



# VILLAGE OF GREENPORT HOUSING AUTHORITY

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## HOUSING AUTHORITY BOARD REGULAR MEETING AGENDA

June 7, 2022 at 5:00 PM

### 1. Informational Update:

#### VOUCHER/HAP PROGRAM

- a) 6 recertifications and 7 interims were performed for June 2022.
- b) One voucher holder was a lease in place and started on the program 6/1/2022.
- c) There are 2 voucher holders looking for units.
- d) One voucher ported to another state.
- e) One voucher holder had to relinquish the voucher issued because the landlord was an immediate family member.
- f) 2 voucher holders vouchers expired as they have been unable to find housing for several months.

### 2. Informational Update:

#### COMMUNITY DEVELOPMENT

- a) 278 2<sup>nd</sup> Street #3 had a sewage leak which originated from the upstairs apartment. The Board was polled on 5/11/2022 to approve the remediation work by ServPro for \$3,401.73.
- b) Repair to the broken toilet in 278 2<sup>nd</sup> Street #3 was completed by VanEtten Plumbing for \$946.80.
- c) Continuation of the repair work at 278 2<sup>nd</sup> Street #3 involved replacing the sheetrock to the walls and ceiling and reinstalling the kitchen cabinets. The board was polled on 6/1/2022 to approve the only estimate submitted by Paul Golanec Construction for \$13,930.00.
- d) Balance of 213 Center Street Checking account as of June 1, 2022 is:  
\$ 46,077.37.
- e) Balance of 278 2<sup>nd</sup> Street checking account as of June 1, 2022 is:  
\$ 43,413.25.

### **2022 Monthly Projected Income:**

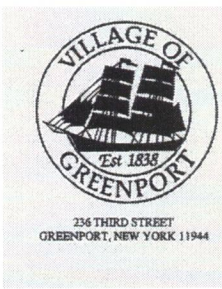
278 2 <sup>nd</sup> St, Unit # 1	\$1,375.00
278 2 <sup>nd</sup> St, Unit # 2	\$1,125.00
278 2 <sup>nd</sup> St, Unit # 3	\$1,175.00
213 Center St	\$1,125.00
Total Expected Revenue	<b>\$4,800.00</b>

### **3. Resolutions:**

- a) MOTION – to approve the minutes of the March 29, 2022 Board Meeting.
- b) MOTION – to ratify accounts payable for May 2022 for the Housing Authority totaling \$110,227.75.
- c) MOTION – to ratify accounts payable for May 2022 for 213 Center Street totaling \$783.01.
- d) MOTION – to ratify accounts payable for May 2022 for 278 2<sup>nd</sup> Street totaling \$1,908.56.
- e) MOTION – to approve the increase to the HUD Payment Standard to 110% of the Fair Market Rent to reasonably accommodate the elderly and disabled per the discretion of the Housing Authority.
- f) MOTION – to approve an increase of rent for 213 Center Street.
- g) MOTION – to approve the increase of rents for 278 2<sup>nd</sup> Street.
- h) MOTION – to ratify the estimate by ServPro to remediate the sewage damage to 278 2<sup>nd</sup> Street #3 from the upstairs apartment #1. Total cost was \$3,401.73.
- i) MOTION – to ratify the restoration of the drywall and reinstallation of the cabinets to 278 2<sup>nd</sup> Street #3 totaling \$13,930.
- j) MOTION – to ratify the repair of the plumbing to 278 2<sup>nd</sup> Street #1 totaling \$946.80.
- k) MOTION – to ratify the waiver of the tenant’s portion of rent in 278 2<sup>nd</sup> St #3 due to the inconvenience of being without a kitchen for the months of May and June. Total amount of rent waived is: \$798.00.

**4.** Next meeting will be held on Tuesday, June 28, 2022 at 5:00pm.

**5.** Motion to adjourn.



## Village of Greenport Housing Authority Regular Board Meeting

### MINUTES

The regular monthly meeting was held on Tuesday, April 26, 2022.

Those present were: Tina Finne, Marilyn Corwin, Inga Van Eysden, Robert Brandt and Asha Gallacher: Meeting was called to order by Chairperson Tina Finne at 5:01 pm.

#### 1. Section 8 Housing Update:

- a) 6 recertifications and 4 interims were performed for May 2022.
- b) 3 vouchers were issued this month but 2 of the families decided not to participate.
- c) There are 2 vouchers that are looking for housing but are not having any success in availability or affordability.
- d) Asha Gallacher and Lisa Caino from Cullen and Danowski, LLP are working on the annual FASS 2022 unaudited financial report to HUD which is due May 31, 2022.
- e) Asha Gallacher is working with her HUD representative in the NYC office to see if the VGHA can increase their payment standard to 110% of the HUD issued Fair Market Rent in order to compensate for the dramatic increase in rental prices.

#### 2. Community Development:

- a) Rents will need to be raised to compensate for increased costs of utilities and administration costs; specifically including a reimbursement for payroll expenses.
- b) The tenants must be given 90 days' notice of the rental increase per NYS tenant law.
- c) Asha Gallacher and Nina JG Stewart will finalize the simplified/revised lease that they worked on before COVID. This lease will be used in conjunction with the approval of rental increases.

#### 3. Resolutions:

- a) MOTION – was made to approve the minutes of the March 29, 2022 Board Meeting. Marilyn Corwin made motion; Inga Van Eysden carried.
- b) MOTION – was made to approve accounts payable for May 2022 for the Housing Authority totaling \$110,227.75. Marilyn Corwin made motion; Inga Van Eysden carried.
- c) MOTION – was made to approve accounts payable for May 2022 for 213 Center Street totaling \$783.01. Marilyn Corwin made motion; Inga Van Eysden carried.
- d) MOTION – was made to approve accounts payable for May 2022 for 278 2nd Street totaling \$1,904.23. Marilyn Corwin made motion; Inga Van Eysden carried.

4. Next meeting will be held on June 7, 2022 in observance of Memorial Day.
5. Marilyn Corwin made motion to adjourn, Inga Van Eysden carried. Meeting adjourned at 5:26pm.

Respectfully submitted by Tina Finne, Board Chairperson

Financial Data Schedule - Monthly Revenue & Expenses (HAP REGISTER) - MAY									
2022	Account Description			80	TOTAL VOUCHERS	TOTAL HAP, PORT, UTILITIES	91,678.00	57.00	#####
					Vouchers Leased on last day of month				
	REVENUE:				New Vouchers Issued/No Lease/Searching				
706	PHA HUD Operating Grants	\$ 93,511.00			1				
706a	Admin fee revenues	\$ 9,324.00	\$ 500.00		1				
711	Interest Earned - HAP	\$ 500.00	\$ 500.00		1				
	Interest Earned - ADMIN			0					
714	Fraud recovery	\$ 1,000.00							
700	<b>TOTAL REVENUE</b>	<b>\$ 109,906.00</b>	<b>\$ 6,071.00</b>	<b>80</b>	<b>All other Vouchers</b>				
	<b>EXPENSES:</b>								
	<b>Administrative</b>								
912	Auditing fees	\$ 830.00	help w/ RNP Balance						
911	Salaries - Asha (\$27.60), Robert Column E, Paul Column F 2 payperiods	\$ 3,864.70	\$ 326.16	\$ 576.92					
911a	Medical	\$ 2,487.37	\$ 47.84	\$ 138.19					
911b	Dental	\$ 170.23	\$ 8.51	\$ 178.74					
911c	Pension T4 15.7%, T5 12.9%	\$ 606.76	\$ 42.07	\$ 90.58					
914	Payroll Taxes FICA	\$ 295.65	\$ 24.95	\$ 44.13					
915	Employee Benefit Contribution <b>TOTAL</b>	<b>\$ 3,264.36</b>	<b>\$ 89.91</b>	<b>\$ 237.28</b>	<b>Admin Salaries total</b>				
	Academy Printing	\$ 168.53							
	MRI Happy Software Renewal	\$ 7,427.16							
917	Nina JG Stewart, Esq	\$ 850.00							
916	A Gallacher Reimb								
918	A Gallacher Mileage								
916	Office Expenses Total	\$ 7,595.69							
910	Administrative Total	\$ 17,149.75							
962	Other General Expenses (Office Rent)	\$ 550.00							
969	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 18,549.75</b>			<b>Village of Greenport total</b>				
970	<b>EXCESS OPERATING REVENUE OVER OPERATING EXPENSES</b>				<b>TERMINATED</b>				
973.1	PHA Utility Allowance	\$ 57.00							
973.2	HAP payments	\$ 91,621.00							
973	PORT payments	\$ -							
	(HAP, PORT and UTILITY TOTAL)	\$ 91,678.00	(VMS - HAP TOTAL)						
	HAP & UTIL less Port payments	\$ 91,678.00	(VMS- ALL OTHER VOUCHERS HAP)						
1117-020	Total Admin Revenue	\$ 15,895.00							
1117	Net ADMIN	\$ (2,654.75)							
1118	Total Hap Revenue	\$ 94,011.00							
1118-020	Net HAP	\$ 2,333.00							
900	<b>TOTAL EXPENSES</b>	<b>\$ 110,227.75</b>							
1000	<b>EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES</b>	<b>\$ 110,227.75</b>			<b>TOTAL CASH DISBURSEMENTS</b>				
		\$ (321.75)							

FDS - 213 Center St & 278 2nd Street Monthly Revenue & Expenses - May 2022

Account Description	REVENUE: 213 Center	REVENUE: 278 2nd Street			
	213 Center	UNIT 1 - 8124	UNIT 2 - 8327	UNIT 3	HOUSE
Rent	\$ 1,125.00	\$ 1,375.00	1,125.00	\$ 1,175.00	
Late Fees/Credits	\$ 50.00				
<b>TOTAL REVENUE</b>	\$ 1,175.00	\$ 1,375.00	\$ 1,125.00	\$ 1,175.00	\$ 3,675.00
<b>EXPENSES:</b>	<b>EXPENSES: 213 Center</b>	<b>EXPENSES: 278 2nd Street</b>			
	213 CENTER	UNIT 1 - 8124	UNIT 2 - 8327	UNIT 3 - 8328	HOUSE - 8590 RE/8361 SW
<b>Utilities</b>					
Electric	\$ 68.50				\$ 23.15
Water/Sewer	\$ 64.17				\$ 117.09
Propane/Heating Oil	\$ 408.84				
<b>Admin</b>					
Aspa Salary Divide total salary \$27,000 by 25% to calculate CD portion of total work day. [ \$27.60 x 25% = \$6.90] (\$6.90 X 2 pay periods 140 hrs = \$966.00 \$966 by 25% for 213 Center = \$241.50, \$966 by 75% for 278 2nd St = \$724.50	\$ 241.50				\$ 724.50
Payment Agreement to Village					\$ 1,000.00
<b>Total</b>	\$ 783.01	\$ -	\$ -	\$ -	\$ 1,864.74
	<b>MAINTENANCE: 213 Center</b>	<b>MAINTENANCE: 278 2nd Street</b>			
	213 CENTER	UNIT 1	UNIT 2	UNIT 3	HOUSE
<b>Maintenance Repairs/Other</b>					
ServPro 1/2 deposit				1,700.87	
Mattituck Enviro Services					\$ 43.82
Pine Oaks Landscaping					
<b>Total Expenses</b>	\$ -	\$ -	\$ -	\$ 1,700.87	\$ 43.82
	\$ 783.01				\$ 1,744.69
<b>MONTHLY FINANCIAL SUMMARY</b>	<b>213 CENTER</b>	<b>278 2nd STREET</b>			
Interest Earned					
Total Revenue	\$ 1,175.00		\$ 3,675.00		
Total Expenses	\$ 783.01		\$ 3,609.43		
NET REVENUE	\$ 391.99		\$ 65.57		
<b>EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES</b>	\$ 391.99		\$ 65.57		

1000

\$ 4,800.00

50.00