

**MINUTES**  
**ALBANY HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS MEETING**  
**Monday, August 12, 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: 03 pm

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

4 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; Chiquita D'Arbeau, Employee Relations Manager

**Others:** None

**2. Community Forum:** There were no comments from the Community

**3. Reading and approval of the minutes of the previous meeting held June 10, 2013**

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

#### 4. Action Calendar

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

07-13-32 Approval to enter into a contract to purchase a three unit building known as 84 Morton Ave and 35 Catherine St. (also known as 82 Morton Ave) for \$150,000, plus a 6% commission, subject to availability of RHF Funds and contingent on delivery of clear title and absence of environmental contamination (ratified).

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

08-13-33 Approval to enter into a two-year contract with Senior Services of Albany for a Westview Homes Director in the amount not to exceed \$76,045 and at the discretion of the Executive Director to renew the contract every two years, all subject to funds availability. (Funded by HUD pass-through grant)

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

08-13-34 Approval to adopt Accounting and Control Policies set forth in "ALBANY HOUSING AUTHORITY ACCOUNTING & CONTROL POLICIES GUIDEBOOK" dated August 12, 2013.

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

08-13-35 Approval, subject to negotiation of terms satisfactory to the Executive Director & approval by General Counsel, to enter into a Joint Venture Agreement with WinnDevelopment Company Limited Partnership to facilitate the acquisition, design, financing, renovation, and ownership of Livingston Apartments in which Albany Housing Authority or an affiliate would act as Managing General Partner & perform certain services, but assume no financial risk, in exchange for a fee of not less than \$50,000.

It was agreed that this item would be tabled for consideration at a Special Meeting to be held when additional Members of the Board are available

08-13-36 Approval to enter into a Construction Management Agreement for the rehabilitation of 84 Morton Avenue for an amount not to exceed \$50,000 with the contractor who submits the proposal found to be most advantageous to the Authority. Requests for Proposals were sent to Sano-Rubin Construction Co. Inc., Bishop Beaudry Construction, Inc. and AOW Associates, Inc. with responses due August 9.

It was agreed that this item would be tabled for consideration at a Special Meeting to be held when the results of the proposals is available.

08-13-37 Authorization to advance \$252,624.75 for payments to the contractor on the Academy Lofts project to be utilized, in anticipation of receipt of payment # 9 (May, 2013) and subsequent payments from Empire State Development Corporation, as a revolving loan fund until completion of the project (approx. 120 days). Payment #9 was approved by the local office of ESDC, on 7/11/13, and has been sent to NYC for final signatures. Advancements will be issued to the contractor only after the ESDC local office has approved the submittal package and advised it has been sent to NYC for signature. [Norstar are advanced \$288,825.01 for ESDC payment #8, the week of July 22]

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

08-13-38 Approval to enter into a contract for Developer Consultant Services for Ida Yarbrough Homes Rehabilitation, Phase I with Calogero Partners, LLC, the consultant who submitted the proposal found to be the most advantageous to the Authority, for an amount not to exceed \$60,000. Proposals were also submitted by Recap Real Estate Advisors and KLR Consulting, LLC.

It was agreed that this item would be tabled for consideration at a Special Meeting to be held when additional Members of the Board are available

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. Construction is continuing at Academy Lofts and we are optimistic that, with the advancement of funds by Norstar & AHA there will be additional workers on site so that the project will be completed before the end of the year.
- b. The foundation is in at Capital South Campus Center and we are “out of the ground”. We are hopeful that this means the project can continue to completion without substantial change orders.
- c. South End Phase III is ahead of schedule and we expect 14 apartments on Broad Street to be completed in 3 weeks.
- d. The Authority sponsored several National Night Out Events and all went well.
- e. The summer camps sponsored by the Authority seem to be successful so far.

#### **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 closed the fiscal year at a slight loss. The Authority is watching this budget very closely.

**C. Items for Advisement and Discussion**

**D. Bank Balance as of 8/5/13**

- 11. Adjournment** – The Chair ended his attendance by telephone after the completion of the Action Calendar at 2:18. There being no further business to conduct, the meeting was declared adjourned at 2:35 pm

**NEXT MEETING:**

**Monday, September 9, 2013 @ 2:00 p.m.**

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