

AGENDA  
HOUSING AUTHORITY BOARD REGULAR MEETING  
December 1, 2015

**1. Informational Update:**

HOUSING

- a) 5 recertifications and 2 interims were performed.
- b) A Housing Quality Standard (HQS) record-keeping audit was performed by HUD representative, Norman Murphy on 11/20/2015. Mr. Murphy audited 10 files and found 2 minor issues. Overall, he was impressed by the orderliness of the record keeping and commented that in the 25 years of conducting file audits he had never seen such organized files and they were a pleasure to work with.
- c) HAP Checking account was moved from Capital One to Bridgehampton National Bank.
- d) Two new vouchers were issued this month. The HA now has a total of 6 families with vouchers searching for housing.

COMMUNITY DEVELOPMENT

- a) Pine Oaks landscaping performed the Fall cleanup of 278 2<sup>nd</sup> Street.
- b) 213 Center St Checking account was moved from Capital One to Bridgehampton National Bank.
- c) An estimate has been submitted by Darryl Bloxon to repair the decking, rotting balusters of the porch and paint, prime the fence at 213 Center Street for \$1250.
- d) An estimate has been submitted by Darryl Bloxon to repair of the bathroom ceiling after the sprinkler head repair, and install a closet for \$1375 at 278 2<sup>nd</sup> Street #1 for \$1375.
- e) An estimate has been submitted by Darryl Bloxon to spackle and paint ceiling due to upstairs water leak and replace entry door lockset and deadbolt at 278 2<sup>nd</sup> Street #3 for \$225.

**2. Resolutions:**

- a) MOTION – to approve minutes September 29, 2015.
- b) MOTION - to approve anticipated accounts payable for November 2015 totaling \$73,236.61 (see below):

Voucher Program December 2015 MONTHLY EXPENSES

HAP & PORT RENTS (81 Units)	\$63,682.00
UTILITY PAYMENTS TO FAMILIES	\$279.00
OFFICE EXPENSES	\$119.00
ATTY FEES	\$1075.00
PORT FEES	\$58.30
REIMB to VILLAGE (PAYROLL, OFFICE RENT, EMP BENES)	\$7,048.31
<b>TOTAL</b>	<b>\$72,236.61</b>

- c) MOTION – to approve anticipated accounts payable for December for 213 Center Street totaling \$ and 278 2<sup>nd</sup> Street totaling \$ (see below):

Community Development December 2015 MONTHLY EXPENSES

213 Center Street

Beginning Balance 12/1/15	\$39,060.60
Village Electric	\$
Village Water	\$63.94
Salary Reimb	\$142.80
<b>TOTAL EXPENSES</b>	<b>\$</b>
Approx Ending Balance	\$

278 2<sup>nd</sup> Street

Beginning Balance 12/1/15	\$59,040.50
Payment for 278 2 <sup>nd</sup> St	\$1,000.00
Electric	\$
Water	\$
HA Admin Deficit	\$
Pine Oaks Landscaping	\$375.00
Salary	\$428.40
<b>TOTAL EXPENSES</b>	<b>\$</b>
Approx Ending Balance	\$

Rental Income

Income	
278 # 1	\$1240.00
278 # 2	\$1125.00
278 # 3	\$1125.00
213 Center	\$1125.00
TOTAL	\$4,615.00

3. Next meeting date: **Tuesday, December 29, 2015** at 5:00 PM.
4. Motion to adjourn.



PRESENT: Board Members: Tina Finne, Marilyn Corwin, Anne  
Reitman, Valerie Shelby  
Staff: Asha Gallacher, Robert Brandt

## MINUTES

### Village of Greenport Housing Authority Regular Board Meeting 10/27/2015

MEETING CALLED at 5:07 pm by Tina Finne

1. MOTION – was made to approve the minutes of September 29, 2015. Marilyn Corwin made motion, Anne Reitman carried.
2. MOTION – was made to approve accounts payable for November 2015 totaling \$72,287.72. Valerie Shelby made motion, Tina Finne carried.

#### Section 8 Update:

- a) MOTION – was made to continue to document and use discretion for the extension of newly issued vouchers. A proposal was made to approve extensions of new vouchers beyond the 30 day limit if the participant family has demonstrated they have meant all applicable requirements to find housing in this limited housing market, and the Housing Authority will continue to extend the voucher until housing is found. Tina Finne made motion, Marilyn Corwin carried.
- b) 24VC was absorbed by NYCHA – this will allow issuance of a voucher to a new family. 42VC will be relinquishing their voucher 11/30/15.
- c) 3 new vouchers were issued this month. 2 vouchers were leases in place. The other family is searching for housing. There are an additional 2 vouchers still searching for housing, but there has been no availability of 2 bedroom units. Families will take a one bedroom if available.
- d) 3 recertifications and 3 interims were performed.
- e) MOTION – was made to move the HAP Checking account from Capital One Bank to Bridgehampton National Bank because Capital One Bank is now charging fees. Anne Reitman made motion, Marilyn Corwin carried.
- f) This was Anne Reitman's last meeting with the Housing Authority Board. Members of the board thanked her for her service and wished her well in her future endeavors.

#### 3. Affordable Housing Update:

- a) MOTION – was made to accounts payable for November for 213 Center Street totaling \$287.45 and 278 2<sup>nd</sup> Street totaling \$4,299.19. Anne Reitman made motion, Valerie Shelby carried.
- b) MOTION – was made to move the 213 Center Street Checking account from Capital One Bank to Bridgehampton National Bank. Capital One Bank is now charging fees. Marilyn Corwin made motion, Anne Reitman carried.

4. Scheduled next meeting for Tuesday, December 1, 2015 at 5:00pm.

5. Meeting adjourned at 5:31 pm-----Motion to adjourn by Tina Finne, Anne Reitman carried.