**ELMIRA HOUSING AUTHORITY**

**JANUARY 26, 2023**

**BOARD MEETING MINUTES**

PRESENT: VICE CHAIRPERSON JAMES BRADY

SECRETARY DORINE FARR

COMMISSIONER BECKY BRADLEY

COMMISSIONER JOSEPH COST

COMMISSIONER LESLIE GORTON

COMMISSIONER FILOMENA JACK

ALSO, PRESENT: LEGAL COUNSEL STEVEN AGAN

EXECUTIVE DIRECTOR KAREN SHAFFER

MODERNIZATION COORDINATOR JAMES A MIRANDO

ABSENT: CHAIRPERSON PATSY DICHIARA

The Executive Director reported Chairperson DiChiara would not be attending due to being in the hospital. Vice-Chairperson would conduct the meeting.

**COMMENTS FROM THE PUBLIC**

No comments from the Public. No person in attendance from the Public

**COMMISSIONERS OPEN FORUM**

No comments from the Commissioners

**Resolution** **Description** **Sponsor** **Status**

2023.001 Authorizing the Dispensing of the Reading of the Brady Passed Regular Board Meeting Minutes of December 22, 2022

2023.002 Recognizing Executive Director Karen Shafer completing Bradley Passed

The Rutgers, State University of New Jersey Public Housing

Authorities Directors Association Executive Director Education

Certification Program

2023.003 Authorizing 2023 Operating Fund Subsidy Calculations Forms Gordon Passed

**On Resolution 2023. 002**, the Executive Director’s Education Certification Program is a ten (10) course study on Legal Issues, Maintenance Management, Public Relation/Communications, Ethics, PHAS/SEMAP, Financial Management, Executive Housing Management, Personnel Management, Procurement and Contract Management, and Planning for Change. The courses are conducted at the Annual Commissioners Conference in January, Annual Convention in June, and the Legislative Conference in September of each year. The class size is approximately 25 to 30 Executive Directors and examinations are conducted after the end of each course. The highest value of each course is the collaboration with all the Executive Directors on their experiences.

**On Resolution 2023.003**, the Executive Director outlined to the Board of Commissioners the two (52722 and 52723) HUD Forms for completing the Operating Subsidy Calculations. The 52722 Form details the utility (Gas, Electric, Water and Sewer) consumption and costs on a three year rolling base with inflation and deflation factors to arrive at a Utility PUM (Per Unit of Measure) Expense Level. The 52723 Form details the Occupancy (Occupied dwelling units), that figures into the formula for Project expense, Utility expense, Add-ons, and finally into calculation of the Operating Fund Grant. A Past Five Year Calculation Comparison Sheet shows how the calculations have increased over the five years with the inflationary factors and Congress approval percentage. The final congress percentage will not be determined until later in the 2023 Fiscal Year.

Management reported that Verizon Wireless submitted additional information to encourage a Lease reduction extension on the cell tower lease on top of Flannery Apartment Building. Previously reported the present lease agreement is paying the Elmira Housing Authority $2,070 per month with second five year lease to end on May 2024. At which time the lease if renewed by Verizon Wireless would increase to $2,380 per month (15 % escalator factor).

Verizon Wireless new offer is to reduce the monthly payment to $1,365.00 per month come March 2023 with a 10% escalator factor on March 2028 with seven (7) additional five year renewal terms. OR come May 2024, Verizon Wireless will terminate its Cell Tower Lease and remove of its equipment.

A motion was made to submit to the Verizon Wireless that the monthly payment must be increased by $600.00 per month and will accept the additional terms.

A reminder was made to the Board that at the February Board Meeting, the Capabilities Contract and Police Contract is schedule to up for renewal in the March 2023 and the Tenant Commissioner Election is schedule for Tuesday March 7, 2023.

As no other business remained on the agenda, the offered was made to adjourn.

The Board Meeting was adjourned at 4:59 P.M. by Resolution 2023.004.

Dorine Farr

Secretary