

AGENDA
HOUSING AUTHORITY BOARD REGULAR MEETING
September 26, 2017

1. Informational Update:
HOUSING

- a) 7 recertifications and 3 interims where performed for August 2017.
- b) 7 recertifications and 8 interims where performed for September 2017
- c) The VGHA has moved to terminate #36VC for violation of participant's obligation to report income. The informal hearing was held on September 12, 2017. The hearing officer will render a decision by September 26, 2017.
- d) 3 new vouchers were issued in August, therefore; at end of August, 7 families were searching for housing.
- e) 1 family found housing and leased up 9/2017. 1 family's voucher expired because they could not find housing. 1 current family lost their housing due to the landlord's intent to sell. 1 participant died. Currently, there are 6 families searching for housing.

Voucher Program

October 2017 PROJECTED MONTHLY EXPENSES

HAP, PORT RENTS & UTILITY REIMBURSEMENTS (80 Units)	\$.00
OFFICE/MILEAGE EXPENSES	\$.00
ATTY FEES	\$.00
AUDITOR FEES	\$
PORT FEES	\$126.62
REIMB to VILLAGE (PAYROLL, OFFICE RENT, EMPL BENES)	\$7,369.83
TOTAL	\$

COMMUNITY DEVELOPMENT

a)

Community Development

October 2017 PROJECTED MONTHLY EXPENSES

213 Center Street

Beginning Balance 10/1/17	\$47,227.62
Village Electric	\$110.58
Village Water	\$88.38
	\$
	\$
Salary Reimb	\$226.80
TOTAL EXPENSES	\$
Approx Ending Balance	\$

278 2nd Street

Beginning Balance 10/1/17	\$70,239.58
Payment for 278 2 nd St	\$1,000.00
Electric	\$42.93
Water	\$64.14
Pine Oaks Landscaping	\$150.00
Salary Reimb	\$680.40
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 July 25, 2017 Board Meeting.
- b) MOTION – to ratify accounts payable for August 2017 for the Housing Authority totaling \$82,683.17.
- c) MOTION – to ratify accounts payable for August 2017 for 213 Center Street totaling \$581.23.
- d) MOTION – to ratify accounts payable for August 2017 for 278 2nd Street totaling \$4,637.28.
- e) MOTION – to ratify accounts payable for September 2017 for the Housing Authority totaling \$79,522.43.
- f) MOTION – to ratify accounts payable for September 2017 for 213 Center Street totaling \$505.63.
- g) MOTION – to ratify accounts payable for September 2017 for 278 2nd Street totaling \$2,237.48.

3. Next meeting date: Tuesday, October 31, 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 7/25/2017

The regular monthly meeting was held on Tuesday, July 25, 2017.

Those present were: Tina Finne, Marilyn Corwin, Karen Jimenez and Christopher North, Robert Brandt and Asha Gallacher. Meeting was called to order by Board Chair Tina Finne at 5:03 pm.

1. Section 8 Housing Update:

- a) No meeting was held on 6/27/17 due to lack of quorum.
- b) The VGHA submitted the audit material requested by HUD's Quality Assurance Division for the Voucher Management Submissions for the period 4/16 to 2/17. The account HUD codes were collected by Brendan Kelly at BST, and Asha Gallacher entered said codes into the QuickBooks program. There was one minor finding/concern, which was a typographical error entry. In all, the Housing Authority did very well in accuracy of reporting VMS entries and quality control.
- c) The unaudited FASS submission was due to HUD by 5/31/2017. Jonathan Gibbs worked on the submission and it was submitted on time.
- d) The VGHA experienced a heavy volume of work this for the month of May. In addition to the VMS audit, the Unaudited FASS submission and the SEMAP submission. Because Asha Gallacher was a day late in reporting SEMAP due to an illness, she had to request a waiver from HUD to submit the SEMAP late. The NY HUD office is waiting to hear from the Federal Office of the waiver approval, and will notify Asha Gallacher when the Federal Office has made its decision.
- e) There were 3 vouchers that were lost in June due to the death of a client, the absorption of a ported client by the receiving Housing Authority, and the loss of another voucher due to the client being admitted to a nursing home. Therefore; Asha Gallacher issued 4 vouchers.
- f) There are still 3 other issued vouchers from last month that are still searching for housing, but can't find anything; this makes of 5 families having difficulty finding housing. One family did find housing and will be leasing up by 8/1/17.
- g) 5 recertifications and 6 interims were performed for May 2017.
- h) 5 recertifications and 11 interims were performed for June 2017.
- i) 2 recertifications and 5 interims were performed for July 2017.
- j) Nina J. Greenfield Stewart has submitted a Legal Services Agreement extension for 2017. All terms and conditions remain the same.
- k) An informal hearing was conducted for #HAP45. Due to a reasonable accommodation for medical reasons, an agreement was reached, and the Hearing Officer wrote a Letter of Understanding to allow the client to remain on the program as long as certain conditions are met.

2. Community Development:

- a) .

3. Resolutions:

- a) MOTION – approved the minutes of the April 25, 2017 Board Meeting.
- b) MOTION – ratified accounts payable for June 2017 for the Housing Authority totaling \$76,358.43.
- c) MOTION – ratified accounts payable for June 2017 for 213 Center Street totaling \$771.38.

- d) MOTION – ratified accounts payable for June 2017 for 278 2nd Street totaling \$2,843.39.
- e) MOTION – ratified accounts payable for July 2017 for the Housing Authority totaling \$77,421.34.
- f) MOTION – ratified accounts payable for July 2017 for 213 Center Street totaling \$1,405.42.
- g) MOTION – ratified accounts payable July 2017 for 278 2nd Street totaling \$1,664.62.
- h) MOTION – approve projected accounts payable for August 2017 for the Housing Authority totaling \$81,643.17.
- i) MOTION – approve projected accounts payable for August 2017 for 213 Center Street totaling \$581.23.
- j) MOTION – approve projected accounts payable for August 2017 for 278 2nd Street totaling \$1,994.28.

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

Respectfully submitted by: Tina Finne, Board Chairperson