, Christopher North carried. Meeting adjourned at 5:29 pm.

Respectfully submitted by: Tina Finne, Board Chairperson