

Minutes of the
February 8, 2022
Town of Huntington Housing Authority
Board Meeting

A meeting was held on the 11th day of January 2022. The meeting was called to order at 6:05PM 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; 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 January 11, 2022, Board Meeting by Chairman McGoldrick and seconded by Commissioner Joyner. Motion carried unanimously.

COMMUNICATIONS

Nicholas Beauchamp of EFPR Group attended the meeting and presented the following regarding the Huntington Housing Authority (HHA) and Millennium Hills (MH) 2021 Fiscal Year Audit. Nicholas informed the commissioners that MH is a blended component unit of the HHA and there is no need of a separate audit as the MH financials are in the HHA report (he directed the commissioners to page 71). Nicholas stated to do a separate report would be redundant and would be an additional cost of \$6,500.00. Also, as the auditor it would require additional administrative work to perform the separate audit. Nicholas stated that there are no HUD regulations or HDFC requirements for the audits to be separate. Nicholas stated that he spoke with the prior auditor, of Hymanson, Parnes, and Giampaolo and was informed that the HHA board requested a separate audit of MH from HHA and he was present today to inform the board that the HHA fiscal year end audit will include the MH financials and a separate audit is not required. The Board approved the to have one audit report to include HHA and MH instead of two. Also that the 2021 Fiscal Year end audit report findings would be one report subject to nothing from the forensic audit.

SECRETARY'S REPORT

DIRECTOR'S REPORT

Under the direction of legal counsel, the housing authority will table the progressive discipline policy, but will address all staff concerns through counseling (verbal and/or written) and written warnings.

Three quotes were provided for legal counsel for the loan to Gateway Garden LLC. The scope of work for the loan documents is not a complex matter. Legal counsel and Commissioner Lites are familiar with Ms. Whelan's work. The Board approved to contract with legal counsel, Janice Whelan, PLLC for loan documents at the municipal rate of \$275.00 hourly.

At the January 11, 2022, Board Meeting a hard copy of the Family Self-Sufficiency Plan was distributed to commissioners present along with hard copies mailed to commissioner Joyner and Dunmore after the meeting. The plan was sent electronically with January's Board Packet. The board approved the FSS Action Plan.

Board approved request for Executive Director to attend Public Housing Authority Directors Association (PHADA) 2022 Annual Convention and Exhibition. Commissioner Fonti recommended adding \$300 to the request to ensure coverage for all costs.

At the January 11, 2022, board meeting five hard copy sample performance evaluation forms were distributed to commissioners present along with hard copies mailed to commissioner Joyner and Dunmore after the meeting. The sample evaluation performance evaluations were sent electronically with January and February's Board Packet. The selection of the best performance evaluation form for Huntington Housing Authority Executive Director's annual performance review will be discussed at the March 2022, board meeting.

Following the January 11, 2022, Board Meeting each Commissioner was mailed their audit report copy of the Millennium Hills Housing Development Fund Corporation Audit and Town of Huntington Housing Authority. Commissioner Fonti's and Chairman McGoldrick's reports were returned back to the Housing Authority but were hand delivered to both during this board meeting.

Executive Session Meetings Minutes were distributed to those present and mailed to Commissioner Joyner and Dunmore. Commissioner Lites and Lyons will receive their copy at the next meeting they attend in person.

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. Delinquent rents, bank accounts, and approved checks were reviewed.

Detailed information for consolidating bank accounts were provided to allow a deeper review and request for approval at the April 2022 board meeting.

Gateway Gardens LLC has an outstanding loan to Huntington Housing Authority. This is a soft debt loan and at the end of the term HHA will have control. No liability to the board. Formed corporations protect board members. Detailed discussion will occur at a future board meeting.

OLD BUSINESS

Paul Levitt provided an update on the eviction moratorium status; he is proceeding with the eviction process.

Legal counsel will review the BBS Architect/Engineer contract with President Fonti of Gateway Gardens HDFC for understanding and signature.

Building 9 next steps after air quality report shows the units are clear of mold will be: survey the building; general contractor proposals; hire general contractor.

NEW BUSINESS

No new topics discussed

RESOLUTIONS

The Board approved to contract with legal counsel, Janice Whelan, PLLC for loan documents at the municipal rate of \$275.00 hourly. Motion offered by Chairman McGoldrick, seconded by Commissioner Fonti-all in favor. Motion carried unanimously.

The Board approved to adopt the Family Self-Sufficiency Action Plan Motion offered by Chairman McGoldrick, seconded by Commissioner Joyner-all in favor. Motion carried unanimously.

The Board approved Executive Director to attend Public Housing Authority Directors Association (PHADA) 2022 Annual Convention & Exhibition. Total approved cost not to exceed \$2,175.00. Motion offered by Commissioner Fonti-seconded by Chairman McGoldrick, all in favor, the motion carried unanimously.

The Board approved one (1) Fiscal Year End Audit Report instead of two. Huntington Housing Authority audit report will include Millennium Hills financials. Subject to no findings from forensic audit. Motion offered by Commissioner Fonti, seconded by Chairman McGoldrick-all in favor. Motion carried unanimously.

ADJOURNMENT

Motion to adjourn at 7:32 PM by Chairman McGoldrick, seconded by Commissioner Lyons-all in favor. Motion carried unanimously.

EXECUTIVE SESSION

None

Submitted by: Jacquetta A. Harris, Executive Director

Dated: _____ Secretary:  6/4/22