

**MINUTES OF THE ANNUAL/REGULAR MEETING OF THE  
MEMBERS OF TROY HOUSING AUTHORITY  
HELD ON MONDAY, FEBRUARY 9, 2015**

PRESENT: James H. Brust, Commissioner  
Robert Linder, Commissioner  
Oscar McLaughlin, Commissioner  
Patrick Russo, Commissioner  
Darren J. Scott, Chair  
Agnes Zink, Vice Chair

ALSO

PRESENT: Daniel P. Crawley, Executive Secretary

The Commissioners of the Troy Housing Authority met in REGULAR Session on Monday, February 9, 2015, in the Community Room of the Edward A. Kane Apartments, 5 – 115<sup>th</sup> Street, Troy, New York 12182. Chair Russo called the Meeting to Order and led the Assembly in the Pledge of Allegiance. Upon Roll Call, six Commissioners were Present and one Commissioner was absent.

Chair Russo asked if there was anyone wishing to speak on any ITEMS on the agenda. There was no public comment on any agenda item.

In accordance with the Troy Housing Authority By-Laws, the ANNUAL/REGULAR Meeting held in January is traditionally an organizational Meeting for the purpose of electing a Chair and Vice-Chair for the coming Calendar Year. The election was held during the REGULAR Meeting held on February 9, 2015.

Chair Russo moved to ITEM I, the election of officers and opened the Floor to nominations for the post of Chair and Vice Chair for the 2015 Calendar Year.

Commissioner McLaughlin nominated Commissioner Darren Scott for the post of Chair and Chair Russo nominated Commissioner Agnes Zink for the position of Vice Chair. Chair Russo asked if there were other nominations. There being none, nominations were closed. By a show of hands vote, Commissioner Scott was unanimously chosen to serve as Chair and Commissioner Zink was unanimously chosen to serve as Vice Chair for the 2015 Calendar Year.

Newly elected Chair Scott moved to ITEM II, the approval of the Minutes of the REGULAR Meeting of the Members of the Troy Housing Authority held on Monday, January 12, 2015.

Chair Scott asked if there were any additions or deletions. There were none. Commissioner McLaughlin moved that the Minutes, as submitted by the Executive Secretary, be approved by the Members of the Authority. Commissioner Brust seconded the motion. The Minutes were unanimously approved as presented by a show of hands vote.

Chair Scott moved to ITEM III, A Resolution the Submission of the Section 8 Management Assessment Program (SEMAP) Certification.

Chair Scott asked for a motion to approve ITEM III. Commissioner Linder moved to approve ITEM III. Commissioner Russo seconded the motion and when put to a vote, the Resolution was unanimously adopted.

Chair Scott moved to ITEM IV, A Resolution Authorizing the Establishment of a Qualified List of Architects & Engineers.

Chair Scott asked for a motion to approve ITEM IV. Commissioner Linder moved to approve ITEM IV. Commissioner Russo seconded the motion and when put to a vote, the Resolution was unanimously adopted.

Chair Scott moved to OTHER BUSINESS:

Chair Scott moved to A) Discussion of any Old or New Business

Thomas Hulihan, Director of Planning & Program Development, gave an update on the 45 Day Comment Period for the No Smoking Policy.

Chair Scott moved to B) Financial Reports

Deborah Witkowski, Comptroller, discussed the Statement of Revenue and Expense Budget to Actual THA Board Report as of January 31, 2015. Ms. Witkowski stated she is working on completion of the year end submission to HUD and does not anticipate any problems. Ms. Witkowski to present the completed final audit to the THA Board of Commissioners in March 2015. Proposals for new Auditors for 2016 to be obtained and brought to the Board of Commissioners for evaluation and voting procedures once obtained.

Chair Scott moved to C) Monthly Report by the Executive Secretary.

Daniel Crawley, Executive Secretary discussed the February Executive Secretarial Report.

Chair Scott asked for a Motion to Adjourn. Vice Chair Zink moved to adjourn. Commissioner McLaughlin seconded the motion and when put to a vote, the Motion was passed at 1:03 p.m.

Executive Secretary Report  
February 9, 2015

Vacancy Statistics:

As of January 31, 2015 there were 33 Vacant Units as follows:

<u>AMP</u>	<u>Total Vacancies</u>
Corliss	0
Fallon	1
Taylor	2
Phelan	1
Sweeney	1
MLK	10
Kane	0
Conway	0
Grand	1
Griswold	17

Within the numbers above we have a total of **18** vacancies that are pending HUD approval for continued subsidy due to catastrophic, law & regulation or modernization. 1 of the vacancies is at Grand Street Apts. for Modernization; 8 of the vacancies are at Martin Luther King for Catastrophic; and 9 of the vacancies are at Griswold Heights for Law & Regulation.

1. Rent Collection Low Income Public Housing Program for the month of January 2015 was 97.5%:
  - We expected to collect a total of **\$361,999** for the month of January 2015 for the LIPH projects.
  - The actual total amount of rent collected for the month of January 2015 was **\$353,159.**
2. Rent Collection at Kennedy Towers for the month of January 2015 was 98%:
  - We expected to collect a total of **\$113,193** for the month of January 2015 for the K/T Project.
  - The actual total of rent collected for the month of January 2015 was **\$110,817.**
3. Maintenance and Procurement Contracts:
  - Routine purchases continue related to maintenance and office supplies

4. Misc.:

- File of Life – Medical Emergency Information Forms from the Rensselaer County Sheriff’s Department were distributed to all Amp 5 & Kennedy Towers residents on January 30, 2015
- REAC Inspection Training was held for sites on February 4, 2015 at the Fallon Rainbow Center. All Asset Managers, key maintenance staff and other related staff attended.
- Low Income Housing Tax Credit (LIHTC) Compliance and Mixed Finance Training has been scheduled for March 3<sup>rd</sup> through the 5<sup>th</sup> for all Asset Managers and Occupancy Staff

**A RESOLUTION AUTHORIZING THE APPROVAL OF THE MINUTES  
OF THE REGULAR MEETING OF TROY HOUSING AUTHORITY  
HELD ON MONDAY, JANUARY 12, 2015**

SUBMITTED BY: Daniel P. Crawley, Executive Secretary

INTRODUCED BY: Darren Scott, Chair

**WHEREAS**, Daniel P. Crawley, Executive Secretary to the Troy Housing Authority, has respectfully submitted the Minutes of the REGULAR Meeting held on Monday, January 12, 2015;

**NOW, THEREFORE, BE IT RESOLVED THAT** the Minutes of the REGULAR Meeting of Monday, January 12, 2015 is approved, as submitted by the Executive Secretary.

INTRODUCED BY: Darren Scott, Chair

FIRST MOTION: Oscar McLaughlin, Commissioner

SECOND MOTION: James Brust, Commissioner

AYES: 6

NAYS: 0

Dated: February 20, 2015

**A RESOLUTION AUTHORIZING THE SUBMISSION OF THE  
SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP)  
CERTIFICATION FOR FISCAL YEAR ENDING DECEMBER 31, 2014**

SUBMITTED BY: Daniel P. Crawley, Executive Secretary

INTRODUCED BY: Darren Scott, Chair

**WHEREAS**, The U.S. Department of Housing and Urban Development (HUD) has a system in place known as the Section 8 Management Assessment Program (SEMAP); and

**WHEREAS**, the SEMAP system is a tool to measure Section 8 Program performance; and

**WHEREAS**, HUD requires Housing Authorities to certify compliance with various standards as part of the SEMAP review process; and

**WHEREAS**, the Board of Commissioners has reviewed Troy Housing Authority responses to the SEMAP standards that will be submitted electronically to HUD.

**NOW, THEREFORE, BE IT RESOLVED** that the Executive Secretary is authorized to submit the Section 8 Management Assessment Program (SEMAP) Certification for Fiscal Year ending December 31, 2014 to the U.S. Department of Housing and Urban Development.

INTRODUCED BY: Darren Scott, Chair

FIRST MOTION: Robert Linder, Commissioner

SECOND MOTION: Patrick Russo, Commissioner



AYES: 6

NAYS: 0

Dated: February 20, 2015

**A RESOLUTION AUTHORIZING THE THE ESTABLISHMENT OF A  
QUALIFIED LIST OF ARCHITECTS & ENGINEERS**

SUBMITTED BY: Daniel P. Crawley, Executive Secretary

INTRODUCED BY: Darren Scott, Chair

WHEREAS, the Troy Housing Authority (the “Authority”) issued a Request for Qualifications (RFQ) on January 9, 2015 to establish a list of qualified architectural and engineering firms or individuals to bid on upcoming projects, and

WHEREAS, the Planning Committee reviewed the qualifications submitted and recommends establishing the following list of qualified architectural and engineering firms or individuals to bid on upcoming projects: Griffith Dardinelli Architects, PC; RIDA Architecture, PLLC; Lothrop Associates, LLP; Lammon Architects, LLP; Architecture +; 3t Architects; Stephen Dean, P.E., P.C.

THEREFORE, IT IS HEREBY RESOLVED, that, Griffith Dardinelli Architects, PC; RIDA Architecture, PLLC; Lothrop Associates, LLP; Lammon Architects, LLP; Architecture +; 3t Architects; Stephen Dean, P.E., P.C. be on the list of qualified architectural and engineering firms or individuals to bid on upcoming projects.

SUBMITTED BY: Daniel P. Crawley, Executive Secretary

INTRODUCED BY: Darren Scott, Chair

FIRST MOTION: Robert Linder, Commissioner

SECOND MOTION: Patrick Russo, Commissioner

AYES: 6

NAYS: 0

Dated: February 20, 2015

**NOTICE OF ANNUAL/REGULAR MEETING**

TO: Patrick A. Russo, Chair  
James H. Brust, Commissioner  
Robert Linder, Commissioner  
Oscar McLaughlin, Commissioner  
Paul E. Moses, Commissioner  
Darren J. Scott, Commissioner  
Agnes Zink, Commissioner

You are hereby notified that the MEMBERS of TROY HOUSING AUTHORITY are called to meet in REGULAR SESSION at 12:30 p.m. on Monday, February 9, 2015 in the Community Room of the Edward A. Kane Apartments, 5 – 115<sup>th</sup> Street, Troy, New York 12182.

The purpose of the Meeting is described in the attached Agenda.

## **CERTIFICATE**

I, DANIEL P. CRAWLEY, duly appointed, qualified and SECRETARY of TROY HOUSING AUTHORITY, do hereby certify that the attached copy of the Minutes of the REGULAR Meeting of the MEMBERS of said AUTHORITY, held on the 9th day of FEBRUARY 2015, is a true and correct copy of the original Minutes of said Meeting on file and of record, and I do further certify that the copy of the Resolution(s) appearing in said attached copy is a true and correct copy of the Resolution(s) adopted at said MEETING and is on file and of record.

IN TESTIMONY WHEREOF, I have hereunto set my hand and the seal of said AUTHORITY this 20 day of FEBRUARY 2015.

---

Daniel P. Crawley  
Executive Secretary

(SEAL)