

MINUTES OF THE December 12, 2007
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 July 2007. 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:

Dr. William Spencer, Executive Director Siela Bynoe, Paul E. Levitt, Esq., Commissioner Cynthia Gonzalez, and Robert Fonti. Sonia Bradley resigned and Eugene Haynes was absent.

READING AND APPROVAL OF MINUTES:

The minutes of the November, 2007 regular Board meeting were available for vote, a motion was made by Robert Fonti and seconded by William Spencer to approve all of the minutes, all in favor. The minutes of the October, 2007, regular Board meetings were available for vote. Minutes approved All in Favor.

BILLS AND COMMUNICATIONS:

No Report Discussed

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

Discussions:

RESOLUTIONS

- RFP for professional services of Paul Levitt Approved for FY 2008 (All in Favor).
- * - Technical Construction Consultant (Monticciolo) approved for disposition of lands, and authorizing the Executive Director, discuss the potential of a project-based section 8 program. (All in Favor).
- Professional Services of Public Accountant Gary Weidelnan Approved for two years. (All in Favor).
- Recommendation for staff hourly and salary increases are approved. (All in Favor).

ATTORNEY'S REPORT:

No report discussed.

COMMITTEE REPORTS:

No report discussed.

FINANCE COMMITTEE:

No report was submitted.

OUTREACH COMMITTEE:

No report was submitted.

NEW BUSINESS

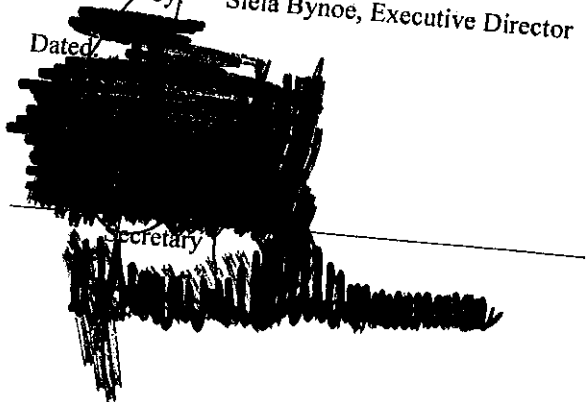
OLD BUSINESS:

ADJOURNMENT:

Due to time constraints remaining agenda will be covered at sub committee meeting that will be held before the next scheduled meeting, upon motion by Dr. William Spencer duly seconded by Robert Fonti, the Board unanimously voted to adjourn its regular meeting.

Submitted by: Siela Bynoe, Executive Director

Dated: _____


Secretary

Date

MINUTES OF THE November 13, 2007
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 2007. 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:

Dr. William Spencer, Commissioner Eugene Haynes, Executive Director Siela Bynoe, and Paul E. Levitt, Esq. Commissioner Cynthia Gonzalez Robert Fonti and Sonia Bradley absent.

READING AND APPROVAL OF MINUTES:

The minutes of the October 9, 2007 regular Board meeting were available for vote, a motion was made by Eugene Haynes and seconded by William Spencer to approve all of the minutes, all in favor.

BILLS AND COMMUNICATIONS:

No report discussed.

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

Discussions:

Trip Hazards
Training

RESOLUTIONS

Resolution was offered by Dr. Spencer and seconded by Eugene Haynes: Approving Trip Hazard & concrete repair at a \$70,000 budget, covering those areas posing as a trip hazard. All in Favor.

Corrective Action Plain regarding staff training cost and lodging is approved and seconded by Eugene Haynes. All in Favor.

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

OLD BUSINESS:

ADJOURNMENT:

Due to time constraints remaining agenda will be covered at sub committee meeting that will be held before the next scheduled meeting, upon motion by Dr. William Spencer duly seconded by Eugene Haynes, the Board unanimously voted to adjourn its regular meeting.

Submitted by: Siela Bynoe, Executive Director

Dated:



Secretary

Date

MINUTES OF THE October 9, 2007
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 9th day of October 2007. 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:

Dr. William Spencer, Executive Director Siela Bynoe, Paul E. Levitt, Esq., Commissioner Cynthia Gonzalez, Robert Fonti and Eugene Haynes absent were Dr. Sonia Bradley.

READING AND APPROVAL OF MINUTES:

The minutes of the August, 2007 regular Board meeting were available for vote, a motion was made by Dr. William Spencer and seconded by Cynthia Gonzalez to approve all of the minutes, all in favor.

BILLS AND COMMUNICATIONS:

Town requested statements immediately regarding PILOT program. To be addressed in executive session.

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

Discussions:

- ED recommends lobbying HUD for excess land.
- Robert Fonti wants to confer with the Town.
- Debbie Rimler Tri-Community requests a chalk paint be used, so instructors can write on walls. (Request Denied).
- Request a resolution for training plan (HUD requirement) from the CFP budget, for all employees. (Vote held over until next regularly scheduled board meeting).
- Lengthy discussion as to whether HUD provides the training needed by staff
- Deficit for Gateway Gardens Budget for '07 & '08. (FYR '07 - \$457,000 in expenses) Actually expenditures of \$477,558.
- \$459,000 projected income, \$483,556 actual
- Request approval to utilizing the services of G & M Mechanical for Painting, Flooring, and Plumbing. (Held over until next scheduled meeting for vote).
- Revised maintenance schedule
- Request approval to charge tenants for parking (pending research)

RESOLUTIONS

- Request an RFP for a professional development consultant, independent accountant, and legal services. (Motion made by Dr. Spencer and seconded by Eugene Haynes). All in Favor
- Request a resolution to utilize the services of a independent inspector to conduct supervisory inspections (required in conjunction with CMAP). For Ninety Days. (Motion made by Dr. Spencer and seconded by Eugene Haynes, all in favor).

- ED wants to charge Millenium Hills budget (HFDC) 25% for maintenance salary, as well as, a percentage charge on fringe benefits (\$3000). Motion made by Dr. Spencer and seconded by Robert Fonti. All in favor.
- Section 8 program should be charged \$400 per month for rent in the Gateway Gardens Program. Motion made by Cynthia Gonzalez and seconded by Dr. Spencer. All in Favor.
- Motion made by Dr. Spencer and seconded by Eugene Haynes for the approval of the Architectual Plan.
- Motion made by Robert Fonti and Seconded by Cynthia Gonzalez approving the revised maintenance schedule. All in favor.
- Resolution was made to authorize the ED, to execute the first amendment to the lease, and if the terms of the lease changes in terms of the rent, matter will come back the very next board meeting. (Motion made and seconded, All in favor).
- Motion made to adopt title 24 C.F.R. 960.204 "One Strike Policy", seconded by Cynthia Gonzalez. All in Favor.
- Motion made to assess legal fees upon tenants referred to legal for rental arrears.

ATTORNEY'S REPORT:

No report discussed.

COMMITTEE REPORTS:

FINANCE COMMITTEE:

No report was submitted.

OUTREACH COMMITTEE:

No report was submitted.

NEW BUSINESS

OLD BUSINESS:

ADJOURNMENT:

Due to time constraints remaining agenda will be covered at sub committee meeting that will be held before the next scheduled meeting, upon motion by Dr. William Spencer duly seconded by Robert Fonti, the Board unanimously voted to adjourn its regular meeting.

Submitted by: Siela Bynoe, Executive Director

Dated:


Secretary

Oct. 9/07
Date

MINUTES OF THE August 15, 2007
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 15th day of August 2007. 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:

Dr. William Spencer, Executive Director Siela Bynoe, Paul E. Levitt, Esq., Commissioner Cynthia Gonzalez, Eugene Haynes and Robert Fonti.. Sonia Bradley was absent.

READING AND APPROVAL OF MINUTES:

The minutes of the July, 2007 regular Board meeting were available for vote, a motion was made by Robert Fonti and seconded by Dr. Spencer to table the minutes, all in favor.

BILLS AND COMMUNICATIONS:

There were communication from HUD, however, they were not discussed on the record.

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

Discussions:

Joe Cruz agreed to reconsider his resignation.

HUD suggested the need for a full time inspector. Executive Directors suggests relying on an outside inspector, or the hiring of another part-time inspector to assist the existing inspector.

Executive Director has enrolled the staff in software training (as requested by HUD), as well as utilize the services of Tiffany Martin. In addition, the ED would like to attend the second part of Director's training offered in Washington D.C. from September 7, thru 9th, and the cost would come out of CFP management improvement line item.

RESOLUTIONS

- 1) Zero income policy modified as suggested by the Executive Director (Motion offered and seconded, all in favor).
- 2) Application Acceptance Policy: should be modified to state that applications are only accepted during an open enrollment period, in addition, application should be date and time stamped. . (Motion offered and seconded, all in favor).
- 3) Capital fund five year plan requires both Town and Board approval. (CDA has given written approval). . (Motion offered and seconded, all in favor).

- 4) RFP of (Sound Architect/ engineer firm) agreed to accept the fee of \$7000 for the repair of concrete (Motion offered and seconded, all in favor).
- 5) Blackman plumbing and Active windows and doors require, the Authority to complete credit application. No resolution required to complete credit application.
- 6) DHCR Grant Program subsidizes roofing, plumbing, and weatherization up to 70% (Motion offered and seconded all in favor).
- 7) Town of Huntington Audit Control office requested a copy of 2006 financial statement for Millennium Hills, HDFC, and Housing Authority. (Pending Further, consideration from Commissioner Bob Fonti).
- 8) Executive Director request board approval for RFP for pest control, plumbing, painting, and flooring services. (Motion offered and seconded, all in favor).

ATTORNEY'S REPORT:

No report discussed.

COMMITTEE REPORTS:

No report discussed.

FINANCE COMMITTEE:

No report was submitted.

OUTREACH COMMITTEE:

No report was submitted.

NEW BUSINESS

An Emergency meeting was conducted to devise a plan of action for recent events that took place at Millennium Hills.

Robert Fonti strongly emphasized a desire to devise a corrective action plan for this Management Issue.

Paul Levitt suggests security cameras in centralized locations.

Dr. Fenderson feels despite the lack of cooperation of tenants and landlords, there is a need of a security guard in addition to security cameras. Funding should come from multiple sources.

Sgt. Moss (SCPD) stated that this incident was targeted not random. Moreover, he would step up police presence through the Patrol Check System.

Dr. Spencer: communication is needed to relieve panic (crises intervention). Secondly, there should be an immediate community meeting. Thirdly, an informative communication should be forwarded to the residence, making them aware of this meeting. Fourth, funding should be combined from HOA and HDFC, for security purposes. Fifth, is a need for a guard station.

The camera system proposed cost is \$45,000. Dr. Spencer made a motion that the Housing Authority will cover the cost up to \$22,500, audio tape ended

This emergency meeting was adjourned until to 8/16/2007, at 6p.m. at Millennium Hills, community room.

OLD BUSINESS:

ADJOURNMENT:

Due to time constraints remaining agenda will be covered at sub committee meeting that will be held before the next scheduled meeting, upon motion by Dr. William Spencer duly seconded by Robert Fonti, the Board unanimously voted to adjourn its regular meeting.

Submitted by: Siela Bynoe, Executive Director

Dated:


Secretary

Aug. 15, 2007
Date

MINUTES OF THE July 10, 2007
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 July 2007. 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:

Dr. William Spencer, Executive Director Siela Bynoe, Paul E. Levitt, Esq., Commissioner Cynthia Gonzalez, and Robert Fonti. Sonia Bradley and Eugene Haynes was absent.

READING AND APPROVAL OF MINUTES:

The minutes of the June, 2007 regular Board meeting were available for vote, a motion was made by Robert Fonti and seconded by Cynthia Gonzalez to approve all of the minutes, all in favor.

BILLS AND COMMUNICATIONS:

There were communication from HUD, however, they were not discussed on the record.

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

Discussions:

Gateway Garden Inspections revealed issues concerning the concrete, which, needs to be redesigned. Executive Director suggests a new design that minimizes the amount of concrete walkways which will make it easier to maintain.

An RFP was sent out requesting architects and engineers to review the property, and determine what design would minimize concrete and provide more livable space, conducive to a family environment.

Dr. Spencer summarized the issues concerning Gateway Gardens: Poor roof, Broken Concrete and poor plumbing.

There is \$70,000 in the 2006 capital funding program (If Improvement exceed this amount, the Executive Director recommends pulling from the 2007 allocation funding, which would be available within the next two months).

Executive Director had all the crawl spaces and piping accessed by plumbing company. The plumbing companies graded the pipes. Those pipes graded as (1) needs immediate attention. Executive Director recommends using PVC piping which has a longer life expectancy than galvanized steel.

Robert Fonti, suggests repairing one building at a time.

Telephone and Postage has increased to 115%, as a result, the Executive Director is requesting more money for telephone and postage.

Maintenance contracting cost is at 150%, due to extensive repair to the leaking roof in building #9 and the corroded galvanized pipe issue.

HAP funding will be reduced, based on 85% utilization rate.

RESOLUTIONS

ATTORNEY'S REPORT:

No report discussed.

COMMITTEE REPORTS:

2007-2008 Officers
Chairman – Dr. William Spencer nominated
Vice Chairman – Robert Fonti nominated
Treasurer - Cynthia Gonzalez nominated
Secretary – Eugene Haynes nominated

FINANCE COMMITTEE:

No report was submitted.

OUTREACH COMMITTEE:

No report was submitted.

NEW BUSINESS

Valorie Taylor: Inquiry as to the progress of the FSS program, and the identity of the new executive deputy director.

Nicole expressed concerns about recent termination, and requested an investigation.

Nicole McDonald made inquiry about the status of her application.

Ernestine Marrow: expressed concerns about unclean hallways, and garbage build-up.

Ms. Strickland, express some safety concerns about individuals leaving rocks in the door to get back into the building because the door buzzer isn't working.

Dr. William Spencer expressed interest in the revival of the Tenant Association.

Gail Mann: expressed concerns about garbage in common areas and a broke door in building #7.

Monique Dawson tenant request the board to investigate her 2007 termination, which, was based on 2004 allegation.

Kimberely McCallister: expressed her disgust for the Town of Huntington Housing Authority, delay in the approval and implementation of the Homeownership Program. In addition, Mrs. McCallister expressed concerns about the calculation of her rent for the fiscal year of 2005

OLD BUSINESS:

ADJOURNMENT:

Due to time constraints remaining agenda will be covered at sub committee meeting that will be held before the next scheduled meeting, upon motion by Dr. William Spencer duly seconded by Robert Fonti, the Board unanimously voted to adjourn its regular meeting.

Submitted by: Siela Bynoe, Executive Director

Dated:

 Secretary

July 20/07
Date

MINUTES OF THE June 12, 2007
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 12th day of June 2007. 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:

Dr. William Spencer, Commissioner Eugene Haynes, Robert Fonti Executive Director Siela Bynoe, and Paul E. Levitt, Esq. Commissioner Cynthia Gonzalez and Sonia Bradley absent.

READING AND APPROVAL OF MINUTES:

The minutes of the May 8, 2007 regular Board meeting were available for vote, a motion was made by Dr. William Spencer and seconded by Eugene Haynes to approve all of the minutes, all in favor.

BILLS AND COMMUNICATIONS:

No report discussed.

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

Discussions:

A motion was made by Dr. Spencer, to accept the proposed EIV policy and budget which seconded by Eugene Haynes.

Dr. Spencer expressed strong concerns regarding Bed Bug Problem. Strongly urges that any exterminator that can correct the problem forthwith would be acceptable.

Eugene Haynes asserts that the Executive Director should have the authority to deal with emergency issues (e.g. Bedbug Outbreak), without having to wait until the next board meeting.

Robert Fonti recommends a minimum of \$500 to \$1000 per unit, commensurate over time.

Dr. Spencer asserted that excessive damage is grounds for eviction.

Paul Levitt stated that Money damages must be pursued in a separate action from an eviction proceeding.

The members of the board, then moved to go into executive session, wherein this meeting was adjourned.

RESOLUTIONS

Executive Director is authorized to have those units affected by bed bugs exterminated as soon as possible.

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

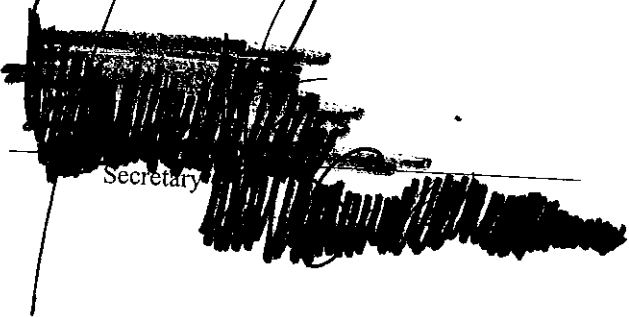
OLD BUSINESS:

ADJOURNMENT:

Due to time constraints remaining agenda will be covered at sub committee meeting that will be held before the next scheduled meeting, upon motion by Dr. William Spencer duly seconded by Eugene Haynes, the Board unanimously voted to adjourn its regular meeting.

Submitted by: Siela Bynoe, Executive Director

Dated:


Secretary

7/10/07
Date
11/13/07

MINUTES OF THE May 8, 2007
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 8th day of May 2007. 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:

Dr. William Spencer, Commissioner Eugene Haynes, Executive Director Siela Bynoe, and Paul E. Levitt, Esq., Commissioner, Cynthia Gonzalez. Robert Fonti was late and Dr. Sonia Bradley extended absence.

READING AND APPROVAL OF MINUTES:

The minutes of the April 10, 2007 regular Board meeting were available for vote, a motion was made by Dr. Spencer and seconded by Mr. Haynes to approve all of the minutes, all in favor.

BILLS AND COMMUNICATIONS:

Communication moved to Director's report.

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

Discussions:

RFP from State Farms for continuation of current policy:

- Increase Coverage with consistent deductible for General and Commercial Fire liability.
- \$85,000 current cost
- \$16,000 reduction for same coverage
- Pending further discussion of inclusions and exclusions

HUD Comprehensive Review:

- Ramon Rodriquez, Public Housing Representative conducted Rent Review.
- Dolores Melvin conducted monitoring review of C-Map and rental integrity.
- Norman Murphy reviewed dates, turn-a-rounds, work orders, and CFP expenditures (2005 & some of 2006).

Action plan will be created to address matters of concern.

Civil Service has approved Susan Ortega under the title Housing Program Supervisor.

- Internal title is Deputy Director (salary \$60,000 annually).
- Duties include management of all financial records, such as account receivable and payable, payroll, time keeping, and oversight of management HUD & MTS reporting, as well as work with staff to rectify any issues that may arrive.
- To act in the Directors absence, and however way the director sees fit.
- Start date May 14, 2007
- Notice has been issued to Ms. Ortega
- It has been noted that HHA saved \$36,000 by the acquisition of Ms. Ortega as she replaces and absorbs two positions, which were preceded by Deidra Hamill and Stacey Stackhouse.
- Deidra Hamill last day is May 27, 2007.
- Allocation plan approved by HDFC
- (The record didn't indicate name of tenant) Family will be reduced from 3 to 2 bedroom. 2 Bedroom requires new carpet.

- Color and quality of carpet is important for determining the life of the carpet.

HUD Correspondence dated: April 27, 2007.

- Suggests, that HHA hold operating funds for Residential Services at \$25 per unit.
- Suggests the holding of \$15 per unit for resident counsel (HHA does not have resident counsel).

Dr. Spencer indicated that washing machine revenue should be used to cover the costs of residential services. Executive Director stated that revenues are low, and expressed a possible need for a subsidy. Low revenues are contributed to outdated poorly running machines. Executive Director will research last years revenues to see if it covers the \$2000 for the 2006-2007 fiscal year. In addition, the director will research the cost of new machinery verses having a local company provide updated machinery in which HHA charges rent.

RESOLUTIONS

Executive Director will seek additional coverage for Millennium Hills and Gateway Gardens not exceed savings of \$16,000. In addition, to obtaining a one million dollar umbrella policy. All in favor.

Allocations approved by HDFC. All in favor.

ATTORNEY'S REPORT:

Reserved for Executive Session

SPECIAL REPORT:

BILL FOXEN

FOXEN INSURANCE COMPANY

Bill Foxen has reviewed HHA existing insurance coverage for consistency and alternatives.

- Low coverage for Millennium Hills (currently \$543,000 on each building).
- Suggests each building should have \$600 to \$650,000 per building).
- Suggests a review of any policies purchased by Home Owners Association.
- HHA claims liability in very good standing.
- In case of increase in claims, Insurance company likely to increase the deductible. When deductible is increased, premiums are decreased.
- Recommends Board to consider \$1million dollar umbrella policy, subject to variations.
- Higher deductible favors State Farm
- HHA counsel concerned about the lack of coverage for air conditioning and heating units at Millennium Hills, because each building is multi unit.
- Gateway Gardens has coverage for a/c and heating.

No report discussed.

COMMITTEE REPORTS:

No report was submitted.

FINANCE COMMITTEE:

No report was submitted.

OUTREACH COMMITTEE:

No report was submitted.

NEW BUSINESS

Visitor Valerie Van Taylor made the following suggestions:

- HHA needs a receptionist
- Recommends two weeks notice for the submission of documents by tenants.
- FSS program progress was explained by the Director.

OLD BUSINESS:

ADJOURNMENT:

Due to time constraints remaining agenda will be covered at sub committee meeting that will be held before the next scheduled meeting, upon motion by Dr. William Spencer duly seconded by Eugene Haynes, the Board unanimously voted to adjourn its regular meeting.

Submitted by: Siela Bynoe, Executive Director

Dated:


Secretary

11/13/07
Date

MINUTES OF THE April 10, 2007
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 April 2007. 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:

Dr. William Spencer, Commissioner Eugene Haynes, Executive Director Siela Bynoe, and Paul E. Levitt, Esq. Commissioner Cynthia Gonzalez Robert Fonti and Sonia Bradley absent.

READING AND APPROVAL OF MINUTES:

The minutes of the March 15, 2007 regular Board meeting were available for vote, a motion was made by Eugene Haynes and seconded by Cynthia Gonzalez to approve all of the minutes, all in favor.

BILLS AND COMMUNICATIONS:

No report discussed.

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

Discussions:

Implement a plan for Cycle Improvements

There is a need to spend surplus funding (use it or loose it). Dr. Spencer suggested capital improvements for the use of such surplus funding.

Will negotiate RFP for a price better than \$20,000.

New HUD representative Delores Melvyn, scheduled a visit 4/25/2007.

Need for in-house accountant and someone who could run office in Directors absence.

RESOLUTIONS

A resolution was made to accept RFP for PHM affiliates at cost not to exceed \$1700 per month. All in favor.

Seila is authorized to attend 2007 annual convention in Las Vegas for \$2395 plus airfare, ground transportation, and meals. All in Favor.

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

Visitor Valerie Van Taylor asked various question ranging from the board members length of services, current HUD representatives, the validity of a lease when new owners purchase property among other issues and it was outlined and explained by Dr. William Spencer.

OLD BUSINESS:

ADJOURNMENT:

Due to time constraints remaining agenda will be covered at sub committee meeting that will be held before the next scheduled meeting, upon motion by Dr. William Spencer duly seconded by Eugene Haynes, the Board unanimously voted to adjourn its regular meeting.

Submitted by: Siela Bynoe, Executive Director

Dated:

Secretary



Date

MINUTES OF THE March 13, 2007
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 March 2007. 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, Executive Director Siela Bynoe, and Paul E. Levitt, Esq. Commissioner Cynthia Gonzalez has an excused absence. Sonia Bradley (incapacitated).

READING AND APPROVAL OF MINUTES:

The minutes of the February 13, 2007 regular Board meeting were available for vote, a motion was made by Robert Fonti and seconded by Dr. Spencer to approve all of the minutes as corrected, all in favor.

BILLS AND COMMUNICATIONS:

No report discussed.

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

No report discussed

RESOLUTIONS

Executive Director RFP for computer upgrade from FSI computer consulting (\$12725) and RMS (\$17000), A resolution was made to accept the services of FSI computer consulting in the amount (\$12, 725). All in favor.

A resolution was made to increase the Executive Director's salary to \$87,500 per year as of March 15th, 2007, and authorize a contract negotiation that can be voted by next meeting. All in favor.

Executive Director is authorized to higher an accountant from Civil Service at \$45,000 per year, pending Board approval. Furthermore, Executive Director is authorized to hire part time staff, through employment agency, no more than 3 people at a rate of \$12 per hour, and not to exceed a period of 3 months. The hiring of a consultant and civil service employees are subject to board approval. All in favor.

Executive Director requested that a part-time maintenance position be created, and that James Hodges be hired part-time at \$12 per hour not to exceed 20 hours a week. All in favor.

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

Visitor Valerie Van Taylor would like to know the rights, and obligation of land owners who transfer property to new home owners, and what if any obligations did they have to the tenant.. Ms. Van Taylor also made request for the Minutes. Lastly, Ms. Taylor asked for information re the FSS program and it was outlined and explained by the Executive Director.

A Contact was given for Executive Director: Keisha Walker of Central Islip Urban League. (FSS)

Motion was made by Chairman Dr. Spencer to go into executive session to discuss matters of a sensitive nature. Seconded by Robert Fonti. All in favor.

OLD BUSINESS:

ADJOURNMENT:

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

Submitted by: Siela Bynoe, Executive Director

Dated: March 13, 2007


Secretary

11/13/07
Date

MINUTES OF THE February 13, 2007
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 February 2007. 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, Executive Director Siela Bynoe, and Paul E. Levitt, Esq. Commissioner Cynthia Gonzalez has an excused absence.

READING AND APPROVAL OF MINUTES:

The minutes of the January 19, 2007 regular Board meeting were available for vote, a motion was made by Robert Fonti and seconded by Dr. Spencer to approve all of the minutes as written, all in favor.

BILLS AND COMMUNICATIONS:

No report discussed.

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

Executive Director discussed the RFP of Computer Upgrade stating that there has been 5-6 interested vendors who picked up the RFP. The close of availability to pick up an RFP is set for February 26th at 2:00pm.

Dr. Fenderson will be available at Mill Hills for residents every Monday night from 7pm to 9pm and all residents have been notified of same. Commissioner Fonti suggested that beverages, coffee pot and snack be left at MH community room for Dr. Fenderson and/or residents that may visit. Dr. Fenderson and the Executive Director further discussed the needs of the community and are in the process of establishing 2 committees of renters and homeowners at MH(Safety and Green Space).

An Annual Audit was conducted on January 25 & 26th and the auditor Tony Giampalo made some suggestions for the HA which include but not limited to bonding insurance for Finance contractor, documents are being stored off site, etc. The Auditor is very comfortable with the process and handling of files by the HA.

The Town of Huntington will be donating approx. 5 computers to MH. The offer is appreciated by the Town of Huntington Housing Authority Board of Commissioners.

On Tuesday February 06, 2007 Loretta Franco, Labor Relations Representative was on site to review the HA procurement and Davis Bacon Wages procedures for FY 2006. Although, there were no files in place, the executive director provided her with a report. There was no major construction done during that year and Ms. Franco took the opportunity to discuss the possibility of training of all HA's. Siela Bynoe offered the ToHHA as a training site for Nassau/Suffolk HA's to train re procurement which be held by HUD in the month of March '07.

The subsidy that was frozen due to the environmental review is now released and available. The process of how and why The Town of Huntington acting as the responsible entity to review the ToHHA intentions of how it will spend its CFP money was discussed and explained by the executive Director (issues such as zoning, rules, etc.).

Peggy Boyd of the Family Service League informed the HA that they approval re \$11,500. The program has been extended from the 90 days initially discussed. This is made possible by cutting back the amount of hours per day and tacking those hours into additional weeks. (46 weeks). The HA will pay for the first 23 weeks and the Town of Huntington will pay for the remainder 23 weeks. Robert Fonti requested to obtain this in writing from the Town of Huntington.

Kevin Condin stated that the ascertaining of the name HHA Property Management organization for Lincoln Farms is complete. The agreement is that the HHA is to manage the facilities/property of Lincoln Farms and there is still some discussion on having the HA manage the waiting list.

At the request of Accurate Energy, Key span is in the process of conducting onsite visits and Gateway Gardens and Millennium Hills to ascertain the irregularity of billing rates for gas used.

In general, MTCS score in above the 95% for the month, the Aviles family has returned back to there original unit, Special Heat inspections at Gateway Gardens lead to the discovery of unauthorized guest residing in a unit, etc.

Resolution requested was to hire hearing officer for PH Lease Termination and to add William Carter, previous Board Member, to the Gateway Gardens Memorial Plaque, and a final resolution for staff member.

RESOLUTIONS

Robert Fonti made a resolution that William Carter be added to the Gateway Gardens Memorial Plaque with a ceremony in the spring. Seconded by Eugene Haynes. All in favor.

Resolution to appoint Eric Wingate as Hearing Officer for the Public Housing Fair Hearing that is scheduled for February 27, 2007 at the compensation of \$75.00 per hour. Motion made by Robert Fonti. Seconded by Eugene Haynes. All in favor.

Resolution for the Inspector who serves for the Town of Huntington Housing Authority in an emergency as a maintenance helper would be compensated at a rate of \$26.00 per hour. Motion made by Robert Fonti and seconded by Eugene Haynes. All in favor.

Resolution enacting compensation Board Member for there time and service either \$2000.00 per year for Commissoenrs and \$2500.00 per year for Chairman or in substitution, health coverage which equal similar amount of above quoted compensation. This to commence effective February 13, 2007. Motion made by Robert Fonti and seconded by Eugene Haynes. All in favor.

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

Visitor Valerie Van Taylor would like to know if the Board of Commissioners know the amount of Huntington residents who are of 30%. Ms. Van Taylor was informed that information can be requested in writing, and if the HA has it available it would be forwarded to her. Secondly, Ms. Taylor asked for information re the FSS program and it was outlined and explained by the Executive Director.

Motion was made by Chairman Dr. Spencer to go into executive session to discuss matters of a sensitive nature. Seconded by Robert Fonti. All in favor.

OLD BUSINESS:

ADJOURNMENT:

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

Submitted by: Siela Bynoe, Executive Director

Dated: March 8, 2007


Secretary

Feb. 13, 2007
Date

MINUTES OF THE January 16, 2007
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 16th day of January 2007. 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, Tenant Commissioner Cynthia Gonzalez, Executive Director Siela Bynoe. And Paul E. Levitt, Esq. Commissioner Sonya Bradley re Eugene Haynes has an excused absence.

READING AND APPROVAL OF MINUTES:

The minutes of the December 19, 2006 regular Board meeting were available for vote, a motion was made by Cynthia Gonzalez and seconded by Dr. Spencer to approve all of the minutes as written, all in favor.

BILLS AND COMMUNICATIONS:

Information to be discussed with in the Directors Report

Dr. Spencer commended the Siela Bynoe for the amount of work she has done on behalf of the Town of Huntington Housing Authority since her appointment in October 2006. He was also pleased with the Newspaper articles written , and stated that the Board intends to give her the tools necessary to fully execute her role with the Town of Huntington Housing Authority.

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

Met with Ms. Rimmler of Tri Community regarding repairs to the office space that they are utilizing in building 5. The repair preceded the tenancy and it was decided that the ToHHA would take responsibility for those repairs. Once the lease with Tri Community runs out. The Executive Director will re-negotiate the terms with the assistance of Paul Levitt and Robert Fonti.

January 30th and 31st the Executive Director will be acting as a hearing officer for Section 8 termination. The termination took place prior to the Executive Director tenure with the ToHHA and therefore can act as hearing officer. Motion made by Robert Fonti and seconded by Cynthia Gonzalez to appoint Siela Bynoe as hearing officer discussed within. All in favor.

Unit at Gateway Gardens apartment 1 Lowndes Avenue 1B cost approx. \$17,000. An adjuster is scheduled to see unit re claim. The repair consisted of pulling up all tiles, sub floor, dry area, insulation removed, paint the unit, replace the sub floors, and second layer of floor then tile. Also replace closet doors, etc. Kevin Connelly viewed unit and gave his opinion re this claim. He strongly believed that the HA will paid for the claim.

Commerce Bank Signature card to be signed to add Cynthia Gonzalez as a signature and also open an account previously discussed.

The process of how HUD funds section 8 vouchers was discussed (Vouchers, payment standards, fair market rents, etc.). Also, the Public Housing Budget was reviewed and discussion about utility payments were discussed. HUD should be releasing funding shortly.

Dr. Spencer requested to go into executive session to discuss matters of a personnel and financial nature. Motion made by Cynthia Gonzalez and seconded by Robert Fonti. All in favor.

RESOLUTIONS

Motion made to abolish/terminate the position of Deputy Director and terminate the person holding that position within 30 days of that notification by the Executive Director. Seconded by Robert Fonti. All in favor.

Motion to make an offer of employment for a Maintenance Director. Salary not to exceed \$60,000 per year. Benefits which are offered to the employees of the HA. Motion made by Cynthia Gonzalez. seconded by Dr. Spencer. All in favor. Employment of this individual is subject to Board Approval.

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

OLD BUSINESS:

ADJOURNMENT:

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

Submitted by: Siela Bynoe, Executive Director

Dated: February 8, 2007


Secretary

11/13/07
Date

MINUTES OF THE DECEMBER 19, 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 19th day of December 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, Tenant Commissioner Cynthia Gonzalez, Executive Director Siela Bynoe. And Paul E. Levitt, Esq. Commissioner Eugene Haynes has an excused absence.

READING AND APPROVAL OF MINUTES:

The minutes of the November 13, 2006 regular Board meeting were available for vote, a motion was made by Cynthia Gonzalez and seconded by Dr. Spencer to approve all of the minutes as written, all in favor.

BILLS AND COMMUNICATIONS:

Chairman Dr. Spencer nominated Cynthia Gonzalez as Treasurer. Nomination accepted by Commissioner Gonzalez. Motion Seconded by Robert Fonti. All in favor.

The role of Treasurer was briefly outlined to Commissioner Gonzalez.

Letter from Family Service League re proposal for services at MH. Fonti requested Executive Director to contact the Town of Huntington re possible funding in the amount of \$38,000 to assist in payment of services for Resident programs at MH. The Board of Commissioners suggested to work with Family Service League re a pilot program for 90 days. Suggestion of payment is ½ HDFC & ½ the HA, totally \$11,000. Motion offered by Robert Fonti to commence a pilot program at MH thru Family Service League to be funded by 50% HDFC & 50% HA to take effect 01/01/07. Motion Seconded by Cynthia Gonzalez. All in favor

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

Property Management agreement submitted by Kevin Convin, Esq. re property management of Lincoln Farms for term of a 1 year period with 30 prior notice clause. It outlines services to be performed by HA and expenses to owner, Dan Reagan, of Lincoln Farms had a discussion with Executive Director and Commissioner Fonti which stated that Reagan was comfortable with the agreement except for the Right for First Refusal which allows the HA the first opportunity to purchase the property if it was to go on the market. There are a number of other owners that would have to get involved with the approval of that clause.

Chairman Spencer asked if there is any again for the HA to manage this property. Executive Director Bynoe responded that initially there will not be a benefit, It will cost the HA additional to maintain the financial books, conduct the recertification and inspections. It is the recommendation of the Executive Director to hire an additional staff member to do this task, as well as, a combination of other task re public housing recertifications, and some quality control.

The payment to the HA will \$44.00 and an additional \$1000.00 per month. The condition of the building is fair with the exception of 1 unit on the first floor that has back ups, the hot water heater needs to be replaced, and the general condition of the common area needs to be improved (carpeting, painting, etc.).

Motion made by Chairman Spencer to enter into contract re Lincoln farms and the Executive Director has the authority to obtain needed resources to manage this property and this \$ amount will be reported to the board. Motion seconded by Cynthia Gonzalez.. All in favor

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

Mrs. Strickland of 1 Lowndes Avenue Apt 2B at Gateway Gardens came to Board meeting to express her concern that there are tenants in Gateway Gardens who have unauthorized guest living in there units. The Board reassured Mrs. Strickland that this is an important issue to the Board and the new administration, as well as, the Board will be focusing on this issue at Gateway Gardens.

Lauren Aviles of 1 Lowndes Avenue Apt 1B at Gateway Gardens came to Board meeting to inform the Board that the floor of her entire unit is cracking and coming up due to a wetness from below. Mrs. Aviles states that there is a odor in the unit and the children are developing rashes. The Board Recommendation is that the family be relocated immediately to another unit so that the problem can be assessed and rectified. Paul Levitt advised the HA to contact the Insurance company to put them on notice for this matter.

Motion was made by Chairman Dr. Spencer to enter into executive session to discuss matter of a sensitive matter. Motion seconded by Robert Fonti. All in favor.

OLD BUSINESS:


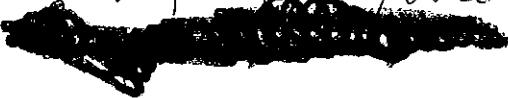
Visit by Brodie Hefner of HUD to Board Meeting to discuss numerous matters. The HA is on the right track for this fiscal year. MTCS scores have been obtained. Any sanctions applied are based on these scores, as well as, SEMAP score not being met prior to this fiscal year. Dialogue between HUD & the HA regarding how the reporting system is formulated was offered. If a HA score is under 60, then the HA is placed in a Troubled Status; above 90 the HA is a high performer. Any number in between is Standard Performer. The indicators in the SEMAP & PHAS report is broken down into the steps of how a unit or voucher is leased. This range goes from applicants on the waiting list to how files are maintained & HQS inspections, to ending the participation of a Resident/Participant. Also, discussion of the MTCS process, and how the computer cross reference check the information uploaded to PIC in order to verify the HA files are accurate re SS#'s, etc. Then, discussed the VMS reporting process re how active vouchers are tracked. The HA's VMS was reported incorrectly in the past because it was reporting not only the utilized leased vouchers, but also the pending vouchers. This inflated the number and the 50058's therefore could not equal it. Therefore giving the HA a low percentage score.

ADJOURNMENT:

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

Submitted by: Seila Bynoe, Executive Director

Dated: January 11, 2007


Secretary to the Board


1/11/07
Date
11/13/07