

MINUTES
ALBANY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
Monday, January 6, 2014 at 12:00 Noon
200 South Pearl Street
Albany, New York 12202

Call to Order: The Chair called the meeting to order at 12:20 pm

1. Roll Call	Present	Absent
	Victor Cain (Chair) Paul Mancino Rev. James LeFebvre	
	Melvenia Jenkins Paul Mance Agnes Jackson	Richard Tucker

6 members were present, 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:** None

3. **Reading and approval of the minutes of the previous meeting held November 18, 2013**

Motion to Approve the November 18, 2013 Minutes by: Commissioner Mance;
Second by Commissioner LeFebvre
All in Favor
The Minutes were approved as presented

4. **Action Calendar**

01-14-01 Election of Chair and Vice Chair

Steven T. Longo, Executive Director, acting as Temporary Chair, opened the meeting and requested nominations for Chair. Commissioner LeFebvre nominated Victor Cain to serve as Chair and Commissioner Mance seconded. There being no other nominations, the nominations were declared closed. All voted in favor and Victor Cain was declared Chair.

Victor Cain, having been duly elected Chair, presided over the rest of the meeting.

The Chair requested nominations for Vice-Chair. Commissioner Mance nominated Paul Mancino to serve as Vice-Chair and Commissioner Jackson seconded. There being no other nominations, the Chair declared the nominations closed. All voted in favor and Paul Mancino was declared Vice-Chair.

The following resolution was introduced by Father James Lefebvre, read in full and considered:

01-14-02 Renewal of Stephen T. Longo as contracting officer of Albany Housing Authority for 2014.

The Chair amended the resolution to provide:
Renewal of Stephen T. Longo as Secretary, Executive Director and contracting officer of Albany Housing Authority for 2014.

Motion to Approve as amended by: Commissioner LeFebvre;
Second by Commissioner Manse
All in Favor
The Chair declared the Resolution passed

Commissioner Lefebvre read each of the following Resolutions and Mr. Longo provided background

12-13-58 Approval to send Debbie Zlotnick to attend the Casterline Associates Training Advanced PHA Budgeting, Accounting and Financial Reporting Training, to be held at the Winston Salem Housing Authority from January 15-16 held in Winston Salem, North Carolina for the total amount of approximately \$1,250, which includes Training, Hotel, and Air Fare. (Ratified)

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

12-13-59 Approval for Albany Housing Authority through its wholly owned affiliate, AHA LV Apartments LLC, to enter into to certain agreements and documents , including, but not limited to, the Amended and Restated Agreement of Limited Partnership of LV Apartments Limited Partnership, required to acquire, develop, and fund the rehabilitation of Livingston Middle School into 103 affordable senior apartments located in the Arbor Hill neighborhood in the City of Albany, County of Albany State of New York. On October 21, 2013 (Resolution #08-13-35), the Board granted approval to enter into a Joint Venture Agreement with Winn Development Company Limited Partnership to facilitate the acquisition, design, financing, renovation, and ownership of the Livingston Middle School Apartments. (Ratified)

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

01-14-03 Requesting Board Resolution to take 1991 GMC Truck with Boom (Fleet vehicle #2-SC3) out of service. This vehicle will be sold at public auction.

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

5. Reports of Committees None

6. **Unfinished Business** None

7. **New Business:**

- a. The present policy permits the Executive Director to authorize staff training within the State of New York and Washington DC without specific Board approval. The Executive Director suggested that the Board consider authorizing a budget for the Executive Director to work with for staff training at other locations so that he can authorize attendance at training without bringing each request to the Board for separate approval. The Chair asked that a proposal be placed on the Agenda for the Board to consider at the next meeting.
- b. Commissioner Jackson reported that the outside stairs at Robert Whalen Homes tend to be slippery in bad weather.
- c. Commissioner Jackson asked that Management provide residents at Robert Whalen Homes with additional information and clarification of the usage of cards used at the new laundry room.

8. **Bills and Communications** None

9. **Report of the Executive Secretary**

A. Monthly Management Report (Executive Director)

Mr. Longo reported:

- a. We are facing difficult financial times but we are hopeful that the Federal Government's current budget process may result in an improvement in the subsidy payments.
- b. The unusually cold weather caused a pipe to burst at 200 South Pearl and has resulted in a relatively large number of calls from residents reporting inadequate heat. Management is adding an extra crew on the 2nd shift to address this.
- c. South End Redevelopment, Phase III
All units were completed and leases for all were signed before 12/31/2013. We have applied for a NYS Demonstration grant in the amount of \$165,000 to cover the cost of the Laundromat. This would offset the amount AHA has already committed for the project.
- d. Academy Lofts
All residential units were completed and leases signed before 12/31/2013. The Federal Home Loan Bank has approved our application for \$350,000 and an additional \$90,000 is pending. This will be applied to the project and will offset money that AHA would have to contribute to the project from its development fee.

The contractor did not complete the commercial space and our development partner, Norstar, is negotiating with the Tax Credit Investors with regard to the possible financial consequences.

e. Capital South Campus Center

Construction is progressing well and we expect the Center to be open in June. AHA has pledged \$250,000 to be applied toward the kitchen for Senior Services of Albany to operate their Meals on Wheels Program. However, that program has encountered serious funding problems and Senior Services has decided not to proceed with their participation in the Center. The space that had been intended to house the Meals on Wheels Program will be enclosed, but the interior will be left unfinished until a new tenant can be recruited. Accordingly, payment of the \$250,000 will be delayed.

f. Ida Yarbrough Homes

The application for funding of the redevelopment of 63 units at Ida Yarbrough was submitted to HCR. Announcements of the Awards will probably be made in early Spring.

Four buildings have been demolished with four more either in the process of or planned for demolition. The demolition is being funded with approximately \$500,000 provided by the City and approximately \$500,000 provided by AHA.

g. Replacement Housing Factor Funds

RHF Funds are being used to finance the rehabilitation of 34 Morton Avenue (with 2 new apartment units) and 84 Morton Avenue (with 3 new units)

h. South End Development, Phase III

The ribbon cutting was held on 12/16. Mayor Jennings participated and this will be his last such event as Mayor.

i. Academy Lofts

We are pushing as hard as we can for full occupancy of the rental units by the end of the year.

B. Monthly Financial Report (Deputy Director)

Mr. Ragsdale reported that the annual audit of the Federal AMPS for fiscal year 2013 (ending 06/30/2013) was completed in December. The auditor has provided a draft report which is presently

under review. There are no “findings” and the financial condition of the Federal Program remains solid in spite of the cuts in funding. Expenses have been reduced through attrition of staff (not replacing retirees) and so far it has not been necessary to resort to layoffs. The Central Office Cost Center has covered a \$120,000 shortfall in Section 8 administrative expenses. This is possible because of the subsidy received from the Section 8 vouchers at AHA properties.

The Federal Government is funding expenses to administer the Section 8 program at 69% of cost. This has resulted in a loss of approximately \$119,000 for the first 5 months of the fiscal year which has been covered by the COCC, which still managed to run at a slight “profit” over the period.

All of the component units are expected to end their fiscal year (ending 12/31/2013) in the black. The audit of the component units is scheduled to begin in January.

The Commissioners were provided with graphs depicting the performance of each of the Federal Developments; each of the Component Units; and the Section 8 program.

C. Items for Advise and Discussion

i. Bank Balance as of 11/8/13

10. Adjournment

There being no other business to address, the Chair declared the meeting adjourned at 1:00 pm.

NEXT MEETING:

**Monday, February 10th 2013 @ 2:30 p.m.
200 South Pearl Street, Albany, New York 12202**