

AGENDA
HOUSING AUTHORITY BOARD REGULAR MEETING
March 28, 2017

1. Informational Update:

HOUSING

- a) Pending terminations were concluded; both were terminated as of 3/31/2017.
- b) 8 recertifications and 8 interims were performed for March 2017.
- c) 3 new voucher holders found units and leased up for March 2017.
- d) 2 current voucher holders moved to different units.
- e) Regarding the QuickBooks upgrade: The Housing Authority will pay half the cost totaling \$119.46, and Community Development will pay the other half of \$119.46. Asha Gallacher initially purchased the online program on her credit card; however, she was advised by IT to purchase the desktop version. She cancelled the charge to her credit card, and made the payment through online banking with the Admin account. She was reimbursed incorrectly for her credit card expense. She paid back the HA of the total \$238.92 to the HA Admin account.

Voucher Program

April 2017 PROJECTED MONTHLY EXPENSES

HAP, PORT RENTS & UTILITY REIMBURSEMENTS (81 Units)	\$.00
OFFICE EXPENSES	\$
ATTY FEES	\$
AUDITOR FEES	\$
PORT FEES	\$
REIMB to VILLAGE (PAYROLL, OFFICE RENT, EMPL BENES)	\$
TOTAL	\$

COMMUNITY DEVELOPMENT

- a) .

Community Development

April 2017 PROJECTED MONTHLY EXPENSES

213 Center Street

278 2nd Street

Beginning Balance /1/17	\$
Village Electric	\$75.65
Village Water	\$55.92
CF Van Duzer	\$
	\$
Salary Reimb	\$151.20
TOTAL EXPENSES	\$
Approx Ending Balance	\$

Beginning Balance /1/17	\$
Payment for 278 2 nd St	\$1,000.00
Electric	\$
Water	\$
Hands Fuel Co.	\$6,177.03
George Hand Construction	\$
Hands Fuel Co.	\$
Admin Fee Deficit to HA	\$
Salary Reimb	\$453.60
TOTAL EXPENSES	\$
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 February 28, 2017 Board Meeting.
- b) MOTION – to approve projected accounts payable for April 2017 for Housing Authority totaling \$.
- c) MOTION – to approve projected accounts payable for April 2017 for 213 Center Street totaling \$.
- d) MOTION – to approve projected accounts payable for March 2017 for 278 2nd Street totaling \$.

3. Next meeting date: Tuesday, May 2, 2017 at 5:00 PM.

4. Motion to adjourn.



236 THIRD STREET
GREENPORT, NEW YORK 11944

Village of Greenport Housing Authority Regular Board Meeting

MINUTES 2/28/2017

The regular monthly meeting was held on Tuesday, February 28, 2017.

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 5:08 pm.

1. Section 8 Housing Update:

- 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) 4 voucher holders 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.

2. Community Development:

- a) Repair work to 278 2nd St #1, #3 and 213 Center Streets were completed.

3. Resolutions:

- b) MOTION – passed to approve the minutes of the December 13, 2016 Board Meeting. Marilyn Corwin made motion, Karen Jimenez second.
- c) MOTION – passed to approve accounts payable for March 2017 for Housing Authority totaling \$85,555.37. Marilyn Corwin made motion, Tina Finne second.
- d) MOTION – passed to approve accounts payable for March 2017 for 213 Center Street totaling \$1,521.36. Marilyn Corwin made motion, Karen Jimenez second.
- e) MOTION – passed to approve accounts payable for March 2017 for 278 2nd Street totaling \$3,079.82. Marilyn Corwin made motion, Karen Jimenez second.
- f) MOTION – passed to approve changes to the VGHA Administration Manual to agree with new Fair Housing mandates issued by the United States Departments of Justice and Housing and Urban Development, as the "Section 8 Housing Choice Voucher Program: Clarification of the Use of Criminal Background Checks and Allegations of Criminal Activity" is adopted and incorporated as an attachment to the current Administrative Plan. Marilyn Corwin made motion, Karen Jimenez second.
- g) MOTION – passed to ratify the purchase of QuickBooks 2017 upgrade at \$238.92 with the following changes: The Housing Authority will pay half the cost totaling \$119.46, and Community Development will pay the other half of \$119.46. Marilyn Corwin made motion, Karen Jimenez second.
- h) MOTION – passed to ratify accounts payable for January 2017 for Housing Authority totaling \$80,838.40. Marilyn Corwin made motion, Karen Jimenez second.
- i) MOTION – passed to ratify accounts payable for January 2017 for 213 Center Street totaling \$4,078.88. Marilyn Corwin made motion, Karen Jimenez second.
- j) MOTION – passed to ratify accounts payable for January 2017 for 278 2nd Street totaling \$8,777.62. Marilyn Corwin made motion, Tina Finne second.

- k) MOTION – passed to ratify accounts payable for February 2017 for Housing Authority totaling \$76,151.15. Marilyn Corwin made motion, Karen Jimenez second.
- l) MOTION – passed to ratify accounts payable for February 2017 for 213 Center Street totaling \$1,153.27. Marilyn Corwin made motion, Karen Jimenez second.
- m) MOTION – passed to ratify accounts payable for February 2017 for 278 2nd Street totaling \$1,897.36. Marilyn Corwin made motion, Karen Jimenez second.
MOTION – passed to approve the repair of the back steps at 213 Center Street for \$650. made Tina Finne made motion, Marilyn Corwin second.

Tina Finne made motion to adjourn second by Marilyn Corwin. Motion carried. Meeting adjourned at 5:39 pm.

Respectfully submitted by: Tina Finne, Board Chairperson