**ELMIRA HOUSING AUTHORITY**

**DECEMBER 21, 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**

**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 position.

**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 and no changes were brought forth.

**On Resolution 2023.087**, the 2023 Operating Budget was amended due to the increases in line items expenses throughout the year due to inflation

**On Resolution 2023.088**, it is noted the Legal Retainer Contract is renewed for two years at the same rate of the 2023 years retainer.

**On Resolution 2023.088, 2023.090, and 2023.092**, the Capital Fund Programs are paid out.

**On Resolution 2023.091, 2023.093, and 2023.094,** the Capital Fund Programs are amended due to the amounts of bid contracts

**On Resolution 2023.095,** it is noted that the letter from the Department of Housing approved the elmira Housing Authority’s Five Year Action Plan

**On Resolution 2023.096**, it is noted that the letter from the Department of Housing approved the 2022 Audit Report.

**On Resolution 2023.097**, it is noted due the change order was to oprovide beter and clearer lighting throughout Hoffman Plaza

**On Resolution 2023.098,** it is noted that Darryl Johnson agreed to be the Elmira Housing Authority elderly service coordinator for one more year at the same rate as of 20023.

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 4:48 P.M. by Resolution 2023.099.

Becky Bradley

Secretary