



**July 28, 2020 at 5:00 PM  
HOUSING AUTHORITY BOARD REGULAR MEETING  
AGENDA**

**GoToMeeting**

**Access Code: 243-010-173**

**Phone #: 1-408-650-3123**

**236 THIRD STREET  
GREENPORT NY 11944**

**Tel: (631) 477-0248**

**Fax: (631) 477-1877**

**MAYOR**

**GEORGE W. HUBBARD, JR.  
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**TRUSTEES**

**JACK MARTILOTTA  
DEPUTY MAYOR**

**PETER CLARKE**

**MARY BESS PHILLIPS**

**JULIA ROBINS**

**VILLAGE ADMINISTRATOR**

**PAUL J. PALLAS, P.E.  
Ext. 219**

**CLERK**

**SYLVIA PIRILLO, RMC  
Ext. 206**

**TREASURER**

**ROBERT BRANDT  
Ext. 217**

**1. Informational Update:**

**VOUCHER/HAP PROGRAM**

- a) 4 Recertifications and 9 interims were performed in April 2020. 7 Recertifications and 9 interims were performed in May 2020. 6 Recertifications and 6 interims were performed in June 2020. 5 Recertifications and 16 interims were performed in July 2020.
- b) 1 participant family relinquished their voucher in April. 1 voucher holder found housing.
- c) Due to the NYS Pause Order in order to deal with the COVID-19 pandemic, the VGHA did not hold Board Meetings for the months of March, April, May and June 2020.
- d) HUD has issued waivers to many of the Section 8 requirements and deadlines due to the COVID-19 pandemic, most importantly, the requirement of unit inspections for recertification or new voucher holders. The VGHA board members were polled on their decision to adopt these waivers on 4/29/20. The vote was approved.
- e) The software the VGHA uses to manage the Section 8 program (FRS - a free platform provided by HUD) stopped working due to a corrupted file mid-April. Asha Gallacher contacted HUD for assistance, but due to the software being obsolete, she did not receive any technical support. She also contacted the IT company that the VOG uses (HNF Tech), but the techs were not familiar with the program as it was software designed in house by HUD. VGHA board members were polled via email on 5/8/20 to authorize the purchase of a new software system called HAPPY Software. The vote was approved.



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August 2020 Monthly Expenses (see attached):

\$

Total Expenses

**COMMUNITY DEVELOPMENT**

a) The annual fire suppression sprinkler test was performed in June 2020.

August 2020 Monthly Expenses (see attached):

***213 Center Street***

Beginning Balance 06/01/2020

\$

Total Expenses

\$

Ending Balance

\$

***278 Second Street***

Beginning Balance 06/01/2020

\$

Total Expenses

\$

Ending Balance

\$

2020 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

\$1,200.00

Total Expected Revenue

**\$4,975.00**





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## 2. Resolutions:

- a) MOTION – to approve the minutes of the February 25, 2020 Board Meeting.
- b) MOTION – to ratify projected accounts payable for April 2020 for the Housing Authority totaling \$93,867.86.
- c) MOTION – to ratify projected accounts payable for April 2020 for 213 Center Street totaling \$342.68.
- d) MOTION – to ratify projected accounts payable for April 2020 for 278 2<sup>nd</sup> Street totaling \$4,262.28.
- e) MOTION – to ratify projected accounts payable for May 2020 for the Housing Authority totaling \$95,527.64.
- f) MOTION – to ratify projected accounts payable for May 2020 for 213 Center Street totaling \$998.74.
- g) MOTION – to ratify projected accounts payable for May 2020 for 278 2<sup>nd</sup> Street totaling \$1,827.00.
- h) MOTION – to ratify projected accounts payable for June 2020 for the Housing Authority totaling \$100,905.87.
- i) MOTION – to ratify projected accounts payable for June 2020 for 213 Center Street totaling \$2,281.10.
- j) MOTION – to ratify projected accounts payable for June 2020 for 278 2<sup>nd</sup> Street totaling \$6,381.95.
- k) MOTION – to ratify projected accounts payable for July 2020 for the Housing Authority totaling \$99,851.65.
- l) MOTION – to ratify projected accounts payable for July 2020 for 213 Center Street totaling \$863.89.
- m) MOTION – to ratify projected accounts payable for July 2020 for 278 2<sup>nd</sup> Street totaling \$1,953.74.
- n) MOTION – to approve projected accounts payable for August 2020 for the Housing Authority totaling \$.
- o) MOTION – to approve projected accounts payable for August 2020 for 213 Center Street totaling \$.
- p) MOTION – to approve projected accounts payable for August 2020 for 278 2<sup>nd</sup> Street totaling \$.
- q) MOTION – to ratify the adoption of the Covid-19 Regulatory Waivers from HUD.
- r) MOTION – to ratify the purchase of the HAPPY software system for \$9,674.50.

3. Next meeting will be held on Tuesday, September 29, 2020 at 5:00pm.

4. Motion to adjourn.



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## Village of Greenport Housing Authority Regular Board Meeting

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### MINUTES 2/25/2020

The regular monthly meeting was held on Tuesday, February 25, 2020.

Those present were: Tina Finne, Valerie Shelby, Christopher North, Marilyn Corwin, Robert Brandt and Asha Gallacher. Meeting was called to order by Board Member Tina Finne at 5:08 pm.

#### 1. Section 8 Housing Update:

- a) 9 recertifications and 4 interims were performed for March 2020.
- b) 1 voucher holder leased up and moved in March 1<sup>st</sup>.
- c) Currently, there are 81 participants.
- d) VGHA Attorney has submitted her continuing Legal Services Agreement for 2020.

#### 2. Community Development:

- a) Rent increases were approved by the HA Board. To clarify, rent increases for Section 8 participants will occur upon their annual recertifications.

#### 3. Resolutions:

- a) MOTION – was made to approve the minutes of the January 28, 2020 Board Meeting. Tina Finne made motion; Marilyn Corwin carried.
- b) MOTION – was made to approve projected accounts payable for March 2020 for the Housing Authority totaling \$89,470.14. Tina Finne made motion; Christopher North carried.
- c) MOTION – was made to approve projected accounts payable for March 2020 for 213 Center Street totaling \$352.27. Tina Finne made motion; Marilyn Corwin carried.
- d) MOTION – was made to approve projected accounts payable for March 2020 for 278 2<sup>nd</sup> Street totaling \$3,086.63. Tina Finne made motion; Christopher North carried.
- e) MOTION – was made to approve VGHA Attorney's continuing Legal Services Agreement for 2020. Tina Finne made motion; Christopher North carried.
- f) MOTION – was made to go into executive session to discuss participant and program and adherence to program rules and regulations. Valerie Shelby made motion; Marilyn Corwin carried.
- g) MOTION – was made to go out of executive session. Marilyn Corwin made motion, Tina Finne carried.

Tina Finne made motion to adjourn, second by Marilyn Corwin. Motion carried.  
Meeting adjourned at 5:43 pm.

Respectfully submitted by: Tina Finne, Board Chairperson





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Item	Statutory and Regulatory waivers	Summary of alternative requirements	Availability period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA Adoption
PH and HCV-2 Family income and composition -delayed annual reexaminations	<u>Statutory Authority</u> Section 3(a)(1)  <u>Regulatory Authority</u> § 982.516(a)(1), § 960.257(a)	<ul style="list-style-type: none"> <li>Permits the PHA to delay the annual reexamination of income and family composition</li> <li>HCV PHAs must implement HCV-7 for impacted families if they implement this waiver</li> </ul>	12/31/20		
PHA and HCV-3 Annual reexamination on Income Verification	Regulatory Authority 5.233(a)(2)  Sub-regulatory Guidance PIH Notice 2018-18	Waives the requirements to use the income hierarchy, including use of EIV, and will allow PHAs to consider self-certification as the highest form of income verification PHAs that implement this waiver will be responsible for addressing material income discrepancies that may arise later	7/31/20		
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HQS-1 Initial Inspection	<u>Statutory Authority</u> Section 8(o)(8)(A)(i) Section 8(o)(8)(C) <u>Regulatory Authority</u> § 982.305(a), 982.305(b), 982.405	<ul style="list-style-type: none"> <li>Changes initial inspection requirements allowing for owner certification that there are no life-threatening deficiencies</li> <li>Where self-certification was used, PHA must inspect the unit no later than October 31, 2020.</li> </ul>	<ul style="list-style-type: none"> <li>7/31/20</li> <li>10/31/20</li> </ul>		
HQS-3 Non-Life Threatening HQS -Initial Unit Approval	<u>Statutory Authority</u> Section 8(o)(8)(A)(ii)  <u>Regulatory Authority</u> HOTMA HCV Federal Register Notice January 18, 2017	<ul style="list-style-type: none"> <li>Allows for extension of up to 30 days for owner repairs of non-life threatening conditions</li> </ul>	7/31/20		
HQS-4 Initial HQS - Alternative Inspection	<u>Statutory Authority</u> Section 8(o)(8)(A)  <u>Regulatory Authority</u> HOTMA HCV Federal Register Notice January 18, 2017	<ul style="list-style-type: none"> <li>Under Initial HQS Alternative Inspection Option - allows for commencement of assistance payments based on owner certification there are no life-threatening deficiencies</li> <li>Where self-certification was used, PHA must inspect the unit no later than October 31, 2020.</li> </ul>			
<b>Item</b>	<b>Statutory and Regulatory waivers</b>	<b>Summary of alternative requirements</b>	<b>Availability period Ends</b>	<b>Did PHA implement waiver and alternative requirement?</b>	<b>Date of PHA Adoption</b>
HQS-6 Interim Inspections	<u>Statutory Authority</u> Section 8(o)(8)(F)  <u>Regulatory Authority</u> §§ 982.405(g), § 983.103(e)	<ul style="list-style-type: none"> <li>Waives the requirement for the PHA to conduct interim inspection and requires alternative method</li> <li>Allows for repairs to be verified by alternative methods</li> </ul>	7/31/20		
HQS-9 HQS QC Inspections	<u>Regulatory Authority</u> § 982.405(b)	<ul style="list-style-type: none"> <li>Provides for a suspension of the requirement for QC sampling inspection</li> </ul>	10/31/20		



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HQS-10 HQS Space and Security	<u>Regulatory Auth</u> § 982.401(d)	<ul style="list-style-type: none"> <li>• Waives the requirement that each dwelling have at least 1 bedroom or living/sleeping space for each 2 persons</li> </ul>	Remains in effect one year from term or date of notice, whichever is longer		
HVC-1 Administrative Plan	<u>Regulatory Authority</u> § 982.54 (a)	<ul style="list-style-type: none"> <li>• Waives the requirement to adopt revisions to admin plan</li> </ul>	7/31/20		
<b>Item</b>	<b>Statutory and Regulatory waivers</b>	<b>Summary of alternative requirements</b>	<b>Availability period Ends</b>	<b>Did PHA implement waiver and alternative requirement?</b>	<b>Date of PHA Adoption</b>
HCV-2 PHA Oral Briefing	<u>Regulatory Authority</u> § 982.301(a)(3) § 983.252(a)	<ul style="list-style-type: none"> <li>• Waives the requirement for an oral briefing</li> <li>• Provides for alternative methods to conduct required voucher briefing</li> </ul>	7/31/20		
HCV-3 Term of Voucher - Extensions of Term	<u>Regulatory Authority</u> § 982.303(b)(1)	Allows PHAs to provide voucher extensions regardless of current PHA policy	7/31/20		
HCV-4 PHA Approval of Assisted Tenancy	<u>Regulatory Authority</u> § 982.305(c)	<ul style="list-style-type: none"> <li>• Provides for PHA payments for costs not executed within 30 days</li> <li>• PHA must not pay to owner until PHA contract is executed</li> </ul>	7/31/20		
<b>Item</b>	<b>Statutory and Regulatory</b>	<b>Summary of alternative requirements</b>	<b>Availability period Ends</b>	<b>Did PHA implement</b>	<b>Date of PHA.</b>





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	waivers			ent waiver and alternative requirement?	Adoption
HCV-5 Absence from unit	<u>Regulatory Authority</u> § 982.312	<ul style="list-style-type: none"> <li>Allows for PHA discretion on absence from units longer than 180 days</li> <li>PHAs must not delay HAP payments until 12/31/20 for units with more than 180 consecutive days</li> </ul>	12/31/20		
HCV-6 Automatic Termination of the HAP Contract	<u>Regulatory Authority</u> § 982.455	<ul style="list-style-type: none"> <li>Allows PHA to extend the period of time for the last HAP payment made before the contract terminates automatically.</li> </ul>	12/31/20		
HCV-7 Increase Payment Standard	<u>Regulatory Authority</u> § 982.505(c)(4)	Provides PHAs with the option to increase the payment standard for a family at any time after the effective date of the increase, rather than waiting for the next regular reexamination to do so.	12/31/20		
Item	Statutory and Regulatory waivers	Summary of alternative requirements	Availability period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA Adoption
HCV-8 Utility Allowance Schedule	<u>Regulatory Authority</u> § 982.517	Provides for delay in updating utility allowance schedule	12/31/20		





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11a PHAS	<u>Regulatory Authority</u> 24 CFR Part 902	Allows for alternative related to inspection PHA to retain previous PHAS score unless requests otherwise	HUD will resume issuing new PHAS scores starting with PHAs with FYE dates of 3/31/21	NA	NA
11c Financial Reporting	<u>Regulatory Authority</u> §§ 5.801(c), 5.801(d)	Allows for extension of financial reporting deadlines	Varies by PHA		
12a Form HUD 50058	<u>Regulatory Authority</u> 24 CFR Part 908, 982.158  <u>Sub-regulatory Guidance</u> PIH Notice 2011-01	<ul style="list-style-type: none"> <li>• Waives the requirement to submit 50058 60 days</li> <li>• Alternative requirement to submit with of the effective action</li> </ul>	12/31/20		