

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

PRESENT: James H. Brust, Commissioner

Paul Moses, 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, March 9, 2015, in the Community Room of the John F. Kennedy Towers, 2100 Sixth Avenue, Troy, New York 12180. Chair Scott called the Meeting to Order and Daniel P. Crawley, Executive Secretary led the Assembly in the Pledge of Allegiance. Upon Roll Call, five Commissioners were Present and two Commissioners were absent.

Chair Scott asked if there was anyone wishing to speak on any ITEMS on the agenda. There were four John F. Kennedy Towers residents who spoke of their opinions of THA/John F. Kennedy Towers going Smoke Free. Ronald Hipwell, resident of the John F. Kennedy Towers, spoke to the Board in regards to building improvements. Florence Moules, resident of the John F. Kennedy Towers, spoke to the Board regarding the need to have the Troy Police Department's K9 unit walk through the building. Lisa Donnelly from T-Mobile also requested to speak to the Board in regards to T-Mobile requesting an antenna to be placed on the roof of the Edward A. Kane Apartments building.

Chair Scott moved to ITEM I, the approval of the Minutes of the REGULAR Meeting of the Members of the Troy Housing Authority held on Monday, February 9, 2015.

Chair Scott asked if there were any additions or deletions. There were none. Commissioner Russo moved that the Minutes, as submitted by the Executive Secretary, be approved by the Members of the Authority. Vice Chair Zink seconded the motion. The Minutes were unanimously approved as presented by stating Aye.

Chair Scott moved to ITEM II, A Resolution Authorizing the Initiation of a Phased Approach to the Troy Housing Authority Going Smoke Free.

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

Chair Scott moved to ITEM III, A Resolution Authorizing the Executive Secretary to Enter into a Contract with Gavin Landscaping for Lawn Maintenance Services for the 2015 Mowing Season with a One Year Renewal Option.

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

Chair Scott moved to ITEM IV, A Resolution Approving a Demolition Contractor For 555-557 and 559 Second Avenue, North Troy, New York 12182.

Chair Scott asked for a motion to approve ITEM IV. Vice Chair Zink 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

Chair Scott moved to B) Financial Reports

Deborah Witkowski, Comptroller, discussed the Financial Report for the Fiscal Year Ending December 31, 2014, Un-Audited Financial Data Schedule (FDS) that was submitted to HUD (REAC) on February 27, 2015.

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

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

Chair Scott asked for a Motion to Adjourn. Commissioner Russo moved to adjourn. Vice Chair Zink seconded the motion and when put to a vote, the Motion was passed at 1:25 p.m.

Executive Secretary Report
March 9, 2015

Vacancy Statistics:

As of February 28, 2015 there were 26 Vacant Units as follows:

<u>AMP</u>	<u>Total Vacancies</u>
Corliss	2
Fallon	1
Taylor	1
Phelan	1
Sweeney	0
MLK	10
Kane	1
Conway	0
Grand	1
Griswold	9

Within the numbers above we have a total of **16** vacancies that are pending HUD approval for continued subsidy due to catastrophic, law & regulation or modernization. 2 of the vacancies are at Corliss Park due to Law & Regulation; 1 of the vacancies is at Grand Street Apts. for Modernization; 8 of the vacancies are at Martin Luther King for Catastrophic and 1 of the vacancies at MLK are for Law & Regulation and 4 of the vacancies are at Griswold Heights for Law & Regulation.

1. Rent Collection Low Income Public Housing Program for the month of February 2015 was 99%:
 - We expected to collect a total of **\$360,349** for the month of February 2015 for the LIPH projects.
 - The actual total amount of rent collected for the month of February 2015 was **\$358,781.**
2. Rent Collection at Kennedy Towers for the month of February 2015 was 98.7%:
 - We expected to collect a total of **\$114,672** for the month of February 2015 for the K/T Project.
 - The actual total of rent collected for the month of February 2015 was **\$113,281.**
3. Maintenance and Procurement Contracts:
 - Routine purchases continue related to maintenance and office supplies
4. Misc.:
 - Section 8 Housing Choice Voucher Waiting List was opened from February 27th through March 6th. Applications were available at all THA sites and also available on the website. With the opening of the Waiting List, there has been an increase in foot traffic and telephone calls at the Taylor site. 300 applications were received on the first day of opening, February 27th.
 - All Amps, in preparation of the upcoming REAC inspections: Unit inspections being conducted of all units prior to inspection, weekly staff meetings, increase in work orders due to inspections, getting them scheduled and completed.

**A RESOLUTION AUTHORIZING THE APPROVAL OF THE MINUTES
OF THE REGULAR MEETING OF TROY HOUSING AUTHORITY
HELD ON MONDAY, MARCH 9, 2015**

SUBMITTED BY: Daniel P. Crawley, Executive Secretary

INTRODUCED BY: Patrick Russo, Chair

WHEREAS, Daniel P. Crawley, Executive Secretary to the Troy Housing Authority, has respectfully submitted the Minutes of the REGULAR Meeting held on Monday, March 9, 2015;

NOW, THEREFORE, BE IT RESOLVED THAT the Minutes of the REGULAR Meeting of Monday, March 9, 2015 is approved, as submitted by the Executive Secretary.

INTRODUCED BY: Darren Scott, Chair

FIRST MOTION: Patrick Russo, Commissioner

SECOND MOTION: Agnes Zink, Vice Chair

AYES: 5

NAYS: 0

Dated: March 23, 2015

**A RESOLUTION AUTHORIZING THE INITIATION
OF A PHASED APPROACH TO THE TROY HOUSING AUTHORITY
GOING SMOKE FREE**

SUBMITTED BY: Daniel P. Crawley, Executive Secretary

INTRODUCED BY: Darren J. Scott, Chair

WHEREAS, The U.S. Department of Housing and Urban Development (HUD) has been encouraging Housing Authorities to go Smoke Free for several years; and

WHEREAS, on January 12, 2015 the Board of Commissioners authorized the initiation of a 45 day public comment period to discuss initiating a Smoke Free Policy at the Troy Housing Authority; and

WHEREAS, since January 12, 2015 the Capital District Tobacco Free Coalition was enlisted to assist, all residents were notified and surveyed, twenty public comment meetings were held with every location having one or two meetings, and the proposed policy was discussed with the Resident Advisory Board; and

WHEREAS, the outcome of the Public Comment Period has been summarized and reviewed by the Board of Commissioners and a phased approach to going Smoke Free at the Troy Housing Authority seems most prudent.

NOW, THEREFORE, BE IT RESOLVED that the Troy Housing Authority will take a phased approach to Going Smoke Free. We will start with an Initial Phase and review every 3 to 6 months to determine when to proceed to the next phase.

The Phases will be structured as follows:

Initial Phase

1. Continue to emphasize that all Common Areas are already Smoke Free (Entranceways, Lobbies, Corridors, Stairways, Community Rooms (including libraries, recreation rooms and exercise rooms), Laundry Rooms, Offices, Public Rest Rooms, Outdoor Play Areas, etc). This will be accomplished with signage and enforcement by property management staff.

2. Enlist all employees to serve as good role models for going Smoke Free. This means that all employees will continue to not smoke in all Work Areas and Common Areas as well as in other Troy Housing Authority owned properties as required by NYS Public Health Law § 1399 (this includes Troy Housing Authority vehicles).
3. Promote smoking cessation programs so that anyone interested in quitting knows what resources are available (including the NYS Smoker's Quit Line, The Butt Stops Here and EAP resources for employees).
4. Consider offering a program like The Butt Stops Here on site if there is enough interest. The cost to bring a facilitator on-site is about \$400 for the seven week program.
5. Any newly developed or rehabilitated property will be smoke free upon completion.

Phase Two

1. Expand the No Smoking Area to 25 feet from all buildings and play areas.
2. Designate specific areas, ideally protected from the elements, where smoking is allowed.
3. Continue to promote smoking cessation programs for anyone interested in quitting.

Phase Three

1. Initiate a full Smoke Free Policy that includes all areas within buildings (including apartments) and the perimeter of the building extended out to 25 feet. This can occur all at once or site by site.

NOW, THEREFORE, BE IT RESOLVED that the Executive Secretary is authorized to initiate the actions necessary to begin this phased approach to the Troy Housing Authority going Smoke Free.

INTRODUCED BY: Darren Scott, Chair

FIRST MOTION: Patrick Russo, Commissioner

SECOND MOTION: Agnes Zink, Vice Chair

AYES: 5

NAYS: 0

Dated: March 23, 2015

A RESOLUTION AUTHORIZING THE EXECUTIVE SECRETARY TO ENTER INTO A CONTRACT WITH GAVIN LANDSCAPING FOR LAWN MAINTENANCE SERVICES FOR THE 2015 MOWING SEASON WITH A ONE YEAR RENEWAL OPTION

SUBMITTED BY: Daniel P. Crawley, Executive Secretary

INTRODUCED BY: Darren J. Scott, Chair

WHEREAS, Troy Housing Authority requires the services of a Lawn Maintenance Service provider for the Griswold Heights and Kennedy Towers complexes; and

WHEREAS, Troy Housing Authority issued a Request for Proposal for such services for the 2015 Mowing Season with a one year renewal option; and

WHEREAS, the Authority has reviewed the submissions received. The apparent low bidder is Gavin Landscaping and it is recommended that the Authority engage this firm to provide these services for the 2015 mowing season with a one year renewal option.

NOW, THEREFORE, BE IT RESOLVED that the THA Board of Commissioners authorizes the Executive Secretary to enter into a contract with Gavin Landscaping for the 2015 season with a one year renewal option.

INTRODUCED BY: Darren J. Scott, Chair

FIRST MOTION: Patrick Russo, Commissioner

SECOND MOTION: Paul Moses, Commissioner

AYES: 5

NAYS: 0

Dated: March 23, 2015

**A RESOLUTION APPROVING A DEMOLITION CONTRACTOR
FOR 555-557 AND 559 SECOND AVENUE**

SUBMITTED BY: Daniel P. Crawley, Executive Secretary

INTRODUCED BY: Darren J. Scott, Chair

WHEREAS, the Troy Housing Authority has recently acquired 555-557 and 559 Second Avenue from the City of Troy, and

WHEREAS, the condition of these buildings warrants that they be demolished in as expedition manner as possible, and

WHEREAS, the Troy Housing Authority has solicited and obtained three proposals for demolition and debris removal, and

WHEREAS, the proposal most advantageous to the Troy Housing Authority came from DiTonno and Sons, LLC with an all inclusive price of \$91,500.00.

THEREFORE, IT IS HEREBY RESOLVED, that, the Troy Housing Authority approve the selection of DiTonno and Sons, LLC as the selected demolition contractor for 555-557 and 559 Second Avenue.

INTRODUCED BY: Darren J. Scott, Chair

FIRST MOTION: Agnes Zink, Vice Chair

SECOND MOTION: Patrick Russo, Commissioner

AYES: 5

NAYS: 0

Dated: March 23, 2015

NOTICE OF ANNUAL/REGULAR MEETING

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

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, March 9, 2015 in the Community Room of the John F. Kennedy Towers located at 2100 Sixth Avenue, Troy, New York 12180.

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 MARCH 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 23 day of MARCH 2015.

Daniel P. Crawley
Executive Secretary

(SEAL)