**ELMIRA HOUSING AUTHORITY**

**NOVEMBER 16, 2023**

**BOARD MEETING MINUTES**

PRESENT: CHAIRPERSON JAMES BRADY

VICE CHAIRPERSON DORINE FARR

SECRETARY BECKY BRADLEY

COMMISSIONER JOSEPH COST

COMMISSIONER LESLIE GORTON

COMMISSIONER PHILOMENA JACK

COMMISSIONER RIKER

ALSO, PRESENT: EXECUTIVE DIRECTOR KAREN SHAFFER

: DEPUTY EXECUTIVE DIRECTOR JAMES A MIRANDO

LEGAL COUNCIL STEPHEN A AGAN ESQ

ABSENT:

**COMMENTS FROM THE PUBLIC**

No comments from the Public.

**COMMISSIONERS OPEN FORUM**

**Presentation of the Elmira Housing Authority 2024 Operating Budget:**  The Executive Director presented to the Commissioners a packet which contained a portfolio of financial information. Included in the packet was:

AMP 11 & 12 & COCC Income and Expense – 2023 Budget; 2023 YTD Actual; 2023 Year End Projections

AMP 11 & 12 & COCC Actual Income and Expense Reports for Years 2018 to 2023 Reports

AMP 11 & 12 & COCC 2024 Proposed Budgets

2023 Employee Budget Wages & 2024 Proposed Budget Wages

2024 Proposed Employers Budget Wages Distribution Sheets

2023 & 2024 NYSERS Payments Allocation

2023 Employee Health Cost Allocation & 2024 Proposed Employee Health Insurance Cost Allocation

2023 Employee Wages and Benefits Budget & 2024 Proposed Employee Wages and Benefits Budget

2021 to 2025 EHA Union Contract Salary Wages, Longevity Schedules, Hospitalization Insurance

2023 City of Elmira Management Confidential Salary Schedule

The Executive Director’s presentation explained all reports and the positive and negatives for the 2023 Year and what to expect for the 2024 Year. The Operating Subsidy for the 2023 Year will result in an Increase due to HUD’s unexpected “kick ins”, but without the “kick ins” the Operating Subsidy is down due to the Authority’s Vacancy. The 2024 Year has not been approved by Congress due to the Continuing Resolutions (CR) to fund the government. The Capital Fund Grant Program received an increase for the 2023 Year but the 2024 Year Grant Program is on hold with Congress. The Authority’s Utility Expense is higher than last year by 4% and it is anticipated to be higher for the 2024 Year. Employee Health and Dental Insurance is expected to increase by 7.3%.

**Fiscal Year 2023-27 Five Year Capital Fund Program Action Plan** the Department of Housing and Urban Renewal reviewed the submitted Five Year Action Plan and recommended several changes due to new funding allocations and requirement. As a result, approximately $62,000 can be deducted from the Capital Fund to the Authority’s Operations. A new submission has been sent to HUD and we are waiting for approval.

**2022 PHAS Report.** The Department of Housing and Urban Development (HUD) announced the Elmira Housing Authority’s Public Housing Assessment Systems (PHAS) Score. The 2020 and 2021 Years the scores were exempt. The scores for those years were 81 and 87 respectfully. The score for the 2022 Year is 82., meaning the Elmira Housing Authority is a” Standard Performer”. A score of 90 or over would result is a status of “High Performer” and consequently a share in the excess fund generated to the Capital Fund Program. That estimate could mean $25,000 to $50,000.

The following is the breakdown of the PHAS Score:

**FASS (Financial** **MASS (Management)** **PASS (Physical)** **Capital**

**A11** **A12** **A11** **A12** **A11** **A12**

Quick Ratio 12 11.14 Occupancy 12 8 score 37.2 36.0

MENARS 11 7.82 Tenants Accts Rec 5 5

Debt Service 2 2 Accounts Pay 4 4

Total 25 20.96 Physical Condition 1 1

Total 22 18

Weighted Ave 22.19 19.21 36 5

Total 82.4

The Occupancy of the Elmira Housing Authority is low (97.8% at AMP 11 and 95.6% at AMP 12) and with that a loss of 4 points along with a loss of 5 points from Capital Score.

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

2023.083 Authorizing the Dispensing of the Reading of the Farr Passed Regular Board Meeting Minutes of November 16, 2023

2023.084 Receiving Resignation from Commissioner Filomena Jack As A Whole Passed

2023.085 Writing Off Uncollectible Accounts As A Whole Passed

2023.086 Authorizing Approval of Elmira Housing Authority As A Whole Passed 2024 Operating Budget

2023.087 Authorizing Amendment to 2023 Operating Budget As A Whole Passed

2023.088 Authorizing Legal Counsel Retainer Agreement As A Whole Passed

2023.089 Authorizing Final Performance and Evaluation Statement Riker Passed

Under Capital Fund Program NY06P03050119

2023.090 Authorizing Final Performance and Evaluation Statement Bradley Passed

Under Capital Fund Program NY06P03050120

2023.091 Amending Annual Statement Under Capital Fund Program Gorton Passed

NY06P03050121

2023.092 Authorizing Final Performance and Evaluation Statement Farr Passed

Under Capital Fund Program NY06P03050121

2023.093 Amending Annual Statement Under Capital Fund Program Cost Passed

NY06P03050122

2023.094 Amending Annual Statement Under Capital Fund Program Riker Passed

NY06P03050123

2023.095 Receiving Correspondence from United States Department As A Whole Passed

Of Housing and Urban Development Capital Fund Program

Center

2023.096 Receiving Correspondence from United States Department As A Whole Passed

Of Housing and Urban Development Real Estate

Development Center

2023.097 Authorizing Change Order to the Micknich Electrical System Bradley Passed

Contract on Adding Additional Electrical Poles for

Hoffman Plaza

2023.098 Authorizing Contract with Darryl Johnson as Elderly Services Bradley Passed

Coordinator

**On Resolution 2023.084**. the Executive Director explained Commissioner Filomena Jack came forth to inform her that the Board Meeting dates conflict with her present employment duties and as a result, she is force to resign her postion.

**On Resolution 2023.085**  Management explained the writing off of “Uncollectible Tenant Rents” was the highest. Over the past five years, the Tenant Write Offs has reached over $160,000.00.

Several of the charged offed accounts is due to tenants believing the government was going to forgive there rents due to the recent pandemic. When in court, the City Court Judge issued a “stay for the tenant” knowing that the monies from the government has been exhausted and notifying the tenant that they are still liable for the past due rent. 29 Accounts were written off, which 3 died, 2 moved to a skilled care facility, 8 moved out with or without notice and behind on rent, and 16 were evicted for either behind on rent, housekeeping or harboring.

On Resolution 2023.086: the budget that was presented on November 16, 2023 p

The Board of Commissioners were informed the next Board Meeting will be Thursday December 21, 2023

The Administration informed the Board that although the House of Representatives and the Senate agreed upon a Continuing Resolution (CR) until January 4, 2024, it is likely due to some of the representatives that certain issues have not been resolved and potential shutdown could occur in the 2024 year. 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.

A general discussion was brought up in regards to the present Hathorn Court Redevelopment Housing Project. The Elmira Housing Authority when it sold Hawthorn Court in 1999, a second mortgage was made to the Elmira Housing Authority due to the amount of grants it had received to improve Hawthorn Court. Now, that it has been almost 25 years and the IDA Bonds and Tax credits have been matured, and new developers have been approaching the Elmira Area. It is apparent that some refinancing will be brought forth and the Elmira Housing Authority’s second mortgage will come in question.

Also, New Housing Developments have been making headlines. The Salvation Army has secured a Housing Group from Nyak, New York to build 60 housing units on Canal Street (Patch Park Area); A developer announced to build 60 housing units on East Church Street near the Old Steele Memorial Library, and the Maple Ave Housing Project (McNaught Field) has applied to the State of New York for funding to build its second 50 housing unit development next to the previous development on Maple Ave unit.

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

The Board Meeting was adjourned at 4:48 P.M. by Resolution 2023.099.

Becky Bradley

Secretary