

**MINUTES**

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

**Tuesday, August 19, 2015 at 2:30 p.m.  
Board Room  
200 South Pearl Street, Albany, New York 12202**

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**Call to Order:** The meeting was called to order by the Chair at 2:45 P.M.

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<b>1. Roll Call</b>	<b>Present</b>	<b>Absent</b>
	Michael Whalen, Chair Father James Lefebvre Linda Mitchell Kelly Kimbrough, Vice Chair Mark Bobb-Semple Melvena Jenkins (non-voting) Agnes Jackson (non-voting)	

5 voting 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:** Jim Lyons, Shirley Hicks, Nettie Harvey, Lucille Johnson

2. **Community Forum:** Ms. Hicks, Ms. Harvey and Ms. Johnson each introduced themselves as residents of Townsend Homes and each addressed the Board and the Executive Director with concerns about conditions at Townsend Homes including allegations of entry into their apartments, opening of mail and entry into the building by un-known individuals; conditions in common hallways and stairwells; and security in the rear parking lot. The Executive Director indicated that he would investigate the concerns and remedy any that can be addressed by AHA. One individual questioned the calculation of her rent and the ED agreed to look into that situation.

3. **Reading and approval of the minutes of the previous meeting held July 149, 2015**

Motion to approve by Mr. Bobb-Semple;  
Second by Mr. Kimbrough  
All voted in favor

The Minutes were approved as presented

**4. Action Calendar**

Each resolution was read by Father Lefebvre. Mr. Longo provided background.

**08-15-26 Authorization to enter into a 36 month Fair Market Value Lease with the low bidder - Repeat Business (Ricoh and US Bank) \$2,543.12 / Mo for the leasing of new copiers equipment authority wide. Procurement netted AHA a monthly payment savings of \$174.00/mo. replacing 3 year old equipment. New equipment brings increased capacity, additional color capability and speed. 2<sup>nd</sup> Low Bidder – National Business Systems: \$2,657.47 / Mo; 3<sup>rd</sup> Low Bidder – Eastern: \$3,332.19**

Motion to approve by Mr. Bobb-Semple;  
Second by Mr. Kimbrough;  
All voted in favor;  
The Chair declared the Resolution approved

**08-15-27 Approval to award term Contract for Indefinite Quantity Consulting Engineering Services for Strategic and Engineering Support on Energy Efficiency Projects at all AHA Sites to one of the two most advantageous and responsive proposers, L & S Energy Services, Inc. for up to \$50,000.00 with an initial contract period of two (2) years with up to three (3) additional one year renewals. Pursuant to a competitive procurement process, this firm was selected for award on the basis of their strength with NYSERDA programs and local knowledge. Of the four firms submitting, a second firm was also chosen for award. The other responders were C.J. Brown Energy, P.C. and Wildan.**

**08-15-28 Approval to award term Contract for Indefinite Quantity Consulting Engineering Services for Strategic and Engineering Support on Energy Efficiency Projects at all AHA Sites to the second of the two most advantageous and responsive proposers, Facilities Strategies Group LLC. for up to \$50,000.00 with an initial contract period of two (2) years with up to three (3) additional one year renewals. Pursuant to a competitive procurement process, this firm was selected for award on the basis of their strength with HUD Energy Performance programs and policy and their knowledge of finance for energy improvements and their integration into Federal and State programs.**

Upon consensus, # 27 & # 28 were read and considered together

Motion to approve by Ms. Mallory;  
Second by Mr. Kimbrough;  
All voted in favor;  
The Chair declared the Resolution approved

**08-15-29**      **Approval pursuant to a competitive procurement process, to allow the Contracting Officer to select Stratford Capital as the equity investor for the Ida Yarbrough Homes Redevelopment project. Of the five Letters of Interest (LOI) received, Stratford Capital’s was unanimously ranked highest by members of the evaluation panel for its credit pricing, equity and developer fee pay-in schedules, and terms.**

Motion to approve by Mr. Bob-Semple;  
Second by Father Lefebvre;  
All voted in favor;  
The Chair declared the Resolution approved

**08-15-30**      **Approval that all units under management by Albany Housing Authority will 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 effective January 1, 2016. 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 service persons.**

Motion to approve by Ms. Mallory;  
Second by Mr. Bobb-Semple;  
All voted in favor;  
The Chair declared the Resolution approved

**5. Reports of Committees**      None –

**6. Unfinished Business**

- The Board agreed to establish the following committees:

Finance: Mr. Whalen & Mr. Kimbrough  
Personnel: Mr. Bobb-Semple & Mr. Kimbrough  
Policy / Community Relations: Mr. Whalen, Ms. Mallory, & Ms. Jackson

- The Board agreed to hold the Board Training after the Tenant Commissioner elections

**7. New Business** – None

**8. Report of the Executive Secretary**

**A. Monthly Management Report (Executive Director)**

- The continuing low level of funding from appropriated by Congress is creating mounting stress on the Authority's finances. AHA's diversification of income sources may be unable to cover continuing subsidy shortfalls and Management anticipates difficult decisions for projects that are unable to cover expenses under the "Asset Management" system.

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

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

**C. Personnel Report (Employee Relations Manager)**

Ms. D'Arbeau reported that there have been no significant developments since the last meeting.

**D. Items for Advisement and Discussion**

- **Bank Balance as of 08/08/2015**

**9. Adjournment:**

There being no other business to address, the Chair called for a motion to adjourn.

Motion by Mr. Bob-Semple  
Second by Father Lefebvre  
The Chair declared the meeting adjourned at 3:50 P.M.

**NEXT MEETING:**

**Tuesday, September 15, 2015 @ 2:30 p.m.**  
**200 South Pearl Street, Albany, New York 12202**

