

MINUTES
ALBANY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
Monday, September 8, 2014 at 2:30 PM
200 South Pearl Street
Albany, New York 12202

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

1. Roll Call Present Absent

Victor Cain (Chair)
Paul Mancino (Vice-Chair)
Rev. James LeFebvre
Richard Tucker
Melvena 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; Jay Cunningham, Director of Security

Others: Clifford Corley, Fred Anderson, Arthur Duncan, Mary Ann Hines

2. Community Forum: Mr. Anderson and Mr. Corley spoke in favor of permitting the general public to use 63 Third Avenue; Officer Duncan spoke against. Ms. Hines reported several concerns relating to management of Creighton Storey Homes.

3. Reading and approval of the minutes of the previous meeting held June 9, 2014

Motion to Approve the June 9, 2014 Minutes by Commissioner Mance;
Second by Commissioner Lefebvre
All in Favor
The Minutes were approved as presented

4. Action Calendar

By consensus, the reading of items 28, 29, & 30 were waived and considered together.

08-14-28 Approval to allow the Contracting Officer to amend the contract for Developer Consultant Services for Ida Yarbrough Homes Rehabilitation, Phase 1 with Calogero Partners, the consultant who assisted the Authority in submitting an application in the 2013 funding round, which was unsuccessful but is deemed to have been well crafted and worthy of continuing work with Calogero Partners. **(Ratified)**

08-14-29 Approval to allow the Contracting Officer to enter into a contract for Architectural and Engineering Services for Capital South Campus Center Kitchen with CSArch Architects for an amount not to exceed \$20,060. The sole source award to CSArch is deemed justifiable due to their having been the Project Architect for the Campus Center building where the kitchen will be located and, therefore having complete knowledge of its design, and the cost proposal for providing services for the Kitchen project is reasonable. Completion of the Kitchen is made

possible by a \$750,000 grant from NYS Homes and Community Renewal's Community Investment Fund Program. **(Ratified)**

08-14-30 Pursuant to a competitive bidding process, resolve to allow the Contracting Officer to enter into a contract for Construction Manager Services for the Capital South Campus Center Kitchen with AOW Associates for \$3,000 for preconstruction services, \$17,406 for general conditions and a fee of 3% of the construction cost or \$13,500 based upon an construction estimate of \$450,000. AOW's cost proposal, project approach and past performance are deemed to be most advantageous to the Authority for this project. Other proposals were submitted by Sano-Rubin Construction, Bishop-Beaudry Construction, Wainshaf Associates and Hoosick Valley Construction. Completion of the Kitchen is made possible by a \$750,000 grant from NYS Homes and Community Renewal's Community Investment Fund Program. **(Ratified)**

Motion to approve # 28, 29, &30 by Commissioner Mancino
Second by Commissioner Lefebvre
All in Favor
The Chair declared the Resolution passed

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

09-14-31 Approval to permit members of the general public to use the vacant lot/former playground at 63 Third Street from 9:00 am to 6:00 pm during the period from May 1 to October 1.

Following discussion, Commissioner Mance moved to amend the Proposal to read:

Approval to permit members of the general public to use the vacant lot/former playground at 63 Third Street from 9:00 am to 6:00 pm during the period from May 1 to October 1, 2014

and to approve the proposal as so amended
Second by Commissioner Tucker
Commissioners Cain, Lefebvre, Tucker, Jenkins, Mance & Jackson
Voted in Favor
Commissioner Mancino voted against
The Chair declared the Resolution passed

09-14-32 Approval to write-off tenant balances covering the 2nd quarter of 2014.

Capital Woods:	\$2,521.44
South End I:	\$ 529.38
Corning:	\$2,385.49
Nutgrove:	\$7,371.85
Creighton Storey:	\$2,177.46
Swan Street:	\$ 177.00
Federal:	\$27,101.52
	<u>Total \$42,264.14</u>

Total Fraud (of the 43K) \$22,112.08

Motion to approve by Commissioner Lefebvre
Second by Commissioner Mance
Commissioner Mancino abstained
Commissioners Cain, LeFebvre, Tucker, Jenkins, Mance & Jackson
Voted in Favor
The Chair declared the Resolution passed

09-14-33 Approval to sell 1999 Ford Dump truck at public auction. Vehicle is not in active service.

Motion to approve by Commissioner Mancino
Second by Commissioner Mance
All in Favor
The Chair declared the Resolution passed

09-14-34 Approval to send Cheyenne Spoto to attend Risk Summit for Non Profits in Chicago, Illinois from September 20, 2014 to September 24, 2014 for an approximate total amount of \$2,612.62 which includes Summit, Hotel and Air Fare.

Motion to approve by Commissioner Mancino
Second by Commissioner Mance
All in Favor
The Chair declared the Resolution passed

09-14-35 Approval to award Housing Choice Voucher Inspection Services contract #0025-C-14-005 to low bidder McCright & Associates, Chattanooga, TN. for \$40.00 per HCV Inspection / \$30.00 per HCV Re-Inspection. The Fixed-Price contract term is for 1 year with the option, at AHA's discretion of 2 additional one-year periods, for a maximum total of 3 years. Projected value based on 2012 & 2013 experience is estimated at \$13,933 per year for a 3 year total of \$41,799. 2nd Low Bidder: Tech Valley Security, Rensselaer, NY @ \$58.50 / 24.50; 3rd Low Bidder: AMF Management, Albany, NY (incumbent) @ \$60.00 / \$25.00.

Motion to approve by Commissioner Mance
Second by Commissioner Mancino
All in Favor
The Chair declared the Resolution passed

5. **Reports of Committees** – No reports
6. **Unfinished Business** – No unfinished business was considered
7. **New Business:** - Commissioner Mance suggested that steps taken to require organizations to which the Board approves contributions be formalized for report to the Board. Mr. Longo agreed that the reports required by Management will be presented to the Board for their advisement in the future.
8. **Bills and Communications** – No Bills or communications were discussed
9. **Report of the Executive Director:**

A. Monthly Management Report

Mr. Longo reported:

Academy Lofts

- We are working toward closing this project out.
- We are awaiting final draw from Empire State Development

South End III

- We have closed the HTFC Loan

- We will be working on 3 months of meeting MITER to reach payment of the final equity installment which will include AHA's share of the Developers' fee, expected to be in the area of \$500,000.

Capital South Campus Center

- Construction of the building is complete, subject to a relatively small dispute with the contractor arising out of additional payment the contractor is seeking for the concrete work.
- AHA has turned the building over to Trinity to operate the programs required by the Grant.
- We have obtained a CIF Award in the amount of \$750,000 to complete the kitchen. We are working on closing the CIF Grant with NY HCR to complete construction of the kitchen.
- Trinity obtained an ATTAIN Grant from SUNYA for a Computer Lab which we expect will play a major part in the program offerings.

Ida Yarbrough Redevelopment, Phase I

- We have decided to reapply for funding in the "regular" UF round – due December 4th. We have determined that the project does not qualify for either the NY HCR's early UF round or the CDBG-DR program.
- Demolition of buildings 10 & 11 is progressing. AHA has invested approximately \$1.5 million in demolition to make the site ready for redevelopment. The contractor obtained a DOL waiver from certain asbestos abatement requirements because it was determined that it is unsafe for the workers to enter the buildings to remove asbestos above the ceilings. This reduced the cost by about \$43,000.

34 and 84 Morton Avenue

- Renovation of 2 apartments in 34 Morton Avenue is nearing completion.
- Interior demolition in 84 Morton has begun. Its renovation will be similar to the renovation of 86 Morton.

St. Joseph's Housing

- HCR has asked AHA to manage 5 buildings in the area around AHA's investment on Swan Street while they proceed to regain title to the properties from St. Joseph's Housing. We are discussing terms for managing the properties. We feel this will help AHA protect our investment in the area.

B. Monthly Financial Report (Deputy Director)

The Board was provided with Financial Reports covering §8 and the Component Units. The report of the Federal program was not yet available due to work on the fiscal year-end audit.

C. Items for Advisement and Discussion

▪ Bank Balance as of 09/03/14

- 10. Adjournment** – There being no further business, the Chair declared the Meeting Adjourned at 3:58 PM

**NEXT MEETING:
Monday, October 13, 2014 @ 2:30 p.m.
200 South Pearl Street, Albany, New York 12202**

