

**MINUTES  
ALBANY HOUSING AUTHORITY  
ANNUAL  
BOARD OF COMMISSIONERS MEETING  
MONDAY, JANUARY 7, 2013 at 12:00 P.M.  
LOMBARDO'S RESTAURANT**

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Call to Order:           The Chair called the meeting to order at 12:10 pm  
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<b>1. Roll Call</b>	<b>Present</b> Victor Cain (Chair) Paul Mancino (Vice-Chair) Rev. James LeFebvre Richard Tucker Melvenia Jenkins Paul Manse	<b>Absent</b>
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6 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; Jay Cunningham, Director of Security; Brendan Bannigan, Associate Counsel

**Others:** None

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

Mr. Cain introduced Paul Manse as the new Commissioner appointed by the Mayor to fill the current vacancy among the five appointed Commissioners.

**3. Action Calendar**

01-13-01       Election of Chair and Vice Chair

Steven T. Longo, Executive Director, acting as Temporary Chair, opened the meeting and requested nominations for Chair. Commissioner Mancino nominated Victor Cain to serve as Chair and Commissioner Lefebvre seconded. There being no other nominations, the nominations were declared closed. All voted in favor and Victor Cain was declared Chair.

Victor Cain, having been duly elected Chair, presided over the rest of the meeting.

The Chair requested nominations for Vice-Chair. Commissioner Lefebvre nominated Paul Mancino to serve as Vice-Chair and Commissioner Tucker seconded. There being no other nominations, the Chair declared the nominations closed. All voted in favor and Paul Mancino was declared Vice-Chair.

The following resolution was introduced by Father James Lefebvre, read in full and considered:

01-13-02 Renewal of Stephen T. Longo as contracting officer of Albany Housing Authority for 2013.

The Chair amended the resolution to provide:  
Renewal of Stephen T. Longo as Secretary, Executive Director and contracting officer of Albany Housing Authority for 2013.

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

Commissioner Lefebvre read each of the following Resolutions and Mr. Longo provided background

01-13-03 Approval to contribute an additional eighty-five thousand (\$85,000) dollars in pre-development expenses for Phase I of the Ida Yarbrough Homes Redevelopment, to be reimbursed at time of closing; demolish up to ninety-two (92) public housing units at the low-rise portion of Ida Yarbrough Homes; and to execute and deliver any other documents or agreements necessary to accomplish the development of Phase I of the Ida Yarbrough Homes Redevelopment.

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

01-13-04 Approval to enter into a Memorandum of Understanding with Sister to Sister Awakening, Inc. to occupy commercial space located at 42 North Swan Street and provide seven thousand five hundred (\$7,500) dollars as seed money for them to operate and manage a Youth Drop-In Center which will benefit AHA residents and others in the area served by AHA.

At the request of the Chair, and upon unanimous consent of the board, this item was tabled for consideration at the next regular meeting

**4. Reading and approval of the minutes of the previous meeting held December 10, 2012**

Motion to Approve by: Commissioner Mancino;  
Second by Commissioner Jenkins  
All in Favor  
The Minutes were approved as presented

**5. Reports of Committees**

There were no committee reports

**6. Unfinished Business**

There was no unfinished business to consider

**7. New Business:**

**a. Consideration of No-Smoking policy for AHA**

The Chair provided copies of a letter he received from the Albany County Commissioner of Health requesting AHA to consider instituting smoke-free policies at some, if not all AHA facilities. Mr. Ragsdale reported on a survey of all AHA residents in which 684 residents responded with 49% in favor of a smoke-free policy and 51% opposed. Mr. Ragsdale also provided a copy of the Smoke-Free Policy recently adopted by Schenectady Housing Authority. There was considerable discussion of pros and cons, including concerns about the feasibility of enforcement. There was a sentiment that the currently vacant Resident Commissioner position should be filled before a policy is adopted. It was agreed that Management will study the issue further and report back to the Board.

**b.** The Chair suggested that it would be beneficial to the Authority for the Board to reduce the terms of the Executive Director's employment to writing. Mr. Brennan recommended this as a means to meet HUD's desire for transparency. There was a consensus that a written contract is desirable and Mr. Brennan was directed to prepare a draft contract and to work with a sub-committee of the Board and with Mr. Longo to present a contract to the Board for consideration at the next regular meeting.

**8. Bills and Communications**

**9. Report of the Executive Secretary**

**A. Monthly Management Report**

Mr. Longo reported that:

- Management had set a goal for 2012 to raise the bar for Housing Quality Inspection Standards. This has been successful; general quality has improved and the Authority has enlisted the assistance of a Not For Profit Organization to work with residents who have had difficulty meeting the standards.
- Management's goals of implementing an on-line system for Housing applications and an Interactive Voice Recording system for checking rent-balances and waiting list place during 2012 have been achieved.
- Mr. Ragsdale reported that during 2012 the Authority has achieved a significant reduction in its total payroll through attrition and without lay-offs. There has also been a significant reduction in overtime. Both of these factors have helped to control expenses so that the budget has been balanced.
- Mr. Cunningham reported that during 2012 the efficiency of the Inspection process has been improved and crime statistics have stayed low for AHA sites. The Board expressed a concern that Mr. Cunningham be retained in his position because of his unique qualifications and management was directed to explore methods to assure Mr. Cunningham's continued employment.
- Mr. Longo reported that the new software system has been successful and has helped to improve efficiency within the Authority.
- Mr. Longo reported that in 2012 the Authority achieved a PHAS score of 89.3. The Authority has a goal for 2013 to achieve a score of 90 which will classify AHA as a "High Performer".

With respect to Development Activities, Mr. Longo reported that:

- South End Redevelopment Phase III is scheduled to close on January 9<sup>th</sup> with construction to start immediately.
- Issues concerning the construction budget for the Capital South Campus Center have been solved and construction is scheduled to start in April.
- Two of the four Myers Home Ownership Homes have sold; one is scheduled to close in January and the last is scheduled to close in February. It has been difficult to find individuals who meet all the qualifications for purchasing these homes and there are no current plans to build more of them.
- Construction on the Academy Lofts Project encountered some initial delays during the summer of 2012 due to complications involving asbestos removal. Nevertheless, we are optimistic that construction will be complete in August of 2013 and the new units brought on line then.
- All but six of the 23 new units created by the Neighborhood Stabilization Project on Clinton Avenue and Ten Broeck Street were completed in 2012. A ribbon cutting will be held January 16<sup>th</sup> at 11 Ten Broeck
- Construction on the King Building was completed in 2012 and the two housing units will be occupied soon. The building will serve as the offices of the Albany Historical Society and will work with the Ten Broeck Mansion to improve the quality of life in the neighborhood.
- The Management Office for the South End Properties has been moved from Lincoln Square to 34 Morton Avenue. Two housing units will be added above the office this year.
- During 2012 AHA obtained approximately \$3 million in weatherization funds that resulted in new windows and boilers in the high-rise buildings.

#### **B. Monthly Financial Report (Deputy Director)**

Mr. Ragsdale reported that independent audits of both the Federal Program and the Component Units are progressing well.

#### **C. Items for Advisement and Discussion**

- **Bank Balance as of 1/03/13**

**10. Adjournment** – There being no further business to conduct, the Chair declared the meeting to be adjourned at 12:45 pm.

#### **NEXT MEETING:**

**Monday, February 11, 2013 @ 2:00 p.m.**

**200 South Pearl Street, Albany, New York 12202**

