

MINUTES

**ALBANY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
ANNUAL MEETING**

**Monday, January 12, 2014 at 1:00 p.m.
Lombardo's Restaurant
Albany, New York 12202**

Call to Order: The Chair called the meeting to order at 1:15 P.M.

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

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; Jay Cunningham, Director of Security

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 10, 2014 Minutes by: Commissioner Lefebvre
Second by Commissioner Mance
All in Favor
The Minutes were approved as presented

4. Action Calendar

01-15-01 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.

In the absence of the Chair, Mr. Longo requested nominations for Vice-Chair. Commissioner Lefebvre nominated Paul Mancino to serve as Vice-Chair and Commissioner Mance seconded. There being no other nominations, the Chair declared the nominations closed. All voted in favor and Paul Mancino was declared Vice-Chair.

In the absence of the Chair, the Vice Chair presided over the remainder of the meeting.

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

01-15-02 Renewal of Steven T. Longo as contracting officer of Albany Housing Authority for 2015.

The Vice Chair amended the resolution to provide:
Renewal of Steven T. Longo as Executive Secretary, Executive Director and Contracting Officer of Albany Housing Authority for 2015.

Motion to approve as amended by: Commissioner Jenkins
Second by Commissioner Lefebvre
All in Favor
The Chair declared the Resolution passed

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

12-14-44 Approval to enter into a 1 year contract beginning December 1, 2014 (RFQ # 0025-C-14-007) with options to renew annually for up to 3 additional years with Canon, Heyman & Weiss, LLP, Albany, New York for Legal Services relating to Construction and / or rehabilitation of low income housing financed through programs administered by New York State Homes and Community Renewal and compliance with New York State and Local Laws & Regulations affecting public and affordable housing, for an annual fee not to exceed the Amount of \$99,000.00. (Ratify)

Other Responsive Bidders:
2nd Place Reno & Cavanaugh, PLLC Washington, DC
3rd Place Law Office of Nadine F. Shadlock Albany, NY

The Vice Chair declared the Resolution ratified by unanimous consensus

12-14-45 RESOLVE that the Ida Yarbrough Homes Redevelopment project and all future projects be designated “smoke free” in accordance with the standards set forth under Section 7.16 Smoke Free Building of the Enterprise Green Communities Criteria of 2011. Specifically, implement and enforce a no-smoking policy in all common and individual living areas, and with a 25-foot perimeter around the exterior of all residential projects. The lease language shall prohibit smoking in these locations and specify that it is a violation of the lease to smoke. The no-smoking restriction applies to all owners, tenants, guests, and servicepersons. (Ratify)

The Chair declared the Resolution ratified by unanimous consensus

01-15-03 Approval to enter into a Lease and any other documents or agreements necessary to effectuate the Lease of a portion of the premises at 200 south Pearl Street, including the second floor of the building, to Parsons Child and Family Services, Inc. for the purpose of managing its child and family services programs for an initial term of five (5) years beginning January 15, 2015 and at an initial rent of \$125,000.00 per year upon such additional terms and in such form as the parties agree, subject to approval of the Authority’s General Counsel.

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

01-15-04 Approval to enter into a Memorandum of Agreement with the New York State Division of Housing and Community Renewal and its Housing Trust Fund Corporation to manage, for a fee, 255 & 257 Livingston Ave.; 272 & 274 First St.; 30 N. Swan St. & 134 Second St. during the period that HCR forecloses on and recovers them.

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

01-15-05 Approval to enter into a 3 year contract, with options for 2 additional 1 year extensions, with Bruce W. Shultis to serve legal process, including Notices of Petition & Petitions for Summary Proceedings to Recover Possession of Real Property at \$26.00 per service. Mr. Shultis is the current provider of these services and his previous contract was at \$25.00 per service. This service was procured through a Request for Proposals distributed to local firms and through the NAHRO Web Site, but Mr. Shultis submitted the sole proposal. He has provided excellent

service in the past and the current rate has been determined reasonable based on the responses received in the 2010 RFP.

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

01-15-06 As a result of competitive procurement Closed Captioned TV (CCTV) Monitoring Services RFP #0025-C-14-008 request approval to award a contract to **FES Installations, Inc. Monroe, NY** based upon Best Value to the AHA. This vendor provides Authority-wide monitoring and preventative maintenance services for the AHA camera network consisting of 245 cameras & equipment. This will be an Indefinite Quantity Contract consisting of annual labor (pricing table listed below) and 5% additional discount off of NYS Contract pricing and a 5% discount off of MSRP for any camera part not on state contract.

Company	Location	Amount of Annual Service
FES Installations, Inc.	Madison, NY	\$36,000.00
Simplex Grinnell, LLP	Albany, NY	\$47,000.00
Syracuse Time & Alarm Co., Inc.	Syracuse, NY	No Bid
Control Network Communications	Albany, NY	No Bid
Open Systems Integrators, Inc.	Cohoes, NY	No Bid

Contract Term: 3 year contract with 2 consecutive, 1 year options to renew with mutual consent, billed quarterly

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

01-15-07 As a result of competitive HCV Inspection Services solicitation #0025-C-14-005 Re-bid we request Board approval to award a contract to **AMF Management, LLC** based upon Best Value to AHA. This vendor provides inspection services for project based voucher units which require a third party inspection as AHA cannot inspect units that we own with Section 8 project based rental subsidy.

Company	Location	Amount of HCV Annual Inspection Service	Amount of Re-Inspection
AMF Management, LLC	Albany, NY	\$55.00	\$23.00

Tech Valley Security	Rensselaer, NY	\$56.50	\$24.50
McCright	Chattanooga, TN	Withdrew bid	

Contract Term: 3 year contract with 2 consecutive, 1 year options to renew with mutual consent, billed quarterly

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

01-15-08 RESOLVE to transfer the vacant lot located at 313 Clinton Avenue to the Albany County Land bank subject to their agreement to grant an easement allowing access to the rear of 299/301 Clinton Avenue, a property owned by AHA, for routine maintenance. 313 Clinton Avenue has no inherent value to AHA other than providing access to other property it owns. Its transfer to the Land bank would benefit AHA by facilitating the sale and rehabilitation of vacant properties around those owned by AHA.

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:** None
- 8. **Bills and Communications** None
- 9. **Report of the Executive Secretary**

A. Monthly Management Report (Executive Director)

Mr. Longo reported:

Capital South Campus Center; Academy Lofts and South End Redevelopment, Phase III were all successfully completed in 2014

We have an application in to HCR to fund Ida Yarbrough Homes Redevelopment Phase 1 and are working on additional projects to begin in 2015

AHA has survived the HUD reductions – more from Mr. Ragsdale

B. Monthly Financial Report (Deputy Director)

Mr. Ragsdale discussed the graphs showing the financial status of the Federal Program; Patroon; the component units and the Section 8 program.

C. Items for Advise ment and Discussion

i. Bank Balance as of 01/7/15

10. Adjournment:

There being no other business to address, the Vice Chair declared the meeting adjourned at 1:43 P.M...

NEXT MEETING:

**Monday, February 9th 2013 @ 2:30 p.m.
200 South Pearl Street, Albany, New York 12202**