

Village of Nyack Housing Authority
15 Highview Court, Nyack, New York 10960
(845) 358-2476

Monthly Board Meeting Agenda
July 12, 2022
Waldron Terrace
6:30 pm

**Board
Members**

- | | | |
|---|-----|--|
| | 1. | Call to Order |
| Sonya Rogers
<i>Chairperson</i> | 2. | Roll Call |
| | 3. | Approval of minutes |
| Dara Joseph
<i>Vice Chairperson</i> | 4. | Public Comment on Agenda Items |
| | 5. | Bills & Communications – (a-f to be approved together) |
| | | a) Summary of Accounts and Reserve Commitments |
| Drew Burke
<i>Treasurer</i> | | b) Report of NYS Accounts |
| | | c) Report of NYS Reserve Fund Expenditures |
| | | d) NYS Quarterly report – None |
| Linda Pappalardo
<i>Secretary</i> | | e) Report of HUD Accounts |
| | | f) Investment Report - |
| | 6. | Executive Director's Report |
| Nicole Hines
<i>Commissioner</i> | 7. | Officers' and Committee Reports |
| | 8. | Old Business |
| Raquel Rodriguez
<i>Commissioner</i> | 9. | New Business |
| | | a) Preparation of board minutes |
| | 10. | Comments and Questions from the public |
| Toni Keys
<i>Executive Director</i> | 11. | Adjournment |

Executive Session is used for discussion of legal, personnel, or employee matters

Village of Nyack Housing Authority

15 Highview Ct.
Nyack, NY 10960
(845) 358-2476

June Board Meeting Minutes

June 14, 2022
Depew Manor
6:30

Call to Order: : S. Rogers called the meeting to order at 6:34.

Roll Call: S. Rogers, L. Pappalardo, D. Burke, R. Rodriguez, T. Keys; ED, K. Braunfotel; Esq., W. Sherwood; Hearing Officer

K. Braunfotel asks the board if he may report on students working summer jobs and how that affects tenant rent. Not as easy as yes or no. We will sit with the board to come up with a policy. There are different rules for NYS and Section 8.

Approval of March 24, 2022 minutes:

L. Pappalardo makes a motion to accept minutes with time for corrections, R. Rodriguez seconds. T. Keys will read minutes, listen to the recording and make corrections and send them to L. Pappalardo who will make corrections and will again submit minutes to the board.

Public Comments on Agenda Items:

Judge William Sherwood introduces himself. Pleased to be here. Referred by C. Fingers to dispute and report to board the findings and facts so that the board can take action, accept them or amend them. Make recommendations to the board after informal hearings. We can be present and there is flexibility as to where and how.

Bills and Communication: (a-f)

D. Burke makes a motion to accept Bills and Communications (a-f), R. Rodriguez seconds. All in favor.

Executive Director's Report:

Consultant approved 4BR apt project, did first drawings, final drawings to board to look for approval. Then we will put bids out for contractors. Vacancy report explains monthly availability. Schedule hearings with Judge Sherwood. T. Keys to email Judge Sherwood re: hearings and Cc: S. Rogers.

Motion made by D. Burke to accept ED Report, second by R. Rodriguez.
All in favor.

Officers and Committee Report:

None

Old Business

*R. Rodriguez reports that tenants are parking in the visitors parking lot over the weekend. R. Rodriguez will do two things: 1) She will speak to the tenants who are not adhering to the rules, 2) She will forward these names to T. Keys who will then send the tenants a letter reinforcing the rules.

*The children of WT who take out the garbage are not being mindful of garbage that doesn't make it in the trash bins and leave the garbage on the ground. T. Keys will send letters out to tenants reminding them to tell their children to be aware of such circumstances and rectify them in real time.

*Kids are out after 11:00 PM when the ordinance of 10:00 PM is in effect. T. Keys will add this to the tenant letter that they should be in front of their houses, not on the playground. This is disruptive to tenants.

New Business:

Judge William Sherwood introduces himself to the board and tenants present. He will make recommendations based on hearings, and the format for hearing can be flexible.

Comments and Questions from the Public:

R. Armstrong wants to know the roles of the new lawyers. K. Braunfotel will be replacing C. Fingers and Judge William Sherwood will be serving as a Hearing Officer. T. Keys will set up a meeting with Viviana Rodriguez (mother), and Vivian Rodriguez (daughter) upon first receiving a phone call to discuss Pine St. homes and/or possible relocation to a first floor studio apt. and 4 BR.

Adjournment:

Meeting adjourned 7:22. Motion made by L. Pappalardo, second by D. Burke.

Respectfully submitted by Linda Pappalardo, VONHA Board Secretary

**Village of Nyack Housing Authority
Summary Report on All Cash Accounts May 2022**

<u>NYS Public Housing Accounts</u>	Balance
<i>Sterling National Bank Administrative fund - Checking</i>	\$ 73,529.47
<i>Sterling National Bank Administrative fund - MM</i>	\$ 46,142.97
<i>Sterling National Bank Reserve Fund - Checking</i>	\$ 825.30
<i>Sterling National Bank Reserve Fund - MM</i>	\$ 20,307.66
<i>Sterling National Bank Security - Checking</i>	\$ 443.53
<i>Sterling National Bank Security - MM</i>	\$ 9,734.00
<u>Section 8 Voucher Program Accounts</u>	
<i>Sterling National Bank Section 8 Existing - Checking</i>	\$ 16,440.52
<i>Sterling National Bank Section 8 - Money Market</i>	\$ 267,416.39
<u>Village of Nyack Housing Authority Investment Accounts</u>	
<i>Reserves</i>	\$ 1,446,551.67
<i>Section 8</i>	\$ 283,856.91
<i>Total all NYS Accounts</i>	\$ 150,982.93
<i>Total all Section 8 Accounts</i>	\$ 283,856.91
<i>Total all cash accounts</i>	\$ 434,839.84
<i>Total investment accounts</i>	<u>\$ 1,730,408.58</u>
<i>Total all accounts</i>	\$ 2,165,248.42

NYS Public Housing Tenant Security Accounts held by Sterling Bank

<i>Tenant Security accounts WT</i>	\$ 74,370.63
<i>Tenant Security accounts DM</i>	\$ 37,807.57
	<u>\$ 112,178.20</u>

Village of Nyack Housing Authority
New York State Program
Report on Cash Accounts -May 2022

STERLING NATIONAL ADMINISTRATIVE FUND - CHECKING

	<i>Opening Balance</i>	\$ 93,903.97
Reciepts-Rents		\$ 130,571.59
PSH management fee		\$ 5,000.00
laundry		\$ 25.00
Payment from the Village		\$ 750.00
Misc		\$ 5.19
	Total receipts/receivables	\$ 136,351.78
cleared disbursements		\$ (101,354.40)
Rentpayment charges		\$ (332.15)
payroll		\$ (55,039.73)
	Total subtractions	\$ (156,726.28)
	<i>Closing Balance</i>	\$ 73,529.47

STERLING NATIONAL ADMINISTRATIVE FUND - MM

	<i>Opening Balance</i>	\$ 46,140.98
interest @ 0.0500%		\$ 1.99
	<i>Closing Balance</i>	\$ 46,142.97

STERLING NATIONAL RESERVE FUND - CHECKING

	<i>Opening Balance</i>	\$ 2,825.30
cleared disbursements		\$ (2,000.00)
	<i>Closing Balance</i>	\$ 825.30

STERLING NATIONAL RESERVE FUND - MM

	<i>Opening Balance</i>	\$ 20,306.79
interest @ 0.0500%		\$ 0.87
	<i>Closing Balance</i>	\$ 20,307.66

STERLING NATIONAL SECURITY - CHECKING

	<i>Opening Balance</i>	\$ 443.53
no activity		
	<i>Closing Balance</i>	\$ 443.53

STERLING NATIONAL SECURITY - MM

Security account closed out		\$ 9,733.17
interest @ 0.0500%		\$ 0.41
	<i>Closing Balance</i>	\$ 9,733.58

Balance all NYS accounts \$ 150,982.51

Village of Nyack Housing Authority
Operating Improvements and Replacement Reserve Accounts

Operating Improvement Reserves

May 2022

Date	Name	Memo	Amount
5/19/2022	Degenshein Architects	Building 5 Rehab	\$ 2,000.00
	Total Operating Reserve Expenditure		<u>\$ 2,000.00</u>

Village of Nyack Housing Authority

HUD Program Cash Account

Report on Cash Accounts for May 2022

STERLING NATIONAL BANK SECTION 8 - CHECKING

	<i>Opening Balance</i>	\$	136,186.17
from HUD S8 HAP		\$	216,808.00
from HUD S8 Admin		\$	17,910.00
fraud		\$	4,688.00
Direct depositis to LL		\$	133,027.74
	<i>Total addiditons</i>	\$	<u>372,433.74</u>
Direct depositis to LL		\$	(133,027.74)
cleared checks		\$	(359,151.65)
	<i>Total subtractions</i>	\$	<u>(492,179.39)</u>
	<i>Bank balance end of month</i>	\$	<u>16,440.52</u>

STERLING NATIONAL BANK SECTION 8 - MONEY MARKET

	<i>Opening Balance</i>	\$	267,391.51
interest @0 .1100%		\$	24.88
	<i>Total debits/credits</i>	\$	<u>24.88</u>
	<i>Bank balance end of month</i>	\$	<u>267,416.39</u>

Total all HUD cash accounts \$ 283,856.91

**Village of Nyack Housing Authority
Monthly Investment Report and Plan
as of the end of May 2022**

MONEY MARKET - Available Cash

Item	Maturity Date	% Yield to Maturity	Quantity Purchased	Totals	Estimated Annual Income
NYS Reserve Section 8				\$372,728.77	
				\$3.36	
			<i>Total</i>	\$372,732.13	

NYS Reserve CD(s)

Item	Maturity Date	% Yield to Maturity	Quantity Purchased	Current Market Value	Estimated Annual Income
Bank of England	12/27/2022	0.250%	\$240,000.00	\$240,000.00	\$600.00
Bankunited	9/22/2022	0.100%	\$150,000.00	\$150,000.00	\$150.00
First Genl Bank	11/7/2022	0.050%	\$100,000.00	\$99,535.20	\$50.00
Goldman Seachs	7/28/2022	0.100%	\$100,000.00	\$99,897.40	\$100.00
Merrick Bank	6/16/2022	0.150%	\$110,000.00	\$110,000.00	\$165.00
Industrial&Coml	10/20/2022	0.150%	\$175,000.00	\$174,390.30	\$262.00
Safra National Bank of NY	3/29/2023	1.150%	\$200,000.00	\$200,000.00	\$2,300.00
			<i>Totals</i>	\$1,073,822.90	\$3,627.00

Section 8 CD(s)

Item	Maturity Date	% Yield to Maturity	Quantity Purchased	Current Market Value	Estimated Annual Income
Citizens Bank	12/19/2022	1.900%	\$44,000.00	\$44,000.00	\$836.00
			<i>Totals</i>	\$44,000.00	\$836.00

Total Monthly Investments/ Estimated annual income \$1,123,463.00 \$4,463.00

Total Market Value & Money Market \$1,490,555.03

total quantity plus mm \$1,496,195.13

CURRENT POLICY AND PLAN

Policies:

1. All investments of 3 years or under maturity length.
2. Commingling of funds is prohibited.
3. US Treasury issues only are approved for public funds; CDs may be purchased if yield is greater than T-notes/T-bills, but board must be informed.
4. All action to be reported monthly to Board.

Recommend action: *Continue to reinvest as CD's mature*

VILLAGE OF NYACK HOUSING AUTHORITY EXECUTIVE DIRECTOR'S REPORT

July 8, 2022

JULY 2022 REPORT

1. NYS Public Housing Program

Let me begin by expressing my excitement that our proposal to New York State Homes and Community Renewal (HCR) for Project Based Vouchers (PBV) has been approved. We have been approved for 48 vouchers at Depew Manor and 35 vouchers at Waldron Terrace. These vouchers will be administered by the Rockland County Section 8 program.

I recently spoke with our representative from New York State DHCR. They informed me that we may request an amendment/extension to our proposal for the Grant Contract C409205 for 1,860,000.00. I would like to suggest that the board consider amending the contract to add the building 5 rehab (4-bedroom units), the kitchen and bathroom upgrades at Waldron Terrace, and the laundry room and bathroom upgrade at Depew Manor.

I would like to also recommend that the Board consider amending the budget to include the increase in rental income from the Project Based Vouchers. We should have more details within the next sixty days regarding the time frame of anticipated additional income. I will share the information with the Board as I receive it.

We currently have one studio apartment and a one-bedroom apartment vacant at Depew Manor. There are currently 2 three-bedroom apartments, 1 two-bedroom, and 1 four-bedroom apartment vacant at Waldron Terrace. Please keep in mind that we have contacted or will contact applicants from the Waiting List for these units.

2. Section 8 Housing Choice Voucher (HCV) Program

Section 8 has 172 active vouchers currently on the program. Twenty-one (22) of them are project-based units at Pine Street Homes and nine (9) are enhanced vouchers at Tallman Towers apartments.

The program collected \$135 in recoupments due to unreported income. Half of this must be reimbursed to HUD.

6

As of the end of May, the Section 8 Program has \$4,238 in restricted net assets (RNA) and \$273,297 in unrestricted net assets (UNA). HUD has reported that as of June 6, 2022, there is \$1,490,652 in HUD held reserves (HHR).

Total HAP for May \$204,892 (payments to landlords on behalf of voucher holders). We received disbursement in the amount of \$ 216,808 from HUD. As requested by the board, I have emailed a copy of the letter from HUD providing the amount of the HUD held reserves.

3. Nyack Housing Assistance Corp (NHAC)/ Pine Street Homes (PSH)

Please remember the NHAC agreement still needs to be reviewed and discussed for approval. This agreement will allow the Housing Authority to be paid for the work we do for NHAC.

4. VONHA Grant Funded Projects

There are no grant funded projects currently.

5. VONHA Funded Projects

Renovations to the 4-bedroom units

The consultant is in the processing of completing drawings for the scope of work to rehab the four-bedroom apartments. Upon receipt of the drawings, I will provide them to the board for review.

6. FOLLOW-UP NEEDED

- - *Tax bill from the Village*
 - *Paving of Pine Street*
 - *NHAC agreement*

7/7/2022								
Complex	Balance	Retro	Net Balance	Rent	Section 8	Tenant Portion	# Months	Totals
Depew	2492.00	0.00	2492.00	474.00	0.00	474.00	5	
							5 Month Total	2492.00
Depew	1147.00	0.00	1147.00	985.00	0.00	985.00	2	
Depew	625.00	0.00	625.00	295.00	0.00	295.00	2	
Depew	537.00	0.00	537.00	534.00	0.00	534.00	2	
Depew	342.50	0.00	342.50	267.00	0.00	267.00	2	
							2 Month Total	2651.50
Depew	1665.00	0.00	1665.00	1693.00	28.00	1665.00	1	
Depew	1321.00	0.00	1321.00	1593.00	0.00	1593.00	1	
Depew	671.00	0.00	671.00	671.00	0.00	671.00	1	
Depew	603.00	0.00	603.00	603.00	0.00	603.00	1	
Depew	582.00	0.00	582.00	1778.00	1236.00	542.00	1	
Depew	575.95	0.00	575.95	525.00	0.00	525.00	1	
Depew	512.00	0.00	512.00	472.00	0.00	472.00	1	
Depew	381.00	0.00	381.00	381.00	0.00	381.00	1	
Depew	272.00	0.00	272.00	274.00	0.00	274.00	1	
Depew	248.00	0.00	248.00	248.00	0.00	248.00	1	
Depew	39.85	0.00	39.85	655.00	0.00	655.00	1	
Depew	30.00	0.00	30.00	1778.00	1506.00	272.00	1	
Depew	20.00	0.00	20.00	735.00	0.00	735.00	1	
Depew	4.00	0.00	4.00	274.00	0.00	274.00	1	
Depew	3.85	0.00	3.85	705.00	0.00	705.00	1	
Depew	3.85	0.00	3.85	480.00	0.00	480.00	1	
							1 Month Total	6932.50
Depew	30.00	0.00	30.00	359.00	0.00	359.00	0	
Depew	30.00	0.00	30.00	1009.00	0.00	1009.00	0	
Depew	25.00	0.00	25.00	273.00	0.00	273.00	0	
							<1 Month Total	85.00
							Grand Total	12161.00
Total # of tenants		46						
Total > 1 month		5						
% Greater than 1 month		11%						
Column Heading	Explanation							
Balance	Total Balance on the account, Rent plus Miscellaneous charges							
Retro	Balance due of agreements made for unreported income							
Net Balance	Balance less Retro							
Rent	Total current month Rent charge							
Section 8	The portion of Rent that Section 8 pays							
Tenant Portion	The portion of Rent that the Tenant pays							
# Months	The Number of Months that have a greater than zero Rent balance							

# Months	<i>It may or may not be an entire month</i>				
# Months	<i>When # Months is equal to zero, the Tenant owes Miscellaneous charges</i>				

7/7/2022								
Complex	Balance	Retro	Net Balance	Rent	Section 8	Tenant Portion	# Months	Totals
Waldron Terrace	49680.01	0.00	49680.01	1783.00	0.00	1783.00	28	
							28 Month Total	49680.01
Waldron Terrace	12318.54	0.00	12318.54	427.00	0.00	427.00	18	
							18 Month Total	12318.54
Waldron Terrace	18331.00	12354.00	5977.00	334.00	0.00	334.00	17	
							17 Month Total	18331.00
Waldron Terrace	6921.65	0.00	6921.65	470.00	0.00	470.00	16	
							16 Month Total	6921.65
Waldron Terrace	14737.90	0.00	14737.90	1755.00	0.00	1755.00	12	
							12 Month Total	14737.90
Waldron Terrace	18611.24	6212.50	12398.74	879.00	0.00	879.00	10	
							10 Month Total	18611.24
Waldron Terrace	11835.07	0.00	11835.07	2368.00	0.00	2368.00	8	
							8 Month Total	11835.07
Waldron Terrace	5646.00	0.00	5646.00	2471.00	1454.00	1017.00	7	
							7 Month Total	5646.00
Waldron Terrace	444.50	0.00	444.50	2471.00	2421.00	50.00	5	
							5 Month Total	444.50
Waldron Terrace	5780.00	0.00	5780.00	1775.00	0.00	1775.00	4	
							4 Month Total	5780.00
Waldron Terrace	4655.74	0.00	4655.74	1971.00	0.00	1971.00	3	
Waldron Terrace	1708.31	0.00	1708.31	795.00	0.00	795.00	3	
Waldron Terrace	953.92	0.00	953.92	365.00	0.00	365.00	3	
							3 Month Total	7317.97
Waldron Terrace	1874.00	0.00	1874.00	2021.00	349.00	1672.00	2	
Waldron Terrace	1723.00	0.00	1723.00	1309.00	0.00	1309.00	2	
Waldron Terrace	1510.69	0.00	1510.69	875.00	0.00	875.00	2	
Waldron Terrace	1313.00	0.00	1313.00	1277.00	0.00	1277.00	2	
Waldron Terrace	1282.62	0.00	1282.62	2471.00	1380.00	1091.00	2	
Waldron Terrace	1145.00	0.00	1145.00	2471.00	1477.00	994.00	2	
Waldron Terrace	1135.00	0.00	1135.00	2021.00	1401.00	620.00	2	
Waldron Terrace	869.00	0.00	869.00	393.00	0.00	393.00	2	
Waldron Terrace	854.24	0.00	854.24	785.00	0.00	785.00	2	
							2 Month Total	11706.55
Waldron Terrace	2070.50	0.00	2070.50	2065.00	0.00	2065.00	1	
Waldron Terrace	2069.16	0.00	2069.16	2471.00	151.00	2320.00	1	
Waldron Terrace	1778.00	0.00	1778.00	2471.00	793.00	1678.00	1	
Waldron Terrace	1636.00	0.00	1636.00	1581.00	0.00	1581.00	1	
Waldron Terrace	1590.20	0.00	1590.20	1542.00	0.00	1542.00	1	
Waldron Terrace	1350.25	0.00	1350.25	2021.00	719.00	1302.00	1	
Waldron Terrace	1296.00	0.00	1296.00	1281.00	0.00	1281.00	1	
Waldron Terrace	1240.95	0.00	1240.95	1099.00	0.00	1099.00	1	
Waldron Terrace	1210.00	0.00	1210.00	2471.00	1316.00	1155.00	1	

7/7/2022								
Complex	Balance	Retro	Net Balance	Rent	Section 8	Tenant Portion	# Months	Totals
Waldron Terrace	1145.75	0.00	1145.75	1123.00	0.00	1123.00	1	
Waldron Terrace	803.00	0.00	803.00	2471.00	1677.00	794.00	1	
Waldron Terrace	733.00	0.00	733.00	703.00	0.00	703.00	1	
Waldron Terrace	688.00	0.00	688.00	1366.00	0.00	1366.00	1	
Waldron Terrace	676.00	0.00	676.00	611.00	0.00	611.00	1	
Waldron Terrace	648.00	0.00	648.00	649.00	0.00	649.00	1	
Waldron Terrace	578.00	0.00	578.00	548.00	0.00	548.00	1	
Waldron Terrace	566.00	0.00	566.00	2471.00	1960.00	511.00	1	
Waldron Terrace	546.50	0.00	546.50	2021.00	1533.00	488.00	1	
Waldron Terrace	507.00	0.00	507.00	462.00	0.00	462.00	1	
Waldron Terrace	324.10	0.00	324.10	365.00	0.00	365.00	1	
Waldron Terrace	291.29	0.00	291.29	1427.00	0.00	1427.00	1	
Waldron Terrace	275.00	0.00	275.00	1778.00	1503.00	275.00	1	
Waldron Terrace	96.00	0.00	96.00	2471.00	893.00	1578.00	1	
Waldron Terrace	30.00	0.00	30.00	591.00	0.00	591.00	1	
Waldron Terrace	29.00	0.00	29.00	850.00	0.00	850.00	1	
Waldron Terrace	20.00	0.00	20.00	507.00	0.00	507.00	1	
Waldron Terrace	20.00	0.00	20.00	2471.00	1931.00	540.00	1	
Waldron Terrace	10.90	0.00	10.90	1518.00	0.00	1518.00	1	
Waldron Terrace	10.00	0.00	10.00	644.00	0.00	644.00	1	
Waldron Terrace	10.00	0.00	10.00	788.00	0.00	788.00	1	
Waldron Terrace	5.50	0.00	5.50	510.00	0.00	510.00	1	
							1 Month Total	22254.10
Waldron Terrace	40.00	0.00	40.00	2021.00	851.00	1170.00	0	
Waldron Terrace	30.00	0.00	30.00	874.00	0.00	874.00	0	
Waldron Terrace	30.00	0.00	30.00	365.00	0.00	365.00	0	
Waldron Terrace	25.00	0.00	25.00	865.00	0.00	865.00	0	
							<1 Month Total	125.00
							Grand Total	185709.53
Total # of tenants		81						
Total > 1 month		22						
% Greater than 1 month		27%						
Column Heading	Explanation							
Balance	Total Balance on the account, Rent plus Miscellaneous charges							
Retro	Balance due of agreements made for unreported income							
Net Balance	Balance less Retro							
Rent	Total current month Rent charge							
Section 8	The portion of Rent that Section 8 pays							
Tenant Portion	The portion of Rent that the Tenant pays							
# Months	The Number of Months that have a greater than zero Rent balance							
# Months	It may or may not be an entire month							

7/7/2022								
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# Months	<i>When # Months is equal to zero, the Tenant owes Miscellaneous charges</i>							