

HOUSING AUTHORITY BOARD REGULAR MEETING AGENDA

June 29, 2021 at 5:00 PM
GoToMeeting
Access Code: 243-010-173
Phone #: 1-408-650-3123

1. Informational Update:

VOUCHER/HAP PROGRAM

- a) 6 recertifications and 1 interim were performed for June 2021.
- b) 6 recertifications and 3 interims were performed for July 2021.
- c) With the assistance of Lynda Smith from BST, Asha Gallacher was able to submit the annual unaudited FASS submission early for the fiscal period ending 3.31.21.
- d) One voucher was absorbed by the Town of Brookhaven in May. The tenant could not find housing in the Greenport jurisdiction. However, this client ported back to Greenport due to a unit coming available in Greenport July 1st. One voucher holder passed away. 2 vouchers were issued in June 2021. One family found housing and will be moving in July. One family was a lease in place and assistance will start in July.
- e) Currently, there are 4 families with vouchers searching for housing. These vouchers were issued back in February, March, and April 2021 but the families still cannot find housing.
- f) No meeting was held May 25, 2021 due to lack of a quorum.

July 2021 Projected Monthly Expenses (see attached):

Total Expenses \$

COMMUNITY DEVELOPMENT

a) Estimates from Paul Golenac Inc (\$2800) and JSA Service Corp (\$4850) were received for the window trim replacement at 278 2nd Street.

July 2021 Projected Monthly Expenses (see attached):

213 Center Street

Beginning Balance 6/01/2021 \$ 45,327.34
Total Expenses \$
Ending Balance \$

278 Second Street

Beginning Balance /01/2021 \$
Total Expenses \$
Ending Balance \$

2021 Projected Income:

278 2nd St, Unit # 1 \$1,375.00
278 2nd St, Unit # 2 \$1,125.00
278 2nd St, Unit # 3 \$1,175.00
213 Center St \$1,175.00
Total Expected Revenue **\$4,850.00**

2. Resolutions:

- a) MOTION – to approve the minutes of the April 27, 2020 Board Meeting.
- b) MOTION – to ratify accounts payable for June 2021 for the Housing Authority totaling \$92,496.32.
- c) MOTION – to approve accounts payable for July 2021 for the Housing Authority totaling \$
- d) MOTION – to ratify accounts payable for June 2021 for 213 Center Street totaling \$1,126.95.
- e) MOTION – to approve accounts payable for July 2021 for 213 Center Street totaling \$.
- f) MOTION – to ratify accounts payable for June 2021 for 278 2nd Street totaling \$3,035.21.
- g) MOTION – to approve accounts payable for July 2021 for 278 2nd Street totaling \$.
- h) MOTION – to ratify the purchase of the QuickBooks Connector for the HAPPY software program for \$2,512.50.

3. Next meeting will be held on Tuesday, July 27, 2021 at 5:00pm.

4. Motion to adjourn.



Village of Greenport Housing Authority Regular Board Meeting

MINUTES 4/27/2021

The regular monthly meeting was held on Tuesday, March 30, 2021.

Those present via video conference were Tina Finne, Marilyn Corwin, Valerie Shelby, Robert Brandt and Asha Gallacher: Meeting was called to order by Board Member Tina Finne at 5:02 pm.

1. Section 8 Housing Update:

- a) 7 recertifications and 5 interims were performed for May 2021.
- b) 2 vouchers were issued in April 2021.
- c) The family that has been searching since October 2020 has found housing and is leasing up April 1st.
- d) 1 voucher was relinquished. 1 voucher that returned under portability could not find housing and did not report to the VGHA, therefore the voucher has expired.
- e) The Village of Greenport has hired a new auditing company, Cullen & Danowski, LLP to perform their audit, which will include the Housing Authority and Community Development. Due to the Housing Authority's use of the QuickBooks program, Lynda Smith from BST will continue to assist the Housing Authority in QuickBooks and the unaudited FASS submission.

2. Community Development:

- a) 278 2nd Street #3 smoke detector and screen door closer was replaced.

3. Resolutions:

- a) MOTION – was made to approve the minutes of the March 30, 2021 Board Meeting. Tina Finne made motion; Marilyn Corwin carried.
- b) MOTION – was made to approve accounts payable for May 2021 for the Housing Authority totaling \$101,953.24. Tina Finne made motion; Valerie Shelby carried.
- c) MOTION – was made to approve accounts payable for May 2021 for 213 Center Street totaling \$783.44. Tina Finne made motion; Valerie Shelby carried.
- d) MOTION – was made to approve accounts payable for May 2021 for 278 2nd Street totaling \$3,481.60. Tina Finne made motion; Marilyn Corwin carried.
- e) MOTION – was made to approve Nina JG Stewart's Legal Services Agreement for 2021. Tina Finne made motion; Marilyn Corwin carried.

5. Next meeting will be held on Tuesday, May 25, 2021 at 5:00pm.

6. Tina Finne made motion to adjourn, Valerie Shelby carried. Meeting adjourned at 5:15 pm.
Respectfully submitted by Tina Finne, Board Chairperson