

ELMIRA HOUSING AUTHORITY
January 29, 2009

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

Guests: Jerry Lazeski

Comments from the Public

The guests at the meeting offered no comments.

Commissioners Forum

Executive Director Mirando reviewed the property inspection scores. The concentration was on hardware locks. Bedroom doors at Flannery Apts. did not latch. Two apartments at Hoffman Plaza did not come up to code. Mr. Mirando informed the Commissioners that he has been working with Kathy Lunduski, Tenant Rel. Asst., on developing a resident handbook. This publication would cover such areas as how to keep up an apartment.

Mr. Mirando also reviewed the score history for each development, and reminded commissioners that, under the Asset Management program, scoring for Bragg Towers and Flannery Apartments would be consolidated and reported out as belonging to AMP 12.

Chairman DiChiara inquired about the possibility of filing a protest, since no distinction was made between deficiencies that were not addressed and those that were under construction at the time of the inspections. Mr. Mirando said that this document had been filed with HUD.

Resolutions 2009.001 through 2009.008 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2009.001	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on December 19, 2008	Emmer	Passed
2009.002 Consent	Receiving Correspondence from Commissioner Alma Lockett Regards: Resignation	Commissioners as a Whole	Passed
2009.003 Consent	Amending Annual Statement Under Capital Fund Financing Program – Fourth Revision	Drake	Passed
2009.004 Consent	Amending Annual Statement Under Capital Fund Program NY06P03050107 – Fourth Revision	Mason	Passed
2009.005 Consent	Amending Annual Statement Under Capital Fund Program NY06P03050108 – Second Revision	Gage	Passed
2009.006 Consent	Authorizing Approval of Executive Director's Action in Approving Contract for Apartment Repairs at Hoffman Plaza	Marrone	Passed

2009.007	Receiving Correspondence from United States Department of Housing and Urban Development Regards: Public Housing Agency (PHA) Annual Certification for "Qualified PHAs"	Emmer	Passed
2009.008 Consent	Authorizing Travel to NAHRO Legislative Conference	Drake	Passed

Chairman DiChiara recommended that resolution number 2009.002, together with numbers 2009.003, 2009.004, 2009.005, 2009.006, and 2009.008 be designated as consent items. All the Commissioners agreed to this designation.

Commissioner Marrone asked if Mr. Mirando had received a letter of resignation from Commissioner Luckett. The Executive Director said that he had not. Mr. Mirando reminded the Commissioners that letters of resignation should be addressed to the Chairman, and said he would put a copy of this memo in the file.

Mr. Mirando said that the chief benefit attached to qualified status was that the Authority would not have to submit an Agency Plan. However, the Executive Director indicated that the Authority was still responsible for submitting a 5-year modernization plan.

Mr. Mirando reviewed the progress of the Cahill firm in its work in the apartments at Hoffman Plaza.

The Executive Director discussed the work of the Elderly Services Coordinator and the changes experienced by the local elderly and near elderly populations. Commissioners Marrone and Emmer asked several questions about the criteria for designating a project for either the elderly or near elderly. Mr. Mirando indicated it was possible to name one development as being for the elderly, and the other for the near elderly, or both for the same grouping. The final decision on this designation rests with HUD, he said.

Next, the Executive Director referred the Commissioners' attention to the NYSPHADA information on the federal stimulus package. Commissioner Marrone asked about the possibility of holding a meeting with Representative Massa and the Executive Directors of Housing Authorities in the 29th District (there are four housing authorities). If needed, Commissioner Emmer offered to assist in setting up this meeting.

There was a general discussion among the Commissioners regarding the Housing Authority's financial statements. Commissioner Emmer asked several questions about the end of year balances for the Central Office Cost Center (COCC). Deputy Director Lockner said that there could be short-term borrowing between the projects. He also indicated that project income goes down when there are vacancies, because the COCC cannot collect management fees.

The Commissioners discussed the current status of the Sheldrake Corporation and the Hathorn Court Redevelopment Project. Atty. Agan indicated that he and Mr. Mirando would be doing a follow-up on Sheldrake and promised to keep the Commissioners informed on the status.

Atty. Agan informed the Commissioners that the lawsuit involving the Authority, the City of Elmira, and the Elmira Water Board over the Legionella outbreak in 2008 at Flannery Apartments had been filed. Mr. Agan promised the Commissioners that he would keep them informed on the current status of the lawsuit. Commissioner Marrone asked if there was any connection between this outbreak and the one in Corning. Atty. Agan said there was no connection.

Executive Director Mirando informed the Commissioners that Jack Martin, on the maintenance staff of Hoffman Plaza, was due to take some time off to address a medical condition. Mr. Mirando said that he was reviewing staffing patterns and would be developing answers to the projected staff shortage.

Atty. Agan recommended going into executive session to discuss the outcome of the Executive Director's evaluation. Commissioner Emmer moved, with a second by Commissioner Mason, to go into executive session at 1:50 pm. When business was concluded, upon a motion by Commissioner Mason, with a second by Commissioner Drake, the Board left executive session and resumed the meeting.

Upon a motion by Commissioner Emmer, with a second by Commissioner Gage, the Board voted to adjourn the meeting.

The meeting was adjourned at 2:25 P.M.

Respectfully submitted,

Mary Gage, Secretary

ELMIRA HOUSING AUTHORITY
February 26, 2009

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

Guest: Tim Keane, EIC Consultants

Comments from the Public

Upon a motion by Commissioner Emmer, with a second by Commissioner Drake, the Board voted to go into Executive Session at 1:02 PM to discuss a matter involving litigation. At 1:47 PM, upon a motion by Commissioner Mason, with a second by Commissioner Marrone, the Commissioners left Executive Session and resumed the Board Meeting.

Commissioners Forum

Executive Director Mirando reviewed the results of the recent resident surveys. He told the Commissioners that he had discussed these results with the residents of Bragg Towers and Flannery Apartments at recent tenant meetings. Commissioner Emmer inquired about the possibility of reviving a tenant association at Hoffman Plaza. Commissioner Mason stated that such a move was possible, but that it would require input from residents willing to work to make it happen. The Board decided to contact residents to gauge their interest in forming a new tenant association.

Upon a motion by Commissioner Emmer, with a second by Commissioner Mason, the Board voted at 2:07 PM to go into Executive Session a second time to discuss a personnel matter. Upon a motion by Commissioner Drake, with a second by Commissioner Mason, the Board voted at 2:10 PM to leave Executive Session and resume the meeting.

Resolutions 2009.010 through 2009.018 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2009.010	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on January 29, 2009	Emmer	Passed
2009.011	Approving Compensation for Executive Director	Commissioners as a Whole	Passed
2009.012	Approving Compensation for Management Confidential	Commissioners as a Whole	Passed
2009.013 Consent	Authorizing Approval of Executive Director's Action in Approving Contractor for Apartment Repairs at Hoffman Plaza	Drake	Passed
2009.014 Consent	Receiving Correspondence from Housing Authority Insurance Group REGARDS: Notification of EHA's Surplus Balances with HARRG and HAPI	Mason	Passed
2009.015 Consent	Receiving Correspondence from Housing Authority Insurance Group REGARDS: Notification of Dividends	Gage	Passed
2009.016	Hiring Raymon Buchanan and John Putney as	Marrone	Passed

	Laborers		
2009.017	Authorizing Change Order to Siemens Contract	Emmer	Passed
2009.018	Authorizing Purchase Three Vending Machines	Drake	Passed

Commissioner Marrone offered a resolution, with a second by Commissioner Gage, to add resolution numbers 2009.016, 2009.017, and 2009.018 to the agenda. All the Commissioners voted “aye” on this resolution.

Chairman DiChiara recommended that resolution numbers 2009.013, 2009.014 and 2009.015 be designated as consent resolutions. All the commissioners agreed to this designation.

In discussing resolutions 2009.011 and 2009.012, Executive Director Mirando indicated that the salary increases were comparable to those paid to members of the Authority bargaining unit. This meant that persons designated as “Management and Confidential” received a 2% increase, plus a longevity increment commensurate with their years of service.

In discussing resolution 2009.016, Commissioner Marrone inquired about the status of the employees currently out on disability. Mr. Mirando indicated that one individual was considering filing an application for permanent disability status. The other employee was scheduled for a physical, and would be making a decision on such an application pending the outcome of this physical.

In discussing resolution 2009.017, Executive Director Mirando indicated that this change would bring needed changes to the water service equipment at Bragg Towers and Flannery Apartments. The change to the design contract would be accomplished at no additional contract cost – in fact, said the Executive Director, there was a net savings to the Authority of \$6,030.00.

In discussing resolution 2009.018, The Executive Director informed the Commissioners that the tenant associations at Bragg Towers and Flannery Apartments would be responsible for keeping the vending machines stocked. The main objective in purchasing these machines was to make refreshment items available at affordable prices for the residents. The Crane Company would supply training to the resident groups on the proper operation of the machines. Crane would also be responsible for any mechanical services necessary to keep the machines in working order. There was a general discussion on the types of items that would be sold in the machines.

Executive Director Mirando discussed the progress of work under the Capital Fund Financing Program (CFFP) and the New York State Energy Research and Development Authority (NYSERDA) program. The Board and the Executive Director went on to discuss the sum (estimated by NAHRO at \$959,627) the Authority was expected to receive under the terms of the American Recovery and Reinvestment Act (ARRA). Mr. Mirando stressed for the Commissioners the urgency of the situation – the Authority had to submit an Annual Fund Statement form describing the specific activities that they will undertake with the ARRA funds no later than April 10, 2009. The Executive Director said that he would be presenting such a plan at the next meeting.

The Commissioners then moved into a discussion of recent events involving the Hathorn Redevelopment property and its status. Several Commissioners inquired as to the distinction between public housing and low income housing.

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

Respectfully submitted,

Mary Gage, Secretary

ELMIRA HOUSING AUTHORITY
March 26, 2009

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

Comments from the Public

No members of the public were present.

Commissioners Forum

a. Review of Five-Year Plan

Executive Director Mirando presented copies of the five year plans for 2007, 2008, and 2009. The discussion of the plans centered around the Authority's goals for the Capital Fund Recovery Grant funds (see resolution 2009.029). Mr. Mirando said he hoped to be able to include a sprinkler system and new trash room equipment at Flannery Apartments, as well as replace kitchen cabinets in the "K" apartments at Bragg Towers with these funds. The Executive Director reminded the Commissioners that the Elmira Housing Authority is not obligated to file an Agency Plan every year except if policies and the five year plan are altered.

Chairman DiChiara asked for a motion to add resolution numbers 2009.025, 2009.026, 2009.027, 2009.028 and 2009.029 to the agenda. Commissioner Marrone moved, with a second by Commissioner Mason, to add these resolutions to the agenda. All the Commissioners who were present agreed.

Resolutions 2009.020 through 2009.029 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2009.020	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on February 26, 2009	Emmer	Passed
2009.021 Consent	Congratulating Mary Gage on her Re-Election as Resident Commissioner	Commissioners as a Whole	Passed
2009.022 Consent	Authorizing Contract with City of Elmira for Police Patrol Services		Passed
2009.023 Consent	Purchasing Xerox W5632PT Copier	Mason	Passed
2009.024 Consent	Authorizing Travel to NYSPHADA Conference	Gage	Passed
2009.025	Receiving Correspondence from Executive Director RE: Gary Woughter – Retirement	Marrone	Passed
2009.026	Authorizing Change Order to Driscoll Contract	Emmer	Passed

2009.027	Authorizing Approval of Executive Director's Action for Approving Change Orders to Edger Enterprises Contract	Gage	Passed
2009.028	Approving Electrical Contract for Hoffman Plaza Garage	Mason	Passed
2009.029	Acceptance of Capital Fund Recovery Act Grant	Commissioners as a Whole	Passed

Chairman DiChiara recommended designating resolution number 2009.021, together with resolution numbers 2009.022, 2009.023 and 2009.024 as consent resolutions. All the Commissioners who were present agreed.

Regarding resolution number 2009.025, Commissioner Marrone asked about a replacement for Mr. Woughter. Executive Director Mirando stated that this was not being contemplated; rather, the likely possibility was that the Authority would include a "clerk of the works" type of position in the next architect's contract. Deputy Director Lockner reminded the Commissioners that any time spent in the Central Office area (such as for administrative work) had to be charged to the Central Office Cost Center budget.

Executive Director Mirando indicated that the main reason for the change order (resolution 2009.027) was to satisfy local code requirements.

At 1:47 pm, upon a motion by Commissioner Mason, with a second by Commissioner Emmer, the Board voted to go into Executive Session to discuss property issues. At 2:03 pm, upon a motion by Commissioner Marrone, with a second by Commissioner Mason, the Board left Executive Session and resumed the meeting.

The meeting was adjourned at 2:04 P.M.

Respectfully submitted,

Mary Gage, Secretary

ELMIRA HOUSING AUTHORITY
April 30, 2009

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

Guests: Tim Keane, EIC Consultants

Comments from the Public

No members of the public were present.

The Board welcomed Mr. Keane of EIC Consultants, who briefly discussed his work at Flannery Apartments.

Commissioners Forum

Resolutions 2009.031 through 2009.040 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2009.031	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on March 26, 2009	Emmer	Passed
2009.032 Consent	Authorizing Travel to Casterline Associates Public Housing Accounting and Budgeting Seminar	Drake	Passed
2009.033 Consent	Authorizing Approval of Executive Director's Action in Approving Contract for Chimney Repairs at Hoffman Plaza	Mason	Passed
2009.034 Consent	Authorizing Change Order to Edger Enterprises Contract	Gage	Passed
2009.035	Amending Annual Statement under Capital Grant Program NY06P03050108 – Third Revision	Marrone	Passed
2009.036 Consent	Authorizing Approval of Executive Director's Action in Approving Contract for Emergency Electric Repairs to Apartments in Hoffman Plaza	Emmer	Passed
2009.037 Consent	Hiring Summer Youths	Drake	Passed
2009.038	Amending Procurement Policy to Conform to the American Recovery and Reinvestment Act (ARRA) for the Capital Fund Stimulus Grants	Mason	Passed
2009.039	Receiving Correspondence in REGARDS: Hathorn Redevelopment LLC	Gage	Passed
2009.040 Consent	Receiving the 2008 Year Annual Report from the Chemung Canal Trust Company	Marrone	Passed

Chairman DiChiara recommended that resolution 2009.032, together with numbers 2009.033, 2009.034, 2009.036, 2009.037, and 2009.040 be designated as consent resolutions. All the other Commissioners agreed with this designation.

Commissioner Marrone asked if it were possible to replace the hot water piping while the chimney repairs were taking place (resolution 2009.033). Deputy Director Lockner said he would look into this.

Executive Director Mirando indicated that the change (resolution 2009.035) is in connection with the garage addition at Hoffman Plaza.

Commissioner Marrone stated that he hoped the contractors (resolution 2009.036) would use the existing screw holes in the new siding.

Executive Director Mirando stated that the Authority's basic procurement policy will not change. The change covered under this resolution (resolution 2009.038) is made in connection with the new Federal stimulus money. The goal of the program is to get these funds into circulation and spend it as quickly as possible.

Executive Director Mirando distributed information regarding admission to public housing and indicated that the cost of an apartment at the Authority's developments was among the lowest, when this was compared with market rents in other municipalities.

Mr. Mirando reminded the Commissioners that representatives of Toski, Schaefer would be at the May meeting to discuss the results of the recent Authority audit.

Chairman DiChiara, Secretary Gage and Commissioner Mason will represent the Board at the upcoming NYSPHADA Conference.

At 1:55 pm, upon a motion by Commissioner Marrone, with a second by Commissioner Emmer, the Board voted to go into Executive Session to discuss possible litigation. At 2:07 pm, upon a motion by Commissioner Mason, with a second by Commissioner Emmer, the Board left Executive Session and resumed the regular meeting.

The meeting was adjourned at 2:07 P.M.

Respectfully submitted,

Mary Gage, Secretary

ELMIRA HOUSING AUTHORITY
May 28, 2009

Present: Chairman Patsy DiChiara
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: Vice-Chairperson Cynthia Emmer

Comments from the Public

No members of the public were present.

Commissioners Forum

Resolutions 2009.042 through 2009.049 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2009.042	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on April 30, 2009	Marrone	Passed
2009.043	Authorizing Elevator Maintenance Contract at George E. Bragg Towers	Drake	Passed
2009.044	Authorizing Elevator Maintenance Contract at Edward Flannery Apartments	Mason	Passed
2009.045	Authorizing Contract for Wireless Security Project at Hoffman Plaza	Gage	Passed
2009.046	Authorizing Dental Contract with Excellus Blue Cross & Blue Shield of Central New York	Marrone	Passed
2009.047	Amending Annual Statement Under Capital Fund Financing Program – Fifth Revision	Mason	Passed
2009.048	Amending Annual Statement Under Capital Fund Program NY06P03050108 – Fifth Revision	Drake	Passed
2009.049	Authorizing Contract for Architectural and Engineering Services for Capital Fund Recovery Grant Program	Mason	Passed

In discussing resolution 2009.043, Commissioner Marrone asked about the differences in cost between Bragg and Flannery. Executive Director Miranda indicated that there were two elevators at Bragg Towers and four elevators at Flannery Apts. Mr. Miranda stated that the prices on both contract are lower than those received during the last procurement exercise for elevator maintenance. The Executive Director informed the Commissioners that he had checked the references for Otis Elevator and that these had come back uniformly good.

Executive Director Miranda explained the advantages of the wireless security project (resolution 2009.045).

In discussing resolution 2009.046, Executive Director Miranda stated that the premium rate is about 10% more than expected, and explained certain features of the plan. Mr. Miranda reiterated his belief that this is a good plan.

Chairman DiChiara asked for a sponsor and second to add resolution number 2009.047, together with resolution numbers 2009.048 and 2009.049, to the agenda. Commissioner Gage offered (with a second by Commissioner Drake) to add these resolutions to the agenda. All the Commissioners voted "aye."

The Executive Director explained the changes contained in the budget revision to the Capital Fund Financing Program. He also discussed the changes covered by the revision to Capital Fund Program number NY06P03050108. Executive Director Miranda explained the changes covered by this budget revision. Funding for such items as A/E fees, site improvements and site lighting were removed. The money was shifted to building siding at Hoffman Plaza and the building seal at Bragg Towers.

When resolution 2009.049 was presented, Executive Director Miranda discussed the work items to be included under this contract. The sprinkler system proposed for Flannery Apts. was of particular concern, since this item clearly called for a design professional. Other items might have been done "in house." Mr. Miranda indicated he was impressed with the quality of the Larson proposal and how this company had had previous work experience with the Davis-Ulmer Fire Sprinkler Co. Larson also produced a very good resume and references, said the Executive Director. Their engineering department is well qualified and their office is close to the Authority (the office is in Corning, NY). Mr. Miranda said that, under the Recovery Grant Program, contracts for construction had to be in place by 2010. Mr. Miranda also indicated that fungibility was a possibility under this program and the Authority could add items in the future.

The meeting was adjourned at 2:55 P.M.

Respectfully submitted,

Mary Gage, Secretary

ELMIRA HOUSING AUTHORITY
June 25, 2009

Present: Chairman Patsy DiChiara
Vice-Chairperson Cynthia Emmer
Secretary Mary Gage
Commissioner Gary E. Blitz
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

Comments from the Public

No members of the public were present.

Commissioners Forum

Resolutions 2009.051 through 2009.059 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2009.051	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes of May 30, 2009	Emmer	Passed
2009.052	Congratulating Gary E. Blitz on his Appointment as Commissioner	Commissioners as a Whole	Passed
2009.053	Congratulating Florence Ellison	Commissioners as a Whole	Passed
2009.054	Receiving Correspondence from HUD Regards: Environmental Review Procedures on 2009 Recovery Act Capital Fund Formula Grant NY06S03050109	Blitz	Passed
2009.055	Authorizing Attendance at PHADA Legislative Conference	Marrone	Passed
2009.056	Authorizing Life Safety Systems and Equipment Maintenance Contract at Bragg and Flannery Towers	Gage	Passed
2009.057	Authorizing Contract for Purchase of Stoves	Drake	Passed
2009.058	Authorizing Contract for Fencing	Mason	Passed
2009.059	Authorizing Contract to Relocate the Disposition of Discharged Water from the Bragg Towers Sprinkler System	Emmer	Passed

In discussing the resolution honoring Mrs. Ellison, Executive Director Mirando stated that Mayor Tonello would be issuing a proclamation to mark the event.

Regarding resolution 2009.056, Executive Director Mirando stated that this contract included the pull cords, heat sensors, smoke detectors, and that the equipment is also hooked up to the

emergency generators and the elevators. FAST has a good reputation, said Mr. Mirando, and he indicated that he is very satisfied with FAST's service.

Regarding resolution 2009.059, Executive Director Mirando indicated that the present situation involving the discharge water presented a safety hazard, in that the water was discharged over the parking area and pedestrian walkways at Bragg Towers. Mr. Mirando said that the only other alternative was to put a water tower on the roof. The design under this contract award provided for the discharge water to come out of the building, go underground through a length of pipe, and be deposited in a drywell in the parking lot. Mr. Mirando further stated that the Authority would not be charged for either the water or the sewer usage for the water discharge.

Commissioner Emmer asked when the Board could expect to see the Authority's audit report. Executive Director Mirando responded by distributing draft copies of the report, and went on to discuss the differences between this report and the ones prepared by the previous audit firm. In particular, he called the Commissioners' attention to the fact that the Toski firm recommended that the Authority increase the size of its fidelity bond coverage (a formula driven calculation) and that he has since contacted the Authority's insurance company to have this done.

Mr. Mirando also stated that the auditing firm would be attending the July, 2009, Board meeting to make a presentation on the results of the audit. However, he said, the Toski firm requested that the meeting be moved to July 23rd (one week earlier than the customary last Thursday of the month). All the Commissioners indicated that this request was acceptable.

Deputy Director Lockner called the Commissioners' attention to the fact that this is the first year that the Authority has had a project based audit performed.

Executive Director Mirando informed the Commissioners that the Assistant Attorney General for New York State would be at Flannery Apartments on July 10th to present a program for senior citizens on protecting themselves from fraud and identity theft.

Mr. Mirando also informed the Board that he was scheduled to be deposed on July 1st.

Commissioner Marrone asked about the status of the gas lines at Hoffman Plaza. Executive Director Mirando stated that there is a gas line that needs to be replaced. This is in an area of Hoffman Plaza more commonly known as "the horseshoe." A general discussion followed about the age and condition of the gas piping at Hoffman Plaza and what alternatives were available to rectify any deficiencies.

The meeting was adjourned at 2:00 P.M.

Respectfully submitted,

Mary Gage, Secretary

ELMIRA HOUSING AUTHORITY
July 23, 2009

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

Guests: Danny Mettler

Comments from the Public

No comments were received.

Commissioners Forum

- a. 2008 Year Audit Review – presented by David Gabel CPA – Toski, Schaefer & CO., P.C. – CPA Firm
Mr. Gabel distributed copies of the audit report and gave the Board an overview of its contents.
- b. Handout of 2010 Agency Plan (at board meeting)
Executive Director Mirando passed out draft copies of the Authority's 2010 plan. He reminded the Commissioners that the Authority, since it had fewer than 500 dwelling units, was not required to file an agency plan. However, since it was necessary to make several revisions to the Authority's Admissions and Continued Occupancy policy, the Commissioners were informed that the Authority would be submitting a plan for 2010. Deputy Director Lockner gave a brief overview of some of the changes in the Admissions and Continued Occupancy policy.

Resolutions 2009.061 through 2009.070 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2009.061	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes of June 25, 2009	Emmer	Passed
2009.062 Consent	Receiving 2008 Year Audit Report	Commissioners as a Whole	Passed
2009.063 Consent	Receiving Correspondence from Executive Director RE: EHA Employee – Jack Martin - Retirement	Blitz	Passed
2009.064 Consent	Amending Annual Statement Under Capital Grant Program NY06P03050108 – Sixth Revision	Gage	Passed
2009.065 Consent	Amending Annual Statement Under Capital Grant Program NY06S03050109 – First Revision	Gage	Passed
2009.066 Consent	Authorizing Approval of Executive Director's Action in Approving Roof Repairs on Hoffman Maintenance Building	Drake	Passed
2009.067	Authorizing Contract for Gas Line Repairs in	Mason	Passed

Consent	Hoffman Plaza		
2009.068	Receiving the 2008 Annual Report of the Housing Authority Insurance Group	Emmer	Passed
2009.069	Authorizing Application for Funding through the 2009 Capital Fund American Recovery Act	Commissioners as a Whole	Passed
2009.070	Authorizing Contract for Purchase of Refrigerators for Bragg and Flannery Towers	Blitz	Passed

Chairman DiChiara recommended that resolution number 2009.062, together with resolution numbers 2009.063, 2009.064, 2009.065, 2009.066, and 2009.067 be designated at consent resolutions. All Commissioners present agreed to this recommendation.

In discussing resolution 2009.068, Executive Director Mirando said that the Elmira Housing Authority was a shareholder of the Housing Authority Insurance Group and as such, would be receiving a dividend.

Chairman DiChiara called for a motion to add resolution 2009.070 to the agenda. Commissioner Emmer moved, with a second by Commissioner Blitz, to add this resolution to the agenda. All the Commissioners present consented to its addition.

Upon a motion by Commissioner Emmer, with a second by Commissioner Gage, the Board voted to go into Executive Session at 2:18 pm to discuss a legal matter. At 2:23 pm, upon a motion by Commissioner Emmer, with a second by Commissioner Drake, the Board left Executive Session and resumed the meeting.

Executive Director Mirando informed the Board that four proposals for computer hardware and software were received in response to the Authority's Request for Proposals (RFP). Mr. Mirando said that he expected the cost of this acquisition to be in the neighborhood of \$120,000.00.

The meeting was adjourned at 2:27 P.M.

Respectfully submitted,

Mary Gage, Secretary

ELMIRA HOUSING AUTHORITY
August 27, 2009

Present: Chairman Patsy DiChiara
Vice-Chairperson Cynthia Emmer
Secretary Mary Gage
Commissioner Gary E. Blitz
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

Comments from the Public

No comments were received.

Commissioners Forum

a. 2008 Year Audit Report

Executive Director Miranda led the Commissioners through a review of the 2008 Year Audit Report. He indicated some changes and some adverse items in the management discussion and analysis. Under the new format, the Housing Authority is asked to put in comments in response to the audit report. Under assets, Mr. Miranda pointed out that the largest item was the taking off of one asset and a note receivable. Since liabilities and assets must balance, the total net assets were also reduced. In the footnotes, the operating revenue was also reduced because there was interest income being accrued from the receivable. On page 25, under adjustments to net assets, the report says an adjustment was recorded in the note receivable and interest receivable (which will never be collected). Chairman DiChiara asked if this item was the Hathorn Court project. Executive Director Miranda said that it was. Mr. Miranda said that he had contacted the Authority's financial analyst at HUD about this item. Such a large change could adversely affect the Authority's financial management score. In HUD's opinion, reducing your assets by such a large amount could have an adverse affect. However, this year, because of the changes in reporting, the change constitutes an advisory. If the Sheldrake organization sells the property, they will have to satisfy the mortgage.

Resolutions 2009.072 through 2009.080 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2009.072	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes of July 23, 2009	Emmer	Passed
2009.073 Consent	Approving 2008 Year Audit Report	Commissioners as a Whole	Passed
2009.074 Consent	Authorizing Contract for Occupied Dwelling Inspections	Blitz	Passed
2009.075	Authorizing Contract for Complete Turnkey, Multi-User Microcomputer Integrated Tenant Management and Accounting System	Marrone	Passed
2009.076	Authorizing Contract for Chlorine Dioxide System at Flannery Apartments	Gage	Passed
2009.077	Authorizing Approval of Executive Director's	Drake	Passed

Consent	Action in Approving Contract for Apartment Repairs at Hoffman Plaza		
2009.078 Consent	Amending Annual Statement Under Capital Grant Program NY06P03050107 – Fifth Revision	Mason	Passed
2009.079 Consent	Amending Annual Statement Under Capital Fund Recovery Grant Program NY06S03050109 – Second Revision	Emmer	Passed
2009.080	Authorizing Labor Contract Negotiations	Blitz	Passed

Chairman DiChiara recommended that resolution number 2009.073, together with resolution numbers 2009.074, 2009.077, 2009.078 and 2009.079, be designated as “consent” resolutions. Board members agreed to these designations.

At 1:28 pm, Chairman DiChiara recommended that the Board go into Executive Session to discuss a matter of litigation. Commissioner Mason moved, with a second by Commissioner Emmer, to go into Executive Session. When the Board finished its discussions at 2:13 pm, there was a motion by Commissioner Emmer, with a second by Commissioner Mason, to leave Executive Session and resume the regular meeting.

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

Respectfully submitted,

Mary Gage, Secretary

ELMIRA HOUSING AUTHORITY
September 24, 2009

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

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

Absent: Commissioner Sylvia Mason
Deputy Director Charles Lockner

Comments from the Public

No comments were received.

Commissioners Forum

Resolutions 2009.082 through 2009.088 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2009.082	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes of August 27, 2009	Emmer	Passed
2009.083 Consent	Receiving Correspondence from Executive Director RE: Public Hearing of September 18, 2009	Blitz	Passed
2009.084	Authorizing Approval of 2010 Agency Plan	Commissioners as a Whole	Passed
2009.085	Receiving Correspondence from H.U.D. RE: 2009 Capital Fund	Marrone	Passed
2009.086	Receiving Correspondence from H.U.D. RE: 2007 & 2008 Audit Reports	Gage	Passed
2009.087 Consent	Authorizing Approval of Executive Director's Action in Approving Contract for Apartment Repairs at Hoffman Plaza	Drake	Passed
2009.088 Consent	Authorizing Contract for Site Work at Bragg Towers	Gage	Passed

Chairman DiChiara recommended that resolution number 2009.083, together with resolution numbers 2009.087 and 2009.088 be designated as consent resolutions. All Commissioners present agreed to this designation.

In discussing resolution number 2009.086, Executive Director Mirando reviewed the items contained in the 2007 audit (notably, those surrounding the inventory issues). According to the Toski report, these items have been satisfied and the matter is closed. In addition, Mr. Mirando reported that the Authority's fidelity bond coverage has been increased. The actual level of coverage is based on a formula. The extra coverage will cost the Authority \$4,000. The report on

this item has also been satisfied and the matter is now closed. There are no other outstanding findings. The Commissioners engaged in a general discussion on the differences between the Mercer and Toski firms in their approaches to performing an audit. Atty. Agan gave his opinion, especially on areas touching matters concerned with Hathorn Court.

Executive Director Miranda reported to the Commissioners that the wireless security camera project at Hoffman Plaza had encountered a slight glitch. The local utility company, NYSE&G, will not permit installation of an antenna on top of the utility pole. That would mean that the security system would be limited. Mr. Miranda said that he is trying to have DeMuth Electric install a new pole to accommodate the antenna.

The Executive Director informed the Board that there will be funds remaining in the contract with Siemens Corp. when all work items are completed. Mr. Miranda said that he is investigating the possibility of installing emergency generators at Hoffman Plaza. One would be installed at the administration building to provide protection for the Authority's computer and other crucial equipment. The second generator would be installed in the maintenance shop area, in other to provide backup power for the security camera system.

Mr. Miranda informed the Board that the Authority's recent application for Recovery Grant funding was unsuccessful.

Occupied dwelling inspections are set to begin on October 15, 2009.

The Tenmast contract for the Authority's new computer software is in Atty. Agan's hands.

Flu shots will be given at all Authority projects in October. This is the "regular" flu shot. Mr. Miranda said he is investigating the possibility of inoculations against the H1N1 form of the flu virus, but that dates, times, and locations have not yet been determined.

The Commissioners discussed plans for a financial budget workshop in October. It was decided, upon a suggestion by Commissioners DiChiara and Marrone, to hold the financial workshop immediately prior to the regularly scheduled board meeting on October 29, 2009. This would mean that the workshop session would begin at Noon and the board meeting at 1:00 pm.

Executive Director Miranda recommended the Commissioners consider moving the date of the November meeting to the Tuesday before Thanksgiving (that is, November 24th) in order to avoid a conflict with the holiday.

The meeting was adjourned at 2:03 P.M.

Respectfully submitted,

Mary Gage, Secretary

ELMIRA HOUSING AUTHORITY
October 29, 2009

Present: Chairman Patsy DiChiara
Vice-Chairperson Cynthia Emmer
Secretary Mary Gage
Commissioner Gary E. Blitz
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

Comments from the Public

No comments were received.

Commissioners Forum

2010 Financial Budget Workshop

Executive Director Miranda presented the proposed 2010 operating budget. Income is up slightly. The situation at Hoffman is volatile – it is fully occupied, but we are waiting for the apartments to be ready, Mr. Miranda said. Occupancy rates for Bragg go up, then down. Flannery Apts. is expected to be fully occupied by the first of the month. Several Commissioners asked about what attracted tenants to either Bragg Towers or Flannery Apts. Mr. Miranda gave a brief overview of the features offered by each development.

Income for asset management is key, and it is based upon occupancy. The central office is helped when occupancy rates are up. Dep. Dir. Lockner called the commissioners' attention to the rates for property management and asset management. These are derived from a HUD formula.

The Executive Director moved next to operating expenses, specifically, to administration salaries. The big change is the deletion of expenses for the Modernization Coordinator, who retired earlier this year. Mr. Miranda also reminded the Commissioners that the Authority's contract with the employees is due to expire at the end of the year. Several Commissioners asked questions on how this contract compared with other public employers, such as the City of Elmira.

The Executive Director then moved on to a discussion of insurance coverage costs. There is an insurance cap, on what the Authority will pay, which is not the same as what is paid by the City or the County. Excellus Blue Cross/Blue Shield has several plans available, and Mr. Miranda discussed some of the features offered by each one.

Mr. Miranda moved to a discussion of the Authority's prospects for funding through HUD. He expects it to be in the area of 88%. Mr. Miranda says his aim is to hold the line on expenditures for Extraordinary Maintenance and Betterments & Additions items.

The Executive Director called the Commissioners' attention to utilities expenses, particularly the impact expected as a result of the recent Siemens' contract for energy savings measures. Dep. Dir. Lockner discussed where the biggest savings would come from at each project. He also discussed the projected impact on income from a "no COLA" to Social Security benefits in 2010, as well as the fact that many residents at Hoffman Plaza were experiencing job losses, reduction in hours and wages paid, etc. Atty. Agan asked what the impact would be on the Authority's PILOT payment. Dep. Dir. Lockner explained how the PILOT is calculated. There

was a general discussion on PILOT payments by the Authority and other local entities. Atty. Agan forecast a consolidation of services by local governments.

Executive Director Miranda asked the Commissioners to contact him with any questions about the proposed budget, and that he would be presenting a resolution for amending the 2009 budget at the November meeting.

Resolutions 2009.090 through 2009.100 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2009.090	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on September 24, 2009	Emmer	Passed
2009.091 Consent	Approving Final Performance and Evaluation Statement Under Capital Fund Program NY06P03050107	Blitz	Passed
2009.092 Consent	Amending Annual Statement Under Capital Fund Program NY06P03050108 – Seventh Revision	Marrone	Passed
2009.093 Consent	Amending Annual Statement Under Capital Fund Program NY06P03050109 – First Revision	Gage	Passed
2009.094	Establishing Section 3 Policy	Gage	Passed
2009.095 Consent	Authorizing Change Order to Garrett Callahan Contract	Drake	Passed
2009.096 Consent	Authorizing Change Order to Cahill Contract	Mason	Passed
2009.097 Consent	Authorizing Contract for Apartment Repairs at Hoffman Plaza	Mason	Passed
2009.098	Approving Employee Compensation Incentives	Emmer	Tabled
2009.099 Consent	Approving Change of November Board Meeting Date	Commissioners as a Whole	Passed
2009.100	Authorizing Change Order to Siemens Contract	Emmer	Passed

Chairman DiChiara recommended that resolution 2009.091, together with resolution numbers 2009.092, 2009.093, 2009.095, 2009.096, 2009.097 and 2009.099 be designated as consent resolutions. All the Commissioners agreed to this designation.

Commissioner Emmer asked for more information regarding resolution 2009.096. Dep. Dir. Lockner explained that it involved termite infestation in the apartment. There was a general discussion on the procedures followed when an inspection is performed, or a work order filed, and housekeeping deficiencies are noted.

In discussing resolution 2009.094, Executive Director Miranda gave background information on Section 3. The idea of a Section 3 program, he said, is to give employment opportunities to low-income persons, especially residents of the projects being modernized. The program would apply to contractors and no person currently employed by a contractor would be fired or laid off, because the requirement applies to any new hires made as a result of a contract award. Mr. Miranda went on to discuss informational materials being distributed to residents, such as a poster which advertises openings in local apprenticeship programs and a one-page flyer explaining what a Section 3 resident was.

The Commissioners engaged in a general discussion over the content and intent of resolution 2009.098. Commissioner Marrone asked several questions. Atty. Agan discussed which individuals would be covered by this resolution. Commissioner Emmer asked whether the resolution applied only to fiscal year 2009. Upon a resolution by Commissioner Emmer, with a second by Commissioner Blitz, it was decided to table the resolution.

Chairman DiChiara asked for a sponsor and second to permit the addition of resolution 2009.100 to the agenda. A motion was made by Commissioner Emmer, with a second by Commissioner Marrone to add the resolution to the agenda.

Executive Director Mirando gave background information about resolution 2009.100. Deputy Director Lockner explained about the apartment lighting, that the compact fluorescents were the property of the Authority, that the number of bulbs given out to each apartment was based upon the number of bedrooms in that unit, and so forth.

There was a general discussion surrounding the Authority's new security camera system. Atty. Agan suggested giving the Commissioners a demonstration of the system in November.

Executive Director Mirando informed the Commissioners that the Authority had experienced a temporary setback regarding the installation of the new computer system software. Mr. Mirando indicated that installation of the payroll system was a priority and that he expected this program to be installed by the end of the year. Mr. Mirando also informed the Commissioners that he expected the Software Support Consortium, Inc. (SSC) to be dissolved in the near future.

There was a general discussion regarding improvements being made to the water systems at Bragg Towers and Flannery Apartments.

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

Respectfully submitted,

Mary Gage, Secretary

ELMIRA HOUSING AUTHORITY
November 24, 2009

Present: Chairman Patsy DiChiara
Vice-Chairperson Cynthia Emmer
Secretary Mary Gage
Commissioner Gary E. Blitz
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

Comments from the Public

No comments were received.

Commissioners Forum

a. Occupied Dwelling Inspection Report Review
Executive Director Mirando said the first page of each project's report revealed the total score. Hr. Mirando said that each project had problems with the building exterior scoring. The majority of problems overall came in the areas of building systems and common areas. The Authority tries to anticipate the areas on which the HUD inspectors will concentrate, he said. Occasionally, it was found that Hoffman Plaza tenants blocked doors with some furniture. Housekeeping issues at Bragg were discussed. A letter was sent to residents that explained their responsibilities in this area. Commissioner Emmer inquired about situations involving dismantled smoke detectors or e-call cords. Executive Director Mirando stated that these result in a notice of eviction being issued. Deputy Director Lockner discussed the fogged windows at Flannery – how it costs the Authority more points lost in the common areas, because there are fewer windows in the common areas. Atty. Agan indicated that he looked on these reports as an internal audit.

b. Collective Bargaining Contract Review
Mr. Mirando reviewed the results of the contract negotiations and the contract presented for Board approval. There was a general discussion over the vacation plan included in the package. The Executive Director also informed Commissioners that there would be a new health plan coming out shortly.

Resolutions 2009.101 through 2009.111 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2009.101	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on October 29, 2009	Emmer	Passed
2009.102 Consent	Receiving Correspondence from HUD Regards: Elmira Housing Authority 2010 Agency Plan	Blitz	Passed
2009.103 Consent	Authorizing Contract for Purchase of Carbon Monoxide Alarms for Bragg and Flannery Towers	Marrone	Passed
2009.104 Consent	Authorizing Contract for Purchase of Personal Computers	Gage	Passed
2009.105 Consent	Writing Off Uncollectible Accounts	Drake	Passed

2009.106	Congratulating JoAnne Krolak	Commissioners as a Whole	Passed
2009.107	Authorizing Contract with CSEA	Mason	Passed
2009.108	Approving Employee Compensation Incentives	Commissioners as a Whole	Passed
2009.109	Establishing the Position of Senior Skilled Mechanic	Emmer	Passed
2009.110	Amending Annual Statement Under Capital Fund Program NY06P03050109 – Second Revision	Blitz	Passed
2009.111	Amending Procurement Policy to Conform to the American Recovery and Reinvestment Act (ARRA) for the Capital Fund Stimulus Grants	Marrone	Passed

Chairman DiChiara recommended that resolution number 2009.102, together with resolution numbers 2009.103, 2009.104, and 2009.105 be designated as consent resolutions. All the Commissioners agreed to this designation.

In discussing resolution 2009.104, Commissioner Emmer asked why there were no local firms bidding on this contract? Executive Director Mirando replied that it was because the Authority received a less than “state contract price” from the vendor for the desktop models.

Commissioner Marrone voiced some concerns over the wording of resolution 2009.108. Atty. Agan and Chairman DiChiara suggested that the resolution deadline be moved forward to October of each year (instead of December as it appears in the resolution). Commissioner Emmer offered an amendment (see italics) to clarify that the resolution applied solely to fiscal year 2009. The amendment was seconded by Commissioner Mason. Chairman DiChiara stated that he felt the resolution was fine as it was (original wording) and expressed concern that changing it meant that the Board would have to revisit the issue every year. Chairman DiChiara voted “NAY” on adding the amendment, and the remaining Commissioners voted “AYE.”

Chairman DiChiara asked the Board’s consent to add resolution 2009.109, plus resolution 2009.110 and 2009.111 to the agenda. It was moved by Commissioner Blitz and seconded by Commissioner Drake to add these resolutions to the agenda. All the Commissioners voted “AYE.” Commissioner Emmer asked what the salary for the position would be. Executive Director Mirando directed the Board’s attention to the salary chart included in Annex “A”, and compared these rates with those offered to a person holding the position of Skilled Mechanic.

Executive Director Mirando explained the budget changes included under resolution 2009.110.

Executive Director Mirando gave background information regarding resolution 2009.111. The Authority has to amend its procurement policy in order to conform to HUD requirements.

Executive Director Mirando reminded the Board that the December meeting was also the time of the Authority’s annual meeting, when officers would be elected and the Executive Director’s evaluation would take place. There was a general discussion by the Board over the preferred date for the December meeting, since the last Thursday of December falls on December 31st. The Board tentatively decided to hold their meeting on December 29th.

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

Respectfully submitted,

Mary Gage, Secretary

**ELMIRA HOUSING AUTHORITY
December 29, 2009**

Present: Chairman Patsy DiChiara
Vice-Chairperson Cynthia Emmer
Secretary Mary Gage
Commissioner Gary E. Blitz
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

Comments from the Public

No comments were received.

Commissioners Forum

Resolutions 2009.113 through 2009.127 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2009.113	Authorizing the Dispensing of the Reading of the Regular Meeting Minutes on November 24, 2009	Emmer	Passed
2009.114 Consent	Authorizing Approval of 2010 Operating Budget	Commissioners as a Whole	Passed
2009.115 Consent	Authorizing Contract with County of Chemung Office for the Aging – Elderly Service Coordinator	Marrone	Passed
2009.116 Consent	Authorizing Contract with Capabilities, Inc.	Gage	Passed
2009.117	Receiving Correspondence from Toski, Schaefer & Co., REGARDS: June 30, 2009, Six Month Interim Statement	Blitz	Passed
2009.118	Receiving Correspondence from Crowell & Moring, LLP, REGARDS: Hathorn Redevelopment and J. Christopher Daly	Blitz	Passed
2009.119 Consent	Receiving Correspondence from City of Elmira REGARDS: Community Development Block Grant Program	Mason	Passed
2009.120 Consent	Authorizing Retainer Agreement for Legal Counsel	Commissioners as a Whole	Passed
2009.121 Consent	Receiving Correspondence from Housing Authority Insurance Group REGARDS: Notification of Dividends	Emmer	Passed
2009.122 Consent	Authorizing of Purchase of Jacobson 600 Series Turfcat	Blitz	Passed
2009.123	Amending 2009 Operating Budget	Commissioners as a Whole	Passed
2009.124 Consent	Authorizing Contract for General Construction Work	Marrone	Passed

2009.125 Consent	Authorizing Contract for Electrical Construction Work	Gage	Passed
2009.126 Consent	Authorizing Contract for Fire Suppression System	Drake	Passed
2009.127	Authorizing Approval of Executive Director's Action in Approving Contract for Apartment Repairs at Hoffman Plaza	Mason	Passed

Chairman DiChiara recommended that resolution 2009.114, together with resolution numbers 2009.115, 2009.116, 2009.119, 2009.120, 2009.121, 2009.122, 2009.124, 2009.125, and 2009.126 be designated as consent resolutions. All the Commissioners agreed to this designation.

In discussing resolution 2009.117, Executive Director Miranda stated that this is a snapshot, a trial balance. Toski, Schaefer got into the Capital Fund area, said the Executive Director, because of the stimulus grant and because of the Energy Performance Contract. Mr. Miranda also informed the Commissioners that the Authority had not previously been involved with depreciation-related items until it adopted GAAP accounting. The Executive Director also indicated that one main purpose of a half-year statement was to uncover potential problem areas and correct these before a full-fledged audit was performed.

In discussing resolution 2009.118, Executive Director Miranda stated that he had sent the correspondence to Atty. Agan. The Alliant Fund had filed a statement to the effect that Hathorn Redevelopment had not filed certain statements, paid taxes or utility bills, and so forth. Alliant had turned management of the project over to an organization known as the Fashion Wear Realty Co., which has since resigned the position and was itself replaced by an entity known as Vemen Associates.

In discussing resolution 2009.119, several Commissioners inquired what a "public view site" was, and what would be expected of the Authority. Deputy Director Lockner replied that he had visited the City of Elmira website, downloaded such information as was available at that location, printed it, and had placed the collection at a spot which would be available to interested members of the public.

Executive Director Miranda indicated that the presentation attached to resolution 2009.123 was broken out into 4 sections and adjustments had been made where necessary. Currently, Mr. Miranda said, the Authority is expecting an \$88,000 net gain – mainly because of utilities expenditures. However, he cautioned, the Authority has exceeded its planned expenditures in other areas and these needed to be covered. Deputy Director Lockner indicated that the PILOT (Payment in Lieu of taxes) for 2010 will increase. Commissioner Emmer inquired how the loss for the Central Office Cost Center (COCC) would be covered. Deputy Director Lockner replied that funds could be derived from such sources as the Capital Fund, wherein current regulations state that the COCC is permitted to take 10% of Capital Fund monies for a management fee. Executive Director Miranda called an increase in legal fees to the attention of the Board. This increase is due mainly, he said, to costs associated with Legionella-related expenses. Mr. Miranda indicated that the Authority's insurance company would be paying these types of expenses, once the Authority's deductible had been satisfied.

Chairman DiChiara asked for a sponsor and second to allow resolution 2009.127 to be added to the agenda. Commissioner Emmer moved, with a second by Commissioner Marrone, to add this resolution to the agenda. All Board members voted "aye." Executive Director Miranda stated that this resolution was not part of the original agenda because he was waiting for a written bid from Edger Enterprises. The tenant occupying 808 Roe Ave. has been evicted for apartment trashing. Kitchen cabinets and flooring are old. Commissioner Marrone asked what happens when a resident will not permit maintenance to enter the apartment to perform repairs. Executive Director Miranda stated that, in the case of repairs slated to be made as the result of an annual inspection – if the resident does not permit entry by maintenance, then an eviction notice is issued.

Commissioner Marrone asked if there were any means available to speed up the process. Deputy Director Lockner related how, when he goes to court, he will ask for an immediate warrant for nonpayment (which is a more efficient means of removal than a warrant for cause).

In other business, Executive Director Miranda directed the Commissioners' attention to the letter received from the Larson Design Group, wherein the architects recommended award of contracts under the Authority's Recovery Grant Program.

Mr. Miranda also informed the Commissioners that several vehicles in the Authority's inventory had been sold recently and had been removed from the Authority's auto insurance policy.

Atty. Agan reminded the Commissioners that he would be mailing out evaluation forms on the Executive Director in January.

There was a general discussion among the Commissioners regarding Legionella related matters. Atty. Young feels it is important that the Board be kept aware of these issues.

Commissioner Emmer inquired about the vacancy rate at Bragg Towers. Executive Director Miranda indicated that there had been several deaths recently, plus a number of move-out notices. Mr. Miranda said that this situation had occurred before, but in the summer months. The Executive Director said that he had talked to several tenants and prospective tenants, who told him that people apply for either Bragg or Flannery depending on their personal circumstances.

The meeting was adjourned at 2:10 P.M.

Respectfully submitted,

Mary Gage, Secretary

**ELMIRA HOUSING AUTHORITY
ANNUAL MEETING
December 29, 2009**

Present: Chairman Patsy DiChiara
Vice-Chairperson Cynthia Emmer
Secretary Mary Gage
Commissioner Gary Blitz
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

Comments from the Public

No members of the public were present.

Resolutions 2009.A1 through 2009.A3 were acted upon as follows:

Resolution No.	Description	Sponsor	Status
2009.A1	Authorizing the Dispensing of the Reading of the Annual Meeting Minutes on December 18, 2008	Emmer	Passed
2009.A2	Election of Officers for the Elmira Housing Authority Board of Commissioners 2010 Year	Commissioners as a Whole	Passed
2009.A3	Authorizing Elmira Housing Authority Board Meeting Dates for 2010 year	Commissioners as a Whole	Passed

Atty. Agan moderated the elections and called for nominations. Patsy DiChiara was nominated for Chairperson, Cynthia Emmer was nominated for Vice-Chairperson, and Mary Gage was nominated for Secretary. Upon a motion by Commissioner Blitz, with a second by Commissioner Marrone, the nominations were declared closed.

The meeting was adjourned at 2:20 P.M.

Respectfully submitted,

Mary Gage, Secretary