

AGENDA  
HOUSING AUTHORITY BOARD REGULAR MEETING  
May 30, 2017

**1. Informational Update:**  
**HOUSING**

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- a) The VGHA submitted the audit material requested by HUD's Quality Assurance Division for the Voucher Management Submissions for the period 4/16 to 2/17. The account HUD codes were collected by Brendan Kelly at BST, and Asha Gallacher entered said codes into the QuickBooks program.
- b) The unaudited FASS submission is due to HUD by 5/31/2017. Brendan Kelly is working on the submission.
- c) The VGHA experienced a heavy volume of work this month. In addition to the VMS audit, the Unaudited FASS submission and the SEMAP submission, there were 3 vouchers that were lost this month due to the death of a client, the absorption of a ported client by the receiving Housing Authority, and the loss of another voucher due to the client being admitted to a nursing home. Therefore; Asha Gallacher issued 3 vouchers.
- d) There are still 3 other issued vouchers from last month that are still searching for housing, but can't find anything.
- e) 5 recertifications and 6 interims were performed.

*Voucher Program*

June 2017 PROJECTED MONTHLY EXPENSES

|   |                    |
|---|--------------------|
| HAP, PORT RENTS & UTILITY REIMBURSEMENTS (80 Units) | \$69,639.00        |
| OFFICE EXPENSES                                     | \$99.41            |
| ATTY FEES   | \$                 |
| AUDITOR FEES  | \$                 |
| PORT FEES   | \$126.62           |
| REIMB to VILLAGE (PAYROLL, OFFICE RENT, EMPL BENES) | \$7,169.72         |
| <b>TOTAL</b>  | <b>\$77,034.75</b> |

**COMMUNITY DEVELOPMENT**

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a)

*Community Development*

June 2017 PROJECTED MONTHLY EXPENSES

213 Center Street

|                          |                 |
|--------------------------|-----------------|
| Beginning Balance 5/1/17 | \$45,351.62     |
| Village Electric         | \$73.26         |
| Village Water            | \$55.92         |
| 2017 Village Taxes       | \$491.00        |
|                          | \$              |
| Salary Reimb             | \$151.20        |
| <b>TOTAL EXPENSES</b>    | <b>\$771.38</b> |
| Approx Ending Balance    | \$44,580.24     |

278 2<sup>nd</sup> Street

|                                    |                   |
|------------------------------------|-------------------|
| Beginning Balance 5/1/17           | \$70,485.23       |
| Payment for 278 2 <sup>nd</sup> St | \$1,000.00        |
| Electric                           | \$15.38           |
| Water                              | \$76.15           |
| Hands Fuel Co.                     | \$401.30          |
| Mattituck Enviro Srvs.             | \$81.36           |
| Pine Oaks Landscaping              | \$30.00           |
| Salary Reimb                       | \$453.60          |
| <b>TOTAL EXPENSES</b>              | <b>\$2,843.39</b> |
| Approx Ending Balance              | \$67,641.84       |

Rental Income

| Income     |            |
|------------|------------|
| 278 # 1    | \$1300.00  |
| 278 # 2    | \$1125.00  |
| 278 # 3    | \$1125.00  |
| 213 Center | \$1125.00  |
| TOTAL      | \$4,675.00 |

**2. Resolutions:**

- a) MOTION – to approve the minutes of the April 25, 2017 Board Meeting.
- b) MOTION – to approve projected accounts payable for June 2017 for the Housing Authority totaling \$77,034.75.
- c) MOTION – to approve projected accounts payable for June 2017 for 213 Center Street totaling \$771.38.
- d) MOTION – to approve projected accounts payable for June 2017 for 278 2<sup>nd</sup> Street totaling \$2,843.39.

**3. Next meeting date: Tuesday, June 27, 2017 at 5:00 PM.**

**4. Motion to adjourn.**



236 THIRD STREET  
GREENPORT, NEW YORK 11944

## Village of Greenport Housing Authority Regular Board Meeting

### **MINUTES 4/25/2017**

The regular monthly meeting was held on Tuesday, April 25, 2017.

Those present were Tina Finne, Marilyn Corwin, Valerie Shelby and Christopher North. Robert Brandt and Asha Gallacher. Meeting was called to order by Board Chair Tina Finne at 5:05 pm.

#### **1. Section 8 Housing Update:**

- a) The VGHA was randomly selected by the HUD's Quality Assurance Division to review the VGHA's Voucher Management Submissions for the period 4/16 to 2/17. Due to accounting codes that were necessary for the submittal of the report, she delegated the code retrieval to Brendan Kelly at BST. The general ledger in QuickBooks will also need to reflect the HUD accounting codes.
- b) 10 recertifications and 4 interims were performed.
- c) The unaudited FASS submission is due to HUD by 5/31/2017. Asha Gallacher will be contacting BST (Brendan Kelly) to assist with the submission.
- d) The SEMAP (Section Eight Management Assessment Program) submission is due to HUD by 5/31/2017. Asha Gallacher will be submitting by the deadline.
- e) 1 voucher was terminated due to unreported income.
- f) 1 searching voucher found housing and leased up on 4/15/2017.
- g) 2 vouchers were issued.

#### **2. Community Development:**

- a) .

#### **3. Resolutions:**

- a) MOTION – was made to approve the minutes of the March 28, 2017 Board Meeting. Tina Finne made motion, Marilyn Corwin second.
- b) MOTION – was made to approve projected accounts payable for May 2017 for the Housing Authority totaling \$77,910.34. Marilyn Corwin made motion, Valerie Shelby second.
- c) MOTION – was made to approve projected accounts payable for May 2017 for 213 Center Street totaling \$695.89. Valerie Shelby made motion, Marilyn Corwin second.
- d) MOTION – was made to approve projected accounts payable for May 2017 for 278 2<sup>nd</sup> Street totaling \$1,598.68. Valerie Shelby made motion, Christopher North second.

Tina Finne made motion to adjourn second by Christopher North. Motion carried. Meeting adjourned at 5:38 pm.

Respectfully submitted by: Tina Finne, Board Chairperson