

**MINUTES OF THE  
JULY 11, 2017  
TOWN OF HUNTINGTON HOUSING AUTHORITY  
BOARD MEETING**

A meeting was held on the 11<sup>th</sup> day of July. The meeting was called to order at 5:18PM by Chairman Fonti in the Commissioners Conference Room at 1 A Lowndes Avenue, Huntington Station, NY.11746

**ROLL CALL:**

There was a roll call and the following were present: Commissioners Barry Lites and Barry Turk

Cindy Dunmore attended the meeting at 6:05p,m

Absent: John Perri

Also present were: Siela A. Bynoe, Executive Director  
Paul Levitt, Legal Counsel

**READING AND APPROVAL OF MINUTES:**

**SECRETARY'S REPORT:**

**DIRECTOR'S REPORT:**

1. The Board reviewed the PHA Plan for approval.

**RESOLUTIONS**

A resolution was offered to discontinue an administrative hearing against a family for termination of HCV participation. Motion offered by Robert Fonti – seconded by Barry Lites- all in favor- motion carries unanimously.

A resolution was offered to authorize the pay out of the executive director's contract upon her resignation date of 7/31/17 Based on the following: each pay period will consist of 7 days payment. Motion offered by Robert Fonti – seconded by Barry Lites- all in favor- motion carries unanimously.

A resolution was offered to authorize the pay out of the deputy director's according to the employment policy upon her retirement on 9/15/17 Based on the following: each pay period will consist of 10 days' pay. Motion offered by Robert Fonti – seconded by Barry Turk - all in favor- motion carries unanimously

**ATTORNEY'S REPORT:**

**COMMITTEE REPORTS:**

**FINANCE COMMITTEE:**

**EXECUTIVE SESSION**

At 6:15 Board entered executive session to discuss a legal matter.

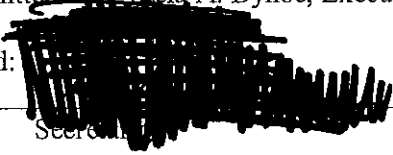
**OLD BUSINESS:**

ADJOURNMENT:

Meeting adjourned at 7:15pm

Submitted by: Siela A. Bynoe, Executive Director

Dated:

A large, dense black scribble completely obscures the signature of the Secretary.

Secretary

9/8/17

Date

MINUTES OF THE  
JUNE 13, 2017  
TOWN OF HUNTINGTON HOUSING AUTHORITY  
BOARD MEETING

A meeting was held on the 13<sup>th</sup> day of June. The meeting was called to order at 6:18PM by Chairman Fonti in the Commissioners Conference Room at 1 A Lowndes Avenue, Huntington Station, NY.11746

ROLL CALL:

There was a roll call and the following were present: Commissioners Barry Lites and John Perri

Absent: Barry Turk

Also present were: Siela A. Bynoe, Executive Director  
Paul Levitt, Legal Counsel

READING AND APPROVAL OF MINUTES:

Approval of the minutes- of the May 9, 2017 motion was offered by Commissioner Fonti, Seconded by Commissioner Perri -All in favor - Vote carries unanimously.

Communications

SECRETARY'S REPORT:

DIRECTOR'S REPORT:

The Board was provided titles and job duties, as per civil service to fill the vacancy created by Susan Ortega's retirement.

RESOLUTIONS

A resolution was offered to authorize the executive director to request a list from civil service to hire a Senior Account Clerk. Motion offered by Robert Fonti – seconded by Barry Lites- all in favor- motion carries unanimously.

ATTORNEY'S REPORT:

COMMITTEE REPORTS:

FINANCE COMMITTEE:

EXECUTIVE SESSION


OLD BUSINESS:

ADJOURNMENT:

Meeting adjourned at 7:15pm

Submitted by: Siela A. Bynoe, Executive Director

Dated

  
Secretary

5/8/17

Date

**MINUTES OF THE  
MAY 9, 2017  
TOWN OF HUNTINGTON HOUSING AUTHORITY  
BOARD MEETING**

A meeting was held on the 9<sup>th</sup> day of May. The meeting was called to order at 6:28PM by Chairman Fonti in the Commissioners Conference Room at 1 A Lowndes Avenue, Huntington Station, NY.11746

**ROLL CALL:**

There was a roll call and the following were present: Commissioners Barry Lites and John Perri

Absent: Barry Turk

Also present were: Siela A. Bynoe, Executive Director  
Paul Levitt, Legal Counsel

**READING AND APPROVAL OF MINUTES:**

Approval of the minutes- of the March 21-17 motion was offered by Commissioner Fonti, Seconded by Commissioner Lites -All in favor - Vote carries unanimously.  
Communications

**SECRETARY'S REPORT:**

**DIRECTOR'S REPORT:**

- The Board was provided response for the Insurance RFP. Salerno Brokerage was the sole response, with two quotes from two different markets. HCC Public Risk /U.S. Specialty provided the best premium with the better coverage. The cost of the premium was a total of 48,368.36 with Cyber insurance for an additional \$1, 064 annually.
- The Board was advised of the Auditors exit meeting. While there were no significant findings, the auditor reviewed a suggestion to strengthen the internal controls and one policy issue he discovered.
  1. He suggested purchasing checks with enhanced security features. I've requested that Susan contact Lindsey Software to discussed upgrading the checks.
  2. He also stated that the Board must adopt a Capitalization policy to adhere to HUD policy to increase our Capitalization policy to \$1,000.00
- The Board was advised that we did not receive any responses for the Architect RFP. Further to ensure our compliance with regulations relative to the HUD CFP Grant obligations and expenditure timelines, we had to draw-down the funds, and allocated the funds according to the HHA Property Management agreement.
- Lindsey Software advised us that we needed to upgrade our server in order to install software updates. Our IT software consultant suggested the Dell R330 Rack Mount Server, estimated at \$5,300.
- The NYS Department of Labor made the bi-annual unannounced inspection of the three boiler systems. There were no deficiencies reported.
- The Board was advised that we fully executed the Contract for Sale for 301 Peconic Court, in Melville.
- The Board was advised of the responses to the Audit RFP for the THHA & MH-HDFC entities. Hymanson, Parnes and Giampaolo was the lowest most responsible bidder

- The Board was advised that the Matter of DeGraffe vs. the Town of Huntington Housing Authority and Siela A. Bynoe, in her capacity as Executive Director was dismissed.
- The Board was presented a proposal to amend the current Waiting List Policy to include a homeless status, verified by the Homelessness Management System, which would people who became homeless while residing in Huntington to receive three (3) wait list preference points.

RESOLUTIONS

1. Lindsey Software advised us that we needed to upgrade our server in order to install software update. Our IT software consultant suggested the Dell R330 Rack Mount Server, estimated at \$5300.00 Motion Offered by Chairman Fonti, Seconded by Commissioner Lites- all in favor- vote carried unanimously.
2. The Board approved a proposal to amend the current Waiting List Policy to include a homeless status, verified by the Homelessness Management System, which would identify people who became homeless while residing in Huntington to receive three (3) wait list preference points. Motion Offered by Chairman Fonti, Seconded by Commissioner Lites- all in favor- vote carried unanimously.
3. The Board authorized the executive director to bind coverage with Salerno Brokerage was the sole response, with two quotes from two different markets. HCC Public Risk U.S. Specialty provided the best premium with the better coverage. The cost of the premium was a total of 48,368.36 with Cyber insurance for an additional \$1, 064 annually. Motion Offered by Chairman Fonti, Seconded by Commissioner Lites- all in favor- vote carried unanimously.
4. The Board authorized the executive director to engage Hymanson, Parnes and Giampaolo for audit serves for THHA and MH HDFC for a two period in the amount of \$14,655 -Motion offered by Chairman Fonti, Seconded by Commissioner Lites- all in favor-vote carried unanimously

RESOLUTIONS

ATTORNEY'S REPORT:

COMMITTEE REPORTS:

FINANCE COMMITTEE:

EXECTUIVE SESSION

OLD BUSINESS:

ADJOURNMENT:

Meeting adjourned at 8:05pm

Submitted by: Siela A. Bynoe, Executive Director

Dated: 

Secretary

Date

**MINUTES OF THE  
MARCH 21, 2017  
TOWN OF HUNTINGTON HOUSING AUTHORITY  
BOARD MEETING**

A meeting was held on the 21st day of March. The meeting was called to order at 5:11pm by Chairman Fonti in the Commissioners Conference Room at 1 A Lowndes Avenue, Huntington Station, NY.11746

**ROLL CALL:**

There was a roll call and the following were present: Commissioners Barry Lites, Barry Turk and John Perri

Also present were: Siela A. Bynoe, Executive Director  
Paul Levitt, Legal Counsel

**READING AND APPROVAL OF MINUTES:**

Approval of the minutes- of the January 17, 2017- motion was offered by Commissioner Perri, Seconded by Barry Turk -All in favor - Vote carries unanimously.

**Communications**

**SECRETARY'S REPORT:**

**DIRECTOR'S REPORT:**

- The Board was advised the FSI Consultants was the lowest most responsible bidder at \$80 per hour, billed at ¼ hour increments for all work performed- regardless of time of day or week.
- The Board was advised that Vitale and Levitt, PC were the only responders to the RFP for Legal Services. The proposed fee was as follows: \$200.00 per hour, with the exception of Federal court actions in which the fee increases to \$250.00 per hour. Para-legal costs will be charged at \$75.00 per hour, with an additional charge for postage, copies and out of pocket expenses.
- The executive director presented William Oquendo as the candidate for the position of Maintenance Mechanic I.
- The Board was provided a presentation on the financial reports across all program lines.

**RESOLUTIONS**

1. Approval of Resolution: Resolution to enter into a contract for information technology services with FSI Consultant, at \$80 per hour, billed at ¼ hour increments for all work performed- regardless of time of day or week. Motion offered by Commissioner Barry Lites seconded by Commissioner Perri, all in favor motion carries unanimously
2. Approval of resolution: authorized the hire of William Oquendo as a Maintenance Mechanic I, at the hourly rate of \$20.00 per hour. Motion offered by Commissioner Fonti, seconded by Commissioner Turk , all in favor- motion carries unanimously.
3. Approval of Resolution: to enter into a contract for legal services with Vitale and Levitt- with specified fees as follows: \$200.00 per hour, with the exception of Federal court actions in which the fee increases to \$250.00 per hour. Para-legal costs will be charged at \$75.00 per hour, with an additional charge for postage, copies and out of pocket expenses. Motion offered by Commissioner Fonti , seconded by Commissioner Lites, all in favor- motion carries unanimously.

4. Approval of Resolution- Authorized HHA Legal Counsel to research to determine whether the HHA is prohibited to use funds received from the disposition of excess land for the purpose of purchasing land for the development of affordable housing outside its jurisdiction. Motion offered by Commissioner Fonti, seconded by Commissioner Turk all in favor- motion carries unanimously.

ATTORNEY'S REPORT:

COMMITTEE REPORTS:

FINANCE COMMITTEE:

EXECUTIVE SESSION

OLD BUSINESS:

ADJOURNMENT:

Meeting adjourned at 7:05pm pm.

Submitted by: Siela A. Bynoe, Executive Director

Dated:

Secretary

5/9/17  
Date

MINUTES OF THE  
January 17, 2017  
TOWN OF HUNTINGTON HOUSING AUTHORITY  
BOARD MEETING

A meeting was held on the 17th day of January. The meeting was called to order at 5:46 pm by Chairman Fonti in the Commissioners Conference Room at 1 A Lowndes Avenue, Huntington Station, NY.11746

ROLL CALL:

There was a roll call and the following were present: Commissioners Barry Lites and Barry Turk

Absent: Commissioner John Perri

Also present were: Siela A. Bynoe, Executive Director  
Paul Levitt, Legal Counsel

READING AND APPROVAL OF MINUTES:

Approval of the minutes- motion was offered by Chairman Fonti, Seconded by Barry Lites

All in favor - Vote carries unanimously.

Communications

SECRETARY'S REPORT:

DIRECTOR'S REPORT:

- The Board was advised the need to hire an actuary to complete the GASB 45 report to be included as part of the audited financials, required by the HUD.
- The Board was provided with information to enable them to make a decision regarding the hiring of HCV HQS inspector.
- The Board of Commissioners was briefed on the need to hire an architect for the purpose of creating a scope, to fulfill HUD requirements related to execution of the contract and for oversight of the construction project.
- The Board authorized the executive director to obtain a credit card for the purpose of purchasing items and memberships. The credit limit should not exceed \$3K.

RESOLUTIONS

1. Approval of Resolution: Resolution to authorize the executive director to execute a contract for actuarial service for the purpose of creating the GASB 45 report. Motion offered by Chairman Fonti seconded by Commissioner Barry Lites, all in favor motion carries unanimously
2. Approval of resolution: authorized the hire Cynthia Gonzalez as an independent HCV HQS inspector \$40.00 per inspection and \$40 for re-inspections. Motion offered by Commissioner Lites, seconded by Commissioner Barry Turk , all in favor- motion carries unanimously.
3. Approval of Resolution: to Authorize the executive director to issue an RFP for architectural services. Motion offered by Commissioner Fonti , seconded by Commissioner Barry Turk , all in favor- motion carries unanimously.



ATTORNEY'S REPORT:

COMMITTEE REPORTS:

FINANCE COMMITTEE:

EXECTUIVE SESSION

Motion to enter into executive session at 6: 44 pm for the purpose of discussing matters of negotiation and personnel Commissioner Fonti and seconded by Commissioner Turk . All in favor-motion carried unanimously.

Motion to come out of executive session at 6:50 pm by Commissioner Lites and Commissioner Turk All in Favor – motion carried unanimously.

OLD BUSINESS:

ADJOURNMENT:

Motion to adjourn at 6:54 pm Chairman Fonti seconded by Commissioner Lites motion carried unanimously.

Submitted by: Siela A. Bynoe, Executive Director

Dated:

Secretary

Date