

**MINUTES**  
**ALBANY HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS**  
**REGULAR MONTHLY MEETING**  
**MONDAY, DECEMBER 10, 2012 at 2:00 p.m.**  
**200 SOUTH PEARL ST., Albany, New York**

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Call to Order:           The Chair called the meeting to order at 2:06 pm  
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1. Roll Call	Present	Absent
	Victor Cain (Chair)	
		Paul Mancino (Vice-Chair)
	Rev. James LeFebvre	
	Richard Tucker	
	Melvenia Jenkins	

4 members were present, constituting a quorum.

**Staff:** Steven T. Longo, Executive Director, Peter Ragsdale, Deputy Director; Joseph M. Brennan, General Counsel; Chiquita D'Arbeau, Employee Relations Manager

**Others:** James McLaughlin

2. **Community Forum:** There were no requests from the Community to address the Board.

3. **Reading and approval of the minutes of the meeting held October 15, 2012:**

Motion to approve the Minutes as presented by: Commissioner Tucker

Second by: Commissioner Jenkins;

All in favor

The Chairman declared the Minutes approved

4. **Action Calendar**

**The proposed resolutions were read by Commissioner Lefebvre. Mr. Longo provided background for each.**

11-12-64           Approval to authorize the Executive Director to purchase certain property located at 232, 234 Elk Street and 49 Sherman Street from TKJ Enterprises for a price not to exceed \$27,500 including closing costs. The property will be used in the construction of a new parking lot that will serve Townsend Park Homes Residents. (ratified)

11-12-65           Approval to award Contract # 07-2012-15 Corridor Wall and Ceiling Painting and Wall Covering at Westview Homes, 680 Central Ave to the low bidder Zappatanze Painting for \$49, 850.00. (Ratified)

2<sup>nd</sup> Low Bidder:           Frank J. Ryan and Sons,           \$ 96,800.00

3<sup>rd</sup> Low Bidder:           Pirri Builders LLC           \$123.050.00

- 11-12-66 Approval to authorize the Executive Director to sign an ACC contract for the two units at the Kings Building. (Ratified)
- 12-12-67 Approval, that the Albany Housing Authority is hereby authorized and empowered to execute and deliver those certain documents, including, but not limited to, the Federal Home Loan Bank (“FHLB”) Memorandum of Understanding and all amendments thereto, and any and all other agreements, documents, notes, mortgages, certificates and instruments to be entered into with respect to the execution of a certain FHLB direct subsidy award in the amount of \$350,000 from M&T Bank for the Academy Lofts project located in the Arbor Hill neighborhood in the City of Albany, County of Albany State of New York. (Ratified)
- Motion to ratify the previous approval by telephonic poll of Resolutions 11-12-64, 11-12-65, 11-12-66, and 12-12-67 as a group by:  
Commissioner Jenkins;  
Second by Commissioner Tucker  
All in Favor  
The Chair declared the Resolutions passed
- 12-12-68 Approval to award 2013 – 2015 AHA Uniforms RFP # 0025-C-12-031 to Low Bidder Unifirst Corporation of Watervliet, NY for \$27,891.90 per the CSEA Contract Article 17.2.
- |                             |                        |
|-----------------------------|------------------------|
| 2 <sup>nd</sup> Low Bidder: | Ameripride, Albany, NY |
|                             | \$28,034.76            |
| 3 <sup>rd</sup> Low Bidder: | Emb-roiderism          |
|                             | \$34,731.00            |
- Motion to Approve by: Commissioner Tucker;  
Second by Commissioner Lefebvre  
All in Favor  
The Chair declared the Resolution passed
- 12-12-69 Approval of the Albany Housing Authority Employee Assistance in Support of Education program for Management Confidential Employees policy retroactive to fiscal year 2012. This policy is consistent with other local agencies such as the City of Albany, Dormitory Authority, and NYS Management Confidential.
- Motion to Approve by: Commissioner Lefebvre;  
Second by Commissioner Tucker  
All in Favor  
The Chair declared the Resolution passed
- 12-12-70 Approval to write-off tenant balances for the close-out of the Tiny Term System for the different developments:
- |                   |            |
|-------------------|------------|
| Robert Whalen:    | \$4,036.36 |
| Steamboat Square: | \$3,333.34 |
| Ezra Prentice:    | \$3,841.01 |

North Albany:	\$ 153.00
Nutgrove:	\$ 715.49
Lincoln Square:	\$ 1,300.19
Ida Yarbrough :	\$ 9,192.10
Townsend:	\$ 3,222.86
Capital Woods:	\$ 6,257.31
Westview:	\$ <u>1,468.60</u>
Total	\$35,520.26

Mr. Ragsdale provided additional background and responded to questions

Motion to Approve by: Commissioner Tucker;  
 Second by Commissioner Lefebvre  
 All in Favor  
 The Chair declared the Resolution passed

12-12-71 Approval to authorize Albany Housing Authority to enter into certain agreement and documents required to acquire and fund the renovation and development of the fifty-six (56) unit Albany South End Revitalization – Phase III Affordable Housing Project.

Motion to Approve by: Commissioner Jenkins;  
 Second by Commissioner Tucker  
 All in Favor.  
 The Chair declared the Resolution passed

## 5. Reports of Committees

Finance Committee: Mr. Ragsdale presented charts reflecting the year to date income v expenses of the Federal Developments; the Component Units, and the Housing Care Voucher Program; provided additional explanations and responded to questions concerning each.

Personnel Committee: Ms. D'Arbeau had no significant Personnel issues and will report at the January meeting.

## 6. New Business

The Chair announced that he had received a letter from the Albany County Commissioner of Health asking the Authority to consider instituting smoke free policies in some, if not all, AHA facilities and he asked Management to report on the results of a poll of residents and to develop recommendations on a Smoking Policy at the next board meeting.

Report of the Executive Director

A. Monthly Management Report

Mr. Longo reported that:

- South End Redevelopment, Phase III: The Closing for the financing of the project is scheduled for December 17<sup>th</sup> or 18<sup>th</sup> and construction is expected to begin before the end of the year. Completion of the project should provide sufficient additional units to enable the demolition of the Lincoln Square Towers which are rapidly becoming obsolete and impractical to maintain.
- Academy Lofts: The project is underway, but unanticipated issues with the removal of asbestos have delayed the beginning of construction on two previous occasions and a third delay occurred last week.
- Campus South Community Center: Efforts to eliminate the budget gap have been successful and it is expected that ground will be broken for construction in April. Senior Services is currently experiencing some financial difficulties, so completion of kitchen space for the Meals on Wheels program is being deferred. If their participation does not come to fruition, the space will be configured for alternative program use.
- The King Building and 11 Ten Broeck St. The King Building is complete and 11 Ten Broeck is expected to be complete within a month. Both came out beautifully and ribbon cuttings will be scheduled for mid-January.
- Ida Yarbrough Homes Redevelopment, Phase I: The re-design process is still resulting in estimates that are higher than HCR guidelines permit. We will continue to work with Norstar to save the project and to take advantage of the NSP Funds that are currently available to subsidize the demolition.

B. Items for Advisement and Discussion

Mr. Brennan advised that management has been in contact with the League of Women Voters to conduct an election via mail to fill the unexpired term of the

currently vacant Tenant Commissioner position. The goal is to conduct the election in February and have a new Tenant Commissioner seated at the March Board Meeting.

C. Bank Balance as of 12/03/2012

7. Bills and Communications
8. Adjournment – There being no further business to conduct, the Chair declared the meeting to be adjourned at 2:33 pm

**NEXT MEETING**

**The Annual Organizational Meeting for 2013 will be held**

**Monday, January 7, 2012 @ Noon**

**At**

**Lombardo's Restaurant**

**Madison Avenue**

**Albany, New York**

**A Luncheon for the Board Members will follow the meeting**

