

**NORTH SALEM TOWN HOUSING BOARD
MEETING MINUTES**

**December 14, 7:00 p.m.
Lobdell House**

Members Present: Michael Palma
Janet Capolino
Anthony Navarro, Co-Chairperson

Member Absent: William Monti
Lori Ferguson, Co-Chairperson

Others Present: Mary Elizabeth Reeve, Town Board Member
Janice Will, Secretary

Anthony Navarro opened the meeting and said the Board should vote on the minutes of the November 23 and 30 meetings.

Approval of November 23, 2009 and November 30, 2009 Meeting Minutes.

Motion by: Janet Capolino
Seconded by: Michael Palma

Minutes unanimously approved.

Mr. Navarro said written agreement to sell the house at 5 Livery Lane at the price determined by the THB was received from the owners, so the group should work on a time-line for advertising and selling the property. He stated that it seems the THB needs the Town Board's approval of an application fee (\$50).

The secretary explained that it should be on the Town Board agenda for December 22; otherwise, the next Town Board meeting is scheduled for January 12.

Mr. Navarro said the THB will be able to commence the sale of the property as soon as the application fee is approved.

Mr. Navarro stated that the public notice should be run in all Westchester editions of the Journal News, once a week for 30 days as required. He said that interested parties have another 30 days to return their completed applications.

The information bulletin about the sale of the house will be placed in the Town offices, Highway Department, library, schools, fire houses, and post offices.

The THB discussed the possibility that the home-owners could choose to accept less than the maximum permitted price in order to speed the process along, but they may not request or accept more.

Mike Palma asked how approved applicants make an offer to buy an MIH unit in Town.

Mr. Navarro said he thought that the Board chooses the most qualified candidates and turns them over/introduces them to the property-owners to make an offer/negotiate to purchase the house.

Liz Reeve asked what happens if the qualified candidate doesn't make an offer that is acceptable to the owners, and Mr. Navarro replied that the next/second applicant on the list would then be given the opportunity to purchase the property.

Mr. Navarro said the Board needs to recommend that applicants secure mortgage pre-qualification.

The secretary said a statement to this effect is in the bulletin and the cover letter to the application.

Janet Capolino wondered what would happen if the owners kept rejecting offers.

Mr. Palma said it would be up to them/depend on how anxious they are to sell.

Mr. Navarro commented that, given the low asking price, it seems unlikely that a reasonable offer would not be made, but one cannot be sure. He added that the Board could not control how long the negotiations go on for.

Ms. Capolino said she was concerned about oversight: how would the Board know if an applicant offered/the owners accepted a higher price.

Mr. Navarro said the price would be in the contract. If cash were offered the Board wouldn't know about it, but that would be fraud.

Ms. Reeve asked if 5 Livery Lane was rented, and Mr. Navarro answered that it had been.

Ms. Reeve suggested that it would be helpful to put a time constraint on the negotiation with any one applicant.

Mr. Navarro said they could try to do so and asked if 30 days would be appropriate.

Mr. Palma said it shouldn't be necessary if applicants are qualified. He suggested that once an applicant is approved by the THB to purchase the house, they be given 30 days to make an accepted offer and sign a contract.

This requirement to be added to the application packet.

Mr. Navarro stated that starting from the posting of the first public notice the process will take up to 90 days if the first approved applicant makes an accepted offer.

Mr. Palma commented that other applicants on the list would almost certainly remain interested.

Mr. Navarro agreed, adding that each applicant going down the list would be given the same 30 days to sign a contract once they are selected to purchase the property.

The Board discussed possibly granting extensions of the 30-day limit to some applicants under appropriate circumstances.

The Board members discussed applicants who may have existing property that they will be required to sell.

Mr. Palma thought that such an applicant would want the purchase of 5 Livery Lane to be contingent upon the sale of their existing property, which the seller will not agree to.

The Board members discussed the necessity of including all the restrictions on ownership of an MIH unit in the contract (no renting to others, owner must reside in house/may not own another home, etc.).

Regarding incomplete applications, Mr. Navarro said he thought a requirement that the additional documentation be provided within 5 business days would be sufficient.

Ms. Reeve asked if Roland Baroni, the Town Attorney, reviews everything, but Mr. Navarro said he does not.

Ms. Reeve offered to forward to Mr. Baroni any questions the THB might have.

The Board members discussed how the property-owners would be connected to an approved applicant. It was suggested that the property-owners be sent a copy of the letter that is sent to the applicants informing them of their approval (form HB-7).

Ms. Reeve asked if there is any time limit for the period from contract-signing to closing, but Mr. Navarro and Mr. Palma both said it would be out of the Board's control.

Mr. Navarro said the approved applicant list should be kept open until the sale closes.

The secretary commented that the list could also be kept in anticipation of the new MIH units to be built at Salem Hunt as some of the same people would probably be interested.

The THB members agreed to post the bulletins around Town.

Ms. Capolino expressed concern about oversight once someone has purchased the property to make sure the house is not rented to anyone else.

It was agreed that there is no set procedure for this.

Ms. Reeve wondered how these things are handled in other towns.

Mr. Navarro said that in his experience with New York City housing, no one wants to pursue these kinds of things for political reasons. People are warned about sub-letting but not evicted.

Ms. Capolino asked if Salem Chase's management company could make sure the owners reside at 5 Livery Lane/no tenants move into the house.

It was agreed that people in a neighborhood know who lives in a house/when new people move in, but there's no way to ensure that they will notify the management company of changes.

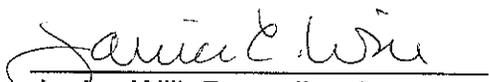
Mr. Navarro said the Board could ask the management company to oversee the residency requirement for the MIH units. He added that the company might do this for the THB because property owners usually take better care of their property than renters would.

The group discussed a date for their next meeting, tentatively settling on Wednesday, January 20. The secretary will let the members know if the public notice has not been run yet, so they can re-schedule for a later date.

It was agreed that the THB members will independently review applications for completeness and eligibility, and assign points to determine how high on the list of approved applications they will be.

Mr. Navarro moved to adjourn the meeting at 7:40.

Respectfully submitted,


Janice Will, Recording Secretary