

MINUTES OF THE
December 11, 2009
TOWN OF HUNTINGTON HOUSING AUTHORITY
BOARD MEETING

A re-scheduled meeting of the Board of the Town of Huntington Housing Authority ("THHA") was held on the 11th day of December 2009. The meeting was called to order by Chairman Dr. William Spencer at 2:30 pm 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:

Commissioners: Dr. William Spencer, Tracie Marrow, Robert Fonti, and Samuel-Miller

Also Present were: Siela Bynoe, Executive Director and Paul E. Levitt, Esq.

READING AND APPROVAL OF MINUTES:

Minutes from the November 11, 2009, was approved, motion Tracie Marrow-Seconded Robert Fonti

BILLS AND COMMUNICATIONS:

No report discussed.

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

Discussions:

- RFP outstanding for Banking and Extermination- Board advised that the proposed increases by Extermitech (the only responder) at \$245 per mo.= \$6.13 per unit-per mo.
- The HUD Policy for the ARRA funds requires that 100% of the funds be obligated by 3/17/2010. As such, the HHA must use the provisions covered in the amendment of the Procurement Policy to ensure that we are in compliance with the obligation policy. The Board agreed to offer a motion to enable the Executive Director to negotiate with responsible bidder for the purpose of Architect/Engineering services. The Board agreed further to allow the Executive Director to enter into contract with selected firm, once HUD has approved the Pre-Award Process.
- Board was advised of the findings during the REAC inspection on October 30, 2009. The Board was further advised of the scores for Millennium Hills and Gateway Gardens, which were 87 and 59 respectively. Board was further advised that we are contesting a number of findings with both the NYC HUB- HUD Office and the with the D.C. Office.
- Board advised of the submission of the annual PHAS and SEMAP reports.
- Board discussed and reviewed the quotes regarding the purchase of the HA Truck. The Board agreed that the best-value was the Ford F-250 for \$20,590. Board offered motion for purchase.
- Board advised of re-sale status on 104 Sagaponack Ct.

Motion to go into Executive Session to discuss legal /human resource matters. Offered Robert Fonti, Seconded Sam Miller

Motion to go back into open Session offered by Tracie Marrow, Seconded Robert Fonti.

RESOLUTIONS

- The Board voted to approve the continuation of services with Extermitech(the only responder at \$245 per mo.= \$6.13 per unit-per mo. Motion by Dr. Spencer, Seconded Tracie Marrow. Vote unanimously
- The Board voted to approve the Executive Director to negotiate with responsible bidder for the purpose of Architect/Engineering services. The Board agreed further to allow the Executive Director to enter into contract with selected firm, once HUD has approved the Pre-Award Process. Motion offered Dr. Spencer, Seconded Tracie Marrow. Vote unanimously
- The Board voted to approve the purchase of the best-value-the Ford F-250 for \$20,590. Board offered motion for purchase. Offered: Tracie Marrow, Seconded Samuel Miller. Vote unanimously
- The Board voted to approve the salary increases for the Deputy Director and the Program Coordinator. Since the staff did not receive an increase in October 2008, the increase was a COLA increase for 5%-retro-active to October 2009. The increase was not to exceed the projected amount on the salary schedule. Offered by Dr. Spencer, Seconded by: Tracie Marrow. Vote unanimously

ATTORNEY'S REPORT:

Given in Executive Session.

COMMITTEE REPORTS:

Robert Fonti advised the Board that he would meet with the banks that responded to the RFP.

FINANCE COMMITTEE:

Financial Report included in the Executive Directors' report

OUTREACH COMMITTEE:

No report was submitted.

NEW BUSINESS

OLD BUSINESS:

ADJOURNMENT:

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 October 13, 2009
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 October 2009. 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 and staff were present:

Chairperson Dr. William Spencer, Vice Chairperson Robert Fonti, Commissioner Tracey Marrow, Treasurer.

Also present was: Paul Levitt- Legal Counsel and Siela Bynoe, Executive Director

Absent: Commissioner Samuel Miller, Secretary

READING AND APPROVAL OF MINUTES:

The minutes of the June and August minutes were approved by Commissioner Marrow and seconded by Commissioner Fonti. All in favor- vote unanimous

BILLS AND COMMUNICATIONS:

There were no Bills and Communications

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

Discussions:

- RFPs were discussed: Exterminator RFP was discussed relative to pricing. A resolution was not offered for this service. The E.D. was directed to investigate and determine a cost analysis.
- RFP for Auditing was discussed and offered for resolution. Motion carried.
- RFP for Insurance Coverage was offered. Motion carried
- RFP for Architectural Services was tabled until Commissioner Fonti and HUD has reviewed the process.
- RFP for Banking was also tabled until Commissioner Fonti has an opportunity to review.
- Huntington Housing Township Coalition membership was discussed. Motion offered and carried.
- Discussed the Town of Huntington Housing Authority procurement policy, in compliance with the ARRA requirements amends the Town of Huntington Housing Authority's Procurement Policy, as it pertains strictly to the use of the aforementioned funds.

- Discussed HUD's published 2010 FMRs and increasing our payment standard to be in compliance with HUD's 90% minimum rent standards. The new payment standards would be as follows:

Bedrooms	0	1	2	3	4	5	6
Rent	1050	1213	1433	1902	2072	2382	2740

RESOLUTIONS

- The professional services of Hymanson, Parnes and Giampaolo for the HHA's fiscal year end audits Motion made by Chairman Spencer and seconded by Comm. Fonti (All in Favor)
- To submit the PHAS and SEMAP Reports in compliance with the HUD requirements Motion made Commissioner Spencer and seconded by Comm. Fonti (All in Favor)
- The professional services of The Whitmore Group for the HHA's and the HDFC insurance coverage was offered. Motion made by Commissioner Fonti and seconded by Commissioner Spencer. All in favor -vote unanimous
- Membership for the Huntington Housing Township Coalition for a one year fee of \$400.00. Motion offered by Commissioner Robert Fonti and seconded by Chairman Spencer. All in Favor- Vote Unanimous
- A Resolution to amend the Town of Huntington Housing Authority Procurement Policy in compliance with the American Recovery and Re-investment Act (ARRA). The policy is amended, as it pertains strictly to the ARRA funds, to include the "Buy American" regulation and a stipulation that we will waive the state law as need to expedite the expenditure of funds. Additionally, the Housing Authority must indicate that we will implement the provisions for emergency and exigent circumstances that allow the use of non-competitive bid process. Motion offered by Chairman William Spencer and seconded by Commissioner Robert Fonti All in favor-Vote Unanimous
- Discussed HUD's published 2010 FMRs and increasing our payment standard to be in compliance with HUD's 90% minimum rent standards. The new payment standards would be as follows: Motion Offered by Chairman William Spencer, Seconded by Commissioner Tracey Marrow.

Bedrooms	0	1	2	3	4	5	6
Rent	1050	1213	1433	1902	2072	2382	2740

ATTORNEY'S REPORT:

- Provided in Executive Session

COMMITTEE REPORTS:

No report discussed.

FINANCE COMMITTEE:

OUTREACH COMMITTEE:

No report was submitted.

NEW BUSINESS

OLD BUSINESS:

ADJOURNMENT:

Meeting closed motion by Dr. William Spencer seconded by Robert Fonti the Board All in favor-vote unanimous to adjourn its regular meeting.

Submitted by: Siela Bynoe, Executive Director

Dated: October 13, 2009

Samuel E. Miller
Secretary

Date



MINUTES OF THE August 11, 2009
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 11th day of August 2009. 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:

Chairman Dr. William Spencer, Executive Director Siela Bynoe, Commissioner Robert Fonti, and Paul Levitt. Commissioner Marrow.

READING AND APPROVAL OF MINUTES:

The minutes of the previous board meeting were tabled until next month.

BILLS AND COMMUNICATIONS:

There were no Bills and Communications

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

Discussions:

- Executive Director met with Long Island Community Foundation for onsite technical assistance on a part-time basis at Millennium Hills. Executive Director will follow up with board for approval of a community organizer.
- 2006 Public Housing Troubled status not reported until 2007. Since then HA unit vacancy or overturn rate has improved significantly.
- Loan Program with Shelter Rock Unitarian Church was discussed regarding \$150,000 loan at 2% interest rate.
- MH residents Susan Lee and Joan Long requested fences in the back of their units. Tenants are offering to pay for installation. Executive Director is concerned about long term maintenance. Security Agreement should be created addressing Installation, maintenance, and removal. In addition, \$300 deposit would be required and Installation shall be by a licensed and insured contractor.
- Whitmore Insurance Company conducted a physical evaluation and were concerned about the non-existence of a soft landing pad in the play ground. The absence of soft landing pad threatens the validity of current policy. The Board is against spending \$16,000 for playground repair, if it is to be removed in a year for possible new construction.
- Discussed Air Conditioner Bracket requirements
- Threshold is \$10,000 for RFP's and repairs requiring Board approval.
- Millennium Hills and Gateway Gardens at 100% lease up.

- The HCV/Section monthly subsidy has been reduced to \$300,000, to utilize and reduce reserve monies.

RESOLUTIONS

- Nominations were made for the 2009-2010 officers seats. Dr. Spencer Chairman
Mr. Robert Fonti –Vice Chair
Mr. Samuel E. Miller- Secretary
Ms. Tracie Marrow – Treasurer

A motion was made by Commissioner Fonti to approve the nominations and seconded by Commissioner Spencer. All in Favor.

- Commissioner Spencer made motion to write off two debts from former program participants (\$3,277 & \$2,545) seconded by Commissioner Fonti. All in Favor.

Commissioner Spencer made a motion to accept the annual plan as written, motion seconded by Commissioner Marrow.

ATTORNEY'S REPORT:

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 June 9, 2009
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 June 2009. 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, and Paul Levitt. Robert Fonti, and Tracy Marrow.

READING AND APPROVAL OF MINUTES:

The minutes of the previous month Board meeting were available for vote, a motion was made by Dr. Spencer and seconded by Tracie Marrow to approve all of the minutes. All in Favor

BILLS AND COMMUNICATIONS:

There were no Bills and Communications

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

Discussions:

- Wei-Wei AHC Audit review discussed. The archive requirements was discussed in details. In addition, we discussed that the monitoring for the homeowners units must continue move forward.
- Millennium Hills 2008 audited financials were discussed relative to the 1.5M grant from the Suffolk County.
- Discussed the oil tank issue and the possibility for converting to gas.

RESOLUTIONS

- Abolish the position of part-time custodian and replace the position with a part-time maintenance mechanic. Position to be filed within guidelines established by the budget. Motion by Robert Fonti, Seconded by Tracie Marrow. All in favor.

ATTORNEY'S REPORT:

COMMITTEE REPORTS:

No report discussed.

FINANCE COMMITTEE:

0 Public Housing Deficit discussed

OUTREACH COMMITTEE:

No report was submitted.

NEW BUSINESS

OLD BUSINESS:

ADJOURNMENT:

Meeting was truncated due to time constraints. Dr. William Spencer duly seconded by Robert Fonti Board voted unanimously to adjourn its regular meeting.

Submitted by: Siela Bynoe, Executive Director

Dated:


Secretary

Date

MINUTES OF THE April 14, 2009
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 14th day of April 2009. 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, Robert Fonti, and Paul Levitt. Commissioner Marrow.

READING AND APPROVAL OF MINUTES:

The minutes of the February and March, 2009 regular Board meeting were available for vote, a motion was made by Dr. Spencer and seconded by Comm. Marrow. All in favor.

BILLS AND COMMUNICATIONS:

There were no Bills and Communications

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

Discussions:

- Executive Director's suggest utilization of stimulus money for remodeling Kitchen and Baths.
- Executive Director further suggests using 2009 stimulus money for surveillance camera's for Gateway Gardens.
- Commissioner Spencer showed concern about Gateway Gardens predating the lead based paint and asbestos laws (Gateway built in 60's and lead based paint and asbestos laws in the 70's).
- Discussion about making a preference for Veteran's seeking Housing.
- Comm. Fonti suggests relying on lead and asbestos report to determine priorities.
- Executive Director suggests kitchen and baths as a priority, and that it should precede replacing tile flooring in the common areas. (To prevent damage to new flooring).
- Discussion regarding the purchase or acquisition of a new or replacement truck. Resolution passed regarding the lease or acquisition of a truck.
- Discussion with respect to Honoring, former commissioner Eugene Haynes dedicated service to this community.

RESOLUTIONS

Comm. Spencer, made a resolution authorizing the Executive Director to lease or acquire a truck, not to exceed \$16,826, motion made by comm. Fonti and seconded by Comm. Spencer. All in Favor.

- Executive Director is authorized, to send out RFP's for an architect for the Gateway Garden Renovation process. (consideration to local contractors)
- Executive Director is authorized, to send out RFP's for banking and insurance.
- Executive Director is authorized is to amend the HCV & Public Housing preference category to include:
 - 5 pts for residents or working in jurisdiction
 - 3 pts for homelessness due to no fault of there own or displaced by government action,
 - 2 pts for Veteran or Widow of Veteran
 - 1pt to the Disabled
 - 1pt for the Elderly

And the 12 months of employment preference is redacted from the category.

Motion offered by Comm. Fonti and seconded by Comm. Marrow. All in Favor.

ATTORNEY'S REPORT:

COMMITTEE REPORTS:

No report discussed.

FINANCE COMMITTEE:

No report was submitted.

OUTREACH COMMITTEE:

No report was submitted.

NEW BUSINESS

OLD BUSINESS:

ADJOURNMENT:

A motion was offered by Dr. William Spencer to adjourn the meeting seconded by Comm. Robert Fonti, the Board unanimously voted to adjourn its regular meeting.

Submitted by: Siela Bynoe, Executive Director

Dated:

Secretary

Date

MINUTES OF THE March 10, 2009
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 March 2009. 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:

Commissioners: Dr. William Spencer, Tracie Marrow, Robert Fonti, Executive Director Siela Bynoe, and Paul E. Levitt, Esq.

READING AND APPROVAL OF MINUTES:

Minutes from the February 10, 2009, was tabled.

BILLS AND COMMUNICATIONS:

No report discussed.

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

Discussions:

RESOLUTIONS

A motion was made by Commissioner Spencer and seconded by Commissioner Fonti to proceed with the FSS program at a rate \$1650 per month on a month to month basis. All in Favor.

A motion was made by Commissioner Fonti and seconded by Commissioner Spencer, authorizing the Executive Director to utilize approximately \$157,000 in stimulus money, for Capital Improvement for Public Housing. 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 Robert Fonti, the Board unanimously voted to adjourn its regular meeting.

Submitted by: Siela Bynoe, Executive Director

Dated:


Secretary

Date

MINUTES OF THE February 10, 2009
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 February 2009. 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, Executive Director Siela Bynoe, and Paul E. Levitt, Esq. (Phone conference), Ulysues Spicer and Commissioner Robert Fonti (left early)

READING AND APPROVAL OF MINUTES:

BILLS AND COMMUNICATIONS:

No report discussed.

SECRETARY'S REPORT:

There was no report of the secretary

DIRECTOR'S REPORT:

Discussions:

Setting the sales price of available unit was discussed at length. It was decided to table the issue until the next scheduled board meeting.

A motion was made by Dr. Fenderson that 1% gain a year would be based on the First Mortgage Amount, seconded by Seila Bynoe. All in Favor.

RESOLUTIONS

A resolution was made by Dr. Fenderson and Seconded by Ulysues Spicer to retain HHA attorney Paul Levit to represent the HDFC in the Closings of MH units at \$900 per transaction
All in favor.

A resolution was made to authorize Executive Director Siela Bynoe and Paul Levitt Esq. to enter into discussion with these objectives in mind: retain as much money on sale transactions based on Income level, of potential buyers and Unit Size.

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

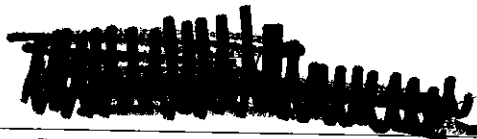
OLD BUSINESS:

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 Seila Bynoe, the Board unanimously voted to adjourn its regular meeting.

Submitted by: Siela Bynoe, Executive Director

Dated:



Secretary

Date