

Minutes of the
March 14, 2022
Town of Huntington Housing Authority
Board Meeting

A meeting was held on the 14th day of March 2022. The meeting was called to order at 6:08PM 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; Barry Lites; and Cindy Dunmore.

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

READING AND APPROVAL OF MINUTES

Chairman McGoldrick tabled the approval of the February minutes since Commissioner Dunmore and Lites had to abstain from voting due to their absence at the February 2022 Board Meeting.

COMMUNICATIONS

Chairman McGoldrick conducted the election for the Treasurer for the Board of Commissioners. Chairman McGoldrick nominated Commissioner Barry Lites for treasurer of the board, Vice-Chairman Kevin Lyons seconded the motion. All in favor – motion carried unanimously.

SECRETARY'S REPORT

DIRECTOR'S REPORT

Board approved request for proposed Administrative Plan language.

Board approved request for proposed Record Retention Policy with the change of putting Legal Agreement and Legal Correspondence under Permanent retention category instead of the six-year category.

Board approved HUD forms 52723 and 52722 submission to release HHA's annual operating funds. Legal counsel was presented with documents 52723 and 52722 at the meeting and informed of their purpose.

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. At this meeting the board selected Saratoga Springs's Evaluation form as the best suited performance evaluation form for Huntington Housing Authority Executive Director's annual performance review.

Board approved contracting with Landscape Expressions for landscape and snow removal from April 1, 2022, to July 31, 2023. Received three RFPs and completed the evaluation process, Executive Director will submit the agreement to legal counsel for review and approval.

Executive Director distributed proposed One-Year Annual Plan for HUD (by e-mail to all and hard copy to Commissioner's Fonti, Dunmore, and Joyner) for review and feedback as it is out for 45-day public comment until April 27, 2022. The zoom public hearing meeting is scheduled for April 29, 2022, at 12 noon at for May 2022 (link address is in the Board Packet).

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. To address a deficit in the HHA operating budget a request for funds from reserves is anticipated in April's meeting, more details to follow. Gateway Gardens 2021 Financial Statements were mailed to Commissioners: Fonti, Dunmore, and Joyner, along with being e-mailed to all commissioners on 3/15/2022.

A request for consolidating bank accounts will be presented at the April 2022 board meeting.

Gateway Gardens LLC has an outstanding loan to Huntington Housing Authority. This is a soft dept 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 continues to proceed with the eviction process. ERAP continues to be on hold for distribution of funds to landlords that receive subsidized housing, need to identify if sufficient funds remain.

Paul Levitt led the discussions on the architect letter dated 3/2/2022 (copy e-mailed to all on 3/15/2022). Paul informed that the findings will be looked into deeper, also looking at groups of persons role in the repair: tenants, property management, and general contractor. Paul will prepare the approach, Commissioner Lites stated that a professional letter with in-depth findings and material issues should be created and distributed, Paul stated that was the plan. Paul stated he will review the statue of limitations on mold.

Paul requested the electronic records of Gateway Gardens Development.

NEW BUSINESS

Executive Director distributed proposed One-Year Annual Plan for HUD (by e-mail to all on 3/15/2022 and hard copy mailed to Commissioner's Fonti, Dunmore, and Joyner) for review and feedback for May 2022 Board Meeting approval request.

Executive Director distributed a proposed Capitalization Policy (by e-mail to all on 3/15/2022 and hard copy mailed to Commissioner's Fonti, Dunmore, and Joyner) for review and feedback for May 2022 Board Meeting approval request.

Executive Director distributed proposed Procurement Policy language regarding Disposal of Personal Property (by e-mail to all on 3/15/2022 and hard copy mailed to Commissioner's

Fonti, Dunmore, and Joyner) for review and feedback for May 2022 Board Meeting approval request.

Legal counsel will submit conflict of interest documents for review and signature for the May Board meeting.

RESOLUTIONS

The Board approved Administration Plan proposed language changes. Motion offered by Commissioner Dunmore, seconded by Commissioner Lites - all in favor. Motion carried unanimously.

The Board approved Record Retention Policy. Motion offered by Commissioner Lites, seconded by Chairman McGoldrick - all in favor. Motion carried unanimously.

Board approved HUD forms 52723 and 52722 submission to release HHA's annual operating funds.

The Board approved to adopt the Saratoga Springs's Performance Evaluation form for HHA Executive Directors annual review. Motion offered by Commissioner Lites, seconded by Commissioner Dunmore - all in favor. Motion carried unanimously.

Board approved contracting with Landscape Expressions for landscape and snow removal from April 1, 2022, to July 31, 2023, for Gateway Gardens, four units at Millennium Hills, and 1A Lowndes Avenue, not to exceed \$41,700.00. Motion offered by Chairman McGoldrick, seconded by Commissioner Lites - all in favor. Motion carried unanimously.

ADJOURNMENT

Motion to adjourn at 7:21 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: 6/22/22 Secretary: 