

MINUTES OF THE NOVEMBER 13, 2006
TOWN OF HUNTINGTON HOUSING AUTHORITY
BOARD MEETING

A regularly scheduled meeting of the Board of the Town of Huntington Housing Authority ("THHA") was held on the 13th day of November 2006. The meeting was called to order by Chairman Dr. William Spencer at 7:00am at the Town of Huntington Housing Authority Board Room located at 1A Lowndes Avenue, Huntington Station, NY.

ROLL CALL:

There was roll call and the following Commissioners were present:

Commissioner Robert Fonti, Commissioner Dr. William Spencer, Commissioner Eugene Haynes, Tenant Commissioner Cynthia Gonzalez, Executive Director Siela Bynoe, and Paul E. Levitt, Esq., counsel for the THHA, and Doug Alouice, Director of CDA.

READING AND APPROVAL OF MINUTES:

The minutes of the October 10, 2006 regular Board meeting were available for vote, a motion was made by Eugene Hayes and seconded by Robert Fonti to approve all of the minutes as written, all in favor.

Robert Fonti introduced the Director of CDA and expanded on the desire of the ToHHA to obtain CBDG funds to enhance to Housing Authority complexes. Also to introduce Mr. Alouice to the Board of Commissioner and Executive Director. Mr. Alouice discussed the goals of CDA to purchase homes, rehab them and then sell to low income families. This will give low income families opportunities to become 1st time home buyers. Also, a project is to work with Section 8 Program to house participants, as well as other projects.

Request was made by Eugene Haynes to enter into executive session to discuss personnel matter of a sensitive nature. Motion was seconded by Commissioner Robert Fonti, all in favor.

BILLS AND COMMUNICATIONS:

None

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

There was a September 30, 2006 deadline re HUD MTCS porting rate of 95%. The ToHHA fell short of that percentage re Section 8. Public Housing received a 98%. The previous administration (Executive Director) was submitting in a mass instead of on a monthly basis. No fatal errors were being corrected and this caused the submissions to be complex in the pursuit of repairing the percentage rate. The staff is working on clearing the problems and HUD has stated that they will come to the HA to assist and train the staff for future submissions.

Chairman Spencer asked about the disbursement of funds for Section 8 re \$300,000 for October. Executive Director informed the Board that in October the HA received 2 separate payment of \$300,000 which makes the payment whole for October 2006. The HA will receive the allotted \$627,517 for November and December of 2006.

The Executive Director attended meeting with the Home Owners Association and the Tenant Association at Millennium Hills. The members were receptive and offered their continued support in canvassing the complex and keeping the Housing Authority advised of tenant activities.

The Executive Director meet with the Owners of the Lincoln Farms re the HA taking over the management of the 30 Section 8 project based complex. The offer to manage Lincoln Farms is \$44.00 per unit and \$1000.00 per month re Management Fee. Initial up front fees that would be incurred by the HA would be upgrading Lindsey Software to manage in-house files; additional service of financial personnel re bookkeeping. Commissioner Fonti added that his knowledge of the building is that it is low maintenance, and the financial books are presently well maintained..

ATTORNEY'S REPORT:

No report discussed.

COMMITTEE REPORTS:

No report was submitted.

FINANCE COMMITTEE:

No report was submitted.

OUTREACH COMMITTEE:

No report was submitted.

A 35 minute recess was taken by the Board of Commissioners re Chairman needing to attend to a medical emergency. A work session was held and the meeting is reconvened

NEW BUSINESS

Valerie Taylor, a Section 8 Participant, appeared before the Board of Commissioners. Her requests were as follows: process of notification to the candidates and all participant are informed of the results of the Tenant Commissioner Board of Election; is there a stipend for the Elected Tenant Commissioner; lastly, implement FSS program for the Section 8 and Public Housing Participants. Board Response is as follows: Once the new Tenant Commissioner is sworn in a formal notification will be sent to all Residents; No, the Tenant Commissioner does not receive a stipend; the HA is presently meeting with CDC re establishing a FSS program.

OLD BUSINESS:

Dr. Spencer stated that at the October 10, 2006 meeting it was discussed that the reserve money being held in the PHA account needs to be moved to the HDFC operating account so that HUD does not recapture the funds. A request for a resolution motion to move the money was offered by Robert Fonti and seconded by Eugene Haynes. All in favor.

Chairman Dr. Spencer requested a resolution to place RFP to secure a technology firm to upgrade to the Housing Authority Server and 2 Work Stations. A motion was offered by Robert Fonti and seconded by Eugene Haynes. All in favor.

A resolution was requested to utilize Susan Ortega on a per diem basis of \$200.00 a day as a financial consultant to assist the Executive Director with services she deems necessary, not to exceed \$2000.00 annual. A motion was offered by Robert Fonti and seconded by Eugene Haynes. All in favor.

A resolution was requested to hire Port Telephone Services at \$60.00 per month with 60 calls included and .75 cents per fax . Motion offered by Dr. Spencer and seconded by Robert Fonti. All in favor.

A resolution was requested to contract the service of Granier, Humns, Nolan, Attorney at Law to represent the HA re the management agreement of Lincoln Farms not to exceed \$200.00 per hour at a maximum of 10 hours. A motion was offered by Robert Fonti and seconded by Eugene Haynes. All in favor.

A motion was offered Chairman Dr. Spencer to give the Executive Director the authority to discuss the setting up of a separate non for profit entity to manage Lincoln Farms. Seconded by Eugene Haynes. All in favor

A resolution was offered that upon review of all records by HA attorney, comments from public, etc. that Cynthia Gonzalez has won the Tenant Election fairly. Discussions of any conflict of interest to her service of the Board of Commissioner has been discussed and agreed upon. A letter will be sent to the Town Clerk requesting that Ms. Gonzalez be sworn in. Motion made by Robert Fonti. Seconded by Eugene Haynes. All in favor.

A resolution was offered by Eugene Haynes that the full time HA employees receive a 4% raise with the exception of Rachel Pastuch. Seconded by Robert Fonti. All in favor


A resolution offered by Chairman Dr. Spencer to establish a title for Rachel Pastuch that is consistant with her job duty and increase her pay to \$30,000 per year. Seconded by Robert Fonti. All in favor.

ADJOURNMENT:

There being no further business, at approximately 9:55am upon motion by Dr. William Spencer duly seconded by Robert Fonti, the Board unanimously voted to adjourn its regular meeting .

Submitted by: Seila Bynoe, Executive Director

Dated: December 12, 2006


Secretary

12/12/06.
Date

11/13/07

MINUTES OF THE OCTOBER 10, 2006
TOWN OF HUNTINGTON HOUSING AUTHORITY
BOARD MEETING

A regularly scheduled meeting of the Board of the Town of Huntington Housing Authority ("THHA") was held on the 10th day of October 2006. The meeting was called to order by Chairman Dr. William Spencer at 7:00am at the Town of Huntington Housing Authority Board Room located at 1A Lowndes Avenue, Huntington Station, NY.

ROLL CALL:

There was roll call and the following Commissioners were present:

Commissioner Robert Fonti, Commissioner Dr. William Spencer, Commissioner Eugene Haynes, Tenant Commissioner Cynthia Gonzalez, Executive Director Siela Bynoe, and Paul E. Levitt, Esq., counsel for the THHA.

It was discussed and determined by the Board of Commissioner and Paul Levitt, Esq. that based upon discussions with Town Hall Town Clerk Jo-Ann Raia's Office, Cynthia Gonzalez, Tenant Commissioner would continue to participate in the meeting but will abstain from voting until she is sworn into office.

READING AND APPROVAL OF MINUTES:

The minutes of the September 26, 2006 regular Board meeting were available for vote, a motion was made by Eugene Hayes and seconded by Robert Fonti to approve all of the minutes as written, all in favor.

BILLS AND COMMUNICATIONS:

None

Robert Fonti requested a mail log of bills and important correspondence sent or received by the office during the previous month.

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

Tony Giampaolo from Hymanson, Parnes & Giampalo Public Accountant Company visited the Housing Authority last week to conduct the cost settlement audit and was unable to complete it because the \$58,000 drawdown had not been processed. Ms. Bynoe contacted Shung Chiu from the finance department of HUD who stated that there were no funds remaining. Tony Giampaolo is supplying HUD with documentation to the contrary and I have since sent a letter to HUD with supporting documentation requesting his assistance. Ms. Bynoe will be following up this matter. There is proof that the drawdown was requested.

The Millennium Hills checking account is showing a surplus of \$130,000 which does not include the \$58,000 drawdown. Tony advised the Executive Director that if the \$130,000 is not put into a non-for-

profit account, HUD could take the funds discussed. It was decided to move the funds to the HDFC account and/or open a new account. Ms. Bynoe explained that Millennium Hills is a component of the housing authority and if the funds are transferred to the HDFC it could still be subject to be taken by HUD. Mr. Fonti requested to further discuss this subject with Bill Ellesbry re the best and safest place to put these funds. Dr. Spencer stated that these funds are meant to continue the operation of MH, conduct further developmental projects, and HUD should not have the right to take these funds

The Executive Director researched the coverage of insurance for the Director and Officers Policy which covers the governing board who has oversight of 500 Section 8 Vouchers and 80 Public Housing Units. Ms. Bynoe sent a letter to Dawn Just of MRW Group to get clarity of the coverage. Ms. Bynoe was requested to also look into the coverage for the Millennium Hills Board of Directors which should be a separate policy. Robert Fonti suggested that JMD be contacted to obtain the declaration page and the contact information for the MH coverage.

The Executive Director conducted three (3) inspections at MH and there was evidence of illegal tenancy in 2 of the 3 units. An inspection form was completed and signed by Siela Bynoe, Roldando Moreno and the Tenant. Follow up letter will be sent informing the tenant of any violations found and that violation are subject to possible lease termination.

Status of Millennium Hills: 2 vacancies that are in make ready status. Also the Executive Director met with both the President of the Tenant Association and the Home Owner Association and offered to attend there next meeting which will be a joint meeting. Dr. Spencer confirmed that the next meeting will be held on Thursday October 12, 2006.

Status of Gateway Gardens: 3 vacancies ready for lease up. Letters have been sent out.

Work Order Process is as follows. The present process is that the resident contacts RM directly who access and makes repairs. He then contacts the office re the repairs and a Work Order is generated. The current process does not allow the Housing Authority the ability to implement quality control, gather information or prioritize the task. Ms. Bynoe suggest an alternative process which could include contracting an answering service to answer the resident work order request and dispatch the work order to the housing authority who then can prioritize and access. During the off hour, weekend and holidays, the service company would contact RM directly and if he cannot be reached they would call the next person identified to handle work orders during off hours. Ms. Bynoe will canvass the cost of a few service companies.

A requisition /purchase order process has been started. This will be utilized by the maintenance department as well as the main office re supplies. This process are reviewed and approved by the Executive Director.

Waiting List process is that notifications are sent out to applicants upon being placed on the waiting list. The letter will state that there application has been received and the office will contact them when they become reachable on the waiting list. They are not to contact the office re the status of there position. This new process will reduce the number of clients coming to the office so that the staff can then answer the telephones.

Other implementations: Incident/accident reports, chronological log of important letters, etc.

Betty Seigal submitted a letter with a scope of service. The scope of service will helpful for the housing authority when and if the HA intends to do development.

LMS proposal was discussed regarding the server and additional work station. Executive Director was requested to go out to bid.

Request was made by Commissioner Dr. William Spencer to enter into executive session to discuss personnel, tenant and legal issues. Motion was seconded by Commissioner Robert Fonti, all in favor
Resumed Public Meeting to continue discusses new business.

ATTORNEY'S REPORT:

No report discussed.

COMMITTEE REPORTS:

No report was submitted.

FINANCE COMMITTEE:

No report was submitted.

OUTREACH COMMITTEE:

No report was submitted.

NEW BUSINESS

Robert Fonti requested to have a resolution to have the Main Office of the Town of Huntington Housing Authority appraised for commercial and/residential use. Would like to know the value of the site and evaluate the cost effective of its present use versus other potential uses. Resolution offered by Robert Fonti, motion made by Eugene Hayes and seconded by Dr. Spencer.

OLD BUSINESS:

Dr. Spencer stated that the Executive Director and Counsel will meet to work on the enforcement of leases and rent roll collection. Also, thanked Siela Bynoe for hard work.

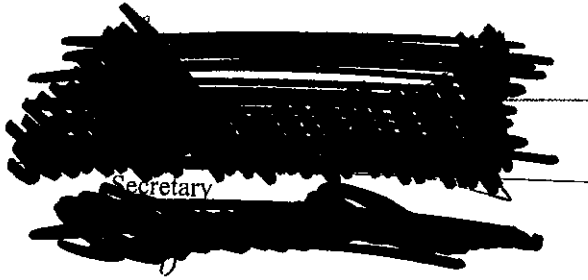
Paul Levitt will work with the Town of Huntington to resolve the swearing in of the Tenant Commissioner and resignation of Sonya Bradley.

ADJOURNMENT:

There being no further business, at approximately 9:55am upon motion by Dr. William Spencer duly seconded by Robert Fonti, the Board unanimously voted to adjourn its regular meeting and announced the next scheduled Public Meeting would be held on November 13, 2006 at 7:00am.

Submitted by: Stacey Stackhouse, Deputy Director

Dated: November 9, 2006


Secretary

11/9/06
Date
11/13/07

MINUTES OF THE SEPTEMBER 26, 2006
TOWN OF HUNTINGTON HOUSING AUTHORITY
BOARD MEETING

A regularly scheduled meeting of the Board of the Town of Huntington Housing Authority ("THHA") was held on the 26th day of September 2006. The meeting was called to order by Chairman Dr. William Spencer at 7:00am at the Town of Huntington Housing Authority Board Room located at 1A Lowndes Avenue, Huntington Station, NY.

ROLL CALL:

There was roll call and the following Commissioners were present:

Commissioner Robert Fonti, Commissioner Dr. William Spencer, Commissioner Eugene Haynes, Tenant Commissioner Cynthia Gonzalez Also present were Paul E. Levitt, Esq., counsel for the THHA, Interim Executive Director/Deputy Director Stacey Stackhouse, and New Executive Director hire Siela Bynoe.

It was discussed and determined by the Board of Commissioner and Paul Levitt, Esq. that based upon discussions with Town Hall Town Clerk Jo-Ann Raia's Office, Cynthia Gonzalez the new Tenant Commissioner could participate in the meeting but will abstain from voting until she is sworn into office.

READING AND APPROVAL OF MINUTES:

The minutes of the July 18, 2006 regular Board meeting were tabled for review.

BILLS AND COMMUNICATIONS:

None

Dr. Spencer and Robert Fonti offered and Welcome to Siela Bynoe, Executive Director to the Town of Huntington Housing Authority and appreciate her efforts to step into assisting the HA prior to her official date of hire. Further thanked Stacey Stackhouse for staying at the HA to assist in operation of the HA until a new Executive Director could be hired.

Robert Fonti reminded the Board that an official resignation has to be forwarded to the Town Clerk Office. Paul Levitt, Esq. will ensure that Ms. Bradley resignation is submitted.

Effective October 2, 2006 Siela Bynoe will assume the Executive Director position and Stacey Stackhouse will resume her position of Deputy Director at the regular rate of pay.

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

Discussed events of the month of August which involved the Tenant Commissioner Election, Audit from the Recovery and Prevention Corp of HUD, meeting with Suffolk County District Attorneys Office regarding EIV. Further informed the Board that the administrative staff has remained dedicated to maintaining the work load with the loss of 2 employee's. All special projects are up to date, as well as, the day to day functions.

Section 8 program is leased (513 = 460 active, 25 portability, 20 pending re moving, 8 new issued pending). Chairman Dr. Spencer was concerned that future funding would not substantiate all voucher if there were all leased at the same time. Therefore, requested that all new issued vouchers pending be rescinded until further notice. Also, requested that Executive Director Siela Bynoe propose a report to review the payable to section 8 landlords vs. amount of vouchers issued.

Special Inspections were conducted at Millennium Hills by the request of Robert Fonti. The outcome showed that there were additional people in units that were not on the lease. Mr. Fonti requested that more special inspection be conducted to further document additional people in households.

Dr. Spencer introduced Dr. Fenderson who has taken an active interest in Millennium Hills. Overview of general issues and problems was discussed, and Dr. Fenderson will assist with improving them. Also, gave overview of the relationship between the HDFC and the HOA. Dr. Spencer requested Siela Bynoe to serve on the HDFC Board.

Stacey Stackhouse invited Tenant Commissioner Cynthia Gonzalez to give an account of the Community Social held at Millennium Hills on or about September 16, 2006. The social included both rental and home-ownership households to assist with bridging the gap between these units.

Executive Director explained that the rent collection was not strictly enforced because of numerous special project vs short staffed. It was discussed by board that any rents not paid by tenants with in the first month should be forward to legal.

ATTORNEY'S REPORT:

No report discussed.

COMMITTEE REPORTS:

No report was submitted.

FINANCE COMMITTEE:

No report was submitted.

OUTREACH COMMITTEE:

No report was submitted.

Request was made by Commissioner Dr. William Spencer to enter into executive session to discuss personnel, tenant and legal issues. Motion was seconded by Commissioner Robert Fonti, all in favor.

Resumed Public Meeting to continue discussing new business.

NEW BUSINESS

RESOLUTIONS:

Resolutions offered by Commissioner Dr. William Spencer to hire Siela Bynoe effective October 2, 2006. Ms. Bynoe will assume all Executive Directors function at a Salary negotiated and agreed by the Board of Commissioners and will be re-evaluated with in 6 months to be increased to a new permanent amount. Ms. Bynoe will receive 4 weeks vacation with 1 week to be taken before 1/1/07 and the remaining 3 weeks within the 1st year, full immediate medical benefits, reimbursement for out of pocket business related expenses (up to \$50.00 compensation without Board Approval) Lastly, Ms. Bynoe be compensated at her hourly rate for time spent assisting the Town of Huntington Housing Authority during her transition as Executive Director Motion seconded by Eugene Haynes, 3 in favor with the Tenant Commissioner abstaining.

Resolution offered by Commissioner Dr. William Spencer to that Interim Executive Director Stacey Stackhouse return to her position of Deputy Director at her normal rate of pay and will hold this position at the will of the Board of Commissioners and the Executive Director. Motion seconded by Robert Fonti, 3 in favor, with the Tenant Commissioner abstaining.

Resolution offered by Commissioner Dr. William Spencer to retain the services of Betty Seigal on an as needed basis. The need will be determined by the Executive Director or by the Board of Commissioner to assist during the transition regarding issue pertaining to HUD Housing Budget issue, Mortgage Corp and Housing Development Corp issues with Millennium on a per diem rate of pay which could equal \$200.00 per day. Motion seconded by Eugene Haynes, 3 in favor, with the Tenant Commissioner abstaining.

Note: Tenant Commissioner abstained from voting until sworn in with the Clerks Office of Town Hall of Huntington.

OLD BUSINESS:

Discussed EIV as it pertains to the District Attorney's Office. Dr. Spencer stated that most to all cases were determined not prosecutable by the District Attorney's Office. Further requested that moving forward that all files be check on a consistant basis for Background Checks, Employment Verification and EIV with HUD that are available. That the staff conduct in person interviews for Recertification as requested by the District Attorney's Office.

The Board of Commissioners requested Siela Bynoe to review the financial closely and report to the Board at the next scheduled Board Meeting where the Housing Authority stands.

ADJOURNMENT:

There being no further business, at approximately 9:55am upon motion by Dr. William Spencer duly seconded by Robert Fonti, the Board unanimously voted to adjourn its regular meeting and announced the next scheduled Public Meeting would be held on October 10, 2006 at 7:00am.

Submitted by: Stacey Stackhouse, Deputy Director

Dated: October 5, 2006

[REDACTED]

Secretary [REDACTED]

[REDACTED]

10/10/06

Date
11/13/07

MINUTES OF THE JULY 18, 2006
TOWN OF HUNTINGTON HOUSING AUTHORITY
BOARD MEETING

A regularly scheduled meeting of the Board of the Town of Huntington Housing Authority ("THHA") was held on the 18th day of July 2006. The meeting was called to order by Chairman Dr. William Spencer at 7:20am at the Town of Huntington Housing Authority Board Room located at 1A Lowndes Avenue, Huntington Station, NY.

ROLL CALL:

There was roll call and the following Commissioners were present:

Commissioner Robert Fonti, Commissioner Dr. William Spencer, Commissioner Eugene Haynes. Also present were Paul E. Levitt, Esq., counsel for the THHA, Deputy Director Stacey Stackhouse,

Request was made by Commissioner Dr. William Spencer to enter into executive session to discuss personnel matter of a sensitive nature. Motion was seconded by Commissioner Robert Fonti, all in favor.

READING AND APPROVAL OF MINUTES:

The minutes of the May 31, 2006 regular Board meeting were available for vote, a motion was made by Robert Fonti and seconded by Eugene Haynes to approve all of the minutes as written, all in favor.

BILLS AND COMMUNICATIONS:

None

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

No report discussed.

ATTORNEY'S REPORT:

No report discussed.

COMMITTEE REPORTS:

No report was submitted.

FINANCE COMMITTEE:

No report was submitted.

OUTREACH COMMITTEE:

No report was submitted.

OLD BUSINESS:

No business to discuss.

NEW BUSINESS:

RESOLUTIONS:

Resolutions offered by Commissioner Dr. William Spencer for vote to retain the services of Deirdre Hamill, CPA as Bookkeeper for the Town of Huntington Housing Authority for the amount of \$75 per hour, based on the review of RFP, the familiarity of the HA's current system, her present track record, as well as, cost which are within reason of the industry standards and her ability to step in as accountant if needed re CPA. Motion seconded by Robert Fonti, all in favor.

Resolution offered by Commissioner Dr. William Spencer for vote to retain the service of Gary Weideman, CPA as Accountant for the Town of Huntington Housing Authority for the amount of \$150 per hour based on the review of RFP, the familiarity of the HA's current system, his present track record, as well as, cost which are within reason of the industry standards. Motion seconded by Robert Fonti, all in favor.

Resolutions offered by Commissioner Dr. William Spencer for vote to retain the services of Alyssa Nightingale of Nightingale & Nightingale, a Public Relations Company, for the amount of \$2500 per month which covers 20 -25 hours on an as needed basis not to exceed \$7500. Motion seconded by Eugene Haynes, all in favor.

Resolution offered by Commissioner Dr. William Spencer for vote to promote Deputy Director Stacey Stackhouse to Interim Executive Director at a rate of compensation of \$77,250 which include working 4 days a week from 9:00am – 3:00pm during summer hours and to resume to normal business hours and day upon close of summer. Motion seconded by Eugene Haynes, all in favor.

Resolution offered by Robert Fonti to retain the services of Paul Levitt, Esq, for an additional year at the same rate of pay. Seconded by Eugene Haynes, all in favor.

ANNUAL ELECTIONS OF OFFICERS OF THE BOARD:

Nominations for Chairman/Treasurer offered by Eugene Haynes for Dr. William Spencer. Accepted by Dr. William Spencer and seconded by Robert Fonti. All in favor.

Nominations for Secretary offered by Dr. William Spencer for Robert Fonti. Accepted by Robert Fonti and seconded by Eugene Haynes. All in favor

Nominations for Vice Chairman offered by Dr. William Spencer for Eugene Haynes. Accepted by Eugene Haynes and seconded by Robert Fonti. All in favor.

OFFICERS:

CHAIRMAN/TREASURER
VICE CHAIRMAN
SECRETARY

DR. WILLIAM SPENCER
EUGENE HAYNES
ROBERT FONTI

Commissioners Robert Fonti and Commissioner Dr. William Spencer thanked Stacey Stackhouse and Paul Levitt, Esq., for their service and assistance during the transition period of searching for an new Executive

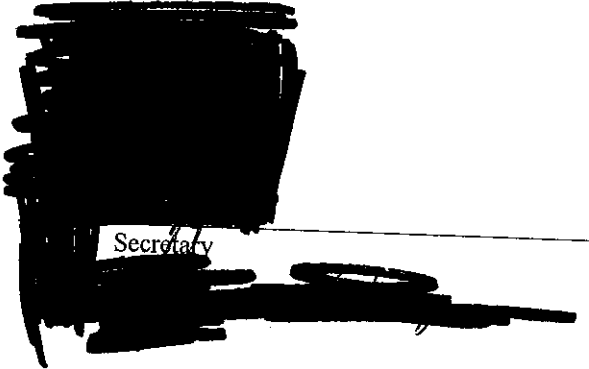
Director. A special thank you to Paul Levitt who has over the years been of great assistance to the housing authority as different administrations changed. His assistance is noted and appreciated.

ADJOURNMENT:

There being no further business, at approximately 9:50am upon motion by Dr. William Spencer duly seconded by Robert Fonti, the Board unanimously voted to adjourn its regular meeting and announced the next scheduled Public Meeting would be held on August 8, 2006 at 7:00am.

Submitted by: Stacey Stackhouse, Deputy Director

Dated: August 4, 2006


Secretary

8/8/06
Date
11/13/07