

**MINUTES**

**ALBANY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS ORGANIZATIONAL MEETING  
Tuesday, June 14, 2016  
200 South Pearl Street  
Board Room**

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

The meeting was called to order at 3:11 pm

5 commissioners were present, constituting a quorum

Staff: Steven T. Longo, Executive Director; Chiquita D'Arbeau, Deputy Director; Andréa West, Personnel Administrator

Others: None

In the absence of the Chair, the Meeting was conducted by the Vice-Chair, Commissioner Kimbrough

2. Community Forum: There was no Community Forum as no members of the community were in attendance

3. Reading and approval of the minutes of the previous meeting held May 10, 2016

Motion by Commissioner Kimbrough;  
Second by Commissioner Mitchell,  
All agreed.

4. Action Calendar

Father Lefebvre read each Resolution and Mr. Longo provided explanation

**06-16-17**

As a result of Floor Covering Services Invitation, we are requesting approval to award Contract #0025-C-16-005 to the lowest bidder Sherwin Williams, Inc., of Albany, NY, an indefinite quantity contract not to exceed \$99,000.00/ year for three (3) years with 2 - one (1) year options to renew. The other bids were as follows:

Fred Hamilton Contracting:	\$128,080.00
Fusion Flooring:	No Bid
Durand Flooring	No Bid

Motion to approve by: Commissioner Mitchell

Second by: Commissioner Kimbrough

In Favor: All

Opposed: None

The Resolution was approved

**06-16-18** Approval to write-off tenant balances covering the 1<sup>st</sup> quarter of 2016 in the amount of \$37,858.65.

Capital Woods 0200	\$	1,636.74
South End III 0303	\$	1,108.73
Ezra Prentice 0913	\$	8,239.31
North Albany 0923-0926	\$	780.65
Nutgrove	\$	1,069.12
Swan Street Homes 0929	\$	813.32
Swan Street Mixed 0930	\$	515.87
Federal Properties	\$	23,421.91
<b>Total write off</b>	<b>\$</b>	<b>37,585.65</b>

The Deputy Director reported on the components of fraud, damages & fire in the totals. Following questions and discussion relating to pursuit of fraud cases and the absence of effect of write offs on other tenants

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

**06-16-19** Approval to utilize National Grid's large commercial LED lighting incentive program for common area and exterior lights at master metered sites and to pursue an Energy Performance Contract for any anticipated customer costs. This program may require an initial investment by the Authority which will result in 6 year average paybacks and continued savings thereafter. Energy Performance Contracts have the customer cost paid by the savings. The new lighting will also result in operational savings for a 10 year timeframe.

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

**06-16-20** Approval to award Contract #13-2016-5 NY 9-13 Trackside Paving Ezra Prentice 624 and 626 South Pearl Street to the low bidder, DelSignore Blacktop Paving, Inc. in the amount of \$49,992.00. 2<sup>nd</sup> Bid: Masterseal of Albany, Inc. \$60,000. 3<sup>rd</sup> firm solicited Asphalt Doctor (WBE) unable to respond due to overbooked schedule. RS Means estimate: \$57,478.50

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

**06-16-21** Approval to award Contract #03-2016-3a Phase 1 Steamboat HR Kitchen Replacement to the lowest responsible bidder. Phase 2 to be awarded contingent upon receipt of funds. Companies solicited: Gibraltar Construction, MidState Industries, Bunkoff Construction, Bishop Beaudry Construction, A.J. Arpey Construction, C&G Contracting Corp.

Bidding results were provided with the low bid having been submitted by MidState

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

**06-16-22** Approval to award Contract #25-2016-6 Siding Replacement at 34-36 New Hope Terrace to the low bidder. Companies solicited: Masterseal of Albany, Inc. MidState Industries, Hoosick Valley Contracting, Inc., Bishop Beaudry Construction

Bidding results were provided with the low bid having been submitted by Masterseal

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

**06-16-23** Approval of the Albany Housing Authority's Reasonable Accommodation Policy and Procedures Policy in its entirety (attached)

Motion to approve by: Commissioner Hines  
Second by: Father Lefebvre  
In Favor: All  
Opposed: None  
The Resolution was approved

**06-16-24** Approval of the Albany Housing Authority's Re-entry Program Policy in its entirety (attached)

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

**06-16-25** As a result of Invitation for Bids #0025-C-16-017 for Paving Services we are requesting approval to award an Indefinite Contract to lowest bidder, Luizzi Brothers Seal Coating of Albany, NY, not to exceed the amount of \$99,999.00.

Other Participating Bidders were:

- Masterseal, Inc. Clarkesville, NY
- DelSignore Blacktop Paving, Inc. Troy, NY

Motion to approve by: Commissioner Mitchell

Second by: Commissioner Bobb-Semple

In Favor: All

Opposed: None

The Resolution was approved

**06-16-26** Review and approval of the 07/01/16 - 06/30/17 Federal Program budget

Motion to approve by: Commissioner Bobb-Semple

Second by: Commissioner Mitchell

In Favor: All

Opposed: None

The Resolution was approved

**06-16-27** Authorization to accept the proposal submitted by Capital One Public Funding to refinance the Authority's existing Capital Fund Financing Program Bonds through a direct loan based solely upon a pledge of annually appropriated Capital Funds. The Authority issued a Request for Proposals and received proposals from Capital One and Beekman Securities. The proposals were reviewed by a panel that determined the Capital One Proposal is most advantageous to the Authority and will substantially reduce the interest rate and debt service on the current CFFP Loan.

Motion to approve by: Commissioner Bobb-Semple

Second by: Commissioner Hines

In Favor: All

Opposed: None

The Resolution was approved

**06-16-28** Approval to rescind resolution **10-15-37** which authorized Albany Housing Authority to execute a letter of understanding with the Albany College of Pharmacy to operate a Pharmacy at 3 Lincoln Square, 1<sup>st</sup> floor.

Motion to approve by: Commissioner Hines

Second by: Commissioner Bobb-Semple

In Favor: All

Opposed: None

The Resolution was approved

**06-16-29** Authorization to enter a lease agreement with Albany College of Pharmacy in order to operate a Pharmacy at Capital South Campus Center, 1<sup>st</sup> floor (the old intake suite). The Pharmacy would be run by pharmacy students and have oversight by a licensed pharmacist.

Motion to approve by: Commissioner Bobb-Semple

Second by: Commissioner Kimbrough

In Favor: All

Opposed: None

The Resolution was approved

**06-16-30** Authorization to enter into a lease agreement with Albany Medical Center for the operation of The Baby Institute at One Ida Yarbrough for a term of one year with options to renew for **3** additional one year terms at a rent in an amount intended to cover the Authority's cost to provide utilities.

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

**06-16-31** Approval to operate the 2016 Summer Food Program which serves approximately projected 20, 505 Breakfasts (\$1.78 per meal) and 20, 725 lunches (\$2.87 each) to youth participants during the summer months. This program is funded by a grant from the United States Dept. of Agriculture. Covered costs are food costs and seasonal payroll. AHA attempts to run the program on a break-even basis.

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

5. Reports of Committees: None.

6. Unfinished Business: None

7. New Business: None

8. Report of the Executive Secretary:

A. Monthly Management Report: Mr. Longo reported:

- a. The Authority is in the process of leasing the space formerly occupied by the Meals on Wheels program to the Wizard's Wardrobe.
- b. The Authority has retained Felton McLaughlin to appraise the current Dream Center property and negotiate with the current owner for a possible purchase.

B. Monthly Financial Report - Graphs summarizing the monthly financial report were distributed

C. Personnel Report – None

D. Items for Advise and Discussion:

- Bank Balance as of 5/3/2016 was provided

Adjournment – There being no further business, the Vice-Chair called for a motion to adjourn; Father Lefebvre moved that the meeting be adjourned

Commissioner Kimbrough seconded;

All agreed and the meeting was the meeting was declared adjourned at 3:59 p.m.

**NEXT MEETING:**

Tuesday, July 12, 2016 @ 3:00 p.m.  
200 South Pearl Street, Albany, New York 12202