

MINUTES OF THE ANNUAL MEETING

#1508

OF THE

BUFFALO MUNICIPAL HOUSING AUTHORITY

November 28, 2016

I. CALL TO ORDER

The Buffalo Municipal Housing Authority convened in regular session on the 28th day of November 2016 at 12:00 Noon, in the Training and Development Conference Room, located at 300 Perry Street, Buffalo, New York 14204 with the Pledge to the Flag.

II. ROLL CALL

The meeting was called to order by Chairman Seaman. The Secretary called the roll. Those present and excused were as follows:

Members Present:

Members Excused:

Members Absent:

Michael A. Seaman, Chairman
Donna Brown, V. Chairman
Alan Core, Member
Robin Edwards, Member
Stanley Fernandez, Member
Hal Payne, Member
Leonard Williams, Member

Staff:

Dawn E. Sanders-Garrett, Executive Director and Secretary
Modesto Candelario, Assistant Executive Director and Assistant Secretary
David Rodriguez, General Counsel
Theresa Spagna, Deputy Executive Director for Personnel
John Walters, Principal Accountant
William Quinn, Associate Architect
Sharon Nelson, Account Clerk Typist

Others:

Nathan Miller, BFA
Kimberly Stephens, Bridges
David Paulik, CSS Consultant
Susan Schulman, Buffalo News
Joe Mascia, Marine Drive Apartments

III. RECOGNITION OF GUESTS

Mrs. Sanders-Garrett welcomed Authority staff and others.

IV. APPROVAL OF AGENDA

Ms. Brown made a motion to approve the Agenda for the Authority Meeting of November 28, 2016; Mr. Core seconded. The Agenda was approved.

V. APPROVAL OF THE MINUTES

Mr. Core made a motion to approve the minutes of the Regular meeting held September 15, 2016; Mr. Fernandez seconded. The minutes were thereupon duly adopted.

Mr. Seaman stated this is the Annual Meeting of the BMHA and the only change is the Election of Officers has been moved to the next scheduled Board Meeting. He also stated the Mayor and he received a letter from Commissioner Payne that announces he will be retiring in May from Buffalo State College which also includes the Board of the BMHA.

VI. EXECUTIVE DIRECTOR'S REPORT (Year In Review)

Mrs. Sanders-Garrett started her report stating this report will also include activity from the first quarter of 2016-2017. Mrs. Sanders-Garrett started with the Development Progress of the Authority.

A. D. Price Phase IV which is A. D. Price Courts. Mrs. Sanders-Garrett stated there have been many resident, community and stakeholder meetings regarding the site plan. She also stated its partial preservation partial redevelopment and she went over the slide for the preliminary design set.

Rental Assistance Demonstration Program – Mrs. Sanders-Garrett stated the HUD office of recapitalization conditionally approved Transfer of Assistance (TOA) from Commodore Perry to FDA I. She stated the next milestone is to complete the financial plan and negotiations are underway with the existing tax credits investor regarding the exit tax from FDA I. Mrs. Sanders-Garrett stated in order to do this we have to work with a tax credit syndicator to re-syndicate the property. She also stated applications are in progress, including strategies with potential tax credit investors and financial institutions for RAD for Phases II and III.

Kensington Heights – Mrs. Sanders-Garrett stated the property has been placed up for sale and purchase offers have been presented. She stated all due diligence is being conducted by our potential purchasers and a final price will be negotiated upon completion of that due diligence. That information will be brought back to the Board for approval.

Schwab Terrace Interior Renovations - Mrs. Sanders-Garrett stated the residents are so thankful for the gut rehab of this development. She stated there are 30 units and a community room that were completely remodeled. She also stated there are new washers, dryers and a kitchen.

Mrs. Sanders-Garrett reported on Resident Services by stating this year we had a lot of interest from outside groups wanting to work along with the BMHA to help in our developments. She stated that Leadership Buffalo did one giant service project and it was an opportunity to give back to their community and they picked Commodore Perry.

Mrs. Sanders-Garrett stated as always in the summer there's National Night Out and this year there were 17 Resident Councils that participated. She also stated it's a time when other community agencies participate and they have the opportunity to reach out to a number of residents in the various developments that they normally would not have reached.

Mrs. Sanders-Garrett stated this year Public Housing Authority Directors Association's (PHADA) Freedom and Civil Rights Scholarship for \$5,000.00 was awarded to a Marine Drive Resident, Joshua Robinson who's attending Buffalo State College pursuing a degree in Sports Training.

Mrs. Sanders-Garrett stated she had an opportunity to set up ten resident engagement meetings. She stated they were set up to hear specifically from the residents and there were a variety of issues. Mrs. Sanders-Garrett stated in the spring of 2017 she will resume the resident meetings at the remaining developments she had not gotten the opportunity to meet with. She also stated additionally there was a monthly resident newsletter mailed with the rental statements which was very helpful to the residents.

Mrs. Sanders-Garrett reviewed housing advocacy activities. She stated she's working with NYSPHADA (New York State Public Housing Authorities Directors Association) to bring attention to the needs of distressed public housing. She stated they meet quarterly with an annual meeting in between.

Mrs. Sanders-Garrett spoke on the importance of the Housing Authority Insurance Group (HAIG). She stated not only do they provide insurance for us but they also allow us an opportunity to control our risks. She also stated they have created a credit enhancement product which allows housing authorities and their instrumentalities to take on their own development and provide resources.

Mrs. Sanders-Garrett stated because we don't have a staff person or a department that focuses everyday on advocacy she spends a portion of her time connecting with PHADA & NAHRO. She stated we pay a membership fee and they spend the time on the hill. She also stated she goes once or twice a year to make sure our specific needs are addressed.

Mrs. Sanders-Garrett reported on grants awarded to BMHA and they include Family Self-Sufficiency Program and Service Coordinator Program which total \$814,450.00. She also stated there are partnerships to compliment the programs and services BMHA offers. Mrs. Sanders-Garrett stated there's training programs specifically geared for BMHA residents and they are offered on site. She also stated residents who need additional training are referred to local training providers to meet their employment and training needs.

Mrs. Sanders-Garrett reviewed the Occupancy rates ending June 30, 2016 for the Authority. She stated the Federal developments are at 80.40%, FDA is at 88.10% and Marine Drive is at 93.40%. She also stated 10% of our portfolio is uninhabitable. Mrs. Sanders-Garrett stated we are going to take an additional approach by meeting with the HUD office of investments to request a waiver because those projects have been under redevelopment. She stated if we have the ability to do this we will see the overall number go up.

Mr. Candelario reviewed the Authority wide expenses of the BMHA from July 1, 2016 to June 30, 2016. He went over the chart of the slide presentation and revenues were \$41.9 million and the expenses \$44.6 million. Mr. Candelario stated after the depreciation (non cash expense) the Authority ended up on a positive with approximately \$1.2 million. Mr. Candelario went over the subsidy for the BMHA AMPs. He stated the total revenues were \$27.6 million and the expenses were \$26.8 million; total revenues for Marine Drive \$3.2 million and total expenses \$2.6 million; total revenues for COCC \$4.6 million and total expenses \$4.8 million and Housing Choice Voucher revenues \$5.3 million; Mr. Candelario stated two years ago we were funding the Section 8 program now the program is funding itself and generating a little income. Mr. Candelario stated as of June 30, 2016 BMHA had \$12.9 million of current assets; \$152.7 million in non-current assets; total deferred outflow \$4.7 million for a total \$170.5 million. He also stated total current liabilities are \$7.4 million; total non-current liabilities \$38.6 million for total liabilities \$46.1 million and total deferred inflow \$987,517.00; total equity \$123.4 million for total liabilities, deferred inflow and equity of \$170.5 million. Mr. Candelario stated the reserves are tracked by the federal AMPs and as of June 30, 2016 the AMPs reserves are \$4.4 million.

Mrs. Sanders-Garrett gave an update in the transformation plan. She stated the plan for disposition of A. D. Price Courts is complete, the RAD applications for Perry and Shaffer are in progress, implementing the pilot program at Kenfield/Langfield, and adding additional staff at the Occupancy office in addition to going to the HUD Washington office to talk about the uninhabitable units is the next phase of what we will do to turn the corner on the overall occupancy. Mrs. Sander-Garrett stated we have increased our financial indicator and the AMPs are no longer relying on operating reserves from the operations. She stated they projected the financial indicator at 18pts which is 4pts higher than 2015. Mrs. Sanders-Garrett stated we have improved our tenant accounts receivables; write off of doubtful accounts. She stated its \$100,000.00 less than budgeted and the collection rate for FYE 2016 is 97.2%.

Mrs. Sanders-Garrett concluded her year in review report stating for 2016-2017 our focus is to continue to stabilize the efforts of the Authority's finances. She also stated that she received news that there would be no approval of the federal budget and we would be funded under continuing resolution. Mrs. Sanders-Garrett stated that it is her understanding that sometime in early 2017 that we would perhaps have a budget for this year and by that time three quarters would already have passed. She stated we may have to do a budget amendment additionally we would be passing a budget for the next year. Mrs. Sanders-Garrett stated we will continue our development/redevelopment activities with the completion of Phases II and III of RAD, the implementation of the A D Price Court plan, continue to seek demolition funds for obsolete units at Perry Homes, strive to maximize management efficiencies, continuation of safety and security initiatives, additional focus on resident employment and training initiatives and develop legislative and policy agenda.

Mr. Core made a motion to accept the Executive Director's report; Ms Brown seconded. The motion was carried unanimously.

VII. RESOLUTIONS

16.11.28.1 *To Ratify the Executive Director to Execute Snow Removal Contracts in the Amount Not To Exceed \$491,627.50 For Snow Removal Services at Twelve (12) BMHA Developments.*

Submitted by Dawn E. Sanders-Garrett, Executive Director to Authority Commissioners. Mr. Payne made a motion to approve this resolution; Mr. Core seconded. The item was carried unanimously.

16.11.28.2 *To Ratify the Amendment of BMHA Policy to Reinstate the Usage of BMHA Computers by Commissioners in the Execution of Authority Business, if Needed*

Submitted by Dawn E. Sanders-Garrett, Executive Director to Authority Commissioners. Mr. Payne made a motion to approve this resolution; Mr. Core seconded. The item was carried unanimously.

16.11.28.3 *To Approve Write Off of Tenant Accounts Receivable for NY002 LIPH Program and Marine Drive (Third Quarter of Fiscal Year July 1, 2015 to June 30, 2016*

Submitted by Dawn E. Sanders-Garrett, Executive Director to Authority Commissioners. Mr. Payne made a motion to approve this resolution; Mr. Williams seconded. The item was carried unanimously.

16.11.28.4 *To Approve Write Off of Tenant Accounts Receivable for NY002 LIPH Program and Marine Drive (First Quarter of Fiscal Year July 1, 2016 to June 30, 2017*

Submitted by Dawn E. Sanders-Garrett, Executive Director to Authority Commissioners. Mr. Payne made a motion to approve this resolution; Mr. Core seconded. The item was carried unanimously.

16.11.28.5 *To Approve a Change Order to the Contract With National Vacuum Environmental Services, Corp. for Marine Drive Underground Storage Tank Closure, BMHA JOB #15-09-ST*

Submitted by Dawn E. Sanders-Garrett, Executive Director to Authority Commissioners. Mr. Payne made a motion to approve this resolution; Mr. Core seconded. The item was carried unanimously.

16.11.28.6 *To Approve Award of Contract for BMHA JOB #16-12-CF Initial Repairs and Elevator Maintenance at Various Federal Developments and Marine Drive Apartments in the Amount of \$617,812.00*

Submitted by Dawn E. Sanders-Garrett, Executive Director to Authority Commissioners. Mr. Payne made a motion to approve this resolution; Mr. Core seconded. The item was carried unanimously.

16.11.28.7 *To Approve Award of a Contract for Professional Architect and Engineering Services and Full Time Construction Management to Facilitate Improvement at Commodore Perry Extension, BMHA JOB A/E 16-09 in the Amount of \$223,345.00*

Submitted by Dawn E. Sanders-Garrett, Executive Director to Authority Commissioners. Mr. Payne made a motion to approve this resolution; Ms. Brown seconded. The item was carried unanimously.

16.11.28.8 *To Approve Award of an Architectural/Engineering Contract for Professional Services and Part-Time Construction Management to Facilitate Fire Restoration at 358-364 Grove Street, LaSalle Courts, BMHA JOB A/E 16-07 in the Amount of \$99,471.00*

Submitted by Dawn E. Sanders-Garrett, Executive Director to Authority Commissioners. Mr. Payne made a motion to approve this resolution; Ms. Brown seconded. The item was carried unanimously.

16.11.28.9 *To Approve the Allocation of Federal Public Housing Operating Subsidy to the 240 Kensington Avenue Senior Housing Residential Development Sponsored by Creative Structure Services (CSS)*

Submitted by Modesto Candelario, Assistant Executive Director to Authority Commissioners. Mr. Payne made a motion to approve this resolution; Mr. Core seconded. The item was carried unanimously.

16.11.28.10 *To Approve Amendments to the 2016 Annual and Five Year Agency Plan of the Buffalo Municipal Housing Authority.*

Submitted by Dawn E. Sanders-Garrett, Executive Director to Authority Commissioners. Mr. Core made a motion to approve this resolution; Ms. Brown seconded. The item was carried unanimously.

16.11.28.11 *To Approve the Revitalization Plan of A.D. Price Courts, Submit Application for Funding, Designation of Bridges Development, Inc., as Applicant for Funding and Co-Developer With Norstar Development, USA, and Commit Up to \$8 Million Dollars of Replacement Housing Funds and Capital Fund Program Grant Over a Three Year Period.*

Submitted by Modesto Candelario, Assistant Executive Director to Authority Commissioners. Mr. Payne made a motion to approve this resolution; Ms. Brown seconded. After discussion, the item was carried unanimously.

VIII. INFORMATIONAL ITEMS (Receive and File)

Submitted by various departments to Authority Commissioners, was 1. Contract Status Report,

Capital Improvements Department, 2. Contract Status Report, Operations and Maintenance; 3. Contract Status Report, Asset Management; 4. Occupancy Report; 5. Crime Statistics Report. Ms. Brown made a motion to receive and file informational items 1 through 5; Mr. Williams seconded; the item was carried unanimously.

IX. OTHER AUTHORITY MATTERS

Mr. Williams motioned to schedule the next Annual Meeting of the Authority for December 15, 2016 at 12:00 Noon in the Training and Development Conference Room located at 300 Perry Street, Buffalo, NY 14204; Mr. Fernandez seconded. The item was unanimously carried.

X. EXECUTIVE SESSION

None

XI. ADJOURNMENT

There being no further business to come before the Authority, Mr. Fernandez made a motion to adjourn; Mr. Core seconded, and the motion was carried unanimously.

Very truly yours,

Dawn E. Sanders-Garrett
Executive Director