

**MINUTES**  
**ALBANY HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS MEETING**  
**Monday, April 28, 2014 at 2:30 PM**  
**200 South Pearl Street**  
**Albany, New York 12202**

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**Call to Order:** The Chair called the meeting to order at 2:30 pm

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<b>1. Roll Call</b>	<b>Present</b>	<b>Absent</b>
	Victor Cain (Chair) Paul Mancino (Vice-Chair) Rev. James LeFebvre Richard Tucker	Melvena Jenkins Paul Mance
	Agnes Jackson	

5 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 February 10, 2014**

Motion to Approve the February 10, 2014 Minutes by Commissioner Mancino;  
Second by Commissioner Tucker  
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

**03-14-09** Approval to award Contract #31-2012-17c for Booster Pump Installation at Townsend Park to the low bidder T McElligott, Inc., 589 River Street Troy, NY 12180 for \$37,300.00 2<sup>nd</sup> Bid: \$39,348.00, Merit Plumbing and Heating Inc. 3<sup>rd</sup> Bidder: DiGesare Group: Decided not to submit a bid. (Ratified)

**03-14-10** Approval to send Cheyanne Spoto and Tanashelia McGill to attend 2014 Tenmast National User Conference in New Orleans, Louisiana from April 6, 2014 to April 10, 2014 for an approximate total amount of \$1817.00 per person which includes Conference, Hotel and Air Fare. (Ratified)

**04-14-11** Approval to submit 2014 annual plan to the Department of Housing and Urban Development. (Ratified)

**04-14-12** Approval to send Chiquita D'Arbeau, Director of Human Resources to the Annual Society of Human Resource Management (SHRM) Conference in Orlando, Florida from June 21, 2014 to June 26, 2014. (Ratified)

# 9, 10, 11 & 12 were read together  
Motion to Approve # 9, 10, 11 & 12 by: Commissioner Mancino  
Second by Commissioner Tucker  
All in Favor  
The Chair declared the Resolution passed

**04-14-13** Approval to send Peter Ragsdale, Kathy Lloyd, and Chiquita D'Arbeau to the 2014 PHADA conference in New Orleans, Louisiana from June 1, 2014 to June 5, 2014 for an approximate total amount of \$1,667.00 per person which includes Conference, Hotel and Air Fare.

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

**04-14-14** Approval to operate the Summer Food Program for 2014.

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

**04-14-15** Approval to make the following changes to the Section 8 Administrative Plan:

- Change "Due Dates" from the 15<sup>th</sup> of the month to the 5<sup>th</sup> of the month for payments due on Repayment Agreements signed by Section 8 participants.
- Add a statement that interim reexaminations will not be processed for income decreases that are to last less than thirty days.
- Add a statement that in accordance with the PHA's Confession of Judgment and Repayment Agreement, a participant family may not port out of the PHA's jurisdiction until any excess Housing Assistance Payments made on their behalf have been repaid in full.
- Remove the statement that the PHA will not accept corrections to the Request for Tenancy Approval by telephone.

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

**04-14-16** Approval to write-off \$41,834.59 in tenant balances covering the period from January 2014 – March 2014 plus DSS non-payments (All balances are results of evictions, fraud, or death):

Capital Woods:	\$ 3,962.54
SouthEnd II:	\$ 1,602.39
Ezra Prentice:	\$ 1,271.42
North Albany:	\$ 1,974.04
Nutgrove:	\$ 2,391.71
Arbor Hill:	\$ 1,174.64
Creighton Storey:	\$ 774.82
Federal:	\$30,285.42
<b>Total</b>	<b><u>\$41,834.59</u></b>

Total Fraud (of the 41K)	\$10,934.04
Total Damages	\$10,798.49

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

**04-14-17** Approval to award Ida Yarbrough Low Rise Contract #05L-2014-2 for Building 10 & 11 Demolition to the second bidder, Dan’s Hauling and Demolition, Inc., P.O. Box 409 Wynantskill, NY 12196 in the amount of \$846,246.00 based on the low bid submitted by Peak Environmental LLC not conforming to the bid specifications. 3<sup>rd</sup> Bid: WPNT Construction, LLC \$967,388.00: \$ 4<sup>th</sup> Bid: Cristo Demolition, Inc. \$972,200.00

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

**5. Reports of Committees**

The Chair appointed Commissioners Tucker, Mance, Jackson and Cain to sit on the Policy Committee

**6. Unfinished Business:**

**7. New Business:** The Policy Committee will meet before the next board meeting to consider a Smoking Policy that has been developed by management.

The Personnel Committee will meet before the next board meeting to consider A plan to authorize the Executive Director to authorize staff training that he deems necessary & appropriate to maintain a skilled & knowledgeable workforce for the day to day operation of the Authority without prior approval of the board but subject to board oversight.

**8. Bills and Communications:** None to report

**9. Report of the Executive Director:**

**A. Monthly Management Report**

Mr. Longo reported that:

Academy Lofts: The Grand Opening on April 17<sup>th</sup> was very successful

We are now working toward a final closing

South End Phase III: Construction is complete, except for a few punch list items which primarily involve things that could not be done until the spring weather arrived. We finished with a \$275,000 budget surplus (in spite of unexpected expenses associated with soil removal) and we have brought in additional funds from NYSERDA (\$140,000) & FHLB (\$350,000). We are hopeful that this will result in full payment of AHA's Development Fee without deferral.

Ida Yarbrough Redevelopment Phase I: HCR did not approve our application for funding with 9% Low Income Housing Tax Credits. We were disappointed because we feel we had a very strong application on the merits and we are actively pursuing possible alternatives such as 4% Tax Credits with assistance from other sources and we may move forward with another application to HCR.

Capital South Campus Center: We have had discussions with HCR that suggest if we can get assurance from Schenectady County Community College that they will run culinary programs at CSCC our application for approximately \$750,000 CIF money to complete the kitchen may be successful. We will be meeting with CSCC in an effort to firm up their commitment.

Summer youth program: Chiquita D'Arbeau has a full program worked out for the kids that will begin July 8<sup>th</sup> and run for 4 weeks. The effort is to assure the kids will have a positive & productive experience.

**B. Monthly Financial Report (Deputy Director)**

Mr. Ragsdale provided graphic reports of the financial status of the Federal & Component Unit Programs. The Federal Program is currently running at a deficit because of subsidy cuts, but we had planned for that; we expect the subsidy to increase next quarter; and we expect to have funds available from the component units and development fees that will be sufficient to bring the federal program into balance.

**C. Items for Advisement and Discussion**

- **Bank Balance as of 04/09/14**

- 10. Adjournment** – There being no further business, the Chair declared the Meeting Adjourned at 3:00 PM

**NEXT MEETING:  
Monday, May 12<sup>th</sup>, 2014 @ 2:30 p.m.  
200 South Pearl Street, Albany, New York 12202**