

MINUTES
ALBANY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
Monday, February 10, 2014 at 2:30 PM
200 South Pearl Street
Albany, New York 12202

Call to Order: The Chair called the meeting to order at 2:37 pm

1. **Roll Call** **Present** **Absent**

Victor Cain (Chair)
Paul Mancino (Vice-Chair)
Rev. James LeFebvre
Richard Tucker
Melvenia Jenkins
Paul Mance
Agnes Jackson

7 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 January 10, 2014**

Motion to Approve the January 6, 2014 Minutes by Commissioner Mancino;
Second by Commissioner Jenkins
All in Favor
The Minutes were approved as presented

4. **Action Calendar**

Each of the items below was read by Father Lefebvre and discussed prior to a motion for action as indicated

02-14-04 Approval to award Commercial Real Estate Services Contract to NAI Platform, Inc. of Albany, NY. NAI Platform will represent AHA in the leasing of vacant office space located at 200 S. Pearl St. Albany, NY.

Procurement analysis determined that NAI Platform, Inc. delivered the Overall Best Value to AHA. All submitted commissions/fees were at the industry standard of 6% of total lease amount

Additional Commercial Real Estate Brokerage Firms reviewed were:

- Trinity Realty Group, Albany, NY
- TL Metzger, Albany NY

Motion to amend proposal by providing for term of 6 months by: Commissioner Mancino
Second by Commissioner Jenkins
All in Favor

Motion to approve proposal as amended by Commissioner Mancino
Second by Commissioner Tucker
All in favor
The Chair declared the Amended Resolution passed

02-14-05 Approval to award 2 contracts for competitive data Service RFP #0025-C-13-010 to the following vendors based upon Best Value to the AHA. Not all remote office connections were serviceable by both vendors therefore the vendor that provided the best price and met the specified upload and download speed were selected. These vendors provide high speed data and internet connectivity for services to our Central and remote offices. As a result of this competitive procurement we realized a 12% overall reduction in cost.

Company	Location	Amount of Annual Service
First Light	Albany NY	\$20,700.00
Time Warner Cable	Albany, NY	\$16,679.00

(Contract Term: 1 year contract with 2 consecutive, 1 year options to renew with mutual consent)

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

02-14-06 Approval to award Ida Yarbrough High Rise Contract #05H-2012-17a Ida Yarbrough Homes HR for Generator and Automatic Transfer Switch Replacement to the low bidder DLC Electric, LLC for 1\$89,495.00. 2nd Bid: Stilsing Electric, Inc.: \$189,700.00. 3rd Bid: M. Sher & Son, Inc.: \$197,300.00. 4th Bid: Ambrose Electric: \$199,200.00. 5th Bid: McBain Electric: \$216,907.00. 6th Bid: Harold R. Clune, Inc.: \$223,200.00.

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

02-14-07 Authorization for the Executive Director to approve staff training that he deems necessary and appropriate to maintain a skilled and knowledgeable workforce for the day to day operation of the Authority without prior approval of the Board, but subject to regular reports, per attached policy.

Motion to refer proposal to Personnel Committee and for Personnel Committee to report to the full board by: Commissioner Tucker
Second by Commissioner Mancino
All in Favor
The Chair referred the proposal to the Personnel Committee

02-14-08

Approval to adopt the smoke-free housing policy, which applies to all residential properties owned or managed by Albany Housing Authority or any affiliated entities.
(Policy Attached)

Motion to Approve by: Commissioner Tucker
Second by Commissioner Manse
Commissioners Tucker, Manse & Jackson in Favor
Commissioners Mancino, Lefebvre, Jenkins against
Chairman Cain, voting to break the tie, voted against
The Chair declared the Resolution defeated

5. Reports of Committees

The Chair confirmed that the Personnel Committee consists of Commissioners Tucker, Mancino, Jenkins and Cain

6. Unfinished Business

There was no unfinished business to discuss

7. New Business:

- A. The Board asked that resolutions seeking the approval of contract awards include the addresses of all bidders.
- B. There was discussion concerning the use of sealed bids and RFPs in procuring contracts and the need to assure that all bidders not only actually have equal opportunity, but also feel they have equal opportunity.
- C. The Board discussed the proposal by Global Companies to build heating buildings in the area of the Port of Albany. The board authorized the Executive Director to seek additional information concerning the proposal and asked him to report his findings to the Board. In the meantime, the consensus of the board is that they do not have sufficient information to take a position on the proposal.
- D. Mr. Longo informed the board that bids for a booster pump and transfer station are due February 24th and, because it is important to move these projects forward quickly, he intends to poll the board for approval to award the contracts prior to the next scheduled meeting.
- E. The Board discussed the success that the Authority has had over the past several years in constructing additional low income housing and expressed an interest in having the Authority explore the possibility of developing, either on its own or in partnership with the City or a Developer, projects that would include market rate housing and commercial development in an effort to attract people of mixed incomes into the City.

8. Bills and Communications: None

9. Report of the Executive Secretary

A. Monthly Management Report

Mr. Longo reported that:

- i. The Authority applied for and has been awarded \$345,000 by the Federal Home Loan Bank which will be applied to the additional construction cost of South End III that was encountered because of strict rules relating to the removal of dirt that the state considered to

be contaminated. The Authority also applied for and obtained additional funds to complete the Laundry Facility. We are in the process of negotiating with HCR to determine whether a portion of these funds will be recaptured by HCR, but we are hopeful that this award will result in making additional funds available to pay the Authority's share of the Developer's Fee, which is needed to address budget shortfalls that have resulted from decreased subsidies and fees from HUD.

- ii. The Authority and Norstar have applied for and been awarded an additional \$440,000 by the Affordable Housing Partnership to be applied to the Academy Lofts Project. The Commercial space at Academy Lofts is expected to be complete around March 1st and the Barn is scheduling an Open House.
- iii. Work on the Generator at Ida Yarbrough will begin immediately. This will facilitate the construction of Phase I if HCR approves the pending application for funding.
- iv. There have been some indications that additional funds may become available that could be used to complete the reconstruction of Ida Yarbrough Homes. The Authority is moving forward with preliminary plans for Phase II of the Ida Yarbrough reconstruction so that we can be in a position to submit an application for any funding that may become available.

B. Monthly Financial Report (Deputy Director)

- i. The audits of the component units are underway and appear to be on-track without any problems. We expect that all Tax Returns will be filed on time.
- ii. The Federal Audit is complete and we expect the final audit report to be available soon.
- iii. We are working to complete the new budget. It appears that HUD will increase subsidy from around 82% to around 85% and Section 8 Administration fees from around 69% to around 75%. While this is far from full funding, it is not a continuation of the trend of ever deepening cuts that we had been dealing with and it is a small improvement that should help keep the Authority in a positive net income position for the coming year.
- iv. Charts reflecting year to date income / expenses for all Federal Developments, Component Units and Section 8 were provided.

C. Items for Advisement and Discussion

- **Bank Balance as of 02/05/14**

10. **Adjournment** – There being no further business, the Chair declared the Meeting Adjourned at 3:29 PM

**NEXT MEETING:
Monday, March 10th, 2014 @ 2:30 p.m.
200 South Pearl Street, Albany, New York 12202**

