

HOUSING AUTHORITY BOARD REGULAR MEETING AGENDA

April 30, 2024 at 5:00 PM

1. Informational Update:

VOUCHER/HAP PROGRAM

- a) 7 recertifications and 9 interims were performed for March 2024.
- b) Balance of VGHA HAP Checking account as of 3/31/2024 is: \$5,440.00.
- c) Balance of VGHA Admin Checking account as of 3/31/2024 is: \$54,512.98.
- d) Balance of VGHA HAP Savings account as of 3/31/2024 is: \$1,203.30.
- e) HUD is overhauling inspections and moving from what was HQS to NSPIRE. NSPIRE inspections are more detailed and will require training for all inspectors. HUD has granted an extension of the NSPIRE implementation until October 31, 2024. The VGHA has been approved for this extension. (see attached NSPIRE inspection checklist for reference).
- f) Along with the NSPIRE changes to inspections, HUD has also made major changes in how Housing Authorities must calculate client income, assets deductions, etc. HOTMA (Housing Opportunity through Modernization Act) is required to be implemented by December 2024, however; there has been some discussion about extending the deadline of implementation due to housing software companies needing to revamp their systems in order to be in compliance with the client reporting changes that are associated with HOTMA (see attached chart that describes mandatory and discretionary reporting requirements).
- g) As of April 2024, there are 2 voucher holders looking for housing.
- h) 2 voucher holders ported to Town of Brookhaven and Riverhead Housing, respectively.
- i) 1 voucher holder found a unit and moved in 4/15/23.
- j) 2 voucher holders moved to different units.
- k) April inspection update: 2 fails, landlords have 30 days to correct.

2. Informational Update:

COMMUNITY DEVELOPMENT

- a) Balance of 213 Center Street checking account as of 3/31/2024 is: \$38,230.26.
- b) Balance of 278 2nd Street checking account as of 3/31/2024 is: \$7,091.50.
- c) Bathroom and kitchen repair to 278 2nd Street #1 was scheduled for 4/1/24 to be done by Five Star Construction. Work had to be postponed due to the tenant's illness. The work has been rescheduled for 4/29/24.

- d) Roof repair to 278 2nd Street was scheduled to be done on 3/25/24 by J. Salguero Inc. Jose pushed back the start date by 3 weeks and would not comply with submitting a W9, therefore a new roofing company was hired. The new roofing company was Best Choice Roofing and submitted the same estimate cost of \$7,500.
- e) 278 2nd Street #2 painting and toilet and sink repair was completed by Baluck Construction.
- f) Applicants for 278 2nd Street #2 were approved and moved in 3/22/24.
- g) An estimate was submitted by Best Choice Roofing to replace the chimney cap, repair damaged siding on the right side of house, and install new fascia cover at roof split for \$3,500.

2024 Monthly Projected Income:

278 2 nd St, Unit # 1	\$1,900.00
278 2 nd St, Unit # 2	\$1,700.00
278 2 nd St, Unit # 3	\$1,375.00
Total 278 Total Rental Income	\$4,975.00
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213 Center St	\$1,125.00

3. Resolutions:

- a) MOTION – to approve the minutes of the February 27, 2024 Board Meeting.
- b) MOTION – to ratify February 2024 accounts payable for the Housing Authority totaling \$118,666.85.
- c) MOTION – to ratify February 2024 accounts payable for 213 Center Street totaling \$3,302.87.
- d) MOTION – to ratify February 2024 accounts payable for 278 2nd Street totaling \$5,358.07.
- e) MOTION – to ratify March 2024 accounts payable for the Housing Authority totaling \$119,206.70.
- f) MOTION – to ratify March 2024 accounts payable for 213 Center Street totaling \$782.87.
- g) MOTION – to ratify March 2024 accounts payable for 278 2nd Street totaling \$3,842.94.
- h) MOTION – to approve HUD’s 2024 Income Limits to be put into effect 5/1/2024.
- i) MOTION – to approve the estimate submitted by Best Choice Roofing to replace the chimney cap, repair damaged cement siding, install new fascia cover at roof split for \$3500.

4. Next meeting will be held on Tuesday, May 28, 2023 at 5:00pm.

5. Motion to adjourn.



Village of Greenport Housing Authority Regular Board Meeting

MINUTES

The regular monthly meeting was held on February 27, 2024. Meeting was called to order by Board Chairperson, Tina Finne at 5:14 pm.

Those present were: Tina Finne, Marilyn Corwin, Inga Van Eysden, Adam Brautigam and Asha Gallacher.

1. Section 8 Housing Update:

- a) 6 recertifications and 3 interims were performed for January 30, 2024.
- b) Balance of VGHA HAP Checking account as of 1/31/2024 is: \$15,559.00.
- c) Balance of VGHA Admin Checking account as of 1/31/2024 is: \$52,462.53.
- d) Balance of VGHA HAP Savings account as of 1/31/2024 is: \$4,354.21.
- e) As of January 2024, there are 6 voucher holders looking for housing.

2. Community Development:

- a) Balance of 213 Center Street checking account as of 1/31/2024 is: \$40,185.92.
- b) Balance of 278 2nd Street checking account as of 1/31/2024 is: \$8,258.51.
- c) Discussed rental increase for 278 2nd Street #2 (currently \$1325) to a comparable market rate of \$1700 for the new rental starting 3/15/2024.
- d) Discussed the revision of the rental increase for 278 2nd Street #1 from \$100 (now \$1575, which was approved at last board meeting), to an additional increase of \$325 (to \$1900).

3. Resolutions:

- a) MOTION – was made to approve the minutes of the January 30, 2024 Board Meeting. Tina Finne made motion; Marilyn Corwin carried.
- b) MOTION – was made to ratify January 2024 accounts payable for the Housing Authority totaling \$116,388.21. Tina Finne made motion; Inga Van Eysden carried.
- c) MOTION – was made to ratify January 2024 accounts payable for 213 Center Street totaling \$4,385.15. Tina Finne made motion; Marilyn Corwin carried.
- d) MOTION – was made to ratify January 2024 accounts payable for 278 2nd Street totaling \$7,325.31. Tina Finne made motion; Inga Van Eysden carried.
- e) MOTION – was made to approve the 2024 legal services agreement for Nina JG Stewart, Atty. Tina Finne made motion; Inga Van Eysden carried.
- f) MOTION – was made to approve an additional rental increase to 278 2nd Street #2 from \$1,325 to \$1,700. Tina Finne made motion; Inga Van Eysden carried.

- g) MOTION – was made to approve an additional rental increase to 278 2nd Street #1 from \$1,575 to \$1,900. Tina Finne made motion; Marilyn Corwin carried.
- h) MOTION – was made to approve the estimates from J. Salguero Inc. totaling \$7,500 to repair the roof and gutter at 278 2nd Street, and Five Star Construction totaling \$10,000 to repair 278 2nd Street #2's bathroom. The Village of Greenport will be providing the funds for these projects.

- 4. Next meeting will be held on Tuesday March 26, 2024.
- 5. Tina Finne made a motion to adjourn, Marilyn Corwin carried. The meeting was adjourned at 5:45pm.

Respectfully submitted by Tina Finne, Board Chairperson