

**MINUTES**  
**ALBANY HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS MEETING**  
**MONDAY, MARCH 11, 2013 at 2:00 P.M.**  
**200 SOUTH PEARL STREET**

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Call to Order: The Chair called the meeting to order at 2:04 pm

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|-----------------------------|---------------------------|
| 1. <b>Roll Call Present</b> | <b>Absent</b>             |
| Victor Cain (Chair)         |                           |
| Rev. James LeFebvre         | Paul Mancino (Vice-Chair) |
| Richard Tucker              |                           |
| Melvenia Jenkins            |                           |
|                             | Paul Mance                |

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 was no request to address the Board

3. **Reading and approval of the minutes of the previous meeting held February 11, 2013**

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

4. **Action Calendar**

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

03-13-08 Approval to send Darren Scott to attend the American Planning Association National Conference in Chicago, IL from April 14<sup>th</sup> to April 17<sup>th</sup>, 2013 for an approximate total amount of \$1,760.00 which includes Conference, Hotel and Air Fare.

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

03-13-09 Approval to send Chiquita D'Arbeau to attend the Society for Human Resource Management (SHRM) 2013 Annual Conference in Chicago from June 16, 2013 to June 19, 2013 for an approximate total amount of \$2231.00 which includes Conference, Hotel and Air Fare.

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

03-13-10 Review and approve Federal budget revision for 07/01/12 to 6/30/13 to adjust for subsidy and utility variances.

Mr. Ragsdale provided additional background relating to effects of Sequestration and the Authority's contingency planning process

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

03-13-11 Authorization to contribute thirty thousand (\$30,000) dollars to a M/WBE Subcontractor Payment Fund for the Academy Lofts Project; the fund will be used to pay M/WBE subcontractors working on the Academy Lofts Project on a bi-weekly basis; the entire thirty thousand (\$30,000) dollar contribution will be reimbursed back to the Housing Authority after construction completion.

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

**5. Reports of Committees**

There were no committee reports

**6. Unfinished Business**

Mr. Longo reported that the Sister to Sister Lease is nearly complete; they will be moving in within the week; and he will report on their program at next meeting

**7. New Business:**

Mr. Longo reported that the Authority has turned in the Tax Credit Reservation for the Ida Yarbrough re-development project because the cost was not viable and the Authority plans to submit a new application that should bring down the cost by eliminating the demolition cost and building the replacement units on scattered sites with lower site costs. The Authority is studying the possibility of marketing the current vacant sites.

**8. Bills and Communications**

None to report

**9. Report of the Executive Secretary**

**A. Monthly Management Report**

Mr. Longo reported that:

- Work on Academy Lofts is progressing well. The Asbestos abatement which delayed work is nearly complete and a ground breaking is being planned for sometime in April. Board members are invited to tour the site.
- South End Phase III is also progressing. Disposing of excavated dirt is presenting a budget problem because a very small amount of asbestos in the soil is triggering increased tipping fees. The Authority is considering requesting a waiver of the increased fee.
- There was an article in the Times Union and coverage on Channel 10 related to a complaint by the daughter of an elderly resident of Bed Bugs at Westview Homes. The Authority has thoroughly investigated the complaint and, even employing a specially trained dog, no Bed Bugs were found in the unit in question. For many years the Authority has employed extensive measures to address the problem of Bed Bugs which is common to the hotel and apartment industries. This is a significant expense to the Authority but it has been successful and the Authority intends to maintain the program despite its impact on the budget.

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

Mr. Ragsdale presented year to date analyses of expenses compared to income for the Federal Developments, Component Units, and HCV Program. The Federal Program and the Component Units are currently seeing a positive net income, but the HCV Program has a small net loss due to decreases in revenue from the Federal Government. The decrease in funding is expected to get worse and will likely result in a reduction of the number of people who the Authority can serve.

**10. Items for Advisement and Discussion**

**A. Bank Balance as of 3/07/13**

**Adjournment** – There being no further business to conduct, the meeting was declared to be adjourned at 2:35 pm.

**NEXT MEETING:**

**Monday, April 8, 2013 @ 2:00 p.m.**

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



