

Minutes of the
December 14, 2021
Town of Huntington Housing Authority
Board Meeting

A meeting was held on the 14th day of December 2021. The meeting was called to order at 6:15PM by Chairman James McGoldrick in the Board Room at 1 Lowndes Avenue, Huntington Station, NY 11746.

ROLL CALL

There was a roll call and the following were present: Commissioners: James McGoldrick; Sydney Joyner; Robert G. Fonti; and Cindy Dunmore.

Also present: Jacquetta Harris, Executive Director and Paul Levitt, Legal Counsel.

READING AND APPROVAL OF MINUTES

There was a motion to approve the minutes from November 9, 2021, Board Meeting by Commissioner Joyner and seconded by Commissioner Fonti- all in favor. Motion carried unanimously.

COMMUNICATIONS

SECRETARY'S REPORT

DIRECTOR'S REPORT

The Board received the financial report in the Board Packet for their reference and review. Expenditures, to date actuals, and revenue for Millennium Hills, Gateway Gardens, and THHA are included in the packet along with a table of CARES Act funds distribution of cost and rent delinquency amounts.

Discussion was held on approving retroactively, back to October 2020 the policy for part-time staff to receive paid sick leave at 1 hours of sick leave for every 30 hours worked. Department of Labor implemented in October 2020, it is mandatory for the private sector and optional for the public sector. Discussion was held and board members voted and adopted the policy. Part 2 of the discussion included rollover of hours, cap, and what should occur at separation, and who occurs at termination. The following was voted and agreed: Existing employees can use their sick time as accrued and new hires can use after the probationary period. Unused sick leave can roll over each year and cap at no greater than 140 hours. Upon separation of employment part-time employees will receive payout unless terminated.

Discussion was held on the purchase of a cargo van. Discussion included that the maintenance mechanic should be present for purchase to assist in selecting the vehicle that would best meet the needs of the Housing Authority. It was agreed that an extended warranty should be sought. Discussion on where to keep the van was held and no agreed outcome resulted, should the van stay on-site in the administrative building driveway, especially now with the new camera

installation or be driven home by the 24/7 on-call maintenance mechanic to better address after hour calls.

OLD BUSINESS

Discussion was held on the by-laws that was included in the December and November board meeting packet. The by-laws were distributed at the October board meeting and e-mailed to commissioners not present on October 19, 2021. The by-laws layout is for the bare basics. Clarity was provided that the resident election page in the December board packet was informational for a future discussion and not a part of the bylaws. Legal counsel stated he would correct the spelling of authority future bylaws from three to four. Board members voted and adopted the bylaws as written with the noted corrections.

Commissioner Fonti reported damp smells from building 5 and 7 at the November 2021 Board Meeting. No standing water was identified by the Maintenance Mechanic for building 5 or 7 in the crawl spaces, and no issues in the adjacent apartment. Building 7 storage closet had hot water leaking in the slop sink from the hose and faucet. Sa-Von Plumbing came on-site November 16 and checked the attic vents and no findings, they replaced the faucet with new gaskets in the storage closet/slop sink. Commissioner Fonti requested a mold assessment for building 5 and 7.

Executive Director was directed to obtain Town of Huntington's General Contractor list. Executive Director was informed from Town of Huntington Interim Director of Engineering, James Ahrens, P.E. that their office does not have a list of approved General Contractors. The only list of approved firms they have are for Professional Engineering Services. Once a project is bid, their office do a due diligence search to make sure the low bid contractor is in good standing and not barred from doing work in the State, County, Town.

NEW BUSINESS

None

RESOLUTIONS

The Board accepted to adopt the revised by-laws as written by legal counsel. Motion offered by Chairman McGoldrick, seconded by Commissioner Joyner, all in favor, the motion carried unanimously.

The Board accepted to approve retroactively to October 2020 the part-time paid sick leave policy, which states "part-time staff will receive 1 hour of sick leave for every 30 hours worked". Motion offered by Chairman McGoldrick, seconded by Commissioner Joyner, all in favor, the motion carried unanimously.

The Board accepted to approve part-time paid sick leave policy, which states: "Currently employed part-time employees can use their sick leave as accrued and new hires can use sick leave accrued after their probationary period. Unused sick leave will roll over each year and cap

at no greater than 140 hours. Upon separation of employment, part-time employees will receive payout unless terminated.” Motion offered by Commissioner Joyner, seconded by Chairman McGoldrick, all in favor, the motion carried unanimously.

The Board accepted to approve the purchase of a cargo van not to exceed \$45,000.00 exclusive of extended warranty cost. Motion offered by Chairman McGoldrick, seconded by Commissioner Joyner, all in favor, the motion carried unanimously.

ADJOURNMENT

Motion to adjourn at 7:55 P.M. by Chairman McGoldrick, seconded by Commissioner Joyner- all in favor. Motion carried unanimously.

EXECUTIVE SESSION

No executive session.

Submitted by: Jacquetta A. Harris, Executive Director

Dated: _____ Secretary: _____

Minutes of the
November 9, 2021
Town of Huntington Housing Authority
Board Meeting

A meeting was held on the 9th day of November 2021. The meeting was called to order at 6:04PM by Chairman James McGoldrick in the Board Room at 1 Lowndes Avenue, Huntington Station, NY 11746.

ROLL CALL

There was a roll call and the following were present: Commissioners: James McGoldrick; Kevin Lyons; Robert G. Fonti; Barry Lites; Cindy Dunmore, and Sidney Joyner.

Also present: Jacquetta Harris, Executive Director and Paul Levitt, Legal Counsel.

READING AND APPROVAL OF MINUTES

There was a motion to approve the minutes from September 1st Board Meeting by Chairman McGoldrick and seconded by Commissioner Fonti. 5 approved, 1 abstain. Motion carried.

There was a motion to approve the minutes, with correction on an opposed vote for G-Tech Restoration, from October 18th Board Meeting by Chairman McGoldrick and seconded by Commissioner Lites-All in favor-carried unanimously.

COMMUNICATIONS

SECRETARY'S REPORT

DIRECTOR'S REPORT

Based on communication that the Executive Director has with the public that could result in the public contacting board commissioners the Executive Director will inform all Board Commissioners of any potential inquiries as soon as possible.

The Board received the financial report in the Board Packet for their reference and review. Expenditures, to date actuals, and revenue for Millennium Hills, Gateway Gardens, and THHA are included in the packet along with a table of CARES Act funds distribution of cost and rent delinquency amounts.

Executive Director requested approval for new language in the Personnel and Procedure Manual to reflect Department of Labor changes that were implemented in the office October 2020. This was tabled until December 14, 2021, board meeting.

Based on further conversation and pricing with Pro Tech It the Executive Director requested that Pro Tech It resolution for contract for security cameras be rescinded and to contract with Mr. Tech. Mr. Tech cost is \$4,900. CARES Act Funds will pay fully for the cameras and will be completed by 12/31/2021.

Commissioner Fonti inquired if any contact has been made with CDC.

Executive Director requested approval for Voice over Internet Protocol for updating the phone system. This would be fully covered through CARES Act Funds as it will all greater remote accessibility to phone calls and services when staff are not in the office. Vice-Chairman Lyons instructed the Executive Director to inquire on the support services they will provide and warranty to be as extensive as possible.

Within the Executive Director's board report the meeting went into Executive Session to allow conversation on a legal matter while all attendees were present.

Motion to enter Executive Session at 6:46 P.M. by Commissioner Fonti, seconded by Chairman McGoldrick- all in favor. Motion carried unanimously.

EXECUTIVE SESSION

Legal matter led by Paul Levitt, Legal Counsel.

Motion to exit executive session at 7:02 P.M. by Commissioner Lites, seconded by Commissioner Joyner-all in favor. Motion carried unanimously.

OLD BUSINESS

The package amount agreement for building nine displaced residents will be determined minimally on their base loss of belongings and time frame building nine residents will be out of their unit. The pack out by the mold restoration vendor outcome will assist in this determination.

Board packet included legal counsel's revised by-laws for commissioners' review and vote at the December 14, 2021, board meeting.

Commissioner Fonti reported smells of wetness (possibly mold) in building five and nine during his walk through the day of this meeting. Executive Director will follow up with this concern and provide a report.

Executive Director was directed to obtain Town of Huntington's General Contractor list.

NEW BUSINESS

None

RESOLUTIONS

The Board accepted to rescind the contract for security cameras for Pro Tech It. Motion offered by Chairman McGoldrick, seconded by Vice-Chairman Lyons-all in favor. Motion carried unanimously.

The Board accepted to approve the contract for Mr. Tech for security cameras for the administration building, 1A Lowndes Avenue. This will be fully funded by CARES Act Funds and the work will be completed by 12/31/2021. Motion offered by Commissioner Fonti, seconded by Commissioner Lites-all in favor. Motion carried unanimously.

The Board accepted to approve the contract for document management participant and bookkeeping files for Atlantic Tomorrow Office. This will be fully funded by CARES Act Funds and the work will be completed by 12/31/2021. Motion offered by Commissioner Fonti, seconded by Commissioner Joyner-all in favor. Motion carried unanimously.

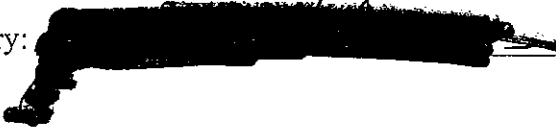
The Board accepted to approve the contract for Voice over Internet Proposal. This will be fully funded by CARES Act Funds and the work will be completed by 12/31/2021. Motion offered by Commissioner Fonti, seconded by Commissioner Lites-all in favor. Motion carried unanimously.

In Executive session, motion to approve the Housing Authority to approve the terms and conditions of the agreement. The Board by a vote of 4 to 2 approved agreement. Motion carried by the majority.

ADJOURNMENT

Motion to adjourn at 7:40 P.M. by Chairman McGoldrick, seconded by Commissioner Joyner-all in favor. Motion carried unanimously.

Submitted by: Jacquetta A. Harris, Executive Director

Dated: 1/14/22 Secretary: 

Minutes of the
October 18, 2021
Town of Huntington Housing Authority
Board Meeting

A meeting was held on the 18th day of October 2021. The meeting was called to order at 6:18PM by Chairman James McGoldrick in the Board Room at 1 Lowndes Avenue, Huntington Station, NY 11746.

ROLL CALL

There was a roll call and the following were present: Commissioners: James McGoldrick; Kevin Lyons; Robert G. Fonti; Barry Lites; and Sidney Joyner.

Also present were: Jacquetta Harris, Executive Director and Paul Levitt, Legal Counsel.

READING AND APPROVAL OF MINUTES

There was a motion to approve the minutes from September 29th Board Meeting by Commissioner McGoldrick and seconded by Commissioner Joyner.

September 1st Board Meeting Minutes will be corrected and submitted at November 9, 2021 Board Meeting.

COMMUNICATIONS

SECRETARY'S REPORT

DIRECTOR'S REPORT

The Board received the financial report in the Board Packet for their reference and review. Expenditures and revenue for Millennium Hills, Gateway Gardens, and THHA are a part of the report. A table of CARES Act funds distribution of cost was included. Executive Director requested and received approval for the agency's 5-Year Plan; agency web design; payment standard (at the maximum of 110%), and contingent approval for security cameras.

Within the Executive Director's board report a presentation was held by the 3 senior staff of Rivendell Inc. Commissioners were able to ask detailed questions: basic package inclusions (training); hard costs (photos and video); 508 compliance; commissioner portal; and how they handled acrimonious interactions with clients. Rivendell Inc. customers own the product and are part of the process from start to finish. Commissioner Lyons requested that hosting fees are included in the contract.

OLD BUSINESS

Legal counsel created and distributed revised by-laws for commissioners' review at the November 9, 2021 board meeting.

Legal counsel created and distributed agreements and addendums to G-Tech's submitted contract. It was determined that at least 2 references from G-Tech's clients should be contacted by the Executive Director. References would need to provide satisfactory outcomes from G-Tech's services.

It was discussed and determined that the four residents from Gateway Gardens building nine would receive funds for winter needs. An acknowledgement letter will accompany dispersed funds.

NEW BUSINESS

None

RESOLUTIONS

The Board accepted to authorize the Executive Director to submit the 2020 to 2024 Five Year Agency Plan to HUD's local field office. Motion offered by Chairman McGoldrick, seconded by Commissioner Fonti-all in favor. Motion carried unanimously.

The Board accepted to approve Housing Choice Voucher payment standard from fiscal year end 2021 to fiscal year end 2022. Motion offered by Commissioner Fonti, seconded by Chairman McGoldrick-all in favor. Motion carried unanimously.

The Board accepted to approve the contract for security cameras for the administration building by Pro Tech It. Contingent that the CARES Act Funds can support the cost and the work will be completed by 12/31/2021. Motion offered by Commissioner Fonti, seconded by Commissioner Lites-all in favor. Motion carried unanimously.

The Board accepted to approve the contract with Rivendell International, Inc. to provide an updated web design and to include 2.5 years of hosting. The requested amount was \$37,868.00 and will add \$7,470.00 for 2.5 years of hosting. Motion offered by Chairman McGoldrick, seconded by Commissioner Lyons-all in favor. Motion carried unanimously.

The Board accepted to approve the contract with G-Tech Restoration Inc. for mold remediation services for Gateway Gardens in the amount of \$147,871.56 contingent on two satisfactory references from their clients. Motion offered by Chairman McGoldrick, seconded by Commissioner Lyons-4 in favor, 1 opposed. Motion carried.

In Executive session, the Board by a vote of 3 to 2 authorized legal counsel to negotiate.

ADJOURNMENT

Motion to enter into executive session at 8:27PM by Chairman McGoldrick, seconded by Commissioner Joyner-all in favor. Motion carried unanimously.

EXECUTIVE SESSION

Legal matter led by Paul Levitt, Legal Counsel.

Motion to exit executive session at 9:00PM by Chairman McGoldrick, seconded by Commissioner Lites-all in favor. Motion carried unanimously.

Submitted by: Jacquetta A. Harris, Executive Director

Dated: 12/14/21 Secretary: 

Minutes of the
September 29, 2021
Town of Huntington Housing Authority
Board Meeting

A meeting was held on the 29st day of September 2021. The meeting was called to order at 6:13PM by Chairman James McGoldrick in the Board Room at 1 Lowndes Avenue, Huntington Station, NY 11746.

ROLL CALL

There was a roll call and the following were present: Commissioners: Barry Lites; Robert Fonti; Cindy Dunmore; Kevin Lyons; and James McGoldrick.

Also present were: Jacquetta Harris, Executive Director and Paul Levitt, Legal Counsel.

READING AND APPROVAL OF MINUTES

Reading and approving of July and August minutes. Motion offered by Chairman McGoldrick, seconded by Commissioner Dunmore-all in favor. Motion carried unanimously.

COMMUNICATIONS

SECRETARY'S REPORT

PRESENTATION

Alex Borg presented a risk management PowerPoint presentation of current Insurance Policies: Town of Huntington Housing Authority; Gateway Gardens; Millennium Hills; and Directors and Officers (D&O). Recommendations included: correcting the name on a current Gateway Gardens Policy; extend the current D&O policy to 1 million dollars for each Board Member; change the coverage for building 1A to the correct provider.

OLD BUSINESS

PILOT Agreement: Approved by Housing Development Funding Corporation. Legal counsel informed that there is no liability for the PILOT Agreement not being in place, this will be retroactive and will not jeopardize the investors.

Video, pack out, mold remediation: G-Tech Restoration can complete the project in stages but require a full signed contract for all mold remediation work. Executive Director will provide documentation from Envirosience Consultants to support the procedure for mold remediation with the gutting of building nine. Executive Director will request reduction in cost for storage – since it is anticipated that most belongings will be destroyed. Executive Director will provide building nine four residents with a letter identifying their preferred living until their unit is renovated.

RESOLUTIONS

The Board accepted to accept the PILOT Agreement. Motion offered by Commissioner Fonti, seconded by Chairman McGoldrick-all in favor. Motion carried unanimously.

The Board declined to accept the full contract with G-Tech Restoration for videotaping and pack out for the 4 units in building nine, pack out, and mold restoration until additional information is obtained. Motion offered by Chairman McGoldrick, seconded by Commissioner Dunmore-2 abstain. Motion did not pass.

ADJOURNMENT

Motion to adjourn at 8:13PM. Chairman McGoldrick, seconded by Commissioner Fonti-all in favor. Motion carried unanimously.

EXECUTIVE SESSION

No executive session

Submitted by: Jacquetta A. Harris, Executive Director

Dated: 10/29/21 Secretary: 

Minutes of the
September 1, 2021
Town of Huntington Housing Authority
Board Meeting

A meeting was held on the 1st day of September 2021. The meeting was called to order at 6:35PM by Chairman James McGoldrick in the Board Room at 1 Lowndes Avenue, Huntington Station, NY 11746.

ROLL CALL

There was a roll call and the following were present: Commissioners: Barry Lites; Robert Fonti; Sidney Joyner; and James McGoldrick.

Also present were: Jacquetta Harris, Executive Director and Paul Levitt, Legal Counsel by phone.

READING AND APPROVAL OF MINUTES

Reading and approving of July and August minutes were not conducted at this meeting.

COMMUNICATIONS

SECRETARY'S REPORT

DIRECTOR'S REPORT

The Board received the report in the Board Packet for their reference and review. The agency Five-Year Plan is out for 45-day comment period with the request for the Board to approve the plan with updates the week of October 18, 2021.

OLD BUSINESS

Based on limited time with a quorum present the website design presentation will be rescheduled to another date. The Town of Huntington is adding dates to the document for the pilot. A notice of claim will be reported to the insurance company.

NEW BUSINESS

Commissioner Fonti provided information regarding four mobile homes placement at 1 Lowndes Avenue for the four residents of building nine.

RESOLUTIONS

The Board accepted to amend the Procurement Policy in respect to services (except professional services) more than \$10K would require board approval. \$10K and below would require 3 quotes. Motion offered by Chairman McGoldrick, seconded by Commissioner Lites-all in favor. Motion carried unanimously.

The Board accepted to rescind the approval to hire resolution with Belfor Property Restoration with the scope of work for videotaping and pack out. Motion offered by Chairman McGoldrick, seconded by Commissioner Lites-all in favor. Motion carried unanimously.

The Board accepted to authorize the Executive Director to contract with G-Tech Restoration for videotaping and pack out for the 4 units in building nine. Motion offered by Chairman McGoldrick, seconded by Commissioner Fonti-all in favor. Motion carried unanimously.

The Board accepted to amend HHA's Personnel and Procedure Manual with Automatic Data Processing (ADP) as the method for logging in their time. Motion offered by Chairman McGoldrick, seconded by Commissioner Lites- all in favor. Motion carried unanimously.

The Board accepted to amend HHA's Personnel and Procedure Manual with part-time staff having a 15-minute break when they work 4 hours and a lunch break when they work 6 or more hours. Motion offered by Chairman McGoldrick, seconded by Commissioner Lites-all in favor. Motion carried unanimously.

The Board accepted to authorize the Executive Director to hire [REDACTED] as Maintenance Mechanic II at the annual salary of [REDACTED] with September 7, 2021 as the hire date. Motion offered by Chairman McGoldrick and seconded by Commissioner Lites-all in favor. Motion carried unanimously.

The Board accepted to authorize the Executive Director to hire [REDACTED] as part-time Office Assistant at hourly rate of [REDACTED]. Motion offered by Chairman McGoldrick and seconded by Commissioner Lites-all in favor. Motion carried unanimously.

The Board accepted to accept approve the Town of Huntington Housing Authority fiscal year 2022 budget. Motion offered by Chairman McGoldrick, seconded by Commissioner Lites-all in favor. Motion carried unanimously.

The Board accepted to not exceed \$15,000.00 monthly to house the 4 residents in trailers upon receipt of proposals. The contract(s) for the trailers will be submitted to legal counsel and Commissioner Lites first (and to all Board Commissioners). Motion offered by Chairman McGoldrick and seconded by Commissioner Fonti-all in favor. Motion carried unanimously.

The Board accepted to authorize the Executive Director to retain the services of Marcum LLP for a financial and work audit proposal submitted on 8/13/2021 for the first phase. Motion offered by Chairman McGoldrick and seconded by Commissioner Lites-all in favor. Motion carried unanimously.

ADJOURNMENT

Motion to adjourn at 7:15PM. Chairman McGoldrick, seconded by Commissioner Joyner-all in favor. Motion carried unanimously.

EXECUTIVE SESSION

No executive session

Submitted by: Jacquetta A. Harris, Executive Director

Dated: 12/14/21 Secretary: [REDACTED]

Minutes of the
August 10, 2021
Town of Huntington Housing Authority
Board Meeting

A meeting was held on the 10th day of August 2021. The meeting was called to order at 6:10 PM by Chairman Barry Lites in the Community Room at 1 Lowndes Avenue, Huntington Station, NY 11746.

ROLL CALL

There was a roll call and the following were present: Commissioners: Barry Lites; Robert Fonti; Kevin Lyons; Cindy Dunmore; Sidney Joyner; and James McGoldrick.

Also present were: Jacquetta Harris, Executive Director and Paul Levitt, Legal Counsel by phone.

READING AND APPROVAL OF MINUTES

Commissioner Fonti requested that the July 13th minutes include that the accountant did a presentation and include the account details from the accountant's presentation. Commissioner Fonti requested a correction to the minutes to reflect Commissioner Fonti was the person authorized to receive the Forensic Audit quote and present the findings at the August 10th meeting. Approval of the changes to the July 13th Board of Commissioners Meeting Minutes was offered by Chairman Lites, and seconded by Commissioner Joyner- All in favor- Vote carries unanimously.

COMMUNICATIONS

SECRETARY'S REPORT

BOARD OF COMMISSIONER'S ELECTION

Legal counsel, Paul Levitt conducted the election for the Board of Commissioners. Commissioner Cindy Dunmore requested the duties of the Chairman, Chairman Lites responded with general duties.

Commissioner Joyner nominated Chairman Barry Lites and Chairman Barry Lites seconded. Commissioner Cindy Dunmore nominated herself, Commissioner Robert G. Fonti seconded. Commissioner Kevin Lyons nominated Commissioner James McGoldrick, Commissioner James McGoldrick seconded.

There was no person to break the tie and Paul Levitt asked each nominated candidate to provide a 2 minute speech on why they should be elected.

Each nominee provided their 2 minute speech.

After each speech Commissioner Cindy Dunmore removed her nomination for herself.

Commissioner Robert G. Fonti then voted for Commissioner James McGoldrick and

Commissioner Cindy Dunmore then voted for Commissioner James McGoldrick.

Commissioner James McGoldrick was elected as the new Board Chairman of Commissioners.

Commissioner Robert G. Fonti nominated Commissioner Kevin Lyons for vice-president of the Board of Commissioners, Chairman James McGoldrick seconded. No other nominations were made for vice-president.

Commissioner Robert G. Fonti nominated Commissioner Cindy Dunmore for secretary of the Board of Commissioners, Commissioner James McGoldrick seconded. No other nominations were made for secretary.

The treasurer position is not in the current By-laws and was not elected during this election. It was agreed unanimously that Chairman Barry Lites would complete the meeting.

DIRECTOR'S REPORT

The Board received the report that included a review of each program and financial report.

OLD BUSINESS

Board of commissioners reviewed the two vendors for videotaping for building nine 4 tenants.

NEW BUSINESS

Commissioner Fonti requested the last five years of financials. Chairman Lites stated he would provide him the information.

Commissioner Fonti informed attendees of available Section Eight Emergency Housing Vouchers for the building nine residents from his conversation with HUD representative.

Board of Commissioners requested the web design proposal link for review and if needed a presentation. This is from the selected RFP Web Design proposal submission.

RESOLUTIONS

The Board accepted to authorize the Executive Director to contract with Five Star Network for IT Services. Motion offered by Chairman Lites, seconded by Commissioner McGoldrick-all in favor. Motion carried unanimously.

The Board accepted to authorize the Executive Director to contract with Toshiba for a new copier with a 39 month lease. Motion offered by Chairman Lites, seconded by Commissioner Joyner-all in favor. Motion carried unanimously.

The Board accepted to accept the PILOT (Payment In Lieu Of Taxes) as it is subject to no significant changes. Motion offered by Chairman Lites, seconded by Commissioner Joyner. Four in favor two opposed. Motion carried.

The Board accepted to authorize the Executive Director to hire [REDACTED] as the Assistant Director at the salary of [REDACTED]. Motion offered by Commissioner Fonti and seconded by Commissioner Dunmore. Four in favor two opposed (Joyner and Lites). Motion carried.

The Board accepted to authorize Executive Director to hire on an as needed basis consultant Richard Wankel at the rate of \$175.00 an hour. Motion offered by Commissioner Fonti, seconded by Commissioner Dunmore-all in favor. Motion carried unanimously.

ADJOURNMENT

Motion to adjourn at 7:37 PM. Commissioner Lites, seconded by Chairman McGoldrick-all in favor. Motion carried unanimously.

EXECUTIVE SESSION

Motion to go into Executive Session at 7:38 PM to discuss matters of litigation and personnel. Motion offered by Commissioner Joyner, seconded by Commissioner McGoldrick- all in favor. Motion carried unanimously.

Motion to exit Executive Session at 8:43 PM. Motion offered by Commissioner Joyner, seconded by Commissioner Lyons. Motion carried unanimously.

Submitted by: Jacquetta A. Harris, Executive Director

Dated: 10/29/21 Secretary: 

Minutes of the
July 13, 2021
Town of Huntington Housing Authority
Board Meeting

A meeting was held on the 13th day of July 2021. The meeting was called to order at 6:10 PM by Chairman Barry Lites in the Board of 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; Robert Fonti; Kevin Lyons; Cindy Dunmore; Sidney Joyner; and James McGoldrick.

Also present were: Jacquetta Harris, Executive Director and Paul Levitt, Legal Counsel

READING AND APPROVAL OF MINUTES

There was a motion to approve the minutes from June 8th Board Meeting by Commissioner Fonti and seconded by Commissioner Lyons.

COMMUNICATIONS

SECRETARY'S REPORT

DIRECTOR'S REPORT

The Board received the report that included a review of each program and each program's financial report.

TOHHA's accountant, Michael Maurice, provided a financial presentation with the following information:

Development Fund: \$1,461,553.00

Mortgage Banking Corporation: \$225,341.44

The 208K in the business Activities Program belongs to the Mortgage Banking Corp. Those funds were obtained in the early 90s to provide assistance to first time home buyers. Not reported as restricted funds.

HDFC Development Funds: \$134,532.59

These funds are from the developer fees/proceeds when Gateway Gardens was sold to the LLP in 2005. The tax credit compliance period has ended for that project and the board may wish to use those funds for possible re-development costs when the investor member exits the partnership.

OLD BUSINESS

Videotaping presentation for building 9 was provided by 2 potential vendors (each presented separately by phone). IT Services need was identified. Reviewed the need and February 2020 approval for a cargo van.

NEW BUSINESS

List of eligible activities to be used from the CARES Act Funds from the Housing Choice Voucher monies were submitted by Jacquetta Harris.

RESOLUTIONS

The Board accepted to authorize Commissioner Robert Fonti, to solicit quote(s) for a forensic audit of the TOHHA's finances and operations and report back at the August 10, 2021 board meeting. Motion offered by Commissioner Fonti, seconded by Commissioner Lites-all in favor. Motion carried unanimously.

The Board accepted to authorize the Executive Director to pay the four residents of Building Nine \$1000 each as partial restitution for the damage to the contents of their units (subject to cost-sharing by Gateway Gardens' partner). Motion offered by Commissioner Fonti, seconded by Commissioner Dunmore-all in favor. Motion carried unanimously.

The Board accepted to authorize the Executive Director to retain an outside auditor to review the former Executive Director's time records and vacation requests. Motion offered by Commissioner Lites, seconded by Commissioner Joyner-all in favor. Motion carried unanimously.

The Board accepted to authorize the Executive Director to the Millennium Board as a member and treasurer. Motion offered by Commissioner Lites, seconded by Commissioner Joyner-all in favor. Motion carried unanimously by Commissioners present (Lites, Joyner, Fonti, and McGoldrick).

ADJOURNMENT

Motion to adjourn at 7:30 PM. Commissioner Lites, seconded by Commissioner Joyner-all in favor. Motion carried unanimously.

EXECUTIVE SESSION

Motion to go into Executive Session at 7:30 PM to discuss matters of litigation. Motion offered by Commissioner Joyner, seconded by Commissioner McGoldrick- all in favor. Motion carried unanimously.

Motion to exit Executive Session at 9:40 PM. Motion offered by Commissioner Lyons, seconded by Commissioner Joyner-all in favor. Motion carried unanimously.

Motion to reopen Executive Session at 9:47 PM to appoint Executive Director as Board Member and Secretary to Millennium Hills Board. Motion offered by Commissioner Lites, seconded by Commissioner Joyner-all in favor. Motion carried unanimously by Commissioners present (Lites, Joyner, Fonti, and McGoldrick).

Motion to exit Executive Session at 9:48 PM. Motion offered by Commissioner Lites, seconded by Commissioner Joyner- all in favor. Motion carried unanimously by Commissioners present (Lites, Joyner, Fonti, and McGoldrick).

Submitted by: Jacquetta A. Harris, Executive Director

Dated: 10/29/21

Secretary: _____

MINUTES OF THE
June 8th, 2021
TOWN OF HUNTINGTON HOUSING AUTHORITY
BOARD MEETING

A meeting was held on the 8th day of June 2021. The meeting was called to order at 6:05PM by Chairman Barry Lites in the Board of 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 Lites, Dunmore, Joyner, Lyons, Fonti and McGoldrick
Also present were: Jacquetta Harris, Executive Director
Paul Levitt, Legal Counsel

READING AND APPROVAL OF MINUTES

There was a motion to approve the minutes from April 2021 and May 2021 Board Meeting by Chairperson Lites and seconded by Commissioner Fonti. All in favor – Vote carried unanimously.

Communications:

Secretary's Report:

Director's Report:

The Board received the financial report that included full review of each programs budget.

Old Business

Reviewed mold remediation proposal was reviewed and an electronic vote would determine if the proposal would be accepted or rejected.

Board was informed that the Directors and Officers Policy is effective with the Whitmore group from 11/13/2020 to 11/13/2021.

New Business

Executive Director presented proposed language updates for the Administrative Plan.

Executive Director presented Hub International Brokerage findings and coverage options for Gateway Gardens Villa insurance that expires June 20, 2021.

Executive Director provided information on hiring status for Maintenance Mechanic II and Assistant Director Vacancies.

Paul Levitt presented on a sale of a home at Millennium Hills. Paul Levitt requested a Board Meeting with the Millennium Hills Board to review exercising our options to purchase.

Resolutions

The Board accepted to authorize the Executive Director to adopt proposed Administrative Plan language changes. Motion offered by Commissioner Fonti, seconded by Commissioner Lyons – all in favor. Motion carried unanimously.

The Board accepted to authorize the Executive Director to hire for the Maintenance Mechanic vacancy, contingent upon a clear background check. Motion offered by Commissioner Lyons, seconded by Commissioner Joyner – all in favor. Motion carried unanimously.

The Board accepted to authorize the Executive Director to bind the insurance for Gateway Gardens Villa insurance contingent upon seeking to obtain an additional bid. An electronic vote would determine if the vote would be accepted or rejected. Motion offered by Commissioner Fonti, seconded by Commissioner Joyner – all in favor. Motion carried unanimously.

Adjournment

Motion to adjourn at 7:35 pm. Commissioner McGoldrick, seconded by Commissioner Dunmore – all in favor. Motion carried unanimously.

Executive Session

Motion to go into executive session at 7:36 pm to discuss matters of litigation. Motion offered by Commissioner McGoldrick, seconded by Commissioner Dunmore – all in favor. Motion carried unanimously.

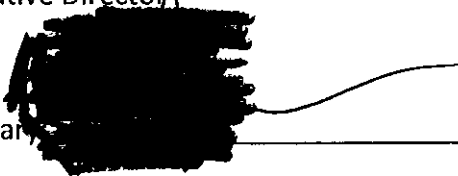
Motion to exit executive session at 8:21 pm. Commissioner Joyner, seconded by Commissioner Fonti – all in favor. Motion carried unanimously.

Submitted by: Jacquetta A. Harris, Executive Director

Dated: _____

8/12/21

Secretary: _____



MINUTES OF THE
May 11th, 2021
TOWN OF HUNTINGTON HOUSING AUTHORITY
BOARD MEETING

A meeting was held on the 11th day of May 2021. The meeting was called to order at 6:10 pm by Chairman Barry Lites in the Board of Commissioners Conference Room, at 1A Lowndes Avenue, Huntington Station, NY, 11746

ROLL CALL:

There was a roll call and the following members were present: Commissioners Fonti, Joyner, Dunmore, McGoldrick and Lyons

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

READING AND APPROVAL OF MINUTES:

Communications:

Secretary's Report:

Director's Report:

- The Board received the financial report that included full review of each programs budgets. In addition, the Board was provided a summary of the cash on hand/reserves by program.
- The Board was provided a summary of the responses for the Legal, Fee Accountant, Audit and Insurance.

Resolutions

The Board voted to accept the terms of engagement for legal services as submitted by Vitale and Levitt P.C. for a three year period.
Motion offered by Chairman Lites, seconded by Commissioner Joyner- all in favor.
Motion carries unanimously.

The Board voted to accept the terms of engagement for audit services as submitted by EFPR Group LLP for a three year period.
Motion offered by Chairman Lites-seconded by Commissioner Lyons - all in favor.
Motion carries unanimously.

The Board voted to accept the terms of engagement for fee accounting services as submitted by Polcari Co. for a two year period.
Motion offered by Chairman Lites- seconded by Commissioner Dunmore - all in favor. Motion carries unanimously.

The Board voted to authorize the E.D. to bind the insurance coverage as quoted by Salerno Brokerage for a one year period.
Motion offered by Chairman Lites- seconded by Commissioner Joyner - all in favor.
Motion carries unanimously.

The Board voted to utilize GG-LLC's available reserves to restore Building 9. Motion offered by Chairman Lites- seconded by Commissioner Mc Goldrick- All in favor.
Motion carries unanimously.

Committee Reports:

Finance Committee :

Executive Session

Motion to go into executive session at 6:50pm to discuss matters of litigation Motion offered by Commissioner Joyner . seconded by Commissioner Fonti- all in favor motion carries unanimously.

Motion to exit executive session at 7:29 pm- Motion offered by Commissioner Joyner. seconded by Commissioner Dunmore- all in favor motion carries unanimously.

Old Business:

Adjournment:

Motion to adjourn at 7:36 pm. Commissioner Joyner . seconded by Commissioner Dunmore. all in favor. Motion carried unanimously.

Submitted by: Sieja A. Bynoe. Executive Director

Dated:  

MINUTES OF THE
April 20th. 2021
TOWN OF HUNTINGTON HOUSING AUTHORITY
BOARD MEETING

A meeting was held on the 20th day of April 2021. The meeting was called to order at 6:08 pm by Chairman Barry Lites in the Gateway Gardens Community Room, located at 5 Lowndes Avenue, Huntington Station, NY.11746

ROLL CALL:

There was a roll call and the following members were present: Commissioners Fonti, Joyner, McGoldrick, Lyons and Dunmore(6:25pm)

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

READING AND APPROVAL OF MINUTES:

Minutes from the February Board Meeting were approved by Commissioner Fonti- seconded by Commissioner Joyner- (McGoldrick and Lyons abstained) all others is favor-vote carries.

Communications:

Secretary's Report:

Director's Report:

- The Board was provided a summary of the responses for the Legal, Fee Accountant, Audit and Insurance-Chairman Lites motion to table- seconded by Joyner- all in favor. Motion carries unanimously.
- The Board and the community were briefed on the current status of Building 9.

Resolutions

Committee Reports:

Finance Committee :

The Board voted to enter Executive Session to discuss matters of personnel and litigation motion by Commissioner Dunmore-seconded by Commissioner Fonti - all in favor. Motion carries unanimously.

The Board voted to exit Executive Session to discuss matters of personnel and litigation Motion by Commissioner Joyner -seconded by Commissioner Fonti - all in favor. Motion carries unanimously.

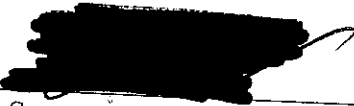
Old Business:

Adjournment:

Motion to adjourn the meeting at 7:01pm. Commissioner Joyner, seconded by Commissioner Dunmore, all in favor. Motion carried unanimously.

Submitted by: Siela A. Bynoe, Executive Director

Dated:


Secretary


/Date

MINUTES OF THE
February 9, 2021
TOWN OF HUNTINGTON HOUSING AUTHORITY
BOARD MEETING

A meeting was held on the 9th day of February 2021. The meeting was called to order at 6:09 pm by Chairman Barry Lites held in the Board of Commissioners Board Room located at 1A Lowndes Avenue, Huntington Station NY. 11746

ROLL CALL:

There was a roll call and the following members were present: Commissioners Fonti, Joyner, and Dumore.

Absent: Commissioners McGoldrick and Lyons

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

READING AND APPROVAL OF MINUTES:

1-12-21 - There was a motion to approve the minutes by Commissioner Joyner and seconded by Commissioner Dunmore –all others in favor- vote carries.

Communications:

Secretary's Report:

Director's Report:

- The Board reviewed the submission of the PHA Annual/ Five Year plan for approval and submission.
- The Board reviewed the retainer agreement to engage Berkman Henoch PC for legal work as it pertains to the Gateway Gardens, LLC PILOT.
- The Board reviewed the schedule of the HUD Regulatory waivers as it relates to their adoption timelines for modifications to the program guidelines.

Resolution

- The Board approved the submission of the PHA Plan Annual and Five Year plan for 2020. Motion was offered by Commissioner Fonti, Seconded by Commissioner Barry Lites- motion carries unanimously.
- The Board reviewed the retainer agreement to engage Berkman Henoch PC for legal work as it pertains to the Gateway Gardens, LLC PILOT. Motion was offered by Commissioner Fonti, Seconded by Commissioner Dunmore- motion carries unanimously.

- The Board reviewed the schedule of the HUD Regulatory waivers as it relates to modifications to program guidelines during COVID. Motion was offered by Commissioner Fonti, seconded by Commissioner Joyner- motion carries unanimously.
- The Board retained Richard Wankel as a recruiter to hire an executive director and a deputy executive director at a rate of \$100 per hour.- Motion was offered by Commissioner Fonti and seconded by Commissioner Joyner- all in favor- Motion carries unanimously.

Committee Reports:

Finance Committee :

Old Business:

Motion to adjourn at 7:08 pm Chairman Lites, seconded by Commissioner Joyner, all in favor- motion carried unanimously.

Submitted by: Siela A. Bynoe, Executive Director

Dated:

Secretary

/ / Date

MINUTES OF THE
January 12, 2021
TOWN OF HUNTINGTON HOUSING AUTHORITY
BOARD MEETING

A meeting was held on the 12th day of January 2020. The meeting was called to order at 6:08 pm by Chairman Barry-Lites held in the Board of Commissioners Board Room—located at 1A Lowndes Avenue, Huntington Station NY. 11746

ROLL CALL:

There was a roll call and the following members were present: Commissioners Fonti, Joyner, Dumore, McGoldrick and Lyons.

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

READING AND APPROVAL OF MINUTES:

12-08-20: There was a motion to approve the minutes by Commissioner Dunmore and seconded by Commissioner McGoldrick – Commissioner Fonti abstained: all others in favor- vote carries.

Communications:

Secretary's Report:

Director's Report:

- At the previous meeting(12/08/20) the Board was advised that there was a roof leak at GG Building 9 (North). An update was provided to inform the Board that the roofers were onsite several times. While they fixed a few areas on the roof, the tenant continued to report leaking. Further review indicated that was a problem with condensation in the attic area. The Commissioners were further advised that the insurance company and other contractors, including mold specialist were contacted.
- The Board was provided three quotes for dryer duct cleaning at Millennium Hills. The E.D. advised the Board that Sears was the less expensive- most qualified submitter.
- The Board was advised that the GG. LLC audit was to begin at the end of the week.
- The Board was advised that Workers Compensation audit was going to commence early next month.
- The Board was advised that the HHA was awarded \$72K for this year's FSS Grant.
- The Board was provided the PHA Plan for review. Further they were advised that the Public Hearing was scheduled for 1/25/21.

Resolution

- The Board was provided three quotes for dryer duct cleaning at Millennium Hills. There was a vote to authorize the E.D. to hire Sears to clean the vents at a cost of \$109.00 per unit. Motion was offered by Commissioner Fonti and seconded by Commissioner Dunmore- all in favor- vote carries unanimously.

Committee Reports:

Finance Committee :

Old Business:

Chairman Lites requested a moment to address the resignation of the E.D, which was tendered after the last Board Meeting. The Chairman requested that his comments be reflected in the minutes. They were as follows:

I would like to thank the Siela for over a decade of service to the Housing Authority. She leaves the agency in better shape than she found it. The high scores over the years are a testament of her management and dedication to the Authority. She created a sense of community amongst our residents. Siela, thank you very much.

Commissioner Fonti shared the following comments:

Siela pulled the agency and community together. She brought competency and trustworthiness in her role as she led the Authority. Through her cache of skills- I've learned a lot from her. I wish her all the best.

E.D. Bynoe shared the following comments.

I would like to thank the Board of Commissioners for an opportunity to serve the Huntington community of the past 14 years. I've made a decision to take all that I have learned while serving this community, and continue to apply my skills in the aspects of the industry that thoroughly enjoy. I will work until the end of my tenure to ensure that there is a smooth transition. Again, thank you all.

Adjournment:

Motion to adjourn at 6:53 pm Chairman Lites, seconded by Commissioner Dunmore, all in favor- motion carried unanimously.

Submitted by: Siela A. Bynoe, Executive Director

Dated: 

Secretary

Date