



**HOUSING AUTHORITY BOARD REGULAR MEETING AGENDA
February 26, 2026 at 5:00 PM**

1. Informational Update:

SECTION 8 VOUCHER PROGRAM

- a) No Board Meeting was held January 27, 2026 due to lack of quorum.
- b) 9 recertifications and 3 interims were performed for November 2025.
- c) Balance of VGHA HAP Savings account as of 11/30/2025 is: \$22,378.26.
- d) Balance of VGHA HAP Checking account as of 11/30/2025 is: \$33,988.00.
- e) Balance of VGHA Admin Checking account as of 11/30/2025 is: \$51,020.24.
- f) One voucher was issued in November 2025.
- g) Inspection update: 1 fail. Landlord repaired in timely manner.
- h) 9 recertifications and 3 interims were performed for December 2025.
- i) Balance of VGHA HAP Savings account as of 12/31/2025 is: \$31,679.55.
- j) Balance of VGHA HAP Checking account as of 12/31/2025 is: \$29,906.00
- k) Balance of VGHA Admin Checking account as of 12/31/2025 is: \$44,470.20.
- l) One voucher was issued in December 2025.
- m) 4 recertifications and 4 interims were performed for January 2026.
- n) Balance of VGHA HAP Savings account as of 1/31/2026 is: \$37,069.96.
- o) Balance of VGHA HAP Checking account as of 1/31/2026 is: \$20,581.00.
- p) Balance of VGHA Admin Checking account as of 1/31/2026 is: \$53,057.09.
- q) One voucher ported to CDCLI in January 2026. Agency is billing.
- r) One voucher was issued in January 2026 and was a lease in place.
- s) Two voucher holders found new apartments and leased in February 2026.
- t) Inspection update: 0 fails.

2. Informational Update:

COMMUNITY DEVELOPMENT

- a) Balance of 213 Center Street checking account as 11/30/2025 is: \$ 22,431.99.
- b) Balance of 278 2nd Street checking account as of 11/30/2025 is: \$16,617.47.
- c) Balance of 213 Center Street checking account as 12/31/2025 is: \$ 22,908.86.
- d) Balance of 278 2nd Street checking account as of 12/31/2025 is: \$18,256.93.
- e) Balance of 213 Center Street checking account as 1/31/2026 is: \$ 19,296.21.
- f) Balance of 278 2nd Street checking account as of 1/31/2026 is: \$12,782.99.

2026 Monthly Projected Income:

278 2 nd St, Unit # 1	\$2,100.00
278 2 nd St, Unit # 2	\$1,900.00
278 2 nd St, Unit # 3	\$1,950.00
Total 278 Total Rental Income	\$5,950.00
213 Center St	\$1,125.00

3. Resolutions:

- a) MOTION – approve the minutes of the November 25, 2025 VGHA Board Meeting.
 - b) MOTION – ratify November 2025 accounts payable for the Housing Authority totaling \$127,175.67.
 - c) MOTION – ratify November 2025 accounts payable for 213 Center Street totaling \$966.58.
 - d) MOTION – ratify November 2025 accounts payable for 278 2nd Street totaling \$4,012.00.
 - e) MOTION – ratify December 2025 accounts payable for the Housing Authority totaling \$125,791.04.
 - f) MOTION – ratify December 2025 accounts payable for 213 Center Street totaling \$698.13.
 - g) MOTION – ratify December 2025 accounts payable for 278 2nd Street totaling \$3,753.60.
 - h) MOTION – ratify January 2026 accounts payable for the Housing Authority totaling \$131,253.48.
 - i) MOTION – ratify January 2026 accounts payable for 213 Center Street totaling \$4,787.65.
 - j) MOTION – ratify January 2026 accounts payable for 278 2nd Street totaling \$11,423.94.
 - k) MOTION = to approve \$100 rent increases for 278 2nd Street apartments #1 and #2. Lease start dates are 3/1/2026 for #1 and #2 and 4/1/2026 for Unit #3.
 - l) MOTION = to approve 213 Center St. kitchen and bathroom floor replacement with vinyl plank flooring which would be supplied and installed by Home Depot. Total estimate is: \$1,305.34.
 - m) MOTION – to ratify lease renewal of 213 Center Street for the rental period of 11/01/2025 to 10/31/2026 with no changes. Current rent amount is \$1,125.
4. The next meeting date is scheduled for March 24, 2026 at 5:00pm.
5. Motion to adjourn.



Village of Greenport Housing Authority Regular Board Meeting

MINUTES

The regular monthly meeting was held on November 25, 2025. Meeting was called to order by Inga Van Eysden, Board Member, at 5:10 pm.

Those present were: Inga Van Eysden, Marilyn Corwin, Valerie Shelby, Adam Brautigam and Asha Gallacher.

1. Section 8 Housing Update:

- a) The VGHA did not hold a board meeting on October 28, 2025.
- b) 4 recertifications and 9 interims were performed for September 2025.
- c) Balance of VGHA HAP Savings account as of 9/30/2025 is: \$21,246.88.
- d) Balance of VGHA HAP Checking account as of 9/30/2025 is: \$21,626.00.
- e) Balance of VGHA Admin Checking account as of 9/30/2025 is: \$48,676.56.
- f) Currently, there is 1 voucher holder still looking for housing.
- g) Inspection update: 1 fail. Landlord repaired in timely manner.
- h) 9 recertifications and 3 interims were performed for October 2025.
- i) Balance of VGHA HAP Savings account as of 10/31/2025 is: \$21,297.06.
- j) Balance of VGHA HAP Checking account as of 10/31/2025 is: \$17,777.00.
- k) Balance of VGHA Admin Checking account as of 10/31/2025 is: \$48,676.56.
- l) Currently, there is 1 voucher holder still looking for housing.
- m) Inspection update: 0 fails.

2. Community Development Update:

- a) Balance of 213 Center Street checking account as of 10/31/2025 is: \$22,223.57.
- b) Balance of 278 2nd Street checking account as of 10/31/2025 is: \$14,250.60.

3. Resolutions:

- a) MOTION – approved the minutes of the September 30, 2025 VGHA Board Meeting Marilyn Corwin made motion, Inga Van Eysden carried.
- b) MOTION – ratified September 2025 accounts payable for the Housing Authority totaling \$131,706.04. Inga Van Eysden made motion, Valerie Shelby carried.
- c) MOTION – ratified September 2025 accounts payable for 213 Center Street totaling \$868.39 Marilyn Corwin made motion, Inga Van Eysden carried.
- d) MOTION – ratified September 2025 accounts payable for 278 2nd Street totaling \$4,481.56 Marilyn Corwin made motion, Valerie Shelby carried.

- e) MOTION – ratified October 2025 accounts payable for the Housing Authority totaling \$129,187.04. Marilyn Corwin made motion, Valerie Shelby carried.
 - f) MOTION – ratified October 2025 accounts payable for 213 Center Street totaling \$701.87. Marilyn Corwin made motion, Inga Van Eysden carried.
 - g) MOTION – ratified October 2025 accounts payable for 278 2nd Street totaling \$4,137.06. Marilyn Corwin made motion, Valerie Shelby carried.
4. The next meeting will be held on Tuesday, January 27, 2026 at 5:00pm.
5. Marilyn Corwin made a motion to adjourn, Valerie Shelby carried. The meeting was adjourned at 5:21pm.

Respectfully submitted by Tina Finne, Board Chairperson

Financial Data Schedule -

Monthly Revenue & Expenses (HAP REGISTER) - November 2025

Account Description	78	TOTAL VOUCHERS	TOTAL HAP, PORT, UTILITIES	116,563.00	600.00	-
		Vouchers Leased on last day of month				
		New Vouchers Issued/No Lease/Searching				
REVENUE:						
706 PHA HUD Operating Grants	\$ 117,407.00					
706 a Admin fee revenues	\$ 10,193.00					
		FR HAP (714.010)				
	\$ 300.00					
711 Interest Earned - HAP	\$ 300.00					
		FR ADMIN (714.020)				
	\$ 300.00	Selena Riggins				
		Portable				
	\$ 600.00	All other Vouchers				
714 Fraud recovery	\$ 600.00					
700 TOTAL REVENUE	\$ 129,281.00					
	\$ 1,081.00	Add'l ADMIN from HUD				
EXPENSES:						
Administrative						
912 Auditing fees						
Salaries - Asha (\$35.91), Adam						
911 Column E, 2 payperiods	\$ 7,541.40	\$ 416.34				
918a Medical	\$ 3,056.29	\$ 59.18				
b Dental	\$ 185.61	\$ 6.26				
918c Pension T4 15.7%, T5 12.9%	\$ 1,184.00	\$ 53.71				
914 Payroll Taxes FICA	\$ 576.92	\$ 31.85				
Employee Benefit Contribution	\$ 12,544.22	\$ 567.34				
915 TOTAL	\$ 22,343.44	\$ 983.67				
919						
917 Legal Fees/Nina JG Stewart						
916 A Gallacher Reimb	\$ 229.00	FASS BENEFITS				
918 A Gallacher Mileage	\$ 229.00	TOTAL				
916 Office Expenses Total	\$ 10,062.67	\$ 3,408.79				
910 Administrative Total	\$ 10,062.67	\$ 10,383.67				
962 Other General Expenses (Office Rent)	\$ 550.00					
973 Port Admin Fee						
969 TOTAL OPERATING EXPENSES	\$ 10,612.67					
970 EXCESS OPERATING REVENUE OVER OPERATING EXPENSES	\$ 118,668.33					
973 PHA Utility Allowance	\$ -					
973 HAP payments	\$ 116,563.00					
973 PORT payments	\$ 116,563.00					
973 (HAP, PORT and UTILITY TOTAL)	\$ 116,563.00	(VMS - HAP TOTAL)				
973 HAP & UTIL less Port payments	\$ 116,563.00	(VMS- ALL OTHER VOUCHERS HAP)				
118-020 Total Admin Revenue	\$ 11,574.00					
117 Net ADMIN	\$ 961.33					
118-020 Total Hap Revenue	\$ 117,070.00					
118-020 Net HAP	\$ 1,144.00					
900 TOTAL EXPENSES	\$ 127,175.67					
	\$ 127,175.67	TOTAL CASH DISBURSEMENTS				
	\$ 2,105.33	EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES				

Financial Data Schedule -

Monthly Revenue & Expenses (HAP & ADMIN) - JANUARY 2026

Account Description	79	TOTAL VOUCHERS	TOTAL HAP, PORT, UTILITIES	119,513.00	\$	-	\$
REVENUE:		Vouchers Leased on last day of month					
700 PHA HUD Operating Grants	77	New Vouchers Issued/No Lease/Searching					
705 Admin fee revenues			1				
710 Interest Earned - HAP			1				
715 Interest Earned - ADMIN		Portable Vouchers					
720 Fraud recovery	78	All other Vouchers					
TOTAL REVENUE							
700 \$ 128,276.00							
EXPENSES:							
Administrative							
92 Auditing fees							
92 \$ 3,587.50							
Salaries - Asha (\$35.91), Adam							
911 Column E, 2 payperiods							
911 \$ 5,027.60							
915 Medical							
915 \$ 3,361.92							
915 Dental							
915 \$ 185.61							
915 Pension T4 15.7%, T5 12.9%							
915 \$ 789.33							
915 Payroll Taxes FICA							
915 \$ 384.61							
915 Employee Benefit Contribution							
915 \$ 403.22							
TOTAL							
915 \$ 9,749.07							
915 Legal Fees/Nina JG Stewart							
915 \$ 1,750.00							
915 A Gallacher Reimb							
915 FASS BENEFITS							
915 Office Expenses Total							
915 \$ 3,330.97							
915 Administrative Total							
915 \$ 8,164.22							
915 Other General Expenses (Office Rent)							
915 \$ 550.00							
915 Port Admin Fee							
TOTAL OPERATING EXPENSES							
915 \$ 13,603.48							
EXCESS OPERATING REVENUE OVER OPERATING EXPENSES							
915 PHA Utility Allowance							
915 \$ 117,650.00							
915 HAP & REISSUED payments							
915 PORT payments							
915 (HAP, PORT, REISSUED and							
915 UTILITY TOTAL)							
915 \$ 117,650.00							
915 HAP & UTIL less Port payments							
915 \$ 117,650.00							
915 Total Admin Revenue							
915 \$ 10,919.00							
915 Net ADMIN							
915 \$ (2,684.48)							
915 Total Hap Revenue							
915 \$ 117,357.00							
915 Net HAP							
915 \$ (293.00)							
TOTAL EXPENSES							
915 \$ 131,253.48							
PORT BREAKDOWN							
PORT IN							
TOTAL PORT							
PORT OUT							
#3HAP							
1							
1/1/2026							
\$ 1,863.00							
\$ 101.76							
TOTAL PORT							
OUT							
1							
\$ 1,863.00							
\$ 101.76							
TERMINATED							
#17VC Brown							
DECEASED							
ABSORBED							
RELINQUISHED							

FDS - 213 Center St & 278 2nd Street Monthly Revenue & Expenses - December 2025

Account Description	REVENUE: 213 Center	REVENUE: 278 2nd Street	less Super Fee	
	213 Center	UNIT 1 - 8124 UNIT 2 - 8327 UNIT 3 HOUSE		\$ (50.00)
Rent	\$ 1,125.00	\$ 2,100.00		\$ 50.00
Late Fees/Credits	\$ 50.00	\$ (50.00)		
TOTAL REVENUE	\$ 1,175.00	\$ 2,050.00	\$ 1,950.00	\$ 5,900.00
EXPENSES:	EXPENSES: 213 Center	EXPENSES: 278 2nd Street		
	213 CENTER	UNIT 1 - 8124 UNIT 2 - 8327 UNIT 3 - HOUSE - 8590 RE/8361 SW		
Utilities				
Electric				\$ 14.33
Water/Sewer	\$ 83.04			\$ 70.96
Heating Oil				
Admin				
Salaries & Benefits (Asha, Adam)	\$ 615.09			\$ 1,845.26
Payment Agreement to Village				\$ 1,000.00
Total	\$ 698.13	\$ -	\$ -	\$ 2,460.35
				\$ 2,930.55
				\$ 2,930.55
Maintenance Repairs/Other				
	213 CENTER	UNIT 1 UNIT 2 UNIT 3 HOUSE		
URT Residential				\$ 427.03
Southold/Ace Hardware				
JP McHale Pest Mgmt, LLC				\$ 95.87
Mattituck Enviro Services				\$ 50.15
Pine Oaks Landscaping				\$ 250.00
				\$ 823.05
Total Maintenance Expenses	\$ -	\$ -	\$ -	\$ 823.05
MONTHLY FINANCIAL SUMMARY	213 CENTER	278 2nd STREET		
Interest Earned				
Total Revenue	\$ 1,175.00	\$ 5,900.00		
Total Expenses	\$ 698.13	\$ 3,753.60		
NET REVENUE	\$ 476.87	\$ 2,146.40		
EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER	\$ 476.87	\$ 2,146.40		
1000 (UNDER) TOTAL EXPENSES				

