

Minutes of the  
June 13, 2023  
Town of Huntington Housing Authority  
Monthly Board Meeting

A meeting was held on the 13th day of June 2023. The meeting was called to order at 6:09 p.m. by Board 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 at 1A Lowndes Avenue: Commissioners: Board Chairman, James McGoldrick; Vice-Chairman, Sidney Joyner; Commissioner and Commissioner Cynthia Gonzalez.

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

**READING AND APPROVAL OF MINUTES**

Motion to approve April 11, 2023, meeting minutes by Chairman McGoldrick, 2<sup>nd</sup> by Vice-Chairman Joyner, all in favor. Motion to approve March 21, 2023, meeting minutes postponed until next Board Meeting.

**COMMUNICATIONS**

HHA Accountant, Mike Maurice, informed the Board of EFPR Group findings, which will be presented at July 11, 2023, board meeting. Mr. Maurice reviewed his errors that went to the level of findings in the audit (not Capitalizing two A/C units at MH and recording under liability instead of asset for GASB retirement) and answered all questions. Mike Maurice informed the board that he will institute a 2<sup>nd</sup> level of review.

Photo will be displayed in the HHA Admin lobby of Treasurer Barry Lites for his work with the African American Museum. All photos are welcome for display.

**SECRETARY'S REPORT**

**DIRECTOR'S REPORT**

- The Executive Director asked the board's approval for the 2023 Annual Plan with submission to HUD with the HUD form 50077 signed and civil service certification.
- The Executive Director asked the board's approval to add the "Rental Subsidy Program Assistant" title to HHA's job listings. The job description was provided, Suffolk County Civil Service approval is pending, this title was approved for HHA in 2010.
- The Executive Director asked the board's approval to hire an Office Assistant at the increased rate of \$16.00. The Executive Director will ensure that the candidate has good references.
- The Executive Director asked the board's approval to contract with Landscape Expressions for three years with an annual approval. The RFP went out and they were the only response but kept their rates the same as current for the next three years. Legal counsel and insurance carrier will review the contract prior to the signing of the contract.

- The Executive Director shared the June 15, 2023, to June 15, 2024, quote from Salerno for HHA insurance. The new cost is \$79,108.61, this is a \$9,592.57 increase and a \$9,211.04 increase from the year prior. Since January the Executive Director has shared documentation on insurance challenges to prepare for the anticipated 10% increase.
- Executive Director reviewed the newly proposed policy to enforce Housing Choice Voucher (HCV) landlord compliance with the program. Also, no board commissioner can be a landlord for HCV during their term of one year following. This information is in the board packet and was e-mailed separately to board commissioners on June 14, 2023. This request was tabled to all the board commissioners to all time to review. The Executive Director will be requesting approval at the July 11, 2023, board meeting.
- The Executive Director informed the board that Gateway Gardens insurance has to be bound by June 20, 2023. To date we don't have the final numbers from Borg and Borg or Salerno. It is expected to have this information by June 16, 2023. The Executive Director has requested authority to bind the policy to the lowest responsible bidder. The Executive Director will send the comparison chart to all board members.
- The Executive Director provided hard copies of the Section 3 Plan that is out for a 45-day comment period. This was e-mailed separately to all board members on June 14, 2023, for review and to receive comments and questions. The Executive Director will be asking for approval at the July 11, 2023, board meeting.
- The Executive Director provided an overview of the submitted board report and responded to any questions.
- HHA continues to process evictions. Per legal counsel landlord/tenant court is back to normal operations. ERAP applications are no longer being accepted, we have three applications in the pending status.
- 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. Board packet includes delinquent rents, bank accounts, and approved checks.

### OLD BUSINESS

Legal counsel reviewed the banking crisis. At this time no action will be taken by HHA. HHA is still in need of a Hearing Officer, ED will ask ALIHA members support and Commissioner Gonzalez will ask the Service Coordinator at ISLIP if they are interested.

### NEW BUSINESS

Chairman McGoldrick discussed having a spot shooter on the property or the vicinity, no objections by any present board members.

Walt Whitman Board requests to work with HHA Board to address crime in the immediate community, the board is in agreement.

ED shared Climate Friendly Homes Fund Program for assisting Gateway Gardens increase energy efficiency.

Legal Counsel reviewed NYS's Court of Appeals rule on NYCHA which did not maintain the exterior locks on a building accessed by persons who murdered a tenant could be held liable for the tenant's death in a civil lawsuit. Have to address foreseeable and known criminal activity otherwise as risk of being held liable.

### RESOLUTIONS

- The Board authorizes the Executive Director to hire a Part-time Office Assistant at the hourly rate of \$16.00 with part-time only benefits. Motion by James McGoldrick, 2<sup>nd</sup> by Sidney Joyner, all in favor. Motion carried unanimously.
- The Board approved contracting with Landscape Expressions for landscape and snow removal from August 1, 2023, to July 31, 2026 (3 years) with the right to terminate without cause upon the annual anniversary of the contract, not to exceed \$41,700.00 annually for Gateway Gardens and 4 units at Millennium Hills. The contract shall be subject to legal counsel's review and approval. Motion offered by James McGoldrick, seconded by Sidney Joyner - all in favor. Motion carried unanimously.
- The Board authorized the Executive Director to bind Gateway Gardens, LLC's liability and property insurance for the term of June 20, 2023, to June 20, 2024, to the lowest responsible bidder. Motion by James McGoldrick, 2<sup>nd</sup> by Sidney Joyner - all in favor. Motion carried unanimously.
- Resolution to approve a new two-year contract with Executive Director with certain additional monetary benefits, terms and conditions of employment, and no increase in annual salary. Motion by Chairman McGoldrick and seconded by Vice-Chairman Joyner. Motion carried unanimously.
- The Board approved 2022 Annual Plan and authorized the submission to HUD with signed HUD form HUD-50077-ST-HCV-HP and the 5-Year Capital Fund Program Plan. Motion by James McGoldrick, 2<sup>nd</sup> by Cynthia Gonzalez, all in favor. Motion carried unanimously.
- The Board authorized the Executive Director to add the "Rental Subsidy Program Assistant" title to HHA's job listings. Motion by James McGoldrick, 2<sup>nd</sup> by Sidney Joyner, all in favor. Motion carried unanimously.
- The Board approved the Executive Director to bind insurance effective June 15, 2023, to June 15, 2024, for HHA from H.C.C. Public Risk/U.S. Specialty Insurance Company for the total of \$79,108.61. Motion offered by James McGoldrick, seconded by Sidney Joyner, all in favor, the motion carried unanimously.
- Resolution to approve a new two-year contract with Executive Director with certain additional monetary benefits, terms and conditions of employment, and no increase in annual salary. Motion by James McGoldrick and seconded by Sidney Joyner. Motion carried unanimously.

#### **EXECUTIVE SESSION**

Motion to enter executive session for personnel matter at 7:14 p.m. by James McGoldrick, seconded by Sidney Joyner, all in favor. Motion carried unanimously. Motion to close executive session and go back to the board meeting at 8:46 p.m. by James McGoldrick, seconded by Sidney Joyner, all in favor. Motion carried unanimously.

#### **ADJOURNMENT**

Motion to adjourn at 8:48 p.m. by James McGoldrick, seconded by Sidney Joyner, all in favor. Motion unanimously.

Submitted by: Jacquetta A. Harris, Executive Director

Dated: 10-10-2023

Secretary: 