

**ELMIRA HOUSING AUTHORITY**  
**January 25, 2007**

Present: Chairman Patsy DiChiara  
Vice-Chairperson Cynthia Emmer  
Secretary Mary Gage  
Commissioner F. Michael Marrone  
Commissioner Sylvia Mason  
Commissioner Kelli Ramsdell

Also Present: Executive Director James A. Mirando  
Deputy Director Charles Lockner  
Management Aide JoAnne Krolak  
Attorney Steven Agan

**Comments from the Public**

No members of the public were present.

**Commissioners Forum**

**Resolutions 2007.01 through 2007.16 were acted upon as follows:**

Resolution numbers 2007.03, 2007.04, 2007.05 and 2007.07 were named as consent items.

<b>Resolution No.</b>	<b>Description</b>	<b>Sponsor</b>	<b>Status</b>
2007.01	Authorizing the Dispensing of the Reading of the Minutes of the Regular Meeting Held on December 21, 2006	Emmer	Passed
2007.02	Authorizing the Dispensing of the Reading of the Minutes of the Special Meeting Held on January 4, 2007	Mason	Passed
2007.03 [Consent]	Authorizing Approval of Executive Director's Action in Approving Contract for Repairs at Hoffman Plaza	Ramsdell	Passed
2007.04 [Consent]	Authorizing Contract With Capabilities, Inc.	Gage	Passed
2007.05 [Consent]	Authorizing Contract for Electric Supply	Marrone	Passed
2007.06	Receiving Correspondence from H.U.D. Regards: Public Housing Operating subsidies 2007 Year	Emmer	Passed
2007.07 [Consent]	Receiving Correspondence from Matrix environmental Re: 501 East Water Street (Bragg Towers)	Mason	Passed

2007.08	Authorizing Approval of Executive Director's Action in Opening Depository Account in Connection With Capital Fund Financing Program	Ramsdell	Passed
2007.09	Receiving Correspondence from Economic Opportunity Program, Inc. Re: Ernie Davis Center Budget	Gage	Passed
2007.10	Receiving Correspondence from Elmira Water Board Re: Rate Increase in Water Usage	Marrone	Passed
2007.11	Receiving Correspondence from State of New York Re: Promotion of Public Access to Government Decision Making and Establishment of Ethical Conduct Guidelines	Emmer	Passed
2007.12	Denying Sales Contract	Commissioners as a Whole	Passed
2007.13	Denying Lease Contract Extension with New York State Division of General Services on the Ernie Davis Community Building	Commissioners as a Whole	Tabled
2007.14	Authorizing Lease to Economic Opportunity Program, Inc. for Ernie Davis Community Building	Commissioners as a Whole	Tabled
2007.15	Approving Compensation for Executive Director	Commissioners as a Whole	Tabled
2007.16	Approving Compensation for Management Confidential	Commissioners as a Whole	Tabled

Executive Director Mirando informed the Commissioners that the issues covered under resolution 2007.11 had been referred to Legal Counsel and that more information would be presented as it becomes available.

At 1:35 P.M. upon a motion by Commissioner Mason, with a second by Commissioner Emmer, the Board went into Executive Session to discuss a property matter. At 2:00 P.M., upon a motion by Commissioner Emmer, with a second by Commissioner Ramsdell, the Board left Executive Session to return to the regular meeting. Resolution numbers 2007.13 and 2007.14 were tabled until the February meeting.

At 2:03 P.M., upon a motion by Commissioner Ramsdell, with a second by Commissioner Emmer, the Board went into Executive Session to discuss a personnel matter. At 2:40 P.M., upon a motion by Commissioner Ramsdell, with a second by Commissioner Emmer, the Board left Executive Session to return to the regular meeting. Resolution numbers 2007.15 and 2007.16 were tabled until the February meeting.

The meeting was adjourned at 2:45 P.M.

Respectfully submitted,

Mary Gage, Secretary

**ELMIRA HOUSING AUTHORITY**  
**February 22, 2007**

Present: Chairman Patsy DiChiara  
Secretary Mary Gage  
Commissioner F. Michael Marrone  
Commissioner Sylvia Mason  
Commissioner Kelli Ramsdell

Also Present: Executive Director James A. Mirando  
Deputy Director Charles Lockner  
Management Aide JoAnne Krolak  
Attorney Steven Agan

Absent: Vice-Chairperson Cynthia Emmer

**Comments from the Public**

No members of the public were present.

**Commissioners Forum**

**Resolutions 2007.17 through 2007.29, plus numbers 2007.14 through 2007.16 were acted upon as follows:**

<b>Resolution No.</b>	<b>Description</b>	<b>Sponsor</b>	<b>Status</b>
2007.17	Authorizing the Dispensing of the Reading of the Minutes of the Regular Meeting Held on January 25, 2007	Gage	Passed
2007.18 Consent	Receiving Correspondence from Economic Opportunity Program, Inc., RE: Ernie Davis Community Building	Marrone	Passed
2007.14	Consider Removing from the Table Resolution 2007.14 Authorizing Lease to Economic Opportunity Program, Inc. for Ernie Davis Community Building	Commissioners as a Whole	Passed
2007.19 Consent	Receiving Correspondence from Needs Supplied Ministries Inc. RE: Jones Court Building	Mason	Passed
2007.20	Authorizing Contract with City of Elmira for Police Patrol Services	Marrone	Passed
2007.21	Authorizing Retainer Agreement for Legal Counsel	Commissioners as a Whole	Passed
2007.22	Authorizing Arbitrage Rebate Calculation Services in Connection with Capital Fund Financing Revenue Bonds	Mason	Passed
2007.23	Authorizing Public Housing Assessment System Management Operation Certification	Ramsdell	Passed
2007.24 Consent	Authorizing Approval of Executive Director's Action in Approving Contract for Repairs at Hoffman Plaza	Gage	Passed
2007.25 Consent	Authorizing Approval of Executive Director's Action in Approving Contract for Repairs at Hoffman Plaza	Marrone	Passed
2007.26	Receiving 2008 HUD Budget	Gage	Passed
2007.27 Consent	Authorizing Travel to NAHRO Legislative Conference	Marrone	Passed

2007.15	Approving Compensation for Executive Director	Commissioners as a Whole	Passed
2007.16	Approving Compensation for Management Confidential	Commissioners as a Whole	Passed
2007.28	Authorizing Proposed Increase in Charges and Fees to Residents	Commissioners as a Whole	Tabled
2007.29	Recognizing Elmira Housing Authority Sixty-Fifth (65) Anniversary	Commissioners as a Whole	Passed

Prior to consideration of resolution numbers 2007.18 through 2007.19 and resolution 2007.14, the Commissioners went into Executive Session to discuss a property matter.

Chairman DiChiara recommended that resolution number 2007.18, plus resolution numbers 2007.19, 2007.24, 2007.25, and 2007.27, be treated as consent items, and one vote would be taken to approve or disapprove all resolutions so designated.

Prior to consideration of resolution numbers 2007.15 and 2007.16, the Commissioners went into Executive Session to discuss personnel issues. After the Executive Session, the Commissioners settled on a 2% salary increase for these individuals, since this would be an amount comparable to that offered to members of the Authority bargaining unit in the recently settled labor agreement.

Mr. Mirando also informed the Commissioners that the Authority website now had a secure section, which would enable Commissioners to view Board meeting material and other information online.

The meeting was adjourned at 2:43 P.M.

Respectfully submitted,

Mary Gage, Secretary

**ELMIRA HOUSING AUTHORITY**  
**March 29, 2007**

Present: Chairman Patsy DiChiara  
Vice-Chairperson Cynthia Emmer  
Secretary Mary Gage  
Commissioner F. Michael Marrone  
Commissioner Sylvia Mason  
Commissioner Kelli Ramsdell

Also Present: Executive Director James A. Miranda  
Deputy Director Charles Lockner  
Management Aide JoAnne Krolak  
Attorney Steven Agan

Absent: Commissioner Alma Lockett

**Comments from the Public**

No members of the public were present. Executive Director Miranda noted, for the record, that Commissioner Lockett had notified him that she would be unable to attend the March meeting, due to pressing family matters.

**Commissioners Forum**

The Commissioners observed the sixty-fifth (65) anniversary of the founding of the Elmira Housing Authority. Vice-Chairperson Emmer suggested that media coverage would be appropriate in these circumstances. Executive Director Miranda promised to contact the Star-Gazette.

The Commissioners discussed the results of the recent resident surveys.

**Resolutions 2007.31 through 2007.45 were acted upon as follows:**

<b>Resolution No.</b>	<b>Description</b>	<b>Sponsor</b>	<b>Status</b>
2007.31	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on February 22, 2007	Emmer	Passed
2007.32 Consent	Congratulating Alma S. Lockett on her appointment as Commissioner	Commissioners as a Whole	Passed
2007.33 Consent	Congratulating Mary Gage on her re-election as Resident Commissioner	Commissioners as a Whole	Passed
2007.34	Authorizing Travel to NYSPHADA Conference	Marrone	Passed
2007.35 Consent	Authorizing Contract for Elevator Cab Renovations at Bragg Towers	Ramsdell	Passed
2007.36 Consent	Authorizing Contract for Waste Compactor Replacement at Bragg Towers	Emmer	Passed
2007.37	Amending Annual Statement Under Capital Grant Program NY06P03050105 – Fifth Revision	Marrone	Passed
2007.38	Amending Annual Statement Under Capital Grant Program NY06P03050106 – Fourth Revision	Ramsdell	Passed
2007.39 Consent	Receiving RSVP Memorandum of Understanding	Gage	Passed

2007.40 Consent	Authorizing Approval of Executive Director's Action in Approving Contract for Apartment Repairs at Hoffman Plaza	Mason	Passed
2007.41	Receiving Correspondence from Chemung County Human Relations Commission	Emmer	Passed
2007.42	Receiving Correspondence from State of New York Executive Department Office of General Services	Marrone	Passed
2007.43	Authorizing Contract with Pyramid Brokerage Company	Ramsdell	Passed
2007.44	Receiving Correspondence from Executive Director RE: Tenant Letters regards to Resolution 2007.28	Gage	Passed
2007.28	Consider Removing from the Table Resolution 2007.28 Approving an Increase in Fees to Residents	Commissioners as a Whole	Passed
2007.45	Approval of Stop-Loss Application	Commissioners as a Whole	Passed

Chairman DiChiara recommended that resolution number 2007.32, plus resolution numbers 2007.33, 2007.35, 2007.36, 2007.39 and 2007.40, be treated as consent items, and one vote would be taken to approve or disapprove all resolutions so designated.

Executive Director Mirando explained the purpose of NYSPHADA and gave further details about the conference. If any Commissioner were interested in attending, he/she was asked to contact Mr. Mirando as soon as possible.

Executive Director Mirando indicated that the elevator cabs would be getting new surfacing, plus making the control panel handicapped accessible.

Executive Director Mirando explained the reasons for the budget revisions to the two modernization program budgets.

Executive Director Mirando briefly reviewed for the Commissioners the kinds of activities that RSVP had been involved with at Bragg and Flannery Apts.

Mr. Mirando recounted for the Commissioners the desirability of having a contractor work on the vacated apartments at Hoffman Plaza. Sometimes, the departing tenant had left a great deal of damage behind in the unit. Other times, specific features (such as the flooring under the laundry area) needed to be replaced due to wear and tear. The Commissioners held a short discussion about the feasibility of removing laundry hookups in individual apartments and opening a laundry facility in the former Hoffman Plaza office building.

Executive Director Mirando indicated that Ms. Hughey was pleased that Parole would not be renewing its lease at the Ernie Davis Center.

Atty. Agan offered suggestions regarding the contract terms with the Pyramid Brokerage, which were accepted by the sponsors of resolution 2007.43.

Executive Director Mirando recounted the responses to the proposed schedule of fees and charges and informed the Commissioners which changes had received the most attention. The residents found a proposal to institute parking fees for resident cars particularly objectionable.

Mr. Mirando gave an overview of the details of the application and reminded the Commissioners that it needed to be submitted by April 15, 2007. He indicated that if any Commissioner would like additional details, he would be glad to meet with them to review the application. It was not known when the Authority would know if the application had been accepted – only that an application for the second year of the program was due to be submitted on October 15, 2007.

The meeting was adjourned at 2:42 P.M.

Respectfully submitted,

Mary Gage, Secretary

**ELMIRA HOUSING AUTHORITY**  
**April 26, 2007**

Present: Chairman Patsy DiChiara  
Vice-Chairperson Cynthia Emmer \*  
Secretary Mary Gage  
Commissioner Alma Lockett  
Commissioner F. Michael Marrone  
Commissioner Sylvia Mason

Also Present: Executive Director James A. Mirando  
Deputy Director Charles Lockner  
Management Aide JoAnne Krolak  
Attorney Steven Agan

Absent: Commissioner Kelli Ramsdell

**Comments from the Public**

**Commissioners Forum**

The Board and the public were informed that Vice-Chairperson Emmer was at home due to a back injury and would be joining the meeting via telephone conference call. This method was done with the consent of the Board and Legal Counsel.

**Resolutions 2007.47 through 2007.54 were acted upon as follows:**

<b>Resolution No.</b>	<b>Description</b>	<b>Sponsor</b>	<b>Status</b>
2007.047	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on March 29, 2007	Emmer	Passed
2007.048	Authorizing Contract for Kitchen Cabinet replacement at Flannery Apartments	Lockett	Passed
2007.049	Authorizing Contract for Exterior Lighting at Bragg Towers	Mason	Passed
2007.050	Authorizing Capital Fund Program Amendment to the Consolidated Annual Contributions Contract	Gage	Passed
2007.051	Authorizing Annual Statement Under Capital Grant Program NY06P03050106 – Fifth Revision	Marrone	Passed
2007.052	Authorizing Contract with NYSERDA	Marrone	Passed
2007.053	Hiring Summer Youths	Emmer	Passed
2007.054	Resolution of the Elmira Housing Authority Approving Issuance of Not to Exceed \$3,325,000 Multifamily Housing Revenue Bonds (Eastgate Apartments Project), Series 2007 and Making Certain Other Findings and Determinations Relative to the Project	Lockett	Passed

Vice-Chairperson Emmer wanted it noted for the record that she had spoken in favor of making another try at forming a Hoffman Plaza Tenant Association.

Executive Director Mirando indicated that the Shisler firm's work is known to the Authority, since they have done work on previous modernization projects. The Shisler bid falls within the architect's



estimate for the exterior lighting work. Mr. Miranda said that he is disturbed by the low number of responses to Authority solicitations.

Executive Director Miranda explained certain details of the Capital Fund program budget revision, such as, where the money is being allocated, etc. Chairman DiChiara asked if there was a limit on the amount allocated for the contingency line item. Mr. Miranda said there was no limit to the contingency line item, but that this money has to be spent.

Executive Director Miranda gave the background to the NYSERDA contract resolution and discussed resolution attachments which described individual work items. Mr. Miranda also reviewed for the Commissioners the concept of energy performance contracting and freezing the Authority's subsidy.

Commissioner Gage moved, with Commissioner Marrone seconding, to add resolution 2007.054 to the agenda. All Commissioners said "aye." Executive Director Miranda gave background information on the resolution. Vice-Chairperson Emmer asked how the Authority would be obligated under this program? Atty. Agan indicated that there was no financial obligation under the program, nor any financial liability accruing to the Authority. The Executive Director stated that this project falls under what is known as the decoupling program. Commissioner Marrone asked if the same program format could apply if the Jones Court property were sold? Mr. Miranda stated that decoupling only applied to federal housing.

The meeting was adjourned at 2:01 P.M.

Respectfully submitted,

Mary Gage, Secretary

**ELMIRA HOUSING AUTHORITY  
May 31, 2007**

Present: Chairman Patsy DiChiara  
Vice-Chairperson Cynthia Emmer  
Secretary Mary Gage  
Commissioner Alma Lockett  
Commissioner F. Michael Marrone  
Commissioner Sylvia Mason  
Commissioner Kelli Ramsdell

Also Present: Executive Director James A. Miranda  
Deputy Director Charles Lockner  
Management Aide JoAnne Krolak  
Attorney Steven Agan

**Comments from the Public**

**Commissioners Forum**

**Resolutions 2007.56 through 2007.65 were acted upon as follows:**

<b>Resolution No.</b>	<b>Description</b>	<b>Sponsor</b>	<b>Status</b>
2007.056	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on April 26, 2007	Emmer	Passed
2007.057 Consent	Receiving 2006 Year Audit Report	Lockett	Passed
2007.058 Consent	Authorizing Approval of Executive Director's Action in Approving contract for Apartment Repairs at Hoffman Plaza	Mason	Passed
2007.059 Consent	Authorizing Contract for Sanitation and Disposal Services	Gage	Passed
2007.060 Consent	Authorizing Change Order to Schindler Contract	Marrone	Passed
2007.061	Receiving Correspondence from Matrix Environmental RE: 501 East Water Street (Bragg Towers)	Ramsdell	Passed
2007.062	Establishing Violence Against Women Act (VAWA) Policy	Emmer	Passed
2007.063	Receiving Correspondence from Legal Counsel of Economic Opportunity Program, Inc., RE: Ernie Davis Community Building	Lockett	Passed
2007.064	Authorizing Sales Contract on John Jones Building	Commissioners as a Whole	Passed
2007.065	Receiving Correspondence from H.U.D. Regards: Elmira Housing Authority Request for Proposal (RFP) Energy Performance Contracting	Mason	Passed

Chairman DiChiara suggested making resolution numbers 2007.57, 2007.58, 2007.59, and 2007.60 consent items.

Executive Director Mirando reminded the Commissioners that Mercer would be attending the June Board meeting to make a presentation on the audit report.

Vice-Chairperson Emmer asked – do we have to utilize City services for sanitation and disposal when we are in the City? Executive Director Mirando directed the Commissioners' attention to the contract pricing offered by SDS and the City. Mr. Mirando commented that the notification of bidding on the garbage hauling was advertised in the newspaper and the City of Elmira was mailed a bid package as did other local garbage haulers, Spiegel Refuse Hauling, and Foster Refuse Hauling. Commissioner Ramsdell suggested the Executive Director contact Andy Avery about negotiating a bulk rate for Bragg Towers and Flannery Apartments.

Chairman DiChiara asked about ideas for future use of the property at 501 East Water Street. Executive Director Mirando discussed the Authority's ACC numbers. The Authority was currently approved for a total of 499 units; we presently operate 479 apartments. Mr. Mirando left open the possibility of adding 20 more apartments. Commissioner Marrone asked about building elsewhere in Chemung County. Executive Director Mirando said that, according to the terms of the Authority's charter, it was not possible for the Authority to build additional public housing outside the City limits. However, a Section 8 type of project was a possibility. Chairman DiChiara inquired whether there was sufficient parking at Bragg Towers. The Executive Director said that right now, there was enough parking at Bragg Towers.

Executive Director Mirando said that the policy on domestic violence was covered under the terms of the Housing Act and the Quality Housing and Work Responsibility Act of 1998 (QHWRA). Commissioner Lockett asked about what the policy contained – all acts of violence, or just domestic violence? Mr. Mirando indicated that all acts of violence were covered. Commissioner Marrone asked who had written this policy. The Executive Director replied that the format had been developed by National Association of Housing and Redevelopment Officials (NAHRO), and could be modified according to a Housing Authority's particular circumstances. Deputy Director Lockner told the Commissioners that the Authority would be notifying all residents and applicants about the terms of this policy, as well as having the document inserted into the Authority's agency plan.

Vice-Chairperson Emmer asked for more information on Orlando Housing, which firm had made the offer for Jones Court. The Executive Director discussed their background. Orlando Homes usually does small projects (50 to 60 units), and this would be their largest one. Mr. Mirando indicated that they are also in the process of working on a project in Little Falls, NY. Mr. Mirando informed the Commissioners that the Jones Court property would become an all-electric building. He also said that the developers would likely have their own tax credit package and have to present what they would contribute toward the viability of the project. Any project involving dwelling units would have to include a plan for handicapped accessibility.

Chairperson DiChiara asked for sponsors to add the resolution regarding energy performance contracting to the agenda. Commissioner Gage moved, with Commissioner Ramsdell seconding, to add the resolution to the agenda. Executive Director Mirando reviewed the timetable for the RFP and indicated that the Commissioners would be seeing a resolution regarding a contract award for this item in the near future.

The meeting was adjourned at 2:08 P.M.

Respectfully submitted,

Mary Gage, Secretary

**ELMIRA HOUSING AUTHORITY**  
**June 28, 2007**

Present: Chairman Patsy DiChiara  
Vice-Chairperson Cynthia Emmer  
Secretary Mary Gage  
Commissioner Alma Lockett  
Commissioner F. Michael Marrone  
Commissioner Sylvia Mason  
Commissioner Kelli Ramsdell

Also Present: Executive Director James A. Miranda  
Deputy Director Charles Lockner  
Management Aide JoAnne Krolak  
Attorney Steven Agan

**Comments from the Public**

**Commissioners Forum**

Roger Lis of R.A. Mercer, Inc., made a presentation on the results of the Authority's recent financial audit. The results were considered good and an unqualified opinion was issued. Commissioner Emmer asked several questions regarding the makeup of the Fixed Assets and Inventory programs. She was especially anxious to have the Authority avoid even the appearance of impropriety in areas such as inventory and fraud, since these areas had been under scrutiny at other housing authorities in recent months.

**Resolutions 2007.67 through 2007.75 were acted upon as follows:**

<b>Resolution No.</b>	<b>Description</b>	<b>Sponsor</b>	<b>Status</b>
2007.067	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on May 31, 2007	Emmer	Passed
2007.068 Consent	Approving 2006 Year Audit Report	Lockett	Passed
2007.069 Consent	Authorizing Approval of Executive Director's Action in Approving Contract for Apartment Repairs at Hoffman Plaza	Mason	Passed
2007.070	Authorizing Contract for Laundry Equipment at George Bragg Towers and Edward Flannery Apartments	Gage	Passed
2007.071 Consent	Receiving Correspondence from Legal Counsel of Economic Opportunity Program, Inc. REGARDS: Ernie Davis Community Building	Marrone	Passed
2007.072 Consent	Receiving Report on Barbara Avery for position of Account Clerk Typist	Ramsdell	Passed
2007.073	Amending Procurement Policy	Emmer	Withdrawn
2007.073	Honoring Dorine DePue	Lockett	Passed
2007.074	Authorizing Sale Contract on the Ernie Davis Building	Commissioners as a Whole	Passed

2007.075	Ratifying Changes to Resolution of the Elmira Housing Authority Approving Issuance of Not to Exceed \$3,325,000 Multifamily Housing Revenue Bonds (Eastgate Apartments L.P.), Series 2007 and Making Certain Other Findings and Determinations Relative to the Project	Commissioners as a Whole	Passed
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Chairman DiChiara suggested that this resolution, together with resolution numbers 2007.69, 2007.71, and 2007.72 be designated as consent items.

Executive Director Mirando discussed how Mac-Gray had been handling laundry operations at Bragg and Flannery for several years, and indicated that Mac-Gray had been the only bidder on this contract. Commissioners Gage and Mason inquired about the possibility of extending the dryer time to 30 minutes on the laundry equipment contract.

Upon a motion by Commissioner Ramsdell, with a second by Commissioner Mason, resolution numbers 2007.73, 2007.74 and 2007.75, were added to the agenda.

There was a general discussion on the sale of the Ernie Davis property, covering such terms as whether the sale had to be approved by the State of New York, and what it would mean for the tenancy of the Parole Board in the building. The Commissioners also discussed the timing of the sale, as well as the rent paid by EOP for the Davis Center until the sale of the property was closed.

Certain language changes were made to resolution number 2007.75, which had originally been adopted in April 2007, upon the advice of Authority Counsel.

The meeting was adjourned at 2:23 P.M.

Respectfully submitted,

Mary Gage, Secretary

**ELMIRA HOUSING AUTHORITY**  
**July 26, 2007**

Present: Chairman Patsy DiChiara  
Vice-Chairperson Cynthia Emmer  
Secretary Mary Gage  
Commissioner Alma Lockett  
Commissioner Sylvia Mason  
Commissioner Kelli Ramsdell

Also Present: Executive Director James A. Mirando  
Management Aide JoAnne Krolak

Absent: Commissioner F. Michael Marrone  
Deputy Director Charles Lockner  
Attorney Steven Agan

Guests: WENY-TV  
WETM-TV

**Comments from the Public**

Representatives of the media attended the meeting and asked for more information on the upcoming sale of Jones Court and the Ernie Davis Center Building. Chairman DiChiara called a recess to allow the media to ask their questions.

**Commissioners Forum**

Presenting the Elmira Housing Authority's Agency Plan and Five Year Action Plan. Executive Director Mirando presented the Plan to the Commissioners and reviewed the Plan's highlights. Several Commissioners asked questions on particular details of the plan.

Vice-Chairperson Emmer called the Commissioners' attention to the account of the Mercer audit report, which was discussed at the June Board Meeting. She desired to see her position recorded as being concerned over the matter of the Authority's inventory, and went on to state her concern that this is the second year in a row that inventory is an issue. The Vice-Chairperson went on to remind the Commissioners that Roger Lis of the Mercer organization had indicated that if this issue is not corrected this year, it would become a much bigger issue next year.

**Resolutions 2007.77 through 2007.91 were acted upon as follows:**

<b>Resolution No.</b>	<b>Description</b>	<b>Sponsor</b>	<b>Status</b>
2007.077	Authorizing the dispensing of the Minutes of the Regular Meeting held on June 28, 2007	Emmer	Passed
2007.078 Consent	Receiving Correspondence from Matrix Environmental RE: 501 East Water Street (Bragg Towers)	Lockett	Passed
2007.079 Consent	Receiving Correspondence from the Elmira Water Board RE: Increase in Water Rates Starting 2008 Year	Ramsdell	Passed
2007.080 Consent	Receiving Correspondence from HUD REGARDS: 2006 Audit Report	Ramsdell	Passed
2007.081 Consent	Authorizing Lobby Renovations at Bragg Towers	Gage	Passed
2007.082 Consent	Amending Annual Statement under Capital Grant Program NY06P03050105 – Sixth Revision	Emmer	Passed

2007.083 Consent	Amending Annual Statement under Capital Grant Program NY06P03050106 – Sixth Revision	Luckett	Passed
2007.084	Authorizing Contract with CSEA Platinum 12 Vision Plan	Ramsdell	Passed
2007.085	Authorizing Contract with Excellus Dental Plan	Gage	Passed
2007.086	Authorizing Contract for Workers Compensation and Disability Benefits Insurance	Mason	Passed
2007.087	Authorizing Contract for Accidental Death and Dismemberment Insurance	Emmer	Passed
2007.088	Authorizing Contract for Real & Personal Property; Comprehensive General Liability; Automobile; Boiler & Machinery; Employee Dishonesty & Commercial Crime Coverage; Computerized Business Equipment; Mold, other fungi or Bacteria Liability; and Public Housing Officials Insurance w/Employment Practices Coverage	Luckett	Passed
2007.089 Consent	Authorizing Attendance at PHADA Legislative Conference	Ramsdell	Passed
2007.090	Receiving Correspondence from Executive Director RE: Application for Weatherization Funds	Gage	Passed
2007.091	Receiving Correspondence from Legal Counsel RE: Shisler Electric – Low Bid Contract	Mason	Passed

Chairperson DiChiara recommended that resolution numbers 2007.078, 2007.079, 2007.080, 2007.081, 2007.082, 2007.083, and 2007.089 be designated as consent resolutions and that one vote would be taken to cover all resolutions so designated.

Executive Director Mirando informed the Commissioners that the vision plan contract was late, that it had actually expired in December, 2006.

Commissioner Ramsdell declared that it should be noted in the resolution on Disability Benefits Insurance that this policy would cover the Commissioners in the official performance of their duties. Executive Director Mirando indicated that the Commissioners were also covered under the terms of the Accidental Death and Dismemberment Policy.

Mr. Mirando also reviewed the insurance package contained under resolution 2007.088 and explained the details involved in the bids received from each bidder. He explained that who the underwriter is would be the key for each bidder, that the industry practice did not allow for underwriters to issue quotes to more than one bidder for policies offered to the same potential client. He noted that the Authority had asked bidders for their “best price” on each policy, but that bidders did not always follow this instruction. In particular, the Executive Director called the Commissioners’ attention to the matter of the Authority’s General Liability Coverage. The bid package had asked for \$10 million worth of coverage. One bidder had sent in a bid with a base offer of \$2 million worth of coverage, and alternate offers (at sequentially higher cost) leading up to an \$11 million policy.

Vice-Chairperson Emmer questioned whether it would be proper to have the local Economic Opportunity Program, Inc., group in to give an opinion on the Authority’s weatherization needs. Mr. Mirando explained that the local group had been contacted, but that they had removed themselves from future consideration since they did not perform this type of service.

Vice-Chairperson Emmer had asked that resolution 2007.091 be removed from consideration as a potential consent resolution in order that the Commissioners become more fully aware of the details surrounding this matter. Executive Director Mirando recounted the sequence of events

leading up to the Shisler contract award and how these led him to seek legal advice regarding the contract award.

Resolution 2007.092 which was to update the Authority's procurement policy, was removed from the agenda in order to allow for additional time to refine this document.

The meeting was adjourned at 3:11 P.M.

Respectfully submitted,

Mary Gage, Secretary



**ELMIRA HOUSING AUTHORITY**  
**August 30, 2007**

Present: Chairman Patsy DiChiara  
Secretary Mary Gage  
Commissioner F. Michael Marrone  
Commissioner Sylvia Mason  
Commissioner Kelli Ramsdell

Also Present: Executive Director James A. Mirando  
Deputy Director Charles Lockner  
Management Aide JoAnne Krolak  
Attorney Steven Agan

Absent: Vice-Chairperson Cynthia Emmer  
Commissioner Alma Lockett

**Comments from the Public**

No members of the public were present.

**Commissioners Forum**

Executive Director Mirando informed the Commissioners that Commissioner Lockett notified him that, due to a situation at work, she would be unable to attend today's meeting. Chairperson DiChiara informed the Commissioners the Vice-Chairperson Emmer was traveling and would be away from Elmira today.

**Resolutions 2007.094 through 2007.109 were acted upon as follows:**

<b>Resolution No.</b>	<b>Description</b>	<b>Sponsor</b>	<b>Status</b>
2007.094	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on July 26, 2007	Mason	Passed
2007.095 Consent	Receiving Correspondence from Executive Director RE: Michael Mawhir – Employee Resignation	Ramsdell	Passed
2007.096	Receiving 2006 Year Financial Statement from Housing Authority Insurance Group	Mason	Passed
2007.097	Authorizing Contract Asphalt Work at Flannery Towers	Gage	Passed
2007.098 Consent	Authorizing Purchase of 2007 Chevrolet Colorado 4 x 4 P/U	Marrone	Passed
2007.099 Consent	Authorizing Purchase of (2) Kubota 4 Wheel Drive tractor Mower/Snow Blower & Sweeper and Little Truck Loader	Ramsdell	Passed
2007.100 Consent	Authorizing Contract to Purchase Ceramic Floor Tile	Marrone	Passed
2007.101	Authorizing Approval of Executive Director's Action in Approving Contract for Repairs to Signage at Hoffman Plaza	Mason	Passed
2007.102	Authorizing Approval of Executive Director's Action in Approving Contract for Apartment Repairs at Hoffman Plaza	Mason	Passed

2007.103 Consent	Authorizing Change Order to the Schindler Elevator Contract	Gage	Passed
2007.104	Receiving Correspondence from H.U.D RE: 2007 Capital Fund	Marrone	Passed
2007.105	Amending Annual Statement Under Capital Grant Program NY06P03050106 – Seventh Revision	Ramsdell	Passed
2007.106	Amending Annual Statement Under Capital Grant Program NY06P03050106 – Seventh Revision	Marrone	Passed
2007.107	Amending Annual Statement Under Capital Grant Program NY06P03050105 – Sixth Revision	Mason	Passed
2007.108	Authorizing Contract for Architectural and Engineering Services for Capital Fund Financing Program	Mason	Passed
2007.109	Instituting New Assigned Tenant Parking Space Policy	Gage	Passed

Chairperson DiChiara recommended that this resolution number 2007.095, together with resolution numbers 2007.098, 2007.099, 2007.100, and 2007.103, be designated as consent items, which meant that one vote would be taken to cover all resolutions so designated.

Atty. Agan asked for additional information on why the employee had resigned. Executive Director Mirando indicated that the individual had expressed a desire to pursue a career in law enforcement and was working at the Chemung County Sheriff's office on a part-time basis. A schedule conflict between his hours at the Housing Authority and those at the Sheriff's Department had developed, with the result that the individual had exhausted all of his accumulated leave time. The individual therefore decided to resign his position with the Housing Authority.

Executive Director Mirando said that the Flannery Apartments parking area had last been done in 1997. Mr. Mirando said this area should have been done last year, but that there was a concern that not enough funds were available for this purpose. The A.L. Blades company is known to have its own equipment, plus its own blacktop plant. Commissioner Marrone volunteered the information that Blades had work currently in progress in the Elmira area.

Chairman DiChiara expressed concern over the number of signs and their placement at Hoffman Plaza.

Chairman DiChiara asked if resolution 2007.102 were a case of "tenant trashing". Deputy Director Lockner informed the Board that, in this case, it was less a case of resident abuse of the property and more likely that a combination of 17+ years of tenancy combined with an accumulation of resident personal property. This made it difficult to effectively address needed upkeep.

Executive Director Mirando explained that resolution 2007.103 was necessary to protect the newly installed surfacing on the Bragg Towers elevator cars.

Chairman DiChiara asked approval from the Commissioners to add resolution 2007.104, together with resolution numbers 2007.105, 2007.106, 2007.107, 2007.108, and 2007.109, to the agenda. Commissioner Ramsdell moved, with a second from Commissioner Marrone to add these resolutions to the agenda. All the Commissioners consented.

Executive Director Mirando gave additional information on the background for resolution 2007.104. He stated that the Authority should have received these funds in 2006. In addition, when the funds were finally made available, it was revealed that the Authority would receive approximately \$30,000 in additional monies.

Mr. Mirando indicated that the Bond Payment associated with grant number NY06P03050105 would be made in September. That would leave only monies associated with apartment

modifications at Hoffman Plaza and a contract closeout payment for the Flannery kitchen cabinets to be made. When these items were done, the grant would be closed out.

Executive Director Miranda expressed concern over the number of proposals received in response to the RFP for Architectural and Engineering Services, and indicated that the distribution of monies under the Capital Fund was less than had been expected. There was a discussion on the selection process that covered such items as the sizes of fees asked by the various firms and also the ranking process. Mr. Miranda stated that he had arranged for the top-3 ranked firms to come in for interviews. The fee offered by the first place finisher was extremely high. The Executive Director informed the Commissioners that there would be a heavy emphasis placed on engineering under this project, particularly on the sprinklers item. Mr. Miranda reminded the Commissioners that money would be tight and that the price of metal was expected to rise. Commissioner Ramsdell expressed confidence in the firm selected in view of the scope of work, plus the fact that this firm was locally-based. Atty. Agan suggested having the sprinkler work done first. Executive Director Miranda indicated this was a worthwhile suggestion, and added that the Hoffman Plaza siding and the Bragg Towers building seal might also be moved up in the sequence of work items. Mr. Miranda indicated that he intended to discuss a plan of "deduct" alternates with Foor & Associates.

Executive Director Miranda stated, if the Commissioners so desired, that resolution 2007.109 could be tabled until the September meeting. The Commissioners, after a brief discussion, decided to proceed with consideration of this resolution at the current meeting. Mr. Miranda informed the Board that the Authority had no obligation to permit public parking. Atty. Agan suggested lining up the pros & cons on the matter. Commissioner Marrone suggested informing the residents and asking them to notify their visitors and ask them to please park their vehicles in the street.

Executive Director Miranda and Atty. Agan informed the Commissioners that they had encountered some problems in bringing the sale of the Jones Court property to a conclusion. Atty. Agan stated that he wants to do a conference call with Division of Housing the first week in September to resolve these problems.

The meeting was adjourned at 2:21 P.M.

Respectfully submitted,

Mary Gage, Secretary

**ELMIRA HOUSING AUTHORITY**  
**September 27, 2007**

Present: Chairman Patsy DiChiara  
Vice-Chairperson Cynthia Emmer  
Secretary Mary Gage  
Commissioner Alma Lockett  
Commissioner F. Michael Marrone  
Commissioner Kelli Ramsdell

Also Present: Executive Director James A. Mirando  
Deputy Director Charles Lockner  
Management Aide JoAnne Krolak  
Attorney Steven Agan

Absent: Commissioner Sylvia Mason

**Comments from the Public**

No members of the public were present.

**Commissioners Forum**

Executive Director Mirando informed the Commissioners that Commissioner Mason would be absent from today's meeting due to a medical appointment.

**Resolutions 2007.111 through 2007.120 were acted upon as follows:**

<b>Resolution No.</b>	<b>Description</b>	<b>Sponsor</b>	<b>Status</b>
2007.111	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on August 30, 2007	Emmer	Passed
2007.112 Consent	Hiring James Guinnip and Todd Monroe as Laborers	Lockett	Passed
2007.113	Authorizing Approval of Executive Director's Action in Approving Contract for Apartment Repairs at Hoffman Plaza	Gage	Passed
2007.114	Receiving Correspondence from Housing Authority Insurance Group Regards: Low Loss Ration Award	Gage	Passed
2007.115	Approving Final Performance and Evaluation Statement Under Capital Fund Program NY06P03050105	Marrone	Passed
2007.116 Consent	Receiving Correspondence from Executive Director Re: Public Hearing of September 11, 2007	Ramsdell	Passed
2007.117	Authorizing Approval of 2008 Agency Plan	Commissioners as a Whole	Passed
2007.118	Authorizing Approval of Executive Director's Action in Approving Contract for Natural Gas Supply	Emmer	Passed
2007.119	Re-Authorizing Stop-Loss Application	Commissioners as a Whole	Passed
2007.120	Authorizing Energy Performance Contract with an Energy Services Contract (ESCO)	Lockett	Passed

Chairman DiChiara recommended that this resolution numbers 2007.112 and 2007.116 be designated as consent items. All the Commissioners agreed to this designation.

Chairman DiChiara commented on the cost of apartment rehab and suggested the Authority put a resolution on the next agenda that would offer support of City of Elmira efforts to encourage the District Attorney to pursue cases of tenant trashing. Commissioner Marrone pointed out the differences between a City ordinance and the state law on criminal mischief in this area. Executive Director Miranda promised he would prepare a resolution on this issue for the October board meeting.

Executive Director Miranda directed the Commissioners to the changes in the 2008 Agency Plan. The changes appeared mainly in the areas of the Authority policy on the Violence Against Women Act (VAWA) policy, the modernization program, and the NYSERDA energy efficiency program.

Executive Director Miranda stated that the Authority normally did a more formal procurement for natural gas supply, but due to an oversight, it was necessary to contact a number of natural gas suppliers and ask for their estimate for services. Chairman DiChiara asked for the definition of a daily balance charge. Mr. Miranda said this involved shrinkage of the volume of gas in the transmission lines.

Executive Director Miranda indicated the changes contained in this revised application. Deputy Director Lockner stated that Authority financial statements had been updated and that a reviewer's checklist had recently been issued. This checklist contained the criteria HUD reviewers would employ to approve or disapprove Housing Authority applications for the Stop Loss program. Mr. Miranda informed the Commissioners that HUD was maintaining its insistence on due dates for the program. Deputy Director Lockner stated that the Authority was currently studying the regulations for the second year of this program. Mr. Lockner also indicated that the Authority's 2008 budget would be drafted on the assumption that the Stop Loss application had been rejected.

Executive Director Miranda reminded the Commissioners that the NYS Div. Of Parole was behind rent payments for six months. He stated that if the arrears had not been made up by October 3, 2007, he would be issuing an eviction notice. Vice-Chair Emmer offered to make contact with officials on the state level to see what could be done to expedite payment of the arrears. Mr. Miranda declined the offer.

Details attending the sale for the Davis Center property are in dispute. The signoff by the New York State Division of Housing and Community Renewal (DHCR) has not been received. Atty. Agan recommends returning to the 2001 legislation regarding the sale of the Davis Center and amending statements regarding use as low income housing, since the Davis Center is not dwelling unit space.

The meeting was adjourned at 2:15 P.M.

Respectfully submitted,

Mary Gage, Secretary

**ELMIRA HOUSING AUTHORITY**  
**October 25, 2007**

Present: Chairman Patsy DiChiara  
Vice-Chairperson Cynthia Emmer  
Secretary Mary Gage  
Commissioner Alma Lockett  
Commissioner F. Michael Marrone  
Commissioner Sylvia Mason  
Commissioner Kelli Ramsdell

Also Present: Executive Director James A. Miranda  
Deputy Director Charles Lockner  
Management Aide JoAnne Krolak

Absent: Attorney Steven Agan

**Comments from the Public**

No members of the public were present.

**Commissioners Forum**

**Resolutions 2007.122 through 2007.128 were acted upon as follows:**

<b>Resolution No.</b>	<b>Description</b>	<b>Sponsor</b>	<b>Status</b>
2007.122	Authorizing the Dispensing of the reading of the Regular Meeting Minutes on September 27, 2007	Emmer	Passed
2007.123	Receiving Correspondence from HUD REGARDS: PHAS Score	Lockett	Passed
2007.124	Receiving Correspondence from DHCR REGARDS: Sale of John Jones Court	Mason	Passed
2007.125 Consent	Authorizing Contract with Siemens Building and Technologies, Inc. for Energy Audit	Gage	Passed
2007.126 Consent	Authorizing DVR Replacement of the Bragg Towers CCTV System	Marrone	Passed
2007.127 Consent	Authorizing Contract for Purchase of Gas Stoves	Ramsdell	Passed
2007.128 Consent	Authorizing Public Auction of Excess Equipment	Emmer	Passed
2007.129	Amending Annual Statement Under Capital Grant Program NY06P03050106 – Eighth Revision	Lockett	Passed
2007.130	Amending Annual Statement Under Capital Grant Program NY06P03050107 – Second Revision	Mason	Passed
2007.131	Writing Off Uncollectible Accounts	Gage	Passed
2007.132	Requesting Assistance from District Attorney Regards: Tenant Trashing of Apartments	Commissioners as a Whole	Passed

Chairman DiChiara recommended that resolution numbers 2007.125, 2007.126, 2007.127, and 2007.128 be designated as consent items. Commissioner Ramsdell moved, with a second by Commissioner Emmer, to add these resolutions to the agenda. All the Commissioners agreed to this suggestion.

Executive Director Mirando explained the three-point "penalty" in the PHAS score (see res. 2007.123) was due to new filing procedures that were put in place this year by HUD. Previously, the Elmira Housing Authority submitted its year ending un-audited financial statements to HUD before February 28 of the next year and waited for HUD to analyze the report without penalty. If the report did not meet HUD's financial reporting format, the report was rejected and the Housing Authority had to correct the errors. Sometimes the report might have had to be resubmitted two or three times to meet the HUD financial format. Starting this year when a submission fails to meet HUD's financial format, the Housing Authority would be penalize one point for every 15 days of late filing after February 28 deadline. The Elmira Housing Authority submission failed three times to meet HUD's financial format and wasn't until April 26, 2007 when it was accepted and approved.

Executive Director Mirando explained to the Commissioners that part of the demand made by the New York State Division of Housing and Community Renewal (DHCR) (see res. 2007.124) was the proceeds from the sale of Jones Court could not be commingled with the operations of the Housing Authority's federal developments. Furthermore, the Housing Authority is restricted to using the proceeds to only for a future housing project or if and when the Housing Authority reacquires the Hathorn Court Development.

Executive Director Mirando went onto explain the operations of the Hathorn Court Redevelopment in which the tax credits are due up in 2016 and where the Elmira Housing Authority's four million dollar second mortgage would be due. No payments were required to be paid, but interest would be accruing on the mortgage note.

Executive Director Mirando also stated that if the Housing Authority did regain the Hathorn Court operation and were to incorporate it into federal housing program, it would shift the Elmira Housing Authority into a large unit classification (over 500 units), which had the potential for realizing larger capital subsidies and other grant awards. There was a second discussion on other uses for the proceeds, such as for low income housing for the handicapped and disabled.

Vice-Chairperson Emmer asked whether the Commissioners hadn't already approved a contract for Siemens? Executive Director Mirando explained that this resolution was solely for the energy audit (see res. 2007.125), and that it was a necessary first step toward the successful performance of an energy services agreement.

Executive Director Mirando discussed particulars of the budget for the Capital Fund Program budget revisions (see res. 2007.129 and 2007.130).

There was a general discussion among the Commissioners about the background of individual write-offs (see res. 2007.131).

Chairman DiChiara suggested having the Housing Authority attorney deputized by the District Attorney to bring tenant trashing cases to court (see res. 2007.132). Commissioner Marrone suggested contacting Mr. Wetmore to make him aware of this situation.

Executive Director Mirando directed the Commissioners attention to the "Over \$1,000" section of the Executive Director's report. The firm "Sew Unique" is owned and operated by his wife, and Mr. Mirando was anxious to make the Commissioners aware of this fact, in order to avoid even the appearance of any impropriety. The expenditure had been made for the maintenance dept.'s uniform clothing. The materials had been purchased at cost, and Mrs. Mirando had done the stitching of the Elmira Housing Authority logo with her embroidery sewing machine. Executive Director Mirando explained that the Housing Authority provides to its maintenance staff twice a year, two sets of uniforms and appropriate apparel for outside work, especially for inclement weather. These items were previously purchased in the past through companies like Wear Guard, LL Bean, and others at a much higher coast. Embroidering the hats, shirts and jackets were an additional cost. Mrs. Mirando through her business (Sew Unique) was able to purchase the hats,

shirts and jackets at her cost for the Housing Authority. Mrs. Miranda did charge the Housing Authority for embroidering the Elmira Housing Authority logo on all hats, shirts and jackets at \$5.00 per embroidered item. The itemized bill to the Housing Authority reflects the itemized cost along with the submission of the apparel bills from the suppliers. A procurement analysis is attached to the bill, included is a comparison on the cost of embroidering by local stores.

The Commissioners were presented with a detailed spreadsheet which outlined the Authority's 2008 Operating Budget. It was decided to hold a special one-hour workshop session on November 8<sup>th</sup> at 1:00 pm to review details of the budget. Commissioner Luckett stated that she doubted she would be able to be present for this meeting; however, she might be able to attend via conference call. Mr. Miranda emphasized that all that could be discussed would be financial items related to this budget.

Executive Director Miranda reminded the Commissioners that the December meeting would be the Authority's annual meeting and suggested moving this up one week to December 20<sup>th</sup>. Officers for the Board would be elected at this time.

The meeting was adjourned at 2:38 P.M.

Respectfully submitted,

Mary Gage, Secretary



**ELMIRA HOUSING AUTHORITY**  
**November 29, 2007**

Present: Chairman Patsy DiChiara  
Vice-Chairperson Cynthia Emmer  
Secretary Mary Gage  
Commissioner Alma Lockett  
Commissioner F. Michael Marrone  
Commissioner Sylvia Mason  
Commissioner Kelli Ramsdell

Also Present: Executive Director James A. Miranda  
Deputy Director Charles Lockner  
Management Aide JoAnne Krolak  
Attorney Steven Agan

**Comments from the Public**

No members of the public were present. Commissioner Lockett joined the meeting via telephone conference call. Executive Director Miranda noted for the record that Commissioner Marrone had contacted him to state that he would be delayed, but intended to be at the meeting as soon as he could.

**Commissioners Forum**

a. Review of Possible Land Purchase for Garage Extension

Executive Director Miranda explained that this purchase would enable the Authority to put an extension on the Hoffman Plaza storage garage. In 1999, he said, the old garage had been torn down and a new one built. However, time has proved that this is not sufficient storage for the combined needs of Hoffman Plaza, Bragg Towers and Flannery Apartments. Mr. Miranda passed a model project manual, which included diagrams, of what the extension project would look like. Commissioner Marrone thought the Authority should demolish the old office and build there. After the Commissioners had finished debating the pros and cons of this project, it was decided to issue an RFP (Request for Proposals) for an architect to either rehabilitate the old office for storage use or to demolish it and build a new facility.

b. Jones Court Building

Executive Director Miranda, Chairperson DiChiara and Atty. Agan each stated that the original motivation for selling the Jones Court property was to enable the Authority to divest itself of responsibility for the project. The Authority sold Jones Court to Orlando Housing for \$125,000 recently. This buyer is now advertising Jones Court as being for sale as a middle income project. Commissioner Ramsdell stated that she thinks the Authority should contact Orlando Housing and express the opinion that the Authority is disappointed in this turn of events and that we feel we were misrepresented. Commissioner Emmer indicated that she felt it would reflect badly on the Authority if the Jones Court building were simply "left to rot." Several Commissioners expressed the concern that the person who bought Jones Court appears to be "flipping" it. That was not supposed to be his intention. In addition, the Commissioners are very concerned that Jones Court is being advertised as something it is not. Atty. Agan declared his belief that the buyer had created a fraudulent, misleading listing, but that a private developer also brought certain advantages. The Commissioners also instructed the Executive Director not to spend any more time talking to potential buyers. That is the responsibility of the new owner.

**Resolutions 2007.134 through 2007.147 were acted upon as follows:**

<b>Resolution No.</b>	<b>Description</b>	<b>Sponsor</b>	<b>Status</b>
2007.134	Authorizing the Dispensing of the reading of the Regular Meeting Minutes on October 25, 2007	Emmer	Passed
2007.135	Authorizing the Dispensing of the reading of the Special Financial Budget Meeting Minutes on November 8, 2007	Luckett	Passed
2007.136 Consent	Authorizing Operating Fund Subsidy Calculations Forms for 2008 Operating Fund Budget	Mason	Passed
2007.137 Consent	Receiving Correspondence from H.U.D. Regards: Elmira Housing Authority 2008 Agency Plan	Gage	Passed
2007.138	Receiving Correspondence from R.A. Mercer & Co., CPA, Regards: July 1, 2007, Six Month Interim Statement	Mason	Passed
2007.139	Authorizing Contract with County of Chemung Office for the Aging – Elderly Service Coordinator	Ramsdell	Passed
2007.140	Authorizing Contract for Emergency Repairs to Flannery Towers South Exterior Wall “A” Tower	Emmer	Passed
2007.141	Authorizing Contract for Constructing Offices at Hoffman Plaza Administration Building	Luckett	Passed
2007.142 Consent	Approving Change Order to EAM Construction	Mason	Passed
2007.143 Consent	Amending Annual Statement Under Capital Grant Program NY06P03050106 – Ninth Revision	Gage	Passed
2007.144 Consent	Authorizing Approval of Executive Director’s Action in Approving Contract for Apartment Repairs at Hoffman Plaza	Marrone	Passed
2007.145	Authorizing Grant Application from the New York State Records Management Fund	Ramsdell	Passed
2007.146 Consent	Authorizing Change on December Board Meeting Date	Commissioners as a Whole	Passed
2007.147	Approving Incentive Increment for Elmira Housing Authority Employees	Commissioners as a Whole	Passed

Chairman DiChiara suggested to the Commissioners that resolution number 2007.136, together with resolution numbers 2007.137, 2007.142, 2007.143, 2007.144, and 2007.146 be designated as consent agenda items, and that one vote would be taken to cover all of these resolutions. All the Commissioners agreed with the Chairman’s suggestion.

Vice-Chairperson Emmer inquired whether the approach taken in the management letter as described in resolution 2007.138 was a standard strategy. Executive Director Mirando indicated that this was indeed the case. The Vice-Chairperson asked what the status of the Authority’s inventory program was. Mr. Mirando stated that the Deputy Director has to get inventory items onto the computer. Mr. Lockner said that the auditors prefer that the Authority perform a physical inventory on an annual basis. The Deputy Director also indicated that the Authority would have to change direction on its computerized work order program to make it fit with the demands imposed by the inventory requirements.

In the discussion on resolution 2007.139, Vice-Chairperson Emmer asked if the Service Coordinator program still met the Authority’s needs. Executive Director Mirando indicated that this was true. The Vice-Chair suggested having Mr. Johnson attend a future Board meeting to explain his services to the Commissioners. Atty. Agan suggested having Mr. Johnson attend the December meeting, since Mr. Johnson would be attending the Authority’s annual Holiday luncheon.

Commissioner Marrone joined the meeting at 1:45 pm.

Executive Director Miranda described the changes proposed for the Administration Building, which were covered by resolution 2007.141. The Board room would be divided into two smaller offices and house the Authority modernization offices. Board meetings would be held in the Education Building. The daycare building would most likely become a records storage facility.

Executive Director Miranda provided additional information on resolution number 2007.145. He explained that the Authority's plan for this grant would be to purchase shelving and other items to be used in the proposed records storage facility, and possibly to convert many of the older records to an electronic format. Certain classes of records, such as applications and vacated tenants were required to be held for extended periods of time.

Commissioner Ramsdell moved, with Vice-Chairperson Emmer seconding, to add resolution number 2007.147 to the agenda. All the Commissioners consented to this motion. There was a general discussion among the Commissioners about the rationale for this resolution and the pros and cons of such a payment, as well as the possible different formats the increment might take.

Executive Director Miranda reminded the Commissioners that the December meeting was the Authority's Annual Meeting, where Board Officers were elected. There was a general discussion among the Commissioners about the mechanics of the election, such as how a Commissioner would go about signaling his/her desire to run for an office. Atty. Agan suggested that this individual contact the Executive Director and state that he/she wished to be considered for office.

Atty. Agan informed the Board that the sale of the Ernie Davis Center property was not completed. He suggested getting a letter from the Economic Opportunity Program (EOP), which would clearly state what their intentions were regarding this facility.

The meeting was adjourned at 2:38 P.M.

Respectfully submitted,

Mary Gage, Secretary

**ELMIRA HOUSING AUTHORITY**  
**December 20, 2007**

Present: Chairman Patsy DiChiara  
Vice-Chairperson Cynthia Emmer  
Secretary Mary Gage  
Commissioner Alma Lockett  
Commissioner F. Michael Marrone  
Commissioner Sylvia Mason  
Commissioner Kelli Ramsdell

Also Present: Executive Director James A. Mirando  
Deputy Director Charles Lockner  
Management Aide JoAnne Krolak  
Attorney Steven Agan

**Comments from the Public**

**Commissioners Forum**

a. Darryl Johnson – Chemung County Office for the Aging Elderly Services Coordinator for the Elmira Housing Authority

Mr. Johnson gave an overview of his work, including a description of a typical day at the Towers and emphasized how much his job meant to him.

**Resolutions 2007.149 through 2007.159 were acted upon as follows:**

<b>Resolution No.</b>	<b>Description</b>	<b>Sponsor</b>	<b>Status</b>
2007.149	Authorizing the Dispensing of the reading of the Regular Meeting Minutes on November 29, 2007	Emmer	Passed
2007.150	Receiving Correspondence from the Executive Director REGARDS: Sale of Ernie Davis Building	Lockett	Passed
2007.151	Receiving Correspondence from housing Authority Insurance Group REGARDS: Notification of EHA's Surplus Balances with HARRG and HAPI	Mason	Passed
2007.152	Receiving Correspondence from Housing Authority Insurance Group REGARDS: Notification of Dividends	Gage	Passed
2007.153	Authorizing Approval of 2008 Year Operating Budget	Commissioners as a Whole	Passed
2007.154	Amending 2007 Operating Budget	Commissioners as a Whole	Passed
2007.155	Authorizing Contract with Capabilities, Inc.	Marrone	Passed
2007.156	Authorizing Contract for Electric Service	Ramsdell	Passed
2007.157	Authorizing Change Order to EAM Contract	Emmer	Passed
2007.158	Election of Officers for the Elmira Housing Authority Board of Commissioners 2008 year	Commissioners as a Whole	Passed
2007.159	Authorizing Board Meeting dates for 2008 Year	Commissioners as a Whole	Passed

Chairman DiChiara recommended that resolution number 2007.153, together with resolution numbers 2007.154, 2007.155, 2007.156, and 2007.157 be designated as consent resolutions. All the Commissioners agreed with this designation.

The Commissioners held a brief discussion of the events leading to resolution number 2007.150. Executive Director Mirando explained about conditions at the Ernie Davis Community Center, especially those affecting the roof and windows. The roof area leading into the gymnasium is leaking again. Mr. Mirando has been advised that the roof should be stripped down to its base and given a 60% pitch. Commissioner Emmer asked what the status was of the sale of the property to the Ernie Davis people. Mr. Mirando said he is waiting for a response from the New York State Budget Office.

Executive Director Mirando informed the Commissioners that the reason for resolution 2007.151 was to notify the Commissioners that the Authority had acquired an extra asset.

Attorney Agan conducted the election process for Board Officers for 2008. Patsy M. DiChiara was elected to a term as Chairman. Cynthia Emmer was elected Vice-Chairperson. Mary Gage was elected Board Secretary.

Under resolution number 2007.158, the following dates were selected as dates for the regular Board meetings in 2008: January 31, 2008; February 28, 2008; March 27, 2008; April 24, 2008; May 29, 2008; June 26, 2008; July 31, 2008; August 31, 2008; September 25, 2008; October 30, 2008; November 20, 2008; and December 18, 2008.

Commissioner Ramsdell moved, with Commissioner Mason seconding, to add resolution number 2007.160 to the meeting agenda. All the commissioners consented to this motion. Executive Director Mirando gave the background and rationale for the resolution. The Authority's money market account is at the Chase bank. The local office of Chase is closing. Mr. Mirando indicated that he solicited quotations for service from Chemung Canal, the Elmira Savings Bank, and also Elmira Savings & Loan. Chemung Canal has agreed to waive service charges on downloads and insure all accounts.

The meeting was adjourned at 2:18 P.M.

Respectfully submitted,

Mary Gage, Secretary