

ELMIRA HOUSING AUTHORITY
January 31, 2008

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

Absent: Commissioner Alma Lockett

Comments from the Public

Commissioners Forum

Resolutions 2008.001 through 2008.011 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2008.001	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes of December 20, 2007	Emmer	Passed
2008.002	Authorizing Contract for Architectural and Engineering Services for Capital Fund Program	Emmer	Tabled
2008.003	Authorizing Approval of Executive Director's Action in Approving Contract for Repairs at Hoffman Plaza	Mason	Passed
2008.004	Authorizing Approval of Executive Director's Action in Approving Contract for Repairs at Flannery Towers	Gage	Passed
2008.005 Consent	Authorizing Contract for Security Windows and Security Screens on Hoffman Plaza Day Care Building	Marrone	Passed
2008.006	Authorizing Purchase of Hard Cab and Accessories for Kubota Tractor Mower	Ramsdell	Passed
2008.007 Consent	Authorizing Purchase of Floor Scrubbers and Burnishers for Bragg Towers	Emmer	Passed
2008.008	Receiving Correspondence from Chemung County Board of Elections REGARDS: Election Polling at Bragg Towers	Emmer	Passed
2008.009 Consent	Receiving Correspondence from H.U.D. REGARDS: Environmental Review Procedures on Capital Fund Grant NY06P03050107	Mason	Passed

2008.010	Approving Compensation for Executive Director	Commissioners as a Whole	Passed
2008.011	Approving Compensation for Management Confidential	Commissioners as a Whole	Passed

Chairman DiChiara recommended that resolution number 2008.005, together with resolution number 2008.007 and 2008.009 be designated as consent resolutions.

Executive Director Mirando recommended tabling resolution number 2008.002, due to the fact that the fee proposals came in extremely high. Commissioner Marrone suggested selling the little house at 709 Bonview. Executive Director Mirando indicated that he hoped to keep the property for use as a parking area. Commissioner Marrone volunteered to meet with Mr. Mirando (other Commissioners were welcome to participate in this session) to review the proposals and decide upon alternate courses of action. Commissioner Emmer made a motion, which was seconded by Commissioner Gage, to table the motion until the Executive Director and the Commissioners could research their options further. After a brief discussion, it was decided to hold a workshop meeting on February 13, 2008, at Noon, to review their findings.

Executive Director Mirando explained about resolution 2008.004 and the water leak. Commissioner Emmer expressed her concern about the amount of damage and the cost to repair it. Mr. Mirando stated that the former tenant had been a smoker, which meant that surfaces in the apartment were stained. In addition, Executive Director Mirando informed the Commissioners the apartment's kitchen and bathroom had been bypassed when those rooms had been modernized in other dwelling units at Flannery.

The Executive Director indicated that some of the accessories included in the package included under resolution number 2008.006 had been made necessary because of the hard cab.

Executive Director Mirando stated that event referred to as part of resolution number 2008.008 had not been foreseen by himself. The Executive Director reminded the Commissioners that having a polling place on Authority grounds did involve certain expense for the Authority – mainly overtime pay for a maintenance person to come in early to open up the property and then to come in after the polls had closed to lock it up again. There was an intense discussion among the Commissioners over what such a move would have on the citizens at Bragg Towers and Flannery Apartments, and how this could have a deleterious effect on these citizens' ability to participate in the coming Presidential election. Commissioner Emmer asserted the move would result in the disfranchisement of over 300-400 citizens. The end result of the discussion was that the Commissioners decided to instruct the Executive Director to draft an official communication to the Board of Elections, expressing their displeasure and profound disappointment on the proposed move. Chairman DiChiara volunteered to review the letter before it was sent to the Board of Elections.

Upon a motion by Commissioner Emmer, with a second by Commissioner Ramsdell, the Board voted to go into Executive Session to discuss resolution number 2008.010 and 2008.011. Executive Director Mirando, Deputy Director Lockner and Management Aide Krolak were excused. Upon conclusion of the Board's discussions, the Commissioners voted to come out of Executive Session and resume the meeting.

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

Respectfully submitted,

Mary Gage, Secretary

ELMIRA HOUSING AUTHORITY
February 13, 2008

Present: Chairman Patsy DiChiara
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: Vice-Chairperson Cynthia Emmer
Commissioner Alma Lockett

Chairman DiChiara called the meeting to order at 12 Noon. He stated that the purpose of the meeting was to review the Hoffman Plaza Maintenance Garage Renovation and to further discuss the Bragg Towers Election Polling Site.

Hoffman Maintenance Garage:

Executive Director Miranda presented details of the plans for the storage addition. The one alternative involving the hiring of an architect, would add considerably to the cost of this project, Mr. Miranda said. The Executive Director also presented the commissioners with information on the type of building construction planned and the features of the proposed structure.

Bragg Towers Polling Site:

Executive Director Miranda distributed draft copies of a letter he had composed to be sent to the Chemung County Board of Elections relative to the closing of the polling place at Bragg Towers and its relocation to the Corning Community College Academic and Workforce Development Center at 318 Madison Avenue. The letter requested that the Board of Elections Commissioners reconsider their decision to relocate the Bragg Towers polling site. Mr. Miranda had also attached a fact sheet outlining the statistics of registered voters and their participation at Bragg Towers, plus information on the new polling site.

The meeting was adjourned at 12.20 P.M.

Respectfully submitted,

Mary Gage, Secretary

ELMIRA HOUSING AUTHORITY
February 28, 2008

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

Comments from the Public

No members of the public were present.

Commissioners Forum

a. Resident Surveys

Executive Director Mirando presented the results of the resident surveys from Hoffman, Bragg and Flannery to the Commissioners. He pointed out that certain responses (such as the ones regarding potholes in the pavement at Flannery) had already been dealt with. Others (such as complaints about heat in apartments) were more appropriately handled on a work order. Regarding the many comments regarding the lunches (from tenants at Bragg and Flannery), Mr. Mirando said that this meal was free and that any money given was to be on the contribution basis. Commissioner Emmer asked about the apparent low level of responses from Hoffman Plaza. The Executive Director stated that this had happened on past surveys, and anyway, that a tenant association at Hoffman Plaza was currently inactive. In his estimation, there were only 3 or 4 residents interested in this type of group.

b. CFFP Update

Executive Director Mirando talked about the various work items included in the bond issue project, with an emphasis on prioritizing Authority needs. There were several items, such as the sprinkler system in the high rise developments, where a financial shortfall was extremely likely. In addition, there was asbestos present in the Bragg Towers parapet, which was scheduled to be rebuilt. This was another item for which the architect forecast a higher cost than what was indicated in the program budget. Mr. Mirando also informed the Commissioners that, at Hoffman Plaza, there would be periods of time when the apartments would be without power. This was because the electrical connections would have to be moved when the siding was being replaced. It is possible, said the Executive Director, that the Authority would bring in an emergency generator for the duration.

Resolutions 2008.013 through 2008.021 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2008.013	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on January 31, 2008	Emmer	Passed
2008.014	Authorizing the Dispensing of the Reading of the Special Meeting Minutes on February 13, 2008	Ramsdell	Passed

2008.015	Authorizing Public Housing Assessment System management Operation Certification (PHAS)	Mason	Passed
2008.016	Authorizing Purchase of New Telephone System	Gage	Passed
2008.017	Receiving Correspondence from New York State Division of Housing and Community Renewal REGARDS: Amendment to Consolidated Contract for Loan and Subsidy Project NYS 152 (Ernie Davis Community Building)	Emmer	Passed
2008.018	Authorizing Contract with City of Elmira for Police Patrol Services	Ramsdell	Passed
2008.019	Receiving 2009 HUD Budget	Emmer	Passed
2008.020 Consent	Authorizing Travel to NAHRO Legislative Conference	Emmer	Passed
2008.021	Receiving Report on Barbara Avery for Position of Account Clerk Typist	Commissioners as a Whole	Passed

Chairman DiChiara recommended that resolution number 2008.020 be designated as a consent item. All the Commissioners agreed.

When resolution number 2008.014 came to the floor, Commissioner Emmer asked whether any response had been received from the Board of Elections. Executive Director Miranda stated that the Board had indicated their intent to close the polling place at Flannery Apartments as well.

Executive Director Miranda reviewed the scoring on this certification (see resolution number 2008.015), with particular emphasis on the unit turnaround. Mr. Miranda stated that it is likely that the Authority will receive an "F" on the unit turnaround indicator, due to the extended time period it takes to re-rent apartments, once these have become vacant. However, said the Executive Director, this is a difficulty shared by housing authorities all across the country. The problem to come, cautioned Mr. Miranda, will be when the Authority faces possible loss of subsidy due to a high vacancy rate. In addition, the Executive Director stated that the Authority's waiting list was shorter than it had been in previous years – a fact which he attributed to competition from other elderly housing developments in the locality. It should also be noted, said Mr. Miranda, that these developments were also experiencing vacancy problems.

Executive Director Miranda explained that the new system (see resolution number 2008.016) offered features, such as a mailbox, that would enable Authority staff to be more productive.

Chairman DiChiara pointed out some typographical errors in the Police Services contract, which Executive Director Miranda promised would be corrected.

Executive Director Miranda presented the outline of the 2009 HUD Budget, and indicated the reduced level of funding the Authority would likely receive.

Commissioner Ramsdell moved, with Commissioner Mason seconding, to add resolution number 2008.021 to the agenda. Executive Director Miranda stated that the Civil Service Commission needed a formal board resolution that appointed Ms. Avery to the position.

The Executive Director conducted a brief discussion of the status of the Authority's STOP-LOSS application. This document had originally been submitted to HUD in April, 2007. The deadline was then extended to October, 2007. However, both the Executive Director and Deputy Executive Director indicated that they desired to be ready for any eventuality in this area.

Executive Director Mirando informed the Commissioners that representatives of the Siemens Corp. would be at the March meeting to review the results of the energy audit, which was a necessary first step in the Authority's Energy Performance Contracting program.

The meeting was adjourned at 2:30 P.M.

Respectfully submitted,

Mary Gage, Secretary

ELMIRA HOUSING AUTHORITY
March 27, 2008

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

Absent: Commissioner Alma Lockett

Guests: Representatives of Siemens Corp.:

- Denis Fourcaudot
- Bob Schaefer
- Ken O'Connor
- Bob Noonan

Comments from the Public

No members of the public were present.

Commissioners Forum

Executive Director Mirando explained that Commissioner Lockett had informed him that she would not be able to make today's meeting due to work-related responsibilities.

a. Energy Audit Review presented by the Siemens Corporation

The Siemens representatives put on a PowerPoint presentation about the Energy Performance Contracting program, with particular emphasis on the money the Authority would save by implementing various measures. The energy audit was the first step on a contract for energy improvements, which would be paid for through a 20-year loan.

Mr. Fourcaudot emphasized the projects' use, modernization, comfort and cost. There will be improvements at each project, he said, such as lighting upgrades, new toilets, an energy management system, and higher efficiency furnaces and boilers. Other improvements include replacement of refrigerators at Hoffman Plaza, replacement of common area lighting, air sealing of apartments and new controls for the snow-melt system (Flannery Apts.). Mr. Fourcaudot indicated that the improvements would require an investment of approximately \$3.6 million, with a guaranteed annual savings of \$200,000. Siemens would take a conservative estimate in a calculation of annual savings. The Commissioners each received an information packet, detailing individual work items, the cost for each item.

Commissioner Gage wanted to know "what is the apt. space temperature". Bob Schaefer explained that this was the tendency of certain apartments to run hot. Controls would be installed to moderate these areas.

Commissioner Marrone asked about the duct free heaters proposed for Flannery Apts. Mr. Schaefer indicated that these were self-contained and would be vented through the outside of the building.

Commissioner Emmer inquired about the details of the 20-year lease. Mr. Fourcaudot explained that the savings realized through the improvements would be used to make payments on the debt.

Commissioner Marrone asked for more information about the low-flow toilets. Mr. Schaefer explained that these would be pressure assisted toilets.

There was a general discussion on the subject of compact fluorescent light bulbs. These would be distributed to the residents, and were intended for the residents' personal lamps.

The next part of the presentation was made by Ken O'Connor, a former HUD engineer now working for the Siemens Corporation. Mr. O'Connor outlined the purposes and goals of energy performance contracting, such as the ability of a housing authority to avail itself of HUD financial incentives and capture excess energy savings. The Elmira Housing Authority would be able to retain the excess savings. Mr. O'Connor emphasized that the improvements had to be paid for through a non-HUD source and that the energy savings had to be sufficient to pay the debt service payments for the improvements. The energy services contract has to show cost reasonableness to be approved by HUD, he said. HUD also requires that 75% of the savings must be used for repayment of the loan. 50% of the remaining savings must be returned to the AMP (Asset Management Project) from which they were derived. The remainder could be put to use by the Central Office Cost Center (COCC).

HUD would freeze the "rolling base" of consumption statistics, said Mr. O'Connor, which was compiled before the improvements were made. HUD makes payment toward utilities subsidy based upon the pre-improvement levels of consumption, with the difference between pre- and post-consumption numbers representing the annual savings realized by the Authority. It is this sum which the Authority will use to make debt service payments. Atty. Agan asked if the baseline would have to be adjusted for inflation. Mr. O'Connor said that, since the consumption would be frozen during this period, the baseline would not be adjusted.

Bob Noonan gave an overview of the details of the financing part of the program. The vehicle to be used is a tax exempt municipal lease, which resembles a conditional sales contract. The funding source, he said, takes a securing interest. After the Authority has made the last payment, the equipment belongs to us. We take title to the equipment once the substantial completion phase has been reached and Siemens has issued its final acceptance.

NYSERDA engineers look at the conservation measures and determine the amount that qualifies for funding. Mr. Noonan said Siemens will roll the NYSERDA award into the program, plus will run a financing RFP (Request for Proposals) when they get closer to the project. In addition, Siemens will administer all NYSERDA Smart-Loan programs. The Housing Authority will get the benefit of any money invested.

Atty. Agan asked how long the project would take. Mr. Noonan replied they were looking at an approximate construction period of 18 months.

Commissioner Emmer asked about the energy savings. Mr. Noonan said that these would be applied toward the debt service payments. In that respect, this should be considered a self-funding program.

Chairman DiChiara asked what would happen if the Housing Authority closed its doors and went "out of business". Mr. Noonan said that the program would be fully underwritten.

Executive Director Mirando indicated to the Board that the next step in the process was for the Commissioners to approve a contract which would allow the Housing Authority to enter into a 20-year agreement with Siemens. This contract will be presented at the April meeting.

Resolutions 2008.023 through 2008.036 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2008.023	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on February 28, 2008	Emmer	Passed
2008.024	Congratulating Sylvia Mason on her Re-Election as Resident Commissioner	Commissioners as a Whole	Passed
2008.025 Consent	Receiving Correspondence from Chemung County Board of Elections REGARDS: Election Polling at Bragg and Flannery	Gage	Passed
2008.026 Consent	Receiving RSVP Memorandum of Understanding	Mason	Passed
2008.027	Authorizing Travel to NYSPHADA Conference	Gage	Passed

2008.028 Consent	Authorizing Travel to Project Based Budgeting, Accounting, and Reporting Seminar	Marrone	Passed
2008.029 Consent	Authorizing Approval of Executive Director's Action in Approving Contract for Repairs at Hoffman Plaza	Ramsdell	Passed
2008.030 Consent	Authorizing Purchase of Kitchen Vent Fans for Hoffman Plaza	Emmer	Passed
2008.031 Consent	Authorizing Contract General Construction Work at Hoffman Plaza	Ramsdell	Passed
2008.032	Authorizing Contract for Exterior Building Renovations at Bragg Towers	Mason	Passed
2008.033 Consent	Authorizing Contract for Fire Suppression System at Bragg Towers	Gage	Passed
2008.034 Consent	Authorizing Contract for Electrical Work	Marrone	Passed
2008.035	Amending Annual Statement Under Capital Grant Program NY06P03050106 – Tenth Revision	Ramsdell	Passed
2008.036	Authorizing Change of April 24, 2008 Board Meeting Date	Commissioners as a Whole	Passed

Chairman DiChiara recommended designating resolution numbers 2008.025 2008.026, 2008.028, 2008.029, 2008.030, 2008.031, 2008.032, 2008.033, and 2008.034 as consent items.

Executive Director Mirando informed the Commissioners that vent replacement (resolution 2008.030) was part of the siding replacement project at Hoffman Plaza and that the Authority would save money by buying the vents ahead of time and making them available to the siding contractor.

Commissioner Ramsdell moved, with a second by Commissioner Mason, to resolution numbers 2008.035 and 2008.036, to the agenda. All the Commissioners consented to this move.

Concerning resolution 2008.035, Executive Director Mirando explained the one change of \$920.00 from acct. 1430 (fees & costs) to acct. 1460 dwelling structures. The architect's contract covered under the 1430 line item is in the closeout phase and the \$920.00 represents the balance reserved for reimbursable expenses under this contract. The architect has assured the Housing Authority that further expenditures in this area will not be made on his contract. The Authority therefore intends to shift the money to apartment modifications at Hoffman Plaza. Mr. Mirando said that the revision had to be made at this meeting, rather than in April, because March 31, 2008, was the deadline to commit funds for this grant.

Concerning resolution 2008.036, Executive Director Mirando explained that Commissioner Lockett had informed him that she would not be able to make the regular April meeting date due to work-related responsibilities. Chairman DiChiara would be out of town, and so would Vice-Chairperson Emmer. Since there were several important topics planned for the April meeting, the Board felt that it was essential to move the meeting to a date when a quorum was assured.

The meeting was adjourned at 2:32 P.M.

Respectfully submitted,

Mary Gage, Secretary

ELMIRA HOUSING AUTHORITY
April 29, 2008

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

Guests: Dennis Fourcaudot, Siemens Technologies

Comments from the Public

No members of the public were present.

Commissioners Forum

Commissioner Lockett joined the meeting via a telephone conference call hookup.

Executive Director Mirando noted for the record that Commissioner Ramsdell would not be in attendance due to personal illness.

Resolutions 2008.037 through 2008.042 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2008.037	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on March 27, 2008	Emmer	Passed
2008.038 Consent	Congratulating F. Michael Marrone on his reappointment as Commissioner	Commissioners as a Whole	Passed
2008.039 Consent	Authorizing Approval of Executive Director's Action in Approving Contract for Repairs at Hoffman Plaza	Lockett	Passed
2008.040	Amending Annual Statement under the Capital Fund Financing Program	Mason	Passed
2008.041 Consent	Authorizing Approval of Executive Director's Action in Approving Contract for Site Work at Bragg Towers	Gage	Passed
2008.042	Authorizing Contract with Siemens Building Technologies, Inc.	Marrone	Passed

Chairman DiChiara recommended that resolution numbers 2008.038, 2008.039 and 2008.041 be designated as consent items. All the Commissioners agreed to this designation.

Executive Director Mirando clarified the details surrounding individual work items included in the budget for resolution number 2008.040, and explained that the Authority would do the sprinkler system at Flannery Apartments when funds became available.

Executive Director Mirando opened the floor for questions on resolution number 2008.042. He indicated that the Siemens representative would be joining the meeting shortly. Deputy Director Lockner offered information from New York State law on term limits for energy performance contracts.

Commissioner Emmer asked what the Authority's risk was in agreeing to enter this contract. Executive Director Mirando stated that the cost of utilities was the chief risk. Commissioner Marrone stated he would like to see the vote on the contract postponed until after Atty. Agan had had a chance to review the document.

Deputy Director Lockner said that Siemens was guaranteeing consumption, not cost. Commissioner Marrone asked about the bedroom heater in the apartments at Flannery Apts. He was informed that the bedroom heater equipment would be left in place, but be disconnected.

Atty. Agan asked how the NYSERDA funds would be worked into the financing plan for this program. Mr. Agan is particularly concerned about costs for technical support and maintenance fees. Commissioner Emmer asked how long it would take to complete all work items. Executive Director Mirando indicated the contract performance period is 18 months.

At this point, Mr. Dennis Fourcaudot (Siemens Tech.) joined the meeting. Mr. Fourcaudot stated that the tech support fee would be paid annually from an escrow account and that this transaction would be reflected in the cash flow. Atty. Agan asked what was included in annual maintenance. Mr. Fourcaudot stated that this item is specified by the equipment manufacturers.

Commissioner Gage inquired about the handicapped toilets. Deputy Director Lockner explained that these would be replaced on a one for one basis; that is, one handicapped toilet would take the place of another handicapped toilet.

The meeting was adjourned at 2:47 P.M.

Respectfully submitted,

Mary Gage, Secretary

**ELMIRA HOUSING AUTHORITY
May 29, 2008**

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.

Commissioners Forum

Resolutions 2008.044 through 2008.051 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2008.044	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on April ;29, 2008	Emmer	Passed
2008.045 Consent	Authorizing Approval of Executive Director's Action in Approving Contract for Repairs at Hoffman Plaza	Lockett	Passed
2008.046	Receiving Correspondence from HUD RE: 2008 Capital Fund	Mason	Passed
2008.047	Amending Annual Statement under Capital Grant Program NY06P03050108 – First Revision	Gage	Passed
2008.048 Consent	Authorizing Approval of Executive Director's Action in Approving Contract for Site Work Improvements at Bragg Towers	Marrone	Passed
2008.049 Consent	Authorizing Contract for site work at Hoffman Plaza	Ramsdell	Passed
2008.050	Receiving Correspondence from New York State Division of Housing and Community Renewal (DHCR) on Sale of the Ernie Davis Community Building	Commissioners as a Whole	Passed
2008.051	Authorizing Change in June 26, 2008, Meeting Date	Commissioners as a Whole	Passed

Commissioner Lockett joined the meeting after the presentation of resolution number 2008.044

Chairman DiChiara recommended that resolution number 2008.045, together with resolution number 2008.048 and 2008.049 be designated as consent agenda items. All the Commissioners consented to this suggestion.

Executive Director Mirando explained that the additional funds (see resolution numbers 2008.046 and 2008.047) were granted to the Authority because of its designation as a high performer.

Regarding resolution 2008.047, Executive Director Mirando stated that the additional funds received as a result of the Authority's attaining high performer status were being deployed to cover such items as apartment modifications at Hoffman Plaza, additional storage at Flannery Apartments (for stoves, refrigerators, etc.), and kitchen upgrades to the "K" apartments at Bragg Towers. Commissioner Emmer asked about the increase in the allocation for the drug enforcement personnel. Did this mean additional coverage? The Executive Director said that it did not. The original contract, with the monthly payment obligation, was still in force. What these additional funds meant was that the Authority would be taking less from its Operating Fund to pay the obligation.

Commissioner Ramsdell moved, with a second by Commissioner Emmer, to add resolution 2008.051 to the agenda. Executive Director Mirando explained that the meeting change was necessary due to the scheduling of the Housing Authority's Stop-Loss review, which had been set for June 26, 2008.

The Commissioners moved to a discussion of the Energy Performance Contract with the Siemens Corp. A meeting was held recently with Siemens, the Executive Director, the Deputy Executive Director, and Atty. Agan. Atty. Agan expressed two main concerns – with the maintenance fee and issues surrounding the cash flow. Savings from implementing the project were supposed to cover loan payments. Executive Director reminded the Commissioners that the contract still needed to be approved by the HUD office in Buffalo. Commissioner Marrone inquired about the Siemens Corp. and any lighting fixtures containing mercury. Mr. Marrone recommended specifying that any light fixtures installed on Authority property be "mercury free." Deputy Director Lockner stated that the thermostats would be mercury free.

Executive Director Mirando informed the Commissioners that he had input Authority data into the HUD SAGIS system. SAGIS is the online format for calculating operating subsidy.

There was a general discussion concerning the old and new agenda formats for Authority meetings. Executive Director Mirando asked the Commissioners which style they preferred and the Commissioners indicated that they liked the new format the best.

Executive Director Mirando introduced a discussion on the Authority's operating budget, as it would be structured under asset management. Under this format, utilities are clearly a big expense at Flannery Apartments. The Executive Director reminded the Commissioners that the Central Office Cost Center is supposed to be a "break even" operation.

Several Commissioners expressed concern about the number of vacancies and brainstormed as to possible reasons. Several expressed the theory that elderly residents, particularly women, were leaving Bragg and Flannery to move in with relatives as a money saving strategy. The Board felt that the Housing Authority needed be a little more aggressive in advertising in local media, such as, by pointing out all of the benefits of living in Housing Authority sites.

Executive Director Mirando informed the Commissioners that the Software Support Consortium was undergoing major changes in its makeup. The Gainesville, FL, Housing Authority is leaving the group. The Syracuse, NY, Housing Authority is considering making this same move. Mr. Mirando informed the Commissioners that the Authority is investigating alternate software and support companies, in order to see what is available for Housing Authorities.

The Executive Director informed Commissioners that they could expect a resolution regarding award of contract for a needs assessment and annual inspections at the Authority's July, 2008, meeting. Mr. Mirando said that the Authority performs inspections on an annual basis. The needs assessment must be done every five years. There was a general discussion on the results of the recent HUD inspections at all developments, and how these compared with the inspections performed in 2007. The Executive Director thought that Authority scores were adversely affected by the conditions and appearance of common areas at the developments.

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

Respectfully submitted,

Mary Gage, Secretary

ELMIRA HOUSING AUTHORITY
June 27, 2008

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

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

Absent: Commissioner Alma Lockett
Commissioner Sylvia Mason

Comments from the Public

No members of the public were present.

Commissioners Forum

a. review of HUD Inspection (PASS) on Bragg, Flannery and Hoffman
Executive Director Miranda reviewed the results of the PASS inspections at Bragg, Flannery and Hoffman, with particular emphasis on the items indicating serious violations. There were also water stains on the ceiling tiles at Flannery and Bragg, plus scattered tripping hazards at Hoffman (where individual concrete sidewalk blocks had heaved). At Bragg Towers, Mr. Miranda said that there were cracks in the concrete which left rebar exposed.

b. Review of RASS report on the Elmira Housing Authority
Executive Director Miranda reviewed the RASS report with the Commissioners. Overall, the report was a good one. However, there was cause for concern over the number of vacancies. Mr. Miranda outlined what has been done thusfar to increase the number of applications (running advertisements with the Office for Aging, etc.). Commissioner Emmer suggested contacting the Star-Gazette in order to have some kind of feature story be written about the apartments.

Resolutions 2008.053 through 2008.059 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2008.053	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on May 29, 2008	Emmer	Passed
2008.054	Receiving Correspondence from Commissioner Kelli Ramsdell RE: Resignation	Commissioners as a Whole	Passed
2008.055	Authorizing Approval of Executive Director's Action in Approving Contract for Repairs at Hoffman Plaza	Marrone	Passed
2008.056	Amending Annual Statement under Capital Grant Program NY06P03050107 – Third Revision	Gage	Passed
2008.057 Consent	Authorizing Approval of Executive Director's Action in Approving Contract for Suspended Ceiling Work on the First Floor at Flannery Towers	Emmer	Passed
2008.058	Receiving 2007 Year Audit Report		Withdrawn
2008.058	Authorizing Contract with Excellus Dental Plan	Gage	Passed

2008.059	Receiving Correspondence from HUD REGARDS: Public Housing Assessment System (PHAS) Score	Emmer	Passed
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Commissioners Marrone and Emmer asked about the amount of money saved by having EHA staff do some of the repairs, particularly basic ones that could be done quickly, covered under resolution number 2008.055. Executive Director Mirando stated that savings were possible by doing this, but that it would take the staff away from their other duties. Mr. Mirando indicated that it was possible, however, that the Housing Authority could save money by having the staff take care of smaller work items.

Executive Director Mirando discussed the changes contained under resolution 2008.056, such as, an increase to paving & resealing at Hoffman Plaza to cover the contract award to Run-Rite (see resolution 2008.049).

Chairman DiChiara recommended that resolution number 2008.057 be designated as a consent resolution. All the Commissioners agreed.

Resolution number 2008.058 was withdrawn because the audit report has not been received.

Executive Director Mirando discussed the background for resolution number 2008.059. He indicated that it is a good value for the money for the Housing Authority and its employees & retirees.

Mr. Mirando gave a short presentation on the progress of the bond issue work. The unattached bungalows still need screen doors and foundation panels. Work on the 2-unit bungalows is nearly complete. Work on the 4-unit rowhouses comes next. The electrical contractor is moving as fast as work by other contractors will permit.

There was a general discussion about the STOPLOSS program and where the Authority stood in this area. Mr. Mirando recounted the visit by the STOPLOSS inspector and what areas were subject to particular inspection, such as, project based management and accounting. The application and application process was reviewed. The inspector stated that Ms. Lunduski should itemize her activities as these involve double-checks of recertifications, in order for her time to be charged back to one of the AMPs.

The STOPLOSS inspector indicated that the legal retainer should be paid for out of the Central Office Cost Center.

The inspector also recommended giving the Commissioners monthly reports on work orders and tenants' accounts receivable.

Commissioners Emmer and Marrone asked about the status of the sale of the Ernie Davis Center. Atty. Agan said that this transaction was stalled in the New York Legislature.

The meeting was adjourned at 2:32 P.M.

Respectfully submitted,

Mary Gage, Secretary

ELMIRA HOUSING AUTHORITY
July 31, 2008

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

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.

Commissioners Forum

a. 2009 Agency Plan and Five Year Action Plan
The Executive Director presented each Commissioner, Legal Counsel, the Deputy Director and Management Aide with a copy of the 2009 Agency Plan. Mr. Miranda stated that the Authority had to advertise that the Plan was available for public review. Interested persons could examine the document at each of the Authority's three developments. Commissioner Emmer inquired whether the Plan was available on the Authority's website as well. Executive Director Miranda stated that it was not, because the 2009 Plan is still in the draft stage.

Resolutions 2008.062 through 2008.075 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2008.062	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on June 27, 2008	Emmer	Passed
2008.063	Congratulating Mary Beth Drake on her Appointment as Commissioner	Commissioners as a Whole	Passed
2008.064 Consent	Authorizing Approval of Executive Director's Action in Approving Contract for Chimney Repairs at Hoffman Plaza	Drake	Passed
2008.065 Consent	Authorizing Contract for Occupied Dwelling Inspections and Comprehensive Needs Assessment	Marrone	Passed
2008.066 Consent	Authorizing Attendance at PHADA Legislative Conference	Gage	Passed
2008.067 Consent	Authorizing Contract for Window Replacement at Flannery Towers	Lockett	Passed
2008.068 Consent	Authorizing Change Order to Edger Contract	Mason	Passed
2008.069 Consent	Authorizing Change Order to Driscoll Contract	Emmer	Passed

2008.070	Authorizing Amendment to Annual Statement under Capital Fund Financing Program – Third Revision	Drake	Passed
2008.071	Receiving the 2007 Year Annual Report of the Housing Authority Insurance Group	Marrone	Passed
2008.072	Receiving the 2007 Year Annual Report of the Chemung Canal Trust Company	Gage	Passed
2008.073	Revising Capitalization Policy	Luckett	Passed
2008.074	Authorizing Amendment to Siemens Building Technologies, Inc., Contract	Mason	Passed
2008.075	Authorizing Legal Proceedings	Commissioners as a Whole	Passed

Chairman DiChiara recommended that resolution number 2008.064, together with numbers 2008.065, 2008.066, 2008.067, 2008.068, and 2008.069 be treated as consent items. All the commissioners agreed to this recommendation.

Under resolution 2008.070, Executive Director Mirando stated that the budget changes were to accommodate the change orders approved under resolution numbers 2008.068 and 2008.069. The necessary funds will be taken from the contingency budget.

Vice-Chairperson Emmer indicated that she would prefer to receive the information contained with resolutions 2008.071 and 2008.072 early, in order to familiarize herself with its contents and feel adequately prepared to ask questions and participate fully in any ensuing discussion at the Board meeting. Executive Director Mirando informed the Commissioners that the principal purpose of providing these reports was to demonstrate the financial soundness of the Housing Authority Insurance Group and the Chemung Canal Trust Company. Commissioner Marrone asked about the possibility of renter's insurance being made available to the tenants. Executive Director Mirando indicated that such a program was available, and that the policy belonging to the Housing Authority did not cover personal items belonging to tenants.

In presenting resolution number 2008.073, Executive Director Mirando indicated that any items valued at under \$10,000 would be expensed, while those with a value greater than \$10,000 would be depreciated.

In presenting resolution number 2008.074, Executive Director Mirando indicated that the contract approved by the Housing Authority, and reviewed by Legal Counsel, and had been received by the United States Department of Housing and Urban Development (HUD). Savings realized under the program would be used to pay for the improvements. This amendment would cover the addition of first floor windows at Flannery Apartments. The reason that the windows were not included in the original package was that the windows did not meet a stipulated payback period. However, some savings were possible if the entire first floor's worth of windows were replaced. Siemens will be issuing a Request for Proposals (RFP) to secure bank financing.

At 2:03 PM, by a motion introduced by Vice-Chairperson Emmer, and seconded by Commissioner Mason, the Board voted to go into Executive Session to discuss a property matter. At 2:12 PM, upon a motion made by Vice-Chairperson Emmer, with a second by Commissioner Mason, the Board left Executive Session and resumed the meeting.

At this time, upon unanimous consent of the Commissioners, resolution number 2008.075 was added to the agenda. The object of this resolution is for the Authority to secure monies due and owing it from the State for the rental of the Ernie Davis Community Center for use by the New York State Division of Parole.

Under "Old Business," the Executive Director reminded the Commissioners that the Elmira Housing Authority was a "decliner," meaning that under the new asset management program, we were

slated to receive a reduced rate of subsidy. Mr. Miranda asked the Commissioners to please read over the information provided on asset management and the Agency Plan and be prepared to discuss the matter at the August Board meeting.

Mr. Miranda also informed the Commissioners that the Authority was behind schedule in receiving the audit report. Commissioner Emmer asked if there was any specific problem, such as with fixed assets, blocking receipt of the audit report. The Executive Director indicated that the fixed assets issue was of prime concern. He also pointed out that the Authority was nearing the point for its 6-months review of its financial operations. Mr. Miranda offered to set up a special meeting in early August just to deal with the receipt of the audit report and to discuss its content.

The meeting was adjourned at 2:40 P.M.

Respectfully submitted,

Mary Gage, Secretary

ELMIRA HOUSING AUTHORITY
August 26, 2008

Present: Chairman Patsy DiChiara
Vice-Chairperson Cynthia Emmer
Secretary Mary Gage
Commissioner Mary Beth Drake
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 Alma Lockett

Guests: Tim Keane, EIC Consultants
WENY-TV
Elmira Star-Gazette

Comments from the Public

No members of the public were present.

Commissioners Forum

a. 2007 Year Audit Review – presented by Roger Lis, CPA – R.A. Mercer, Inc.
Roger Lis of Mercer & Co. gave a presentation on the results of the 2007 audit. The Authority’s net assets increased during 2007, and the Authority was given an unqualified opinion. Commissioner Marrone asked whether the City of Elmira was entitled to any funds. It was decided that, once the Authority became divested of its State Housing program, that the City of Elmira could have no claim toward any of the funds. Mr. Lis went on to highlight several points within the report, such as on page 21, the investments of \$2.3 million in the Capital Fund bond issue and on page 24, the documentation of the bond issue and how the funds would be paid out. Also discussed were the closing of one modernization program (the “506” program, also known as NY06P03050105), copies of financial information sent to the Real Estate Assessment Center (REAC), and the requirements of the Single Audit Act. Mr. Lis also pointed out two deficiencies in Authority operations, under the areas of fixed assets and inventory. These areas had been noted as deficiencies in previous years’ audits. Mr. Lis indicated that he would be working with Housing Authority staff to develop a corrective action plan.

Resolutions 2008.062 through 2008.075 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2008.077	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on July 31, 2008	Emmer	Passed
2008.078	Receiving 2007 Audit Report	Commissioners as a Whole	Passed
2008.079	Authorizing Approval of Executive Director’s Action in Approving Contract for Chimney Repairs at Hoffman Plaza	Drake	Passed

2008.080	Authorizing the Elmira Housing Authority to enter into an Energy Performance Contract Lease Purchase Agreement in Connection with an Energy Performance project and providing for other matters in relation thereto	Marrone	Passed
2008.081	Authorizing Approval of the Executive Director's Action in Approving Contract for Building Repairs at Flannery Towers	Gage	Passed
2008.082	Authorizing Change Order to Davis Ulmer Contract	Lockett	Passed
2008.083	Authorizing Change Order to Micknich Electric Contract	Mason	Passed
2008.084	Receiving Correspondence from the New York State Division of Housing and Community Renewal (DHCR) on the Sale of the Ernie Davis Community Building	Emmer	Passed
2008.085	Authorizing Contract for Special Inspection and Construction Engineering and testing Service for the Bragg towers Exterior Building Renovations	Drake	Passed
2008.086	Authorizing Contract for Project Air Monitoring, Analysis and Inspection for Bragg Towers Sprinkler Installation	Marrone	Passed
2008.087	Authorizing Actions of Executive Director to hire Consultant to Immediately Remediate the health Emergency at Flannery Towers and Develop a Preventative treatment Plan to Prevent Future Growth of Legionella and other harmful organisms	Commissioners as a Whole	Passed

Chairman DiChiara recommended that resolution number 2008.078, together with resolution numbers 2008.079, 2008.081, 2008.082, 2008.083, 2008.085, and 2008.086 be designated as consent resolutions. All members of the Board agreed to these designations.

In introducing resolution number 2008.080, Executive Director Mirando stated that the Authority had already authorized a contract with Siemens for the Energy Performance Contract work. This resolution was intended to permit the financing of project work items. Mr. Mirando went on to discuss how the Authority's subsidy would be reduced in the future (to anywhere from 77 to 82 cents on the dollar).

In introducing resolution number 2008.084, Executive Director Mirando stated that Project NYS 152 meant the Ernie Davis Community Center (also known as the "Neighborhood House"). NYS 152 was built through bonds which had been defeased, but were nevertheless covered under the Authority's Loan & Subsidy Agreement, indicated Mr. Mirando. Commissioner Marrone asked whether the City of Elmira were entitled to any of the proceeds of the sale. Executive Director Mirando said that they were not. This resolution had to be passed, he said, in order for the sale of the property to the Economic Opportunity Program to go through.

Prior to a discussion and vote on resolution number 2008.087, the Board, on a motion by Commissioner Marrone, with a second by Vice-Chairperson Emmer) voted to go into executive session to discuss a matter involving property as well as possible litigation. This happened at 1:28 pm. Guests were excused. At 2:44 pm, upon a motion by Commissioner Mason, with a second by Commissioner Marrone, the Board left executive session and returned to the regular meeting and the guests re-entered the room and took their seats. The resolution was passed.

The meeting was adjourned at 2:48 P.M.

Respectfully submitted,

Mary Gage, Secretary

ELMIRA HOUSING AUTHORITY
September 25, 2008

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

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

Guests: Tim Keane, EIC Consultants
Jeff Murray, Elmira Star-Gazette

Comments from the Public

No members of the public were present.

Commissioners Forum

Commissioner Alma Lockett joined the meeting via telephone conference call.

Resolutions 2008.089 through 2008.100 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2008.089	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on August, 2008	Emmer	Passed
2008.090 Consent	Receiving Correspondence from Executive Director Re: Public Hearing of September 12, 2008	Drake	Passed
2008.091	Authorizing Approval of 2009 Agency Plan	Commissioners as a Whole	Passed
2008.092	Receiving Correspondence from R.A. Mercer Inc. Re: June 30, 2008 Six-Month Interim Statement	Marrone	Passed
2008.093	Receiving Correspondence from H.U.D. Regards: 2007 Audit Report	Gage	Passed
2008.094	Receiving Correspondence from H.U.D. Regards: Environmental Review Procedures on Capital Fund Grant NY06P03050108	Lockett	Passed
2008.095	Receiving Correspondence from H.U.D. Regards: Stop-Loss Submission Application	Mason	Passed
2008.096 Consent	Authorizing Approval of Executive Director's Action in Approving Contract for Chimney Repairs at Hoffman Plaza	Emmer	Passed
2008.097 Consent	Authorizing Contract for Site Work at Bragg Towers	Drake	Passed
2008.098 Consent	Authorizing Purchase of Sidewalk and Driveway Grinder	Marrone	Passed

2008.099	Authorizing Retainer Agreement for Legal Counsel in Anticipation of Law Suit	Commissioners as a Whole	Passed
2008.100 Consent	Authorizing Travel to NYSPHADA Conference	Gage	Passed

Chairman DiChiara recommended that resolution number 2008.090, together with resolution number 2008.096, 2008.097, 2008.098, and 2008.100 be designated as consent resolutions. All the Board members agreed to this designation.

In discussing resolution number 2008.092, Executive Director Mirando indicated that the professional relationship between the Housing Authority and R.A. Mercer has existed for several years. The half-year examination, he said, was to reveal any facts or errors in the Authority's financial records and books of account which should be brought to the attention of the Board. In particular, Mr. Mirando noted the change in assets.

In discussing resolution 2008.093, Executive Director Mirando noted the Mr. Lis from the R.A. Mercer Co. had made a presentation on the 2007 Audit at the August Board meeting. Mr. Mirando called the Commissioners' attention to paragraph #2 under each finding as being the Authority response to those findings.

In discussing resolution 2008.094, Executive Director Mirando informed the Commissioners that all Capital Fund programs were required to undergo an environmental review. Mr. Mirando said that this particular program's review was relatively uncomplicated, in that it did not involve excavation or construction of new buildings.

In discussing resolution 2008.095, Executive Director Mirando indicated that the stop-loss reviewer paid particular attention to the duties of staff, such as the Deputy Director, the Management Aide, and the Tenant Relations Assistant. The reviewer felt that the time of the Tenant Relations Assistant should be billed out. Mr. Mirando told the Commissioners that the Authority had already taken a financial loss this year in its subsidy. Passing the stop-loss review would mean that the amount of the loss would be reduced. Deputy Director Lockner fielded questions from Commissioner Emmer and others about the negative financial balance shown by the Central Office Cost Center (COCC). The COCC, he said, had to break even financially, and could not make up any shortfall by taking funds from one of the Asset Management Projects. However, Mr. Lockner indicated that he fully expected the COCC to end the year with a positive balance.

Commissioner Marrone asked if this were the last phase of chimney work (see resolution 2008.096). Executive Director Mirando said that chimney work remained to be done on several bungalow buildings.

Commissioner Gage expressed concern over awarding a contract for the work covered by resolution number 2008.097 at this time, because she felt that the work would better be done in the spring of 2009. Mr. Mirando said that the sealing plants were due to close very soon, and that the Authority probably would indeed need to leave the performance of the contract until early 2009.

Commissioner Marrone expressed concern over the necessity of purchasing this item (see resolution 2008.098). Mr. Mirando stated that it was possible to rent this type of machine. However, it was more economical in the long run to have the Authority purchase this equipment. Trip hazards, which were HUD safety violations, would be dealt with swiftly.

Atty. Agan indicated that the agreement covered by resolution 2008.099 is for a situation outside the scope of the Authority's existing retainer agreement with the Sayles & Evans firm. Mr. Agan expected that the cost of the retainer agreement covered by this resolution would likely be paid from the Authority's insurance coverage.

In discussing resolution number 2008.100, Mr. Miranda informed the Commissioners that he had been asked to talk about the Authority's recent experiences with the outbreak of Legionella at Flannery Apartments.

Under Old Business, Mr. Miranda informed the Commissioners that the Authority's loan application to NYSERDA, in the amount of \$3.5 million, had been approved. Closing documents would be forwarded to Authority counsel. The stop-loss application had been approved. The Operating Fund subsidy calculation was coordinated with the stop-loss program. Mr. Miranda indicated that the SAGIS (online system for subsidy calculation) had broken down and that, for the foreseeable future, calculations would have to be performed manually.

In discussing the various Authority financial statements, Mr. Miranda called the Commissioners' attention to an increase in vacancies, particularly at Flannery Apartments. Several residents there, he said, have had to move to skilled care facilities. However, at the same time, the Authority has seen an increase in applications for housing.

Mr. Miranda indicated that modernization work was moving along. Five row house buildings at Hoffman Plaza remained to receive vinyl siding. The Bragg Towers parapet still had to have its panels put up and bolted into place. Then the roofing would need to be sealed to the new parapets.

Executive Director Miranda informed the Commissioners that recent inspections of the three projects revealed several items needing repair, such as the fencing at Flannery Apartments. Deputy Director Lockner reminded the Commissioners that the Authority had asked the inspection firm to pay particular attention to the physical conditions at the projects in order to develop the Authority's Comprehensive Needs Assessment.

Mr. Miranda discussed the recent PHADA legislative meeting in Washington. He said the Authority would be receiving 88% of subsidy eligibility. The Executive Director cautioned that public housing probably would not see a budget for its program until March of 2009, and that this budget would contain cuts. The public housing program has had to compete for funding with cities, who seek funds for other programs, such as HOPE VI, Community Development, and PHDEP.

At 1:40 pm, upon a motion by Commissioner Marrone, with a second by Commissioner Emmer, the Board went into Executive Session to discuss personnel and legal matters. At 2:35 pm, upon a motion by Commissioner Mason, with a second by Commissioner Drake, the Board left Executive Session and resumed the regular meeting.

Commissioner Lockett left the meeting at 2:15 pm.

The meeting was adjourned at 2:39 P.M.

Respectfully submitted,

Mary Gage, Secretary

ELMIRA HOUSING AUTHORITY
October 30, 2008

Present: Chairman Patsy DiChiara
Secretary Mary Gage
Commissioner Mary Beth Drake
Commissioner Sylvia Mason

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
Commissioner F. Michael Marrone

Guests: Dennis DiBello, American Property Consultants, Inc.

Comments from the Public

No members of the public were present.

Commissioners Forum

a. Review of Physical Inspection and Comprehensive Needs Assessment of Developments by American Property Consultants, Inc.

Dennis DiBello gave a presentation on the results of the recent property inspections of Hoffman Plaza, Bragg Towers, and Flannery Apartments. In discussing the scoring, he cautioned the Commissioners that a Housing Authority could lose points twice – once for health & safety, and once for a defect. In addition, results could differ from project to project due to the weights assigned to different areas – for example, lost points belonging to a project with one building exterior would weigh more heavily than the same points spread over a project with several building exteriors.

Mr. DiBello said that, although Hoffman Plaza scored a 52, the project was still in good condition. His firm had inspected 100% of the units, and was looking at the project much more strictly than a HUD inspector would. The “C” indicated health & safety, life threatening conditions were present. At Hoffman, all the buildings that had not received new siding yet were marked down as an issue. Instances of mold and mildew were written up as an indoor air quality issue. The source of the problem would determine the response (if caused by contractors, then must watch these more carefully. If caused by tenants, then must educate these on how to care for the unit).

At Flannery, all the site points were lost, either through defects or through health and safety. For building exterior, no points were lost on health & safety, but about half the points were lost to area defects. A lot of points were lost to health and safety concerns on building systems, which were mainly electrical hazards. Maintenance staff have to be educated not to leave panels open. When the elevator service company comes to do service and removes the panel, this leaves you with exposed wiring. Flammable materials stored in the same room are another hazard. The Authority is advised to set policies for this issue. Fogged windows at Flannery were a level “3” severity, or a high point loss item. Snow plows that push snow up against the chain link fence and damaging it would cause loss of points in the site area.

At Bragg, all common area points were lost due to defects with doors and windows. Points were lost in the building exterior and building systems areas, but Mr. DiBello said he noted that was a great deal of work going on in these areas. Completion of the work should bring the buildings up to standard – 15 points for the building exterior alone. At Bragg, Mr. DiBello noted damage to the

new chain link fence and tripping hazards, plus some fire extinguishers that weren't tagged. He also found improperly stored flammable materials (such as paint). These need to be either in fire lockers or in areas designated for this kind of storage. In the dwelling units, problems with such items as the showerheads, should go away with the scheduled replacement of these items.

At the end, Mr. DiBello complimented the Authority on taking a progressive, comprehensive approach (packaging the inspections with the Capital Needs Assessments with the energy audit) to address short and long term needs. He also stressed the importance of training, and estimated that with a little effort, the Authority could reach "high performer" status.

Resolutions 2008.102 through 2008.112 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2008.102	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on September 25, 2008	Drake	Passed
2008.103 Consent	Receiving Occupied Dwelling Inspection and Comprehensive Needs Assessment Reports	Drake	Passed
2008.104 Consent	Authorizing Contract for Storage Addition to Hoffman Plaza Maintenance Garage	Gage	Passed
2008.105 Consent	Authorizing Contract for Purchase of Exterior Shutters and Accessory Items for Hoffman Plaza	Gage	Passed
2008.106 Consent	Authorizing Change Order to Foor and Associates Contract	Mason	Passed
2008.107 Consent	Approving Final Performance and Evaluation Statement Under Capital Fund Program NY06P03050106	Mason	Passed
2008.108	Receiving Correspondence from Housing Authority Insurance Group REGARDS: Low Loss Ratio Award	Mason	Passed
2008.109	Receiving Certificate of Appreciation from Capabilities, Inc.	Drake	Passed
2008.110 Consent	Authorizing Approval of Executive Director's Action in Approving Contractor for Apartment Repairs at Hoffman Plaza	Gage	Passed
2008.111	Receiving Housing Authority Insurance Risk Control Survey	Gage	Passed
2008.112	Approving Employee Compensation Incentives	Commissioners as a Whole	Passed

Chairman DiChiara recommended that resolution number 2008.103, together with numbers 2008.104, 2008.105, 2008.106, 2008.107, 2008.109, and 2008.110 be designated as consent resolutions. All the Commissioners agreed with this designation.

Executive Director Miranda gave an overview of what the Low Loss Ratio Award meant for the Authority. The certificate awarded was for the period 2004-2006. The award covers a 3-year average.

Mr. Miranda told the Commissioners that staff members were working on resolving the situations outlined in the report covered under resolution number 2008.111. He indicated that he would be preparing a resolution on private playground equipment at the November meeting.

Executive Director Mirando informed the Commissioners that many businesses and corporations had a program similar to the one covered under resolution number 2008.112. The idea was to recognize individual staff members who had accumulated the maximum number of sick days and/or vacation days permitted and allow these persons to surrender a number of days for their cash equivalent. Atty. Agan asked if the Authority's collective bargaining agreement was due to be renegotiated? Mr. Mirando said that it was. Mr. Mirando reminded the Commissioners that the current resolution covered just the 2008 year.

At 2:15 p.m., upon a resolution by Commissioner Mason, with a second by Commissioner Drake, the Board went into Executive Session to discuss legal matters. At 2:25 p.m., upon a motion by Commissioner Mason, with a second by Commissioner Gage, the Board left Executive Session and resumed the meeting.

The NYSERDA grant has been closed and Siemens has made the first draw. There was a preconstruction meeting and Siemens has started to mobilize. They expect work to be started in December.

The Agency plan has been returned for revision. Mr. Mirando mentioned that the modernization budgets have to be broken out by AMPs.

Over the past weekend, Mr. Mirando had staff work overtime to get people moved in at Flannery Apts.

The meeting was adjourned at 2:30 P.M.

Respectfully submitted,

Mary Gage, Secretary

ELMIRA HOUSING AUTHORITY
November 20, 2008

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

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.

Commissioners Forum

a. Financial Budget Presentation

Executive Director Miranda gave a brief overview of the proposed 2009 budget and highlighted those areas particularly subject to scrutiny under the Asset Management Program. Deputy Director Lockner indicated that this budget would be voted on at the December meeting, together with a budget revision of the 2008 operating budget.

Resolutions 2008.115 through 2008.122 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2008.115	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on October 30, 2008	Emmer	Passed
2008.116	Authorizing Contract for Audit of the Elmira Housing Authority Financial Operations for the Fiscal Years December 31, 2008 and 2009	Drake	Passed
2008.117 Consent	Authorizing Contract for Hallway Improvements at George Bragg Towers	Marrone	Passed
2008.118 Consent	Authorizing Change Order to Micknich Electrical Contract	Gage	Passed
2008.119 Consent	Authorizing Approval of Executive Director's Action in Approving Contractor for Emergency Water Leak Repairs to the Sprinkler Lines at Bragg Towers	Lockett	Passed
2008.120 Consent	Authorizing Contract for Replacement of Refuse Chute Doors at Flannery Towers	Mason	Passed
2008.121	Receiving Correspondence from United States Department of Housing and Urban Development Regards: Reimbursement to Flannery Tower Residents for Loss of Hot Water and Resident Incentives for Identifying New Qualified Residents	Emmer	Passed

2008.122	Authorizing Change Order to Edger Enterprises Contract	Drake	Passed
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Executive Director Miranda explained the selection process for the auditing firm in resolution 2008.116. Toski has a long history with housing authorities. Mr. Miranda said that he was recommending Toski based upon their good references, and the fact that Toski was well-regarded by HUD. R.A. Mercer, said the Executive Director, was getting into the fee accounting area.

Chairman DiChiara recommended that resolution number 2008.117, together with resolution numbers 2008.118, 2008.119, and 2008.120 be designated as consent resolutions. All the Commissioners agreed.

In discussing resolution number 2008.121, Executive Director Miranda stated that the lease agreement obligates the Authority to provide reasonable amounts of hot water. He reminded the Commissioners that there was no hot water during the month of August, because Chemung County advised against using it. As regards the bonus for resident incentives, Mr. Miranda indicated there would be a resolution on the December agenda regarding standards for this program.

Chairman DiChiara asked for sponsors to permit the addition of resolution number 2008.122 to the meeting agenda. Commissioner Emmer so moved, with a second by Commissioner Marrone. All the Commissioners voted aye. Commissioner Marrone asked about procurement requirements and the size and dollar value of this change. Executive Director Miranda discussed the change point by point. The procurement was based upon information provided by Edger. The foundations have a great deal of moisture because currently, there are no gutters and downspouts.

Executive Director Miranda discussed the Authority vacancy report and how the number of vacancies has dropped. He said applications were coming in and that the Applications Office was booked solid for application interviews through mid-December. Mr. Miranda indicated that the Authority continues to do background checks on applicants.

Mr. Miranda informed the Commissioners that there were no new developments at Flannery Apartments. Bill Faucett and Tom Doland were still flushing the lines in individual apartments, as these became vacant and the water was left stagnant. Mr. Miranda said that the Authority's Energy Performance Contract will give assurance that the system is performing well. Contractors will be putting in a backflow preventer.

Executive Director Miranda stated that James Irvin, Maintenance Mechanic, was still off work with knee problems.

Atty. Agan announced that there was a closing date of December 2nd for the sale of the Ernie Davis Community Center to the Economic Opportunity Program, Inc.

Mr. Agan informed the Commissioners that the Sheldrake organization hasn't filed income tax for the Hathorn Court property and that they are being monitored by the New York State Division of Housing and Community Renewal (DHCR). Atty. Agan said that the project would not return to the control of the Housing Authority unless the mortgage holder forecloses on the property.

The meeting was adjourned at 2:37 P.M.

Respectfully submitted,

Mary Gage, Secretary

**ELMIRA HOUSING AUTHORITY
December 19, 2008**

Present: Chairman Patsy DiChiara
Vice-Chairperson Cynthia Emmer
Secretary Mary Gage
Commissioner Mary Beth Drake
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 Alma Luckett

Comments from the Public

No members of the public were present.

Commissioners Forum

Results of HUD Property Inspection from December 9-12, 2008:
Executive Director Mirando gave a brief report on the recently completed inspections. While the Authority's score has not been posted yet on the HUD website, Mr. Mirando said he expects the results to be favorable for the Elmira Housing Authority. The Executive Director emphasized the importance of a good score on the physical inspections, as this will carry increased weight in the scoring for the Public Housing Assessment System (PHAS).

Resolutions 2008.124 through 2008.141 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2008.124	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on November 20, 2008	Emmer	Passed
2008.125 Consent	Authorizing Approval of 2009 Operating Budget	Commissioners as a Whole	Passed
2008.126	Amending 2008 Operating Budget	Commissioners as a Whole	Passed
2008.127 Consent	Promoting Nick Myers	Drake	Passed
2008.128 Consent	Receiving Correspondence from United States Department of Housing and Urban Development REGARDS: EHA Agency Plan	Mason	Passed
2008.129 Consent	Authorizing Contract with County of Chemung for the Aging – Elderly Service Coordinator	Mason	Passed
2008.130 Consent	Authorizing Contract with Capabilities, Inc.	Gage	Passed
2008.131 Consent	Receiving Correspondence from Elmira Housing Legal Counsel REGARDS: Sale of Ernie Davis Building	Marrone	Passed
2008.132	Receiving Correspondence from Alliant Tax Credit Fund REGARDS: Hathorn Redevelopment LLC and J. Christopher Daly	Emmer	Passed
2008.133 Consent	Receiving the Software Support Consortium, Inc. 2007 Annual Report	Drake	Passed

2008.134 Consent	Authorizing Approval of Executive Director's Action in Approving Contractor for Apartment Repairs at Hoffman Plaza	Mason	Passed
2008.135 Consent	Approving Change Order to Micknich Construction Contract	Gage	Passed
2008.136 Consent	Approving Change Order to Davis Ulmer Contract	Marrone	Passed
2008.137 Consent	Writing Off Uncollectible Accounts	Emmer	Passed
2008.138 Consent	Approving Change Order to Edger Contracting	Drake	Passed
2008.139	Authorizing Change Order to Micknich Electrical Contract	Mason	Passed
2008.140	Authorizing Change Order to Edger Construction Contract	Gage	Passed
2008.141	Approving Insurance Increment for Elmira Housing Authority Employees	Commissioners as a Whole	Passed

Chairman DiChiara recommended that resolution number 2008.125, together with resolution numbers 2008.127, 2008.128, 2008.129, 2008.130, 2008.131, 2008.133, 2008.134, 2008.135, 2008.136, 2008.137, and 2008.138 be designated as consent resolutions. All the Commissioners accepted this designation.

Vice-Chairperson Emmer asked if Mr. Mirando was satisfied with the service provided by Capabilities (see resolution 2008.130). Mr. Mirando said that he was.

Vice-Chairperson Emmer asked what this event (see resolution 2008.132) would mean for the Housing Authority. Executive Director Mirando explained that Mr. Daly had not made certain required payments, such as for taxes and utilities, and that the Alliant Fund feels that the Hathorn Project was not being managed properly. Mr. Mirando indicated that the Section 8 vouchers assigned to Hathorn Court are still attached to that project. In addition, Mr. Daly still has the authority to appoint another manager. It is also possible, said Mr. Mirando, that Alliant will advertise for another entity to take over the management of the Hathorn Project.

Chairman DiChiara asked for sponsors to permit the addition of resolution numbers 2008.139, 2008.140 and 2008.141 to the meeting agenda. Commissioner Emmer agreed to sponsor this move. A second was offered by Commissioner Mason. Executive Director Mirando gave background information on the scope of the change order (see resolution number 2008.139) and indicated it was necessary for successful completion of the work.

Executive Director Mirando explained that the shutters (see resolution 2008.140) had originally been eliminated from the work at Hoffman Plaza. However, with construction work in the wind-down phase, Mr. Mirando said the budget reveals that it is now possible to have the shutters included. Mr. Mirando emphasized that this move would contribute to the attractiveness, or "curb appeal," of Hoffman Plaza.

Atty. Agan informed the Commissioners that this item (see resolution 2008.141) would be on the table at the next round of negotiations for the bargaining agreement with the Housing Authority's union employees. There was a general discussion on what would happen to insurance rates in the next year or two.

Executive Director Mirando discussed his involvement in a recent traffic accident. The matter has been settled and all pending charges have been dropped.

Next month, the Executive Director informed the Commissioners that he would be presenting a budget revision for the bond issue work. This involved several changes at the worksites, such as seeding at Hoffman Plaza and a sprinkler test and roof repairs at Bragg Towers. Mr. Mirando said that the Authority may seek compensation from the company that did the work exterior work at Bragg Towers, since the concrete walls were put up without caulking.

Mr. Mirando informed the Commissioners that work under the NYSERDA grant is moving ahead. Starting Dec. 22nd, new refrigerators would be delivered to the projects and Rinnai heating units are also coming in and would have to be stored. New toilets for Bragg Towers and furnaces for Hoffman Plaza would be delivered in January.

The meeting was adjourned at 2:12 P.M.

Respectfully submitted,

Mary Gage, Secretary

**ELMIRA HOUSING AUTHORITY
ANNUAL MEETING
December 19, 2008**

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

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.

Resolutions 2008.A1 through 2008.A3 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2008.A1	Authorizing the Dispensing of the Reading of the Annual Meeting Minutes on December 20, 2007	Emmer	Passed
2008.A2	Election of Officers for the Elmira Housing Authority Board of Commissioners 2009 Year	Commissioners as a Whole	Passed
2008.A3	Authorizing Elmira Housing Authority Board Meeting Dates for 2009 year	Commissioners as a Whole	Passed

Atty. Agan called for nominations for the officer positions. Commissioner Emmer nominated Patsy DiChiara as Chairman. Commissioner Gage nominated Cynthia Emmer as Vice-Chair. Commissioner Mason nominated Mary Gage as Secretary. There were no other nominations and all the Commissioners voted to accept the slate as presented.

The meeting was adjourned at 1:10 P.M.

Respectfully submitted,

Mary Gage, Secretary