

AGENDA
HOUSING AUTHORITY BOARD REGULAR MEETING
October 30, 2018

1. Informational Update:

HOUSING_____

- a) 6 recertifications and 3 interims were performed for October 2018.
- b) 5 recertifications and 6 interims were performed for November 2018.
- c) An informal review was held for an applicant who contested his denial of eligibility. The decision to deny his application was upheld.
- d) 3 vouchers were issued to applicants in September. 4 vouchers were issued in October.
- e) 1 issued voucher was rescinded because the applicant failed to deliver mandatory documents. 1 voucher expired because the family could not find housing. 1 voucher holder gave up their voucher.
- f) 1 family found housing and is leasing up November 1. 2 voucher holders passed away. There are 5 families searching for housing.

Voucher Program

November 2018 PROJECTED MONTHLY EXPENSES

HAP, PORT RENTS & UTILITY REIMBURSEMENTS (76 Units)	\$0.00
OFFICE/MILEAGE EXPENSES	\$263.98
ATTY FEES	\$0.00
AUDITOR FEES	\$0.00
PORT FEES	\$0.00
REIMB to VILLAGE (PAYROLL, OFFICE RENT, EMPL BENES)	\$7,692.49
TOTAL	\$

COMMUNITY DEVELOPMENT_____

- a) Asha Gallacher is working on obtaining updated estimates for the window repair and replacement and other maintenance work needed for both houses.
- b) Nina JG Stewart has sent a memo to the Board to clarify who should sign 278 2nd Street leases and HAP contracts. (see attached)

213 Center Street

Beginning Balance 11/01/18	\$ 52,554.09
Village Electric	\$173.85
Village Water	\$59.88
	\$
	\$
Salary Reimb	\$218.75
TOTAL EXPENSES	\$452.48
Approx Ending Balance	\$52,101.61

278 2nd Street

Beginning Balance 11/01/18	\$ 50,711.71
Payment for 278 2 nd St	\$1,000.00
Electric	\$13.50
Water	\$97.87
HA Admin Supplemental	\$1,130.00
Mattituck Enviro Srvs	\$28.75
Pine Oaks Landscaping	\$120.00
Salary Reimb	\$656.25
TOTAL EXPENSES	\$3,046.37
Approx Ending Balance	\$47,665.34

Rental Income

Income	
278 # 1	\$1350.00
278 # 2	\$1125.00
278 # 3	\$1175.00
213 Center	\$1125.00
TOTAL	\$4,775.00

2. Resolutions:

- a) MOTION – to approve the minutes of the August 28, 2018 Board Meeting.
- b) MOTION – to approve accounts payable for October 2018 for the Housing Authority totaling \$86,006.74.
- c) MOTION – to approve accounts payable for October 2018 for 213 Center Street totaling \$371.45.
- d) MOTION – to approve accounts payable for October 2018 for 278 2nd Street totaling \$4,981.52.
- e) MOTION – to approve accounts payable for November 2018 for the Housing Authority totaling \$.
- f) MOTION – to approve accounts payable for November 2018 for 213 Center Street totaling \$452.48.
- g) MOTION – to approve accounts payable for November 2018 for 278 2nd Street totaling \$3,046.37.
- h) MOTION – to approve ALIHA Luncheon for Asha Gallacher and Robert Brandt for \$36.

3. Next meeting date: **Tuesday, November 27, 2018** at 5:00 PM.

4. Motion to adjourn.



Village of Greenport Housing Authority Regular Board Meeting

MINUTES 08/28/2018

The regular monthly meeting was held on Tuesday, May 01, 2018.

Those present were: Tina Finne, Karen Jimenez, Christopher North, Robert Brandt and Asha Gallacher. Meeting was called to order by Board Chairperson Tina Finne at 5:04 pm.

1. Section 8 Housing Update:

- a) 3 recertifications and 4 interims were performed for August 2018.
- b) 7 recertifications and 7 interims were performed for September 2018.
- c) 1 participant ported to Riverhead Housing August 1st.
- d) 1 participant was issued a letter of termination of their participation for failing to disclose an occupant living with them. The participant failed to request an informal hearing and has been removed from the program as of 7/31/18.
- e) Nina JG Stewart, Housing Attorney has drafted a Rental Application and Release Form for 278 2nd St and 213 Center Street for Board review.
- f) 8 letters were issued offering vouchers to eligible families. 1 family leased in place starting August 1st. 1 family found housing and moved in August 1st. There are 4 families searching for housing.

2. Community Development:

- a) Proposals have been obtained to replace the windows at 278 2nd Street and 213 Center Street, and paint and repair fence, and other miscellaneous repairs at 213 Center Street (see attached).

3. Resolutions:

- b) MOTION – was made to approve the minutes of the June 26, 2018 Board Meeting. Tina Finne made motion, Christopher North carried.

- c) MOTION – was made to ratify accounts payable for August 2018 for the Housing Authority totaling \$88,450.59. Tina Finne made motion, Karen Jimenez carried.
- d) MOTION – was made to ratify accounts payable for August 2018 for 213 Center Street totaling \$308.49. Tina Finne made motion, Karen Jimenez carried.
- e) MOTION – was made to ratify accounts payable for August 2018 for 278 2nd Street totaling \$6,701.52. Tina Finne made motion, Christopher North carried.
- f) MOTION – was made to approve accounts payable for September 2018 for the Housing Authority totaling \$85,102.49. Tina Finne made motion, Karen Jimenez carried.
- g) MOTION – was made to approve accounts payable for September 2018 for 213 Center Street totaling \$321.62. Tina Finne made motion, Karen Jimenez carried.
- h) MOTION – was made to approve accounts payable for September 2018 for 278 2nd Street totaling \$2,698.89. Tina Finne made motion, Christopher North carried.
- i) MOTION – was made to approve a contractor to replace the windows and miscellaneous repairs at 213 Center and 278 2nd Street. Tina Finne made motion to table and get more accurate estimates, Christopher North carried.

Tina Finne made motion to adjourn, second by Christopher North. Motion carried. Meeting adjourned at 5:25 pm.

Respectfully submitted by: Tina Finne, Board Chairperson