

MINUTES

ALBANY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS ORGANIZATIONAL MEETING  
Tuesday, May 10, 2016  
200 South Pearl Street  
Board Room

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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

7 commissioners were present, constituting a quorum

Staff: Steven T. Longo, Executive Director; Chiquita D'Arbeau, Deputy Director; Joseph M. Brennan, General Counsel; Andrea West, Personnel Administrator

Others: None

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 April 12, 2016

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

4. Action Calendar

Father Lefebvre read each Resolution and Mr. Longo provided explanation

**05-16-09** Approval to award Contract #0025-C-16-023 for Public Relations and Marketing Services as follows:

1. Award **Grammercy Communications** (Troy, NY) the highest ranked proposer, Video Production Services and Crisis Management Services. Video Production Services will not exceed \$8,250.00/ year and Crisis Management Services will be contracted on an as needed basis for \$150.00/ hour.

Other firms participating were: Overit Media, LLC (Albany, NY), Baker Communications (Albany, NY), and Shannon Rose (Saratoga Springs, NY).

2. Award **Baker Communications** (Albany, NY) the highest ranked proposer, Public Media Relations and Copy Writing Services. This will be an indefinite quantity contract for 3 years in the not to exceed amount of \$15,000.
3. Award **Overit Media, LLC** (Albany, NY) the highest ranked proposer, Annual Report Design and Creative Services. This contract, in an amount not to exceed \$13,750, will consist of the creation of an AHA Annual Report template, AHA marketing "Rack Card" and ten (10) year AHA Look Back Report.

Other firms participating were: Overit Media, LLC (Albany, NY), Baker Communications, (Albany, NY) and Shannon Rose (Saratoga Springs, NY).

An RFP for all Public Relations and Marketing Services resulted in responses by Grammercy Communications (Troy, NY), Overit Media, LLC (Albany, NY), Baker Communications, (Albany, NY) and Shannon Rose (Saratoga Springs, NY). All responses were reviewed with a consultant and the Respondents determined to have the proposals most advantageous to the Authority in each individual category were awarded contracts for that portion of the work.

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

**05-16-10**

Approval to purchase twenty-three (23) Firewalls which includes three (3) years' service and support in an amount not to exceed \$42,581.57. AHA has received two written quotes from vendors ITSavvy and PCMG. We are currently waiting on the last quote from CDWG. Based on the lowest quote thus far, twenty-one (21) Firewalls are \$1,556.59 each and two (2) Firewalls at \$4,946.59 each. AHA's current firewalls have been marked by the vendor (Sonicwall) as "end of life".

Following discussion, there was a motion to amend the proposal as follows:

Approval to purchase twenty-three (23) Firewalls which includes three (3) years' service and support in an amount not to exceed \$42,581.57, *subject to approval by the Executive Director*. AHA has received two written quotes from vendors ITSavvy and PCMG. We are currently waiting on the last quote from CDWG. Based on the lowest quote thus far, twenty-one (21) Firewalls are \$1,556.59 each and two (2) Firewalls at \$4,946.59 each. AHA's current firewalls have been marked by the vendor (Sonicwall) as "end of life".

Motion to approve, as amended, by: Commissioner Bobb-Semple  
Second by: Commissioner Kimbrough  
In Favor: All  
Opposed: None  
The Resolution was approved

**05-16-11**

Authorization to enter into a one year contract (with options for 2 additional 1 year periods) with Ithaka Advisory, LLC, Newton MA, for the provision of assistance and advice on capital transactions including buyouts of Limited Partner interests in AHA's low-income housing tax credit properties at or near the end of the 15 year Compliance Period, refinancing existing property and housing authority debt, assisting AHA in analyzing new property recapitalizations and resyndications and providing assistance and advice on deal structuring issues. The contract will be in the form of a Purchase Order not to exceed \$99,000 and the billing rate will be \$185.00/ hour. An RFP was distributed on the NAHRO Web Portal, the AHA Website and directly mailed to: Ithaka Advisory, LLC, Duvernay & Brooks, New York, NY, Arnall Golden Gregory, LLP, Atlanta, GA, Cohen & Grigsby, P.C., and Pittsburgh, PA. Ithaka was the sole responder.

In 2015 AHA issued an RFP to provide advice on the purchase of the Limited Investor interest in Lark Drive Associates, LP. Several responses were received and evaluated and Ithaka was selected as the firm that would be most advantageous to AHA's interests for those services. The RFP seeking general advice for Capital Transactions is similar in scope to the one for the Lark Drive re-purchase. AHA's experience in working with Ithaka on the Lark Drive matter has been very satisfactory. We feel that the experience with the previous RFP Responses & evaluation, provide sufficient basis to justify acceptance of Ithaka's proposal.

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

- 05-16-12** Authorization be granted to the Albany Housing Authority to enter into a contract with Albany Police Athletic League to operate a six (6) 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; subject to such reasonable accounting requirements as management may deem appropriate. AHA's contribution will be \$25,000.

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

- 05-16-13** 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 \$25,000 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 Mitchell  
Second by: Commissioner Bobb-Semple  
In Favor: All  
Opposed: None  
The Resolution was approved

**\*THE COMMISSIONERS NOTED THAT MORE DETAIL WILL BE REQUIRED TO APPROVE PROPOSALS FOR SUMMER CAMPS IN THE FUTURE**

- 05-16-14** Authorization be granted to the Albany Housing Authority to enter into a contract with the City of Albany Department of Recreation for an amount not to exceed \$15,075 to operate a five (5) week summer basketball camps and clinics at Krank Park, Hackett Park and Hoffman Park 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.

Upon consensus of the Board, this item was tabled pending receipt of additional information. The Board agreed that upon receipt of such additional information it will consider the proposal via e-mail if necessary.

- 05-16-15** Authorization be granted to the Albany Housing Authority to enter into a Memorandum of Understanding (MOU) with the City of Albany Department of Buildings and Regulatory Compliance (BRC) with respect to issuance of Residential Occupancy Permits (ROPs) as they pertain to units with rent subsidy administered through AHA's Section 8 Housing Choice Voucher Program. This agreement allows for collaboration between AHA and BRC for the purpose of eliminating duplicate inspections of Section 8 Units.

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

**05-16-16**

Authorization be granted to the Albany Housing Authority to enter into an agreement, subject to approval by General Counsel, with the City of Albany to locate telecommunications facilities and equipment for the provision of public safety telecommunications services at Westview Homes. The agreement will have a term of 20 years and will be at no cost to the Authority and the Authority will waive rent in consideration of the use being exclusively for the City of Albany Police Department for public safety telecommunications.

Motion to approve by: Commissioner Mitchell

Second by: Father Lefebvre

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. He has been appointed to Chair the Committee on Affordable Housing
    - b. The closing for the Ida Yarbrough Redevelopment Phase I project is expected to occur during the month of May
    - c. Over the past 10 years AHA's payments to the City under its various PILOT agreements has increased from \$150,000 in 2006 to 500,000 in 2016. A chart depicting the increase was provided.
    - d. The Authority is working on a second phase of the Ida Yarbrough Redevelopment and hopes to be able to include a mixed income component.
    - e. The Times Union has published a series of articles related to political influence in the New York State Affordable Housing Industry. The articles have included mention of Norstar Development and its involvement with one AHA project.
  - B. Monthly Financial Report - Graphs summarizing the monthly financial report were distributed
  - C. Personnel Report – None
  - D. Items for Advisement and Discussion:
    - Subject to funding availability, the Albany Housing Authority (AHA) will award up to five (5) Project-based Section 8 vouchers or approximately \$1,500 per month in voucher subsidy for dwelling units that meet Program objectives, specifically to aid the construction and operation of new affordable housing, including the substantial rehabilitation of substandard dwelling units (minimum rehabilitation expenditure of \$10,000/dwelling

unit) for **families** within an area where a neighborhood revitalization plan is being created or implemented.

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

Adjournment – There being no further business, the Chair called for a motion to adjourn;  
Commissioner Bobb-Semple moved that the meeting be adjourned  
Commissioner Mitchell seconded;  
All agreed and the meeting was the meeting was declared adjourned at 3:59 p.m.

**NEXT MEETING:**

Tuesday, June 14, 2016 @ 3:00 p.m.  
200 South Pearl Street, Albany, New York 12202