

AGENDA
HOUSING AUTHORITY BOARD REGULAR MEETING
November 19, 2019

1. Informational Update:

HAP PROGRAM

7 recertifications and 2 interims were performed for December 2019.

December 2019 Projected Monthly Expenses:

Reimbursement to Village -Payroll, Employee Benefits, Office Rent \$ 7,828.64

COMMUNITY DEVELOPMENT

A tenant was issued a Letter of Understanding detailing required terms for timely rent payments and repayment of the rent arrears.

December 2019 Projected Monthly Expenses:

213 Center Street

Beginning Balance 12/01/2019	\$ 44,319.87
HA Salary Reimbursement	<u>227.50</u>
Ending Balance	\$ 44,092.37

278 Second Street

Beginning Balance 12/01/2019	\$ 42,215.24
Payment to Village	1,000.00
Mattituck Enviro Services	39.49
CD Salary Reimbursement	682.50
Pine Oaks Landscaping	<u>175.00</u>
Ending Balance	\$ 40,318.25

December 2019 Projected Income:

278, Unit # 1	\$ 1,350.00
278, Unit # 2	1,125.00
278, Unit # 3	1,175.00
213 Center	<u>1,125.00</u>
Total Expected Revenue	\$ 4,775.00

2. Resolutions:

- a) MOTION – to approve the minutes of the October 29, 2019 Board Meeting.
- b) MOTION – to approve accounts payable for December 2019 for the Housing Authority totaling \$.
- c) MOTION – to approve accounts payable for December 2019 for 213 Center Street totaling \$.
- d) MOTION – to approve accounts payable for December 2019 for 278 2nd Street totaling \$.

3. Next meeting will be held on Tuesday, January 7, 2020 at 5:00pm.

4. Motion to adjourn.



Village of Greenport Housing Authority Regular Board Meeting

MINUTES 10/29/2019

The regular monthly meeting was held on Tuesday, October 29, 2019.

Those present were: Tina Finne, Karen Jimenez, Valerie Shelby, Marilyn Corwin and Asha Gallacher. Meeting was called to order by Board Member Tina Finne at 5:06 pm.

1. Section 8 Housing Update:

- a) 6 recertifications and 3 interims were performed for November 2019.
- b) One voucher leased up for October 2019. One voucher found housing and will move in December 2019.
- c) Asha Gallacher met with HA Attorney, Nina JG Stewart, to start the process of submitting the VGHA's 5 Year Annual Plan to HUD, which is due January 15, 2020.
- d) #22VC was given a letter of termination of participation for failure to report an increase in income. An informal hearing has been requested.

2. Community Development:

- a) 278 2nd St #1 bathtub leak was repaired by Van Etten Plumbing.
- b) 278 2nd St #3 kitchen light fixture was replaced due to #1 tub leak.
- c) Tenant in 278 2nd St #1 has been chronically late with her rental portion throughout the year. A letter was sent to the tenant that her lease would not be renewed, and she must vacate the apartment on 12/31/19. Currently, she owes \$1,189 (September and October rent).

3. Resolutions:

- a) MOTION – was made to approve the minutes of the September 24, 2019 Board Meeting. Karen Jimenez made motion, Valerie Shelby carried.
- b) MOTION – was made to approve accounts payable for November 2019 for the Housing Authority totaling \$90,461.64. Karen Jimenez made motion, Marilyn Corwin carried.
- c) MOTION – was made to approve accounts payable for November 2019 for 213 Center Street totaling \$348.91. Karen Jimenez made motion, Valerie Shelby carried.
- d) MOTION – was made to approve accounts payable for November 2019 for 278 2nd Street totaling \$2,755.43. Karen Jimenez made motion, Marilyn Corwin carried.
- e) MOTION – was made to ratify payment to the Housing Authority for supplemental Admin funds from 278 2nd Street in the amount of \$200 for the month of October 2019. Karen Jimenez made motion, Valerie Shelby carried.
- f) MOTION – was made to reschedule the December 2019 meeting (due to the timing of the meeting during the holidays) and hold the meeting on January 7, 2020. Karen Jimenez made motion, Marilyn Corwin carried.

- g) MOTION – was made to allow tenant at 278 2nd St #1 another opportunity to pay rent arrears of \$1,189 by December 31, 2019. November and December rent must be paid on time. Marilyn Corwin made motion, Valerie Shelby carried.

Marilyn Corwin made motion to adjourn, second by Tina Finne. Motion carried. Meeting adjourned at 5:45 pm.

Respectfully submitted by: Tina Finne, Board Chairperson