**ELMIRA HOUSING AUTHORITY**

 **SEPTEMBER 28, 2023**

**BOARD MEETING MINUTES**

PRESENT: VICE CHAIRPERSON DORINE FARR

SECRETARY BECKY BRADLEY

 COMMISSIONER LESLIE GORTON

 COMMISSIONER FILOMENA JACK

ALSO, PRESENT: LEGAL COUNSEL STEVEN AGAN

 EXECUTIVE DIRECTOR KAREN SHAFFER

: DEPUTY EXECUTIVE DIRECTOR JAMES A MIRANDO

ABSENT: CHAIRPERSON JAMES BRADY

COMMISSIONER JOSEPH COST

**COMMENTS FROM THE PUBLIC**

No comments from the Public. Ms. Kathy Riker was in attendance from the Public.

**COMMISSIONERS OPEN FORUM**

Chairperson Brady gave notice to the Executive Director that he would be out of town and would not be attending today’s meeting. Commissioner Cost notified the Executive Director that he had a doctor’s appointment and probably would not be able to make the meeting.

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

2023.064 Authorizing the Dispensing of the Reading of the Farr Passed Regular Board Meeting Minutes of August 31, 2023

2023.065 Receiving 2024 Fair Market Rent and Flat Rent Schedule Farr Passed

2023.066 Authorizing Contract for Roof Replacement at Edward Jack Passed

 Flannery Apartments and Hoffman Plaza

2023.067 Authorizing Contract for Site Lighting Improvements Jack Passed

 At Hoffman Plaza

2023.068 Authorizing Contract for Balcony Improvements at Bradley Passed

 George Bragg Towers

2023.069 Authorizing Contract for Purchase of Refrigerators Farr Passed

**On Resolutions 2023.065,** Management presented to the Commissioners the 2024 Fair Market Rent Schedule issued by the United States Department of Housing and Urban Development issued on July 26, 2023 to become effective on October 1, 2023 for the City of Elmira. Based upon the 2024 Fair Market Schedule, the Elmira Housing Authority calculates its Flat Rent Schedule based upon 80% of the new Fair Market Schedule. Management also provided an analysis of the past five years of Fair Market Rent Schedules on the cities of Binghamton, Buffalo, Ithaca, Rochester, and Syracuse. Comparatively, the City of Elmira is higher than Binghamton and Syracuse and slightly lower than Buffalo and Rochester. Ithaca is almost 45% higher than Elmira. Also, Management provided an analysis of Elmira Housing Authority Average Monthly Rents, and HUD Operating Subsidies against a Section 8 Voucher Program. The HUD assistance to the Elmira Housing Authority would exceed an additional $216,267 per month.

**On Resolution 2023.066**, the contractor (Charles Evans Roofing) will have provided the roof replacement on (A) Tower at Flannery Apartments and 6 selected apartment buildings at Hoffman Plaza. The bidding was surprisingly not competitive. However, the awarded bid was within in the budget. The work on Flannery Apartment is not expected to start until the Spring of 2024. The roofs at Hoffman Plaza are to start in the Fall of 2023 but weather will play the part if all the apartment roof can be completed or delayed until Spring of 2024.

**On Resolution 2023.067,** the contractor **(**Micknich Electric) will upgrade and install new site lighting throughout Hoffman Plaza. The bidding for the job was surprisingly competitive and within the budget. This contract might have change orders due to complexity of the work to be performed throughout Hoffman Plaza.

**On Resolution 2023.068,** the contractor (Charles T Driscoll) did the work for the Elmira Housing Authority back in 2004 when an extensive amount of work was performed to replace the parapet walls on top of Bragg Towers. The unfortunate situation on the bidding was the missing competitive bidding. Driscoll Masonry was the only bidder. However, the bid was well within the budget. It is expected this work would not start until the spring of 2024.

**On Resolution 2023.069**, the contract with Capabilities Inc is an extension of the present janitorial work for Bragg Towers and Flannery Apartments. This part of the contract is for extending the weekly hours due to the winter months of heavy traffic.

**On Resolution 2023.070**, the purchase of new refrigerators is to replenish the inventory. The refrigerator is a selected size to fit the apartments in Bragg, Flannery, and Hoffman. The local Lowes Store accommodates the need for the Housing Authority.

The Administration informed the Board that a real possibility that the U.S. Government may shut down due to the House of Representative not being able to approve the 2024 budget which starts on October 1, 2023 till September 30, 2024. If the shutdown occurs, the HUD Offices will close but the Housing Authority will continue to operate for at least 6 months.

Also, the Board was informed that if the shutdown does occur or not the situation of the HOTMA regulations will need to go into effect. The problem arises of the proper training and awareness to the residents. More on this topic will be brought forward from the local HUD Offices soon.

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

The Board Meeting was adjourned at 5:14 P.M. by Resolution 2023.071.

Becky Bradley

Secretary