

**AGENDA**  
**HOUSING AUTHORITY BOARD REGULAR MEETING**  
**FEBRUARY 28, 2017**

**1. Informational Update:**

**HOUSING**

- a) 3 vouchers were terminated/relinquished as of 1/31/2017.
- b) 5 recertifications and 5 interims were completed for the month of December 2016.
- c) 5 recertifications and 5 interims were completed for the month of January 2017.
- d) 4 recertifications and 4 interims were completed for the month of February 2017.
- e) 5 applicants have been issued vouchers and will lease up by March 1, 2017.
- f) 2 participants are pending termination. One participant violated a Letter of Understanding issued 11/3/2016. Per conditions of said Letter of Understanding, no informal hearing will be given and the voucher will terminate on 3/31/2017. The other participant has requested a Fair Hearing and is scheduled for 3/7/2017.

*Voucher Program*

March 2017 PROJECTED MONTHLY EXPENSES

HAP, PORT RENTS & UTILITY REIMBURSEMENTS (82 Units)	\$ .00
OFFICE EXPENSES	\$
ATTY FEES	\$
PORT FEES	\$
REIMB to VILLAGE (PAYROLL, OFFICE RENT, EMPL BENES)	\$7,169.62
<b>TOTAL</b>	<b>\$</b>

**COMMUNITY DEVELOPMENT**

- a) .

*Community Development*

March 2017 PROJECTED MONTHLY EXPENSES

213 Center Street

Beginning Balance 2/1/17	\$
Village Electric	\$
Village Water	\$
CF Van Duzer	\$
George Hand Construction	\$
Salary Reimb	\$
<b>TOTAL EXPENSES</b>	<b>\$</b>
Approx Ending Balance	\$

278 2<sup>nd</sup> Street

Beginning Balance 2/1/17	\$
Payment for 278 2 <sup>nd</sup> St	\$1,000.00
Electric	\$
Water	\$
Pine Oaks Landscaping	\$
Hands Fuel Co.	\$
Admin Fee Deficit to HA	\$
Salary Reimb	\$
<b>TOTAL EXPENSES</b>	<b>\$</b>
Approx Ending Balance	\$

Rental Income

Income	
278 # 1	\$1300.00
278 # 2	\$1125.00
278 # 3	\$1125.00
213 Center	\$1125.00
TOTAL	\$4,675.00

**2. Resolutions:**

- a) MOTION – to approve the minutes of the December 13, 2016 Board Meeting.
- b) MOTION – to ratify the purchase of QuickBooks 2017 upgrade at \$238.92. Asha Gallacher purchased online with her credit card and Housing Authority reimburses her.
- c) MOTION – to ratify accounts payable for January 2017 for Housing Authority totaling \$80,838.40.
- d) MOTION – to ratify accounts payable for January 2017 for 213 Center Street totaling \$4,078.88.
- e) MOTION – to ratify accounts payable for January 2017 for 278 2<sup>nd</sup> Street totaling \$8,777.62.
- f) MOTION – to ratify accounts payable for February 2017 for Housing Authority totaling \$76,151.15.
- g) MOTION – to ratify accounts payable for February 2017 for 213 Center Street totaling \$1,153.27.
- h) MOTION – to ratify accounts payable for February 2017 for 278 2<sup>nd</sup> Street totaling \$1,897.36.
- i) MOTION – to ratify repair of the back steps at 213 Center Street for \$650.

**3. Next meeting date: Tuesday, March 28, 2017 at 5:00 PM.**

**4. Motion to adjourn.**



330 THIRD STREET  
GREENPORT, NEW YORK 11944

## Village of Greenport Housing Authority Regular Board Meeting

### MINUTES 12/13/2016

The regular monthly meeting was held on Tuesday, December 13, 2016.

Those present were Tina Finne, Marilyn Corwin, Karen Jimenez, Robert Brandt and Asha Gallacher. Meeting was called to order by Board Member Tina Finne at 5:07 pm.

#### 1. Section 8 Housing Update:

- a) Fair Hearing Officer rendered decision on 11/3/2016 to let #15HAP remain on the program, although it was determined that Housing Authority did prove that income was not reported. The Hearing Officer felt mitigating circumstances showed the family did not intentionally fraud the program, therefore the family may remain on the program under renewed Letter of Understanding.
- b) #38VC has reached 6-month self-sufficiency and voucher will be terminated 11/30/16.
- c) 6 recertifications and 6 interims were performed for the month of November 2016.
- d) 1 voucher #13HAP was issued for this month.
- e) #35HAP voucher did not request an extension to find housing and decided to give up voucher.

#### 2. Community Development:

- a) Estimates were submitted for porch and railing work to 213 Center Street totaling \$1500.
- b) Estimates were submitted for ceiling and closet work to 278 2<sup>nd</sup> Street #1 totaling \$1050.
- c) Estimates were submitted for kitchen drywall tape repair and front door lock to 278 2<sup>nd</sup> Street #3 totaling \$200.

#### 3. Resolutions:

- a) MOTION – was made to approve minutes of the October 25, 2016 Board Meeting. Karen Jimenez made motion, Tina Finne second.
- b) MOTION – was made to approve estimates submitted by George Hand Construction to do repair work to 213 Center and 278 2<sup>nd</sup> Street. Tina Finne made motion, Marilyn Corwin second.
- c) MOTION – was made to ratify accounts payable for Housing Authority December 2016 expenses totaling \$78,131.38. Karen Jimenez made motion, Marilyn Corwin second.
- d) MOTION – was made to ratify accounts payable for 213 Center Street December 2016 expenses totaling \$345.26. Karen Jimenez made motion, Tina Finne second.
- e) MOTION – was made to ratify accounts payable for 278 2<sup>nd</sup> Street December 2016 expenses totaling \$1,841.09. Karen Jimenez made motion, Marilyn Corwin second.
- f) MOTION – was made to ratify Asha Gallacher's attendance at the Fair Housing Forum on December 9, 2016 in Riverhead at an expense of \$20.60. Karen Jimenez made motion, Marilyn Corwin second.
- g) MOTION – was made to approve minutes of the September 27, 2016 Board Meeting. Karen Jimenez made motion, Valerie Shelby second.

Tina Finne made motion to adjourn second by Marilyn Corwin. Motion carried. Meeting adjourned at 5:30 pm.

Respectfully submitted by: Tina Finne, Board Chairperson