**ELMIRA HOUSING AUTHORITY**

**AUGUST 31, 2023**

**BOARD MEETING MINUTES**

PRESENT: CHAIRPERSON JAMES BRADY

SECRETARY BECKY BRADLEY

COMMISSIONER JOSEPH COST

COMMISSIONER LESLIE GORTON

COMMISSIONER FILOMENA JACK

ALSO, PRESENT: LEGAL COUNSEL STEVEN AGAN

EXECUTIVE DIRECTOR KAREN SHAFFER

: DEPUTY EXECUTIVE DIRECTOR JAMES A MIRANDO

ABSENT: VICE CHARI PERSON DORINE FARR

**COMMENTS FROM THE PUBLIC**

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

**COMMISSIONERS OPEN FORUM**

Commissioner Gorton announced Vice Chairperson Farr became ill and would not be attending today’s Board Meeting**.**

**2022 Audit Report:** Mr. Nick Beauchamp, CPA from the EFPR Group Certified Public Accountants Firm presented the Elmira Housing Authority 2022 Audit Report to the Commissioners by a remote presentation. The Audit presentation detailed an Audit Opinion plus a Report to the Board that stated an Unmodified (Clean) Opinion in which the financial statements were presented fairly. In all material respects, the financial position of the Authority as of December 31, 2022. No deficiencies were identified that were considered with the compliance requirements that could have a direct and material effect on each Major Federal Program. The Audit presentation further explained the Expenditures of Federal Awards, Findings and Questioned Costs, Review of the Financial Statements, Notes to the Financial Statements, and Required Supplemental Information.

**NSPIRA Inspection Report:** The Elmira Housing Authority contracted with the Focus On Inspection Company from Crossville, Tenn to conduct the annual housing inspections. Management provided to the Commissioners the Property Assessment made by the Focus On Inspection Group and reports on areas of Health and Safety concerns. Unlike in past years the new NSPIRE Inspections are made to show the deficiencies in either a Routine, 30 Day or 24 Hours repair severity. The assessment on the developments was broken down into the Site, Building Exterior, Building Systems, Common Areas, and the Apartment Units. The Life-Threatening deficiencies were classified as either Minor, Major, or Severe. These deficiencies included removal of Smoke Detectors, Blocking Access to windows with furniture, Inoperable GFI Outlets, Outlet and Switch Plate covers damaged, and several apartments with very poor housekeeping. This yearly inspection is used to make the needed repairs as tenants do not call for work order repairs as required by the Lease Agreement, but most importantly to prepare for the HUD Inspection.

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

2023.056 Authorizing the Dispensing of the Reading of the Cost Passed Regular Board Meeting Minutes of July 27, 2023

2023.057 Accepting 2022 Year Elmira Housing Authority Audit Report As A Whole Passed

Civil Service Examination for Management Aide

2023.058 Receiving NSPIRE Annual Inspection Reports Cost Passed

2023.059 Authorizing Contract with City of Elmira for Additional Jack Passed

Police Patrolling Services

2023.060 Authorizing the Signing of Indemnification Agreement Bradley Passed

For Environmental Review Reporting on Capita Fund Program

NY06P03050122

2023.061 Authorizing Contract for Electric Supply Gorton Passed

2023.062 Authorizing Contract for Natural Gas Supply Cost Passed

**On Resolutions 2023.057,** Please refer to Commissioners Open forum for details on the resolution.

**On Resolution 2023.058**, Please refer to Commissioners Open forum for details on the resolution.

**On Resolution 2023.059,** the Elmira Police Chief called upon the Elmira Housing Authority to notify them that the Police force will be close to capacity and asked if the Housing Authority was willing to reinstitute the Public Housing Patrol Services. The Police Chief was notified that there was still interest in the Public Housing Patrolling Services, but the Board of Commissioners would need to approve the contract.

The Police Chief asked if the Executive Director would be interested in interviewing the candidates for the job as in the past. The Executive Director accepted, and the interviews were to take place on September 5, 2023.

**On Resolution 2023.060**, the signing of the Indemnification Agreement would allow the Housing Authority to get the 2022 Capital Fund allocation instituted to proceed with the Capital construction contract.

**On Resolution 2023.061**, the contract for transportation electric supply expired and the procurement exercise was conducted to solicit bids. Direct Energy will continue to provide the electric supply. Direct Energy also provides electric service to most of the Chemung County and Elmira School facilities.

**On Resolution 2023.062**, the contract for transportation gas supply expired and the procurement exercise was conducted to solicit bids. Direct Energy will continue to provide the Gas Supply. Direct Energy also provides gas service to most of the Chemung County and Elmira School facilities.

The Administration informed the Board that construction bids for work on the 2022 Capital Fund will be advertised on August 31 with the bids to be accepted on September 26, 2023. The total amount of the work for a new roof at Flannery, new roofs at Hoffman Plaza, New Site Lighting at Hoffman Plaza and Balcony restoration work at Bragg Towers should be around $450,000.00.

Also, the Board was informed that information from the HUD local office that PHAs should be aware of a potential government “shut down”. As the shutdown will not affect the local operations of the PHAs, information from Washington and local Buffalo and Pittsburgh Offices will be closed but be manned by supervisory personnel only.

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

The Board Meeting was adjourned at 5:25 P.M. by Resolution 2023.063.

Becky Bradley

Secretary