

MINUTES

**ALBANY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
Tuesday, April 18, 2017
200 South Pearl Street
Board Room**

1. Roll Call	<u>Present</u>	<u>Absent</u>
	Michael Whalen Father James Lefebvre Kelly Kimbrough Linda Mallory Mitchell Mark Bobb-Semple	Melvenia Jenkins
	Mary Ann Hines	

The meeting was called to order at 3:05 pm

6 commissioners were present, constituting a quorum

Staff: Steven T. Longo, Executive Director; Chiquita D'Arbeau, Deputy Director; Joseph M. Brennan, General Counsel; Andréa West, Confidential Personnel Administrator, Michael Maurice, CPA of Pulchari & Company

Others: Keith Irish, cameraman from Channel Albany; Deborah Williams Mohammed, Resident North Albany Homes; Audrey Lymon, Resident Creighton Storey Homes

The meeting was recorded to be televised by Chanel Albany

2. Community Forum:

Ms. Williams – Mohammed informed the board that she is in the process of organizing a Tenant Association at North Albany Homes. The Board assured her that staff will provide support for the process.

Ms. Lymon presented a number of concerns and questions including circumstances for assessment of late rent charges; issuance of parking tickets for disabled vehicles; procedure for registering complaints concerning staff; removal of appliances from dumpster areas; and closing of the Community Room following a shooting incident. Mr. Longo assured her and the Board that he would look into all of her concerns.

3. Reading and approval of the minutes of the previous meeting held February 14, 2017

Motion by Commissioner Mitchell
Second by Commissioner Hines
All agreed.
The Minutes were approved

4. Action Calendar

Father Lefebvre read each Resolution and Mr. Longo provided explanation

04-17-09 Approval for Albany Housing Authority to lease for a period of thirty-six (36) months with TCF Equipment Finance, a division of TCF National Bank, two (2) pre-owned Toro Groundmaster 360 Traction Units together with all attachments and accessories thereto, (2 *Snow Throwers, 2 Brooms and 2 Plows*) for a monthly payment of \$3,099.24 with the total cost of \$105,993.03. Procurement off NYS contract PC66756. **RATIFY**

Motion to Ratify by: Commissioner Bobb-Semple
Second by: Commissioner Kimbrough
In Favor: All
Opposed: None
The Resolution was approved

04-17-10 Approval to submit 2017-18 Annual Plan to the U.S. Department of Housing and Urban Development. **RATIFY**

Motion to Ratify by: Commissioner Mallory-Mitchell
Second by: Commissioner Whalen
In Favor: All
Opposed: None
The Resolution was approved

04-17-11 Annual Audit Report from Mike Maurice, CPA
Polcari & Company; *partner*

Mr. Maurice provided copies of the Albany Housing Authority Comparative Financial Statements for the Years Ended June 30, 2016 and 2015 to each Commissioner; reviewed the contents; and answered questions. His discussion included remarks concerning HUD's intent to "re-federalize" "Asset Management Fees" and how that will affect AHA's coming budgets; the change from "A-133" audit requirements to "Uniform Guidance" relating to program audits; the reduction in Federal subsidy payments; and application of Capital Fund payments.

Chairman Whalen moved to acknowledge receipt of the Financial Statements as presented; Commissioner Hines seconded; all were in favor and motion was approved.

04-17-12 Approval to revise federal budgets for expected decrease in operating Subsidy.

Mr. Longo explained that HUD has notified PHAs to expect a decrease in subsidy funding from 90.2 % of needs upon which the Budget was originally calculated to 85%. As a result, AHA's Accounting Department under the direction of the CFO, Debbie Zlotnick, has prepared a revised Budget reflecting the significant reduction in subsidy (currently estimated to amount to a loss of subsidy income of approximately \$316,638). Mr. Maurice provided some additional background and answered questions.

Motion to approve by: Commissioner Hines
Second by: Commissioner Mallory-Mitchell
In Favor: All
Opposed: None
The Resolution was approved

04-17-13 Authorization for AHA to enter into negotiations with a partnership including Community 2.0 and Catholic Charities of the Diocese of Albany with the intent to develop a sustainable agricultural indoor vertical farm in currently unoccupied space totaling approximately 17,500 sq. ft. located on floors 5-12 of the East wing within 230 Green Street.

This proposal was procured through a Request for Qualifications for a Development Partner for Adaptive Re-Use of a Portion of 230 Green Street which was publicly issued March 17, 2017 and advertised in accordance with AHA's Procurement Policy. This was the only Response received; it was reviewed by a team of evaluators and was determined to be responsive. Approval of the AHA Board of Commissioners will be required to enter into an MOU or contract that may result from negotiations.

Motion to approve by: Commissioner Mallory-Mitchell
Second by: Commissioner Bobb-Semple
In Favor: All
Opposed: None
The Resolution was approved

- 04-17-14** Authorization for AHA to enter into a lease with Muammer Saeed to operate a convenience store at 260 N Pearl Street. Mr. Saeed has operated a convenience store in this location for the past six years. That lease expired and Mr. Saeed submitted a proposal to continue operating the store in response to a Request for Proposals #2905-C-17-003 which was publicly issued and advertised in accordance with AHA's Procurement Policy. Mr. Saeed's was the only Response received. Terms of the lease will be in accordance with the RFP and Mr. Saeed's Proposal which was evaluated by a team and found to be acceptable. The lease will be for an initial term of 3 years with options to renew for 2 additional terms of one year each.

Motion to approve by: Commissioner Mallory-Mitchell
Second by: Commissioner Kimbrough
In Favor: All
Opposed: None
The Resolution was approved

- 04-17-15** Authorization to award 2017 Sewer and Drain Maintenance contract to S.A.W. Plumbing and Drain, Inc., Cohoes, NY in accordance with their Proposal in response to Request For Proposals #0025-C-17-002 which was publicly issued and advertised in accordance with AHA's Procurement Policy. Taub Heating & Plumbing submitted the only other Proposal. The pricing of the two proposals were very similar and AHA's team of Evaluators scored the S.A.W. proposal the higher of the two. The contract will be for an initial period of 1 year with the option, at AHA's discretion, of 4 additional one-year periods.

Motion to approve by: Commissioner Lefebvre
Second by: Commissioner Bobb-Semple
In Favor: All
Opposed: None
The Resolution was approved

- 04-17-16** Approval for Albany Housing Authority to proceed with plans to rename 230 Green Street after George Marbley, who was instrumental in bringing fundamental change and fairness to Albany Housing. Mr. Marbley successfully lobbied Albany City Hall for much needed reforms and took his campaign to Washington; which brought millions of dollars of federal aid to the revitalization of what is now known as Steamboat Square.

Motion to approve by: Commissioner Lefebvre
Second by: Commissioner Mallory-Mitchell
In Favor: All
Opposed: None
The Resolution was approved

04-17-17

Authorization be granted to the Albany Housing Authority to enter into a contract with the Boys and Girls Club of Albany for an amount not to exceed \$26,000 to operate a five (5) week summer camp at the Kids Improvement District Field house for residents of Robert Whalen, and Capital Woods, Ida Yarbrough and neighborhood children. This will include Computer Literacy, Performing Arts and Sports for a blend of academic and recreational activities.

Motion to approve by: Commissioner Lefebvre

Second by: Commissioner Kimbrough

In Favor: All

Opposed: None

The Resolution was approved

6. Unfinished Business – None

7. New Business: Commissioner Hines raised the question of sponsoring Summer Camps at specific sites, including Creighton Storey Homes. Discussion followed leading to a consensus that Summer Camps serving the general community provide the best opportunity with the most efficient use of scarce resources, especially in light of the significant reduction in subsidy.

8. Report of the Executive Secretary

A. Monthly Management Report

No separate report was presented in light of the extensive Audit Report

B. Monthly Financial Report

Ms. D'Arbeau provided the Board with preliminary reports depicting year to date income and expenses for the Federal Developments; the component Units; and the Section 8 Program. There were no questions.

C Personnel Report None

D. Items for Advisement and Discussion None

E. Bank Balance as of 2/10/2017

9. Adjournment

There being no further business, Commissioner Bobb-Semple moved to adjourn, Commissioner Kimbrough Seconded; all agreed and the Chair declared the meeting adjourned at 4:30 pm

NEXT MEETING:

May 9, 2017 @ 3:00 p.m.

200 South Pearl Street, Albany, New York 12202