

# HOUSING AUTHORITY BOARD REGULAR MEETING AGENDA

November 28, 2023 at 4:30 PM

## 1. Informational Update:

### VOUCHER/HAP PROGRAM

- a) 7 recertifications and 9 interims were performed for October 2023.
- b) Balance of VGHA HAP Checking account as of 10/31/2023 is: \$15,559.00.
- c) Balance of VGHA Admin Checking account as of 10/31/2023 is: \$50,538.22.
- d) Balance of VGHA HAP Savings account as of 10/31/2023 is: \$16,881.90.
- e) 1 voucher was issued and leased in place for 11/1/2023.
- f) 3 voucher holders relinquished their vouchers.
- g) The 5 Year Plan must be submitted to HUD by \_\_\_\_\_. Asha Gallacher will be requesting an extension due to increased workload.
- h) The VGHA received its SEMAP score; the VGHA went from a High Performing to a Standard score. This score required the VGHA to submit a Corrective Action Plan. HUD approved the CAP which includes the hiring of a part-time inspector for assistance with annual Housing Quality Standard (HQS) inspections, and the implementation of biennial inspections for discretionary units.
- i) As of October 2023, there are 6 voucher holders searching for housing.
- j) Asha Gallacher worked with the auditors at Cullen & Danowski, LLP on the Village of Greenport's 2023 Financial Audit, which includes the annual audits for the Housing Authority and Community Development.
- k) Asha Gallacher worked on verifying applications for the 5 applicants that applied for the affordable housing units at 123 Sterling Avenue.
- l) Asha Gallacher has requested a \$5 raise; the board members have instructed that she submit a letter of the request detailing her increased job duties to her supervisor, Paul Pallas so he can submit the proposal to the Village Board of Trustees.

## 2. Informational Update:

### COMMUNITY DEVELOPMENT

- a) Balance of 213 Center Street Checking account as of 10/31/2023 was: \$42,629.08.
- b) Balance of 278 2nd Street checking account as of 10/31/2023 was: \$8,289.89.
- c) Adam Brautigam verified that funds could not be loaned from 213 Center Street for the repairs to 278 2<sup>nd</sup> Street.
- d) Asha Gallacher applied for funding with the CDCLI Weatherization Program to replace windows at 213 Center Street on 10/24/23.

- e) Asha Gallacher applied for funding with the CDCLI Weatherization Program and Home Improvement Program for the numerous exterior and interior repairs needed at 278 2<sup>nd</sup> Street on 10/24/23.
- f) A letter will be submitted to the Village Board of Trustees requesting the suspension of the \$1,000 monthly management fee to the Village of Greenport to compensate for increased current and future projected maintenance expenses to the house. In addition, the letter will request that the Village of Greenport pay for the emergent repairs that are needed if the CDCLI Weatherization Program does not cover the repairs.

**2023 Monthly Projected Income:**

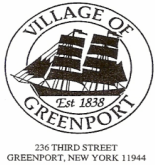
278 2 <sup>nd</sup> St, Unit # 1	\$1,475.00
278 2 <sup>nd</sup> St, Unit # 2	\$1,125.00
278 2 <sup>nd</sup> St, Unit # 3	\$1,275.00
<b>Total 278 Total Rental Income</b>	<b>\$3,875.00</b>
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213 Center St	\$1,125.00

**3. Resolutions:**

- a) MOTION – to approve the minutes of the October 26, 2023 Board Meeting.
- b) MOTION – to ratify October 2023 accounts payable for the Housing Authority totaling \$110,400.96.
- c) MOTION – to ratify October 2023 accounts payable for 213 Center Street totaling \$1,502.70.
- d) MOTION – to ratify October 2023 accounts payable for 278 2<sup>nd</sup> Street totaling \$3,429.54.
- e) MOTION – to approve and submit a letter to the Village of Greenport Board of Trustees to request suspension of the 278 2<sup>nd</sup> Street monthly management fee of \$1000.
- f) MOTION – to approve and submit letter from Asha Gallacher to Paul Pallas to the Village of Greenport Board of Trustees requesting a \$5 raise.
- g) MOTION – to cancel the December 26, 2023 Housing Authority meeting.

4. Next meeting will be held on Tuesday, January 30, 2024 at 4:30pm.

5. Motion to adjourn.



## Village of Greenport Housing Authority Regular Board Meeting

### MINUTES

The regular monthly meeting was held on October 24, 2023.

Those present were: Tina Finne, Marilyn Corwin, Inga Van Eysden, Christopher North, Adam Brautigam and Asha Gallacher: Meeting was called to order by Board Chairperson, Tina Finne at 5:03 pm.

#### 1. Section 8 Housing Update:

- a) 3 recertifications and 3 interims were performed for September 2023.
- b) Balance of VGHA HAP Checking account as of 9/30/2023 is: \$19,371.00.
- c) Balance of VGHA Admin Checking account as of 9/30/2023 is: \$49,263.79.
- d) Balance of VGHA HAP Savings account as of 9/30/2023 is: \$11,398.75.
- e) As of September 2023, there are 4 vouchers holders searching for housing.

#### 2. Community Development:

- a) Balance of 213 Center Street Checking account as of 9/30/2023 was: \$42,217.83.
- b) Balance of 278 2nd Street checking account as of 9/30/2023 was: \$9,539.33.
- c) Adam Brautigam verified that funds could not be loaned from 213 Center Street for the repairs to 278 2<sup>nd</sup> Street.
- d) Discussion of applying for funding with the CDCLI Weatherization Program to replace windows at 213 Center Street.
- e) Discussion of applying for funding with the CDCLI Weatherization Program and Home Improvement Program for the numerous exterior and interior repairs needed at 278 2<sup>nd</sup> Street.
- f) Further discussion of eliminating or requesting a suspension of the \$1,000 monthly management fee to the Village of Greenport to compensate for increased current and future projected maintenance expenses to the house.

#### 3. Resolutions:

- a) MOTION – was made to approve the minutes of the September 26, 2023 Board Meeting. Tina Finne made motion; Inga Van Eysden carried.
- b) MOTION – was made to ratify September 2023 accounts payable for the Housing Authority totaling \$110,400.96. Tina Finne made motion; Marilyn Corwin carried.

- c) MOTION – was made to ratify September 2023 accounts payable for 213 Center Street totaling \$1,502.70. Tina Finne made motion; Inga Van Eysden carried.
  - d) MOTION – was made to ratify September 2023 accounts payable for 278 2nd Street totaling \$3,429.54. Tina Finne made motion; Marilyn Corwin carried.
4. Next meeting will be held on Tuesday, November 28, 2023 at 4:30pm. Tina Finne made motion; Christopher North carried.
  5. Tina Finne made a motion to adjourn, Christopher North carried. The meeting adjourned at 5:46pm.

Respectfully submitted by Tina Finne, Board Chairperson