

Village of Nyack Housing Authority  
15 Highview Court, Nyack, New York 10960

Monthly Board Meeting Agenda

At Depew Manor

June 23, 2015

at 6:30pm

1. Call to Order
2. Roll Call
3. Approval of the April & May minutes
4. Public comments on agenda items
5. Bills & Communications (financial reports)
  - a. Summary of accounts
  - b. Report of NYS Accounts
  - c. Report of NYS Reserve Fund Expenditures – none this month
  - d. NYS Quarterly Report – none this month
  - e. Report of HUD Accounts
  - f. Investment Report and Plan
6. Section 8 Voucher Program Report
7. Executive Director's Report
  - a. delinquent accounts report
8. Officers' and Committee Reports
  - a. Chairperson Report, Grievance Committee, Audit Committee, Community Committee, Personnel Committee
9. Old Business
10. New Business
11. Comments and Questions from the public
12. Adjourn

*Reminder: Executive Session should be used for the discussion of any law case, personnel or employee matter.*

The Village of Nyack Housing authority  
Board Meeting of April 28, 2015  
Depew Manor 6:30 PM

**Board Members Present:** Minerva Parker, Robert Gundersen, Drew Burke, Robert Reese, Barbara Atwell, Michelle Bullock and Daniel Jean Gilles.

**Also Present was:** Toni Keys, Executive Director(ED), Greg Coffey, Attorney, Rocio Soto Fitzgibbon (VNHA Clerk)

**Call To order:**

A quorum of the directors was present. Robert Gundersen called the meeting to order at 7:02 P.M.

**Approval of Minutes:**

On a motion by Drew Burke and seconded by Daniel Jean-Gilles the minutes were approved and carried unanimously.

**Bills of Communications**

Clarification was requested on the following checks:

Check #2907 to Orange & Rockland was questioned by Minerva Parker; ED explained that this covered the electric and gas bill for Waldron Terrace and Depew Manor and she went on to explain that sometimes the bill will be paid twice in one month, since we pay bills when we receive them. The ED informed the board that she will remind Greg, the account clerk, to pay the utilities bills once per month.

Minerva Parker also mentioned that some of the checks do not have any explanations in the memo; the ED told her that she will remind Greg to make sure there is a description in the memo section even when it appears that it obvious what the bill is for, due to the check payee.

Check # 2918 was questioned by Drew Burke. The ED explained that this covered a new door lock for one of the apartments at Depew Manor.

Check # 2926 to Masch, Coffey & Associates LLP was questioned by Drew Burke. The ED explained that the payment covered the monthly retainer to attorney.

Check 2941 was questioned by Robert Reese. The ED explained that this check covered the cable, telephone and internet service. Robert Reese asked if it also covered the camera surveillance service, the ED explained that the cameras are the property of the VNHA and there is no monthly service charge for them.

Drew Burke explained that he believed that the village should pay for the cable bill. The ED explained that the Cable expense is not a village responsibility.

Check # 2946 was questioned by Minerva Parker. The ED explained that this check was for reimbursement for boots for one of the maintenance staff.

Drew Burke inquired about the maintenance of the dryers in the laundry room. He wanted to confirm that the company that provided the laundry machines cleaned the filters. The ED explained, that she was sure that cleaning the filters was part of the maintenance, but she would follow up with the company.

On a motion by Drew Burke and seconded by Minerva Parker the financial reports were approved.

**Section-8**

On motion by Daniel Jean-Gilles and seconded by the Executive Barbara Atwell the Section-8 report was accepted.

**Executive Director Report:**

The Ed asked the board if she has to read the vacancies report every month. The board agreed that she does not have to read it since they already have the report.

Robert Gundersen asked the ED to explain the drug elimination grant (DEG). The ED explained that the DEG is a grant that HCR offers. The ED further explained that the grant must be used to help eliminate or discourage drug activity. The Ed mentioned that this year she would be applying for the grant to install new doors. .

The ED went over her report to include an update on the housing authority's construction/grant projects as follows:

**Playground-WT**

We received an additional grant for \$105,249.50 for the playground project, which brings us to a total grant amount of \$205,249.50. The bid process for the contractor to install the playground has been completed. We are waiting for HCR's approval on the contractor to install the playground. Also, the playground installation cannot begin until the gas line project is completed.

**Gas lines-WT**

There have been several meetings with the consultant. The last meeting included representatives from Orange and Rockland and the Village of Nyack building department. A few questions came up that have to be resolved. We are getting prices to do an integrity test for the inside of the units, which has been strongly recommended by Orange & Rockland. We also have to get permits from the Village, which we have no definite time frame on.

**Windows-DM**

All of the windows have been installed. Final payment will be made after the consultant inspects the final work. The consultant and the ED did a walk through last week and provided the contractor with a punch list.

**Lighting and Cameras for both sites (WT-DM)**

The consultant has been approved and the ED met with him once to get an overview of the process. There was a meeting last week with both Police Departments to discuss the process and get some feedback. The consultant is going to get some information to the Police Departments so that a meeting can be scheduled with the board to discuss the project.

**Curb Cut**

The ad to solicit bids for a contractor was in the paper last week.

**Physical Needs Assessment**

The ED contacted the consultant about meeting with the board. The consultant is willing to meet with the board and would like a couple of dates.

**Depew Manor Court Yard**

There was a meeting at Depew Manor with the consultant and the tenants and the consultant she will have some sketches by next month.

The ED mentioned that Lucia Bannis- Martin is more than willing to attend a meeting as long as it is scheduled during her working hours. She explained that Lucia is not available after working hours. Minerva parker suggested making a schedule adjustment for the day of the meeting. The Ed responded that Lucia informed her that she is not available after work hours. Michelle Bullock asked why Lucia cannot come and give a report on the program. The ED expressed that she reads the section-8 report and if there are any questions she is there to answer them. She reminded the board that was her job. Barbara Atwell agreed with the ED statement.

On motion by Drew Burke and seconded by Robert Reese the Executive Director's report was accepted.

**Community Committee:**

Drew Burke informed the board that all the tenants love the windows and they are very pleased with the ED's hard work and effort. He also informed them that he spoke with the tenants about the gazebo and they showed lots of interest in it.

Robert Reese informed the board that Mrs. Scott's program is still going on every Wednesday evening. He also informed them that he has been talking to the kids about wearing their helmet and about being more careful while playing ball outside. He mentioned that the ED has sent out a memo in which she reminded the tenant that helmets were required while riding bikes or skateboards. Drew Burke suggested that the housing authority should try to get someone to donate new helmets for the children.

**Old Business:**

Robert Gundersen presented the 2015 budget proposal.

On a motion by Drew Burke and seconded by Minerva Parker the 2016 proposed budget was approved. The ED explained that the new budget increases the working hours for Greg Hines and Rocio S. Fitzgibbon to 40 hours. Minerva Parker asked if the office could stay open later every day. The ED explained that she was directed to keep the office open late one day per week. Robert Gundersen affirmed the ED's statement.

**New Business:**

The ED informed the board that she would like consent to apply for the DEG grant for 2016. She reminded the board that she needed a resolution to submit the grant.

Drew Burke Asked if some of that money can be use to get maintenance supervisor (John Carpenter) to stay later and oversee the projects. The ED explained that the projects are being supervised by the consultant and that this would be a VNHA project and she will be there to supervise as well as the staff. The ED also explained that these grant funds cannot be use for payroll purposes. The ED also clarified that the grant money is not physically given to the VNHA but held by the state and disbursed directly from Albany.

On a motion by Barbara Atwell and seconded by Minerva Parker the board authorized the ED to apply for the DEG grant.

The ED also recommended not renewing the lease for those tenants that are problem tenants behind on their rent. Robert Gundersen asked Gregg Coffey if it is ok to terminate the lease for these tenants. Gregg Coffey stated that he does not have the answer, but he does not see why not. Robert Gundersen agreed with ED not to renew the lease for these tenants.

The ED requested permission from the board to send tenants who have moved out owing money to collections or have their wages garnished if the housing authority had a judgment warrant. Gregg Coffey stated that for most people income execution is the best form of collection. Barbara Atwell asked if these tenants will be provided with a notification, the ED informed the board that most of these tenants have went through the eviction process and moved out prior to the Sherriff executed the warrant. Gregg Coffey mentioned that they use to execute collections during the previous administration, so the board suggested the process be continued. Gregg Coffey could not handle collections or wage garnishment and recommended the housing authority get someone else to handle these matters. The ED informed the board that she will look for a collection agency. Daniel Jean-Gilles explained to the board that the collection agency will charge a percentage of the bills as their fee. Robert Gundersen agreed with the idea and advised the ED to find a collection agency and to pursue these cases.

Mary Ellen Natale advised that the tenant (s) should be notified before they are sent to collection and their wages are garnished. The board stated that these people are no longer tenants and they are not obligated to notify them, they also stated that these tenants left owing VNHA money with no intention to pay their debt..

Mary Ellen Natale mentioned that since this was a public meeting she would like to have access to the information provided to the board members, prior to the meeting. Michelle Bullock explained that since it is a public meeting everyone is welcome to attend. However, if they do not attend, it is not the board's responsibility to provide the information. May Ellen Natale responded that some of the reports are not read out in the meeting and she went on to say that the ED did not give her vacancy report and she would like to get some information in reference to the waiting list. Mary Ellen Natale also stated the she wants to have access to the materials

Marilyn Ryder requested that the exterminator be contacted for a bee problem at Depew Manor. The Ed informed Ms. Ryder that she would contact the exterminator.

On motion by Drew Burke and seconded by Daniel Jean-Gilles the meeting moved on to executive session to discuss grievances and personnel matters.

**Executive Session**

During executive session the board agreed to request the waiver from the County for the resident requirement for the Secretary position. Robert Gundersen and Gregg Coffey provided updates on the recent grievance proceedings. The board moved out of Executive session at 8:45. On a motion by Daniel Jean Gilles and seconded by Minerva Parker the meeting adjourned at 8:45.

Respectfully submitted by,

05/26/15

\_\_\_\_\_  
Toni Keys, Executive Director

05/26/15

\_\_\_\_\_  
Signature, Date minutes approved

The Village of Nyack Housing authority  
Board Meeting of May 26, 2015  
Waldron Terrace 6:30 PM

**Board Members Present:** Minerva Parker, Robert Gundersen, Drew Burke, Robert Reese, Barbara Atwell, Michelle Bullock and Daniel Jean Gilles.

**Also Present was:** Toni Keys, Executive Director(ED), Greg Coffey, Attorney, Rocio Soto Fitzgibbon (VNHA Clerk)

**Call To order:**

A quorum of the directors was present. Robert Gundersen called the meeting to order at 6:40 P.M.

**Approval of Minutes:**

The ED asked the board to allow the April 28, 2015 minutes to be approved at the June meeting because they were not completed. The ED explained that she planned to review the minutes from home, but the laptop was having problems connecting to her internet at home.

**Public comments:**

Mary Ellen Natali asked the board to provide the documents that are to be discussed at the meeting to the public prior to the meeting. The ED responded that the housing authority is still working on providing this information in the public prior to the meeting. After a brief discussion, it was decided that the "Sunshine Law" would be reviewed and a decision made to determine what information would be made available and how it would be provided to the community.

**Bills of Communications**

Clarification was requested on the following check:

Check #2957-2961 Minerva Parker questioned the date on the checks. Minerva Parker explained that it did not make sense to her that the board checks were dated April 1 and the health insurance checks were also dated for April 1, but covered different months. The board checks dated April 1 covered the March board meetings and the health insurance checks dated April 1 covered the month of April. Minerva Parker and Michelle Bullock explained that they felt the checks should be consistent. The ED explained that the checks will always be dated for the 1st of the month, but they will cover different months because board members checks cover the month that past and the health insurance were for the current month.

Check # 2970 was questioned by Daniel Jean-Gilles. The ED explained that the checked covered the credit card bill.

Check # 2983 was questioned by Drew Burke. The ED explained that it covered the purchase of paint.

Check # 3008 was questioned by Daniel Jean-Gilles. The ED explained that this check was for landscaping.

Minerva Parker asked if Sterling National Bank is the only bank that VNHA has a financial relationship with. The ED stated that the housing authority only uses one bank.

On a motion by Drew Burke and seconded by Michelle Bullock the financial reports were approved.

**Section-8**

Robert Reese asked about the section 8 fraud recovery information. The ED explained that this account is money paid to the section 8 program from participants that did not report all of their income.

Mary Ellen Natali asked if the section-8 report could be verbalized like the ED report, she mentioned that the ED use to give section 8 report and she no longer does. The ED explained that she never read the section 8 report that it was only discussed when questions arose.

On motion by Barbara Atwell and seconded by Drew Burke the Section-8 report was accepted.

**Executive Director Report:**

The ED went over her reports to include an update on the housing authority's construction/grant projects as follows:

***PROJECT UPDATES:***

**Playground-WT**

We are waiting for HCR's approval. However, the work cannot start until the gas line project is completed.

**Gas lines-WT**

The village inspector reviewed the plans and there was a problem. The contractor was not a licensed plumber and the village is requiring that the contractor be a licensed plumber. The consultant and contractor are working together to resolve the problem. They are scheduling a meeting with the village building department. The contractor said they will hire a licensed plumber to pull the permit if possible, but this will increase the cost.

**Windows-DM**

The window job is completed, which included the new door in the Depew Manor Community Room.

**Lighting and Cameras for both sites (WT-DM)**

After the police and consultants do a walkthrough at both sites a meeting will be scheduled to discuss suggestions and recommendations. After that the consultant will provide us with specs for approval to be submitted to HCR.

**Curb Cut**

No one responded to our bid request on time, the one bid we received was late. The Ed will contact the county to see what can be done

**Physical Needs Assessment**

The consultant said that he would come to present the assessment, but it would cost a minimum of \$600.00. The board will have to decide if they still want the consultant to present the report. The board did not agree to pay the \$600.00 fee, so they will call if they have any questions.

**Depew Manor Court Yard**

We are waiting on the specs.

Drew Burke asked why this is taking so long. The ED explained that the state grant process is time consuming because of the many state requirements and everything has to go through an approval process, which is also time consuming.

The ED went over the vacancy and rental arrears report. The ED also explained that she has not forgotten about the garage dumpster doors at the Waldron Terrace and she is still looking for alternatives.

On motion by Drew Burke and seconded by Robert Reese the Executive Director's report was accepted.

**Chairperson Report:**

Robert Gundersen informed the board that he met with the county executive office twice and the county is looking into developing the donated property although they believe it is not buildable. Drew Burke suggested building a recreation center on the property. Robert Gundersen explained that the problem is limited funds.

**Audit Committee:**

Barbara Atwell informed the board that they will be meeting on Tuesday, June 2, 2015 at 6:30 PM.

**Community Committee:**

Robert Reese informed the board that he will be having a community meeting on Thursday, May 28, 2015 at 6:30 PM and the ED will be present to give the tenants information and answer questions. Drew Burke informed the board that some of the tenants are complaining about the noise and the smoke from the grills being used at building 90 Depew Avenue. The board explained to Drew Burke that the tenants must call the office with whatever complaint they may have.

**Old Business:**

Drew Burke commented on the office's new business hours on Wednesday. The ED stated that this matter will be discussed in the executive session, she also stated that it is too early to review the new hours and informed Drew Burke that she mentioned waiting six (6) months in her Manager's report to the board. Drew Burke also commented on the police patrolling not being as consistent or diligent as Sgt Kelly stated it will be.

**New Business:**

Robert Gundersen commented on a tenant who reached out to us on a special case. His home burned down and he was homeless. Robert Gundersen explained that he spoke with the ED about this matter and she suggested the housing authority consider a policy to help those that are homeless due to a fire destroying their home. After a brief discussion among the board members the board decided not to implement any policy.

Robert Gundersen informed the board that there will be a workshop meeting on Tuesday, June 9, 2015 at that time summer recreation for the children at Waldron Terrace could be discussed.

**Comments and Questions from public:**

Regina Hill informed the community that Waldron Terrace tenants can attend any of the Clarkstown recreation centers as long as they get a town card. She also mentioned that tenants who speak other languages such as Creole do not understand the documents the housing authority sends out. The ED stated that she has not received any complaints from any tenants that they need documents provided in a different language.

Mary Ellen Netali inquired about the vacancy report for NYS, she wants information on the transfers and on the applicants who have been contacted and if they were all from the 10960 zip code. She also asked how many section 8 applicants are from the 10960 zip code.

On a motion by Barbara Atwell and seconded by Minerva Parker the board authorized the ED to apply for the DEG grant.

On motion by Drew Burke and seconded by Daniel Jean-Gilles the meeting moved into executive session to discuss tenant grievances.

The board moved out of Executive session at 8:30. On a motion by Robert Reese and seconded by Daniel Jean-Gilles the meeting adjourned at 8:30 PM.

Respectfully submitted by,

\_\_\_\_\_  
06/23/15

Toni Keys, Executive Director

\_\_\_\_\_  
06/23/15

Signature, Date minutes approved

**Village of Nyack Housing Authority**  
**Summary Report on All Cash Accounts 5-15**

Sterling National Bank Administrative fund - Checking	\$	75,852.98
Sterling National Bank Administrative fund - MM	\$	699,236.09
Sterling National Bank Reserve Fund - Checking	\$	73,622.69
Sterling National Bank Reserve Fund - MM	\$	1,152,909.91
Sterling National Bank Security - Checking	\$	3,856.57
Sterling National Bank Security - MM	\$	15,716.40
<hr/>		
<i>Sterling National Bank Section 8 Existing (Voucher Program) - Checking</i>	<i>\$</i>	<i>37,885.70</i>
<i>Sterling National Bank Section 8 (Voucher Program) - Money Market</i>	<i>\$</i>	<i>235,950.59</i>
<i>Sterling National Bank Section 8 Family Self -Sufficiency Checking</i>	<i>\$</i>	<i>19.00</i>
Total Sterling National Bank Accounts	\$	2,295,049.93

<i>Total all NYS Accounts</i>	<i>\$</i>	<i>2,021,194.64</i>
<i>Total all Section 8 Accounts</i>	<i>\$</i>	<u><u><i>273,855.29</i></u></u>

<i>Total all accounts</i>	<i>\$</i>	<i>2,295,049.93</i>
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<i>Tenant Security WT</i>	<i>\$ 57,132.30</i>
<i>Tenant Security DM</i>	<i>\$ 18,318.44</i>
	<i>\$ 75,450.74</i>

Village of Nyack Housing Authority  
New York State Program  
Report on Cash Accounts - May 2015

Sterling National Administrative fund - Checking

	<b>Opening Balance</b>	\$ 60,397.14
Reciepts-Rents	\$ 106,974.62	
Laundry	\$ 719.70	
Total receipts/receivables		\$ 107,694.32
cleared disbursements	\$ (51,410.22)	
May payroll	\$ (40,828.26)	
Total subtractions		\$ (92,238.48)
	<b>Bank Balance on 5/31/15</b>	\$ 75,852.98

Sterling National Administrative fund - MM

	<b>Opening Balance</b>	\$ 699,145.79
interest @ 0.1520%	\$ 90.30	
	<b>closing Balance</b>	\$ 699,236.09

Sterling National Reserve Fund - Checking

	<b>Opening Balance</b>	\$ 18,622.69
transfer from MM	\$ 55,000.00	
	<b>Closing Balance</b>	\$ 73,622.69

Sterling National Reserve Fund - MM

	<b>Opening Balance</b>	\$ 1,207,656.42
transfer to MM	\$ (55,000.00)	
interest @ .02530%	\$ 253.49	
	<b>Closing Balance</b>	\$ 1,152,909.91

Sterling National Security - Checking

	<b>Opening Balance</b>	\$ 3,856.57
	<b>Closing Balance</b>	\$ 3,856.57

Sterling National Security - MM

	<b>Opening Balance</b>	\$ 15,715.05
interest @ 0.10	\$ 1.35	
	<b>Closing Balance</b>	\$ 15,716.40
	<b>Total of all accounts</b>	\$ 2,021,194.64

Waldron Terrace – NYS 115-A  
Depew Manor – NYS 115-B  
Section 8 Existing

NYS- Telephone: (845) 358-2476  
Fax: (845) 353-0154  
Section 8 Telephone: (845) 358-2591

**VILLAGE OF NYACK HOUSING AUTHORITY**

P.O. Box 740

15 Highview Court • Nyack • New York • 10960

*Reserve expenditures*

*None this month*

Waldron Terrace – NYS 115-A  
Depew Manor – NYS 115-B  
Section 8 Existing

NYS- Telephone: (845) 358-2476  
Fax: (845) 353-0154  
Section 8 Telephone: (845) 358-2591

**VILLAGE OF NYACK HOUSING AUTHORITY**  
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**VNHA Quarters:**

FY April 1<sup>st</sup> – March 31<sup>st</sup>

**FIRST:** *April 1<sup>st</sup> - June 30<sup>th</sup>;*

**SECOND:** *July 1<sup>st</sup> - September 30<sup>th</sup>;*

**THIRD:** *October 1<sup>st</sup> - December 31<sup>st</sup>;*

**FOURTH:** *January 1<sup>st</sup> - March 31<sup>st</sup>*

*Quarterly Report*  
*None this month*

Village of Nyack Housing Authority

HUD Program Cash Account

Report on Cash Accounts -May 2015

Sterling National Bank Section 8 Existing (Voucher Program) - Checking

		<i>Opening Balance</i>	\$	23,168.27
from HUD S8 HAP	\$	102,374.93		
from HUD S8 Admin	\$	12,589.00		
Port In	\$	3,563.46		
HAP Credit	\$	163,366.00		
fraud recoveries	\$	1,129.00		
Total additons			\$	<u>283,022.39</u>
transfer to MM	\$	-		
HAP Debit	\$	-		
cleared checks	\$	(268,304.96)		
Total subtractions			\$	<u>(268,304.96)</u>
		<i>Bank balance on 5/31/15</i>	\$	37,885.70

Sterling National Bank Section 8 (Voucher Program) - Money Market

		<i>Opening Balance</i>	\$	235,920.12
Transfer from checking	\$	-		
interest @0.150000%	\$	30.47		
		total debits/credits	\$	<u>30.47</u>
		<i>Bank balance on 5/31/15</i>	\$	<u>235,950.59</u>

Sterling National Bank Section 8 FSS ESCROW - checking

		<i>Opening Balance</i>	\$	19.00
		<i>no activity</i>		
		<i>Bank balance on 5/31/15</i>	\$	19.00
		<i>Total all HUD accounts</i>	\$	<u><u>273,855.29</u></u>

**Village of Nyack Housing Authority  
15, Highview Court, Nyack, NY 10960  
MONTHLY INVESTMENT REPORT AND PLAN  
as of May 31, 2015**

**CONTRACT HOLDINGS**

Contributing Account	Item	Maturity Date	Yield to Maturity	Value At Maturity

**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:**

*The above policy was put in place so that the Housing Manage/Executive Director could invest funds on an ongoing basis within the guidelines above. I continue to recommend that the policy continue and investments be made as soon as possible.*

*In addition, it is my understanding that the audit committee had an opportunity to meet and will have feedback at the meeting. I hope that the committee has agreed to allow me to continue the practices above so that we can get the funds invested.*

*It is important that the excess funds be invested.*

Respectfully submitted,

Toni Keys, Executive Director

**VILLAGE OF NYACK HOUSING AUTHORITY**  
P.O. Box 740  
15 Highview Court • Nyack • New York • 10960  
**Section 8**  
Program Information for the month of May 1st - 31st, 2015

Monthly Summary: *Program operates as normal.*

Accomplishments: Three applicants have been issued vouchers

Barriers/Concerns:

Outreach Efforts: *The Section 8 waiting list will be kept opened indefinitely*

Plans to increase utilization rate: Eleven applicants have been contacted from the waiting list

Current utilization rate: 78% considering number of voucher allocated by HUD

Current utilization rate: 98% considering number of dollars allocated by HUD

	<i>Maximum # of Vouchers</i>
1. Maximum number of vouchers allocated by HUD, but to be issued within the limits of the amount of the monthly HAP Payment paid by HUD	236
	<i>Monthly HAP paid by HUD</i>
	\$163,366
2. Total HAP paid for the month	\$160,255
3. Total Current participants ( total vouchers utilized)	184
4. Vouchers being administered by other agencies for VNHA tenants that ported out	1
5. All other tenant based vouchers (to include those issued a voucher looking for housing or in pending status)	3
6. Number of vouchers covered by a project based HAP contracts ( Pine Stree Homes Apartments) not included in #5	28
7. Vouchers issued but not leased	3
8. VNHA owned units leased (this amount is included in #5.)	20
9. Total amount of participants that were terminated	0
10. Total amount of participants that declined participation (no longer interested in being on the section 8 program)	0
11. Deceased tenants	0
12. Hard to House families that leased in May (household with three or more minors)	0
13. Fraud Recovery for April	\$935
14. Net restricted assets for April	26,971.00
15. Unrestricted assets for April	141,000.00

## Executive Director's Report--

June 2015

### WALDRON TERRACE/ DEPEW MANOR:

The board is now available on line for the community to have access. The agenda has been changed so that they reflect the documents in the packet that will be discussed at the board meeting.

We have four vacancies at Depew Manor. We have one 1 bedroom vacant and three studio apartments vacant. We also anticipate having another 1 bedroom unit vacant at the end of June. There are four vacancies at Waldron Terrace. We have two 3 bedroom units vacant and a 4 bedroom and a 2 bedroom vacant. We also anticipate another 3 bedroom vacancy at the end of June.

I have included a copy of the 2015-2016 Community Funds allocated to Waldron Terrace, please note that the dates are subject to change. Mr. Reese should develop a committee to assist him, if he doesn't have one, and review the list with them for changes.

### **PROJECT UPDATES:**

#### Playground-WT

We are waiting for HCR's approval. However, the work cannot start until the gas line project is completed.

#### Gas lines-WT

The contractor, consultant and village building inspector had a meeting. The consultant is now dealing with the Rockland County Office of Consumer Protections directly to resolve any problems with the contractor that will installing the gas lines.

#### Lighting and Cameras for both sites (WT-DM)

The consultant will be scheduling a meeting to discuss the status of the lighting and CCTV upgrades. .

#### Curb Cut

The county has to contact HUD to find out how we have to proceed since we only received one bid and it was after the deadline. I asked if we could use the bid we received and they are not sure and I am waiting for the county to contact me with an answer.

#### Physical Needs Assessment (PNA)

The PNA process has been completed. At the workshop meeting the board reviewed the PNA and discussed the items mentioned by the consultant. The ED will be providing the board with a summary of the results and a plan to address any concerns.

#### Depew Manor Court Yard

There will be a meeting on June 23, 2015 at 3pm at Depew Manor to discuss the update on the court yard.

**Garbage dumpster doors at Waldron Terrace**

Though I keep this project in mind, it is really on the back burner for now. If you recall our estimates were very high and I have been trying come up with alternatives. I am also keeping HCR informed of this project. However, HCR and I have really been more focused on the Gas Line and Playground projects. My goal is to have something installed around the same time as the playground gets installed.

**RENT ARREARS:**

Tenant arrears are attached, please see 7a.

**SECTION 8 (S8):**

We continue to contact applicants off of the waiting list to offer them section 8 assistance.

**NHAC/PINE STREET HOMES:**

In order to elevate the drainage problem, on the hill coming up from Pine Street, the NHAC board has decided to add a swale on the hill and add fences to keep people from walking up the swale.

**Other Items to be discussed in Executive Session:**

1. A tenant unit transfers.
2. A tenant eviction.

6/16/15

**VILLAGE OF NYACK HOUSING AUTHORITY**  
P.O. Box 740  
15 Highview Court • Nyack • New York • 10960

June 15, 2015

PROPOSED BUDGET FOR Waldron Terrace

COMMUNITY FUNDS FY -2015-2016

Total approved budget	\$3500
TV/Cable for Community room	\$840
Youth Day – June 28	\$330 - June 26
Family Day – August 30	\$630 - August 28
Harvest Day – October 25	\$330 – October 23
Senior Dinner – November 8	\$330 – November 6
Holiday Party – December 25	\$380 – December 21
Winter Recess Party – February 21	\$330 – February 19
Spring Recess Party – March 21	\$330 – March 19

It should be understood that this budget is a PLAN, which is subject to change in dates, events and amounts, but the office will cut checks to the Tenant Representative for the above dates and in the above amounts unless advised otherwise.

***Receipts must be provided to the Account Clerk within five days after the event. All receipts must have date and amount paid.***

*Tatt.*

# VILLAGE OF NYACK HOUSING AUTHORITY

## Waldron Terrace Delinquent Tenants as of May 17, 2015

Last date Paid	Monthly Rent	Months	Current Balance Owed	Section 8 payment	Tenant portion	Retro Rent Due	Retro Balance
6/5/2015	\$1,032.00	1.99	\$2,057.25				
5/21/2015	\$1,474.00	2.31	\$1,236.00	\$940.00	\$534.00		
6/12/2015	\$826.00	1.93	\$1,592.00			\$1,958.00	
6/15/2015	\$417.00	2.23	\$929.00				
5/27/2015	\$1,543.00	1.52	\$2,341.97				
6/1/2015	\$746.00	11.86	\$8,846.20				
6/15/2015	\$360.00	2.90	\$1,043.45				
4/29/2015	\$735.00	2.09	\$1,535.00				
6/15/2015	\$770.00	1.65	\$1,272.25				
4/21/2015	\$1,474.00	2.15	\$416.16	\$1,280.00	\$194.00		
5/19/2015	\$959.00	1.56	\$1,495.65				
5/27/2015	\$1,474.00	1.57	\$454.50	\$1,184.00	\$290.00		
6/15/2015	\$2,064.00	1.71	\$3,531.62				
3/24/2015	\$480.00	4.76	\$2,286.00				
5/28/2015	\$1,474.00	1.00	\$155.00	\$1,319.00	\$155.00		
6/3/2015	\$360.00	1.26	\$454.29				
5/29/2015	\$2,124.00	1.01	\$1,032.50	\$1,097.00	\$1,027.00		
6/9/2015	\$543.00	11.64	\$6,321.00				
6/1/2015	\$2,124.00	5.30	\$2,871.93	\$1,582.00	\$542.00		
5/12/2015	\$697.00	8.91	\$6,209.68			\$4,884.13	\$4,884.13
6/15/2015	\$431.00	2.00	\$861.00				
6/15/2015	\$1,125.00	1.18	\$1,326.00				
6/15/2015	\$1,474.00	0.65	\$951.00	\$467.00	\$1,007.00		

23 out of 84 = 27%

**\$49,219.45    \$7,869.00    \$3,749.00    \$6,842.13    \$4,884.13**

Please note that this report does not include tenants that are less than one month in rent arrears. The total due from tenants that owe less than one month is : 12,250.81 Total rent arrears is: 61,470.26

