

**MINUTES**  
**ALBANY HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS MEETING**  
**Monday, June 10, 2013 at 2:00 P.M.**  
**200 South Pearl Street**  
**Albany, New York 12202**

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**Call to Order:** The Chair called the meeting to order at 2: 08 pm

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

7 members were present for votes on Action Items, constituting a quorum.

**Staff:** Steven T. Longo, Executive Director, Peter Ragsdale, Deputy Director;  
Joseph M. Brennan, General Counsel;

**Others:** Alberta Chambliss

2. **Community Forum:** There were no comments from the Community
3. **Reading and approval of the minutes of the previous meeting held May 13, 2013**

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

#### 4. Action Calendar

Each item was read by Father Lefebvre with Mr. Longo providing background

06-13-25 Approval for AHA to contribute an additional amount up to \$450,000 from the Capital Fund Program Budget to be applied to the abatement and demolition of building #5 at Ida Yarbrough Homes. The abatement and demolition will be overseen by Norstar Development under its existing MOU and will be done as a change order to the existing contract with Dan's Hauling.

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

06-13-26 Approval to write off obsolete inventory items at the following AHA Warehouse locations totaling \$15,102.39 and consist primarily of items we no longer use at the individual sites.

- Robert Whalen Homes \$ 736.86
- Ida Yarbrough Homes \$9,975.14
- North Albany \$ 334.05
- Ezra Prentice \$3,842.93
- Westview \$ 213.41

All inventory items will be segregated into lots and sold at an auction. All items not purchased will be scrapped.

Additional Non Inventory Equipment to be taken out of service:

- Disposal of 12 Year old Steiner Club Car and associated attachments at Robert Whalen Homes. Equipment is in non-working order and will be sold for scrap.
- 12 year old North Albany Van, #86. This will be sold at public Auction.
- Disposal of 2 non-working Steiner blower attachments at Capital Woods

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

06-13-27 Approval of conditional eligibility for continuing health insurance coverage for Joseph M. Brennan and authorization for the Executive Director to enter into an Employment Agreement incorporating the terms of the existing Employment Agreement between the parties with modifications as necessary.

This item was considered in Executive Session and not approved

06-13-28 Review and approval of the 07/01/13 - 06/30/14 Federal Program budget.

Mr. Ragsdale presented a Summary of the proposed Budget and responded to questions concerning various aspects. He reported that the subsidy will be funded at 82%, reflecting an \$800,000 reduction from full funding, and the Section 8 program will be funded at 69%. In spite of the reductions in income, this budget has been balanced without layoffs or drastic reductions in services, but unexpected expenses or further reductions in income could come through the budget out of balance. The Board asked to be informed immediately of any changes that might require significant revisions in the budget.

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

06-13-29 Approval to contract with Albany Police Athletic League to operate a 4 week summer camp for youth who reside at various AHA developments in the North areas of Albany as well as youth from properties in the South End AHA's contribution will be \$25,000. A minimum of 50% of campers will be residents of PH housing sites. 8 AHA residents will receive a scholarship for a one week overnight camp experience in the Berkshires as well as 6 youth from the community adjacent to AHA properties. North camp location will be Hackett Park and 35 North First St. and the South End location will be Krank Park.

- Camper Fees as follows:
- Full Cost - \$195.00 per week (no assistance)
- Tier 2 - \$130.00 per week (DSS)
- Tier 3 - \$105.00 per week (working families)
- Tier 4 - \$ 80.00 per week (single earner families)
- Tier 5 - \$40.00 per week (public housing/section 8/free & reduced school meals)

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

06-13-30 Approval to write-off tenant balances for the year end close for various AHA developments to maximize our financial indicators for PHAS.

Capital Woods:	\$2,019.20
Robert Whalen:	\$2,503.96
Westview:	\$5,507.87
Ezra Prentice:	\$4,334.28
North Albany:	\$1,173.31
Nutgrove:	\$1,912.47
Steamboat Square:	\$8,251.18
Lincoln Square:	\$5,107.58
Ida Yarbrough Lo rise:	\$4,922.20
Creighton Storey:	\$1,274.98
Ida Yarbrough Hi- rise:	\$4,072.36
Townsend:	\$2,120.51
<b>Total</b>	<b><u>\$43,199.90</u></b>
Total DSS (of the 43K)	\$10,010.56
Total Fraud (of the 43K)	\$10,870.86

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

06-13-31 Authorization to enter into 3 year, Firm Fixed Price contract, with incumbent vendor County Waste Service, Inc. of Clifton Park, NY in the amount of \$1,129,513.24 for Refuse and Single Stream Recycling Services as a result of Invitation for Bid #0025-C-13-002 achieving a cost savings of 17% .

- 2<sup>nd</sup> Low Bidder: Waste Management, Inc.  
Houston, TX \$1,379,779.04
- Ipek Container Services (ICS), Delmar, NY No Bid
- Allied Waste Services , Albany NY No Bid

Please note: The City of Albany has 2 companies with the required variety of equipment and capacity to handle this amount of work. Publically advertised Bid notice and online outreach to 247 potential vendors only brought back 2 responses. Pricing received was within an acceptable range, agreed with current cost estimates and represents the competitive marketplace. Previous 2010 Trash and Recycling Procurement yielded 2 responses as well.

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

5. **Reports of Committees:** There were no Committee reports
6. **Unfinished Business:** No Unfinished business was considered
7. **New Business:** No new business was considered
8. **Bills and Communications:** No bills or communications were discussed
9. **Report of the Executive Secretary**

#### **A. Monthly Management Report**

Mr. Longo reported:

- a. The Authority intends to apply for funding a new proposal for the replacement of the units that have been or are to be demolished at Ida Yarbrough; with a possible second application for replacing 3 Lincoln Square.
- b. There will be a Ground Breaking Ceremony for Phase III of the South End Rehabilitation Project on June 13 @ 11:00 am at Alexander & Broad Streets.
- c. The kitchen at the Everly Cromwell community Center has been remodeled and the food program is continuing to be successful. The Authority has provided \$7,500 to assist the program, which is of great benefit to the Residents. The Authority has also agreed to pay the Kitchen Staff \$280/monthly in return for cleaning the area.
- d. Loudon Lock Smiths was the only Respondent to a request for bids to supply lock smith services. Their bid is below the level requiring board approval, but it proposed an increase in the fee for a tenant who locks him/her self out from \$48 to \$63. The Authority negotiated the fee down to \$52.

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

Mr. Ragsdale provided a report of current finances and provided graphs depicting the performance of each of the Federal Developments; each of the Component Units; and the Section 8 program. The Federal Program and the Component Units continue to operate with margins of net income over expenses. Because of the "Sequester" the Section 8 program continues to suffer significant cuts in funding and continues to operate at a very narrow margin of net income over expenses because of staff re-assignment and rent adjustments. The Authority is watching this budget very closely.

**C. Items for Advisement and Discussion**

**D. Bank Balance as of 6/5/13**

**10. Executive Session**

Agenda Item 06-13-27 was considered as a Personnel Issue.

- 11. Adjournment** – There being no further business to conduct, the Chair declared the meeting adjourned at 3:10 pm

**NEXT MEETING:**

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

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