

Kevin stated that he reported on the security camera system last month and there is a resolution for the Board to consider later in the agenda.

Requests for Proposals have been issued for accounting, audit, capital fund, legal and personnel services. The responses were received last week, except for audit services which are due on November 24th. Typically, these are five year contracts. Kevin will be discussing the evaluation and approval approach with the Chairman. Also, an RFP has been issued for Architectural Consulting Services with a response date of December 18, 2015.

HUD issued a Smoke-Free Public Housing rule which is out for a 60-day comment period. If adopted, authorities will have 18 months to implement it. A no-smoking rule is a good idea but very difficult to enforce. The Milford Housing Authority has already implemented this rule. Kevin explained that we have had complaints and requests for transfers from tenants who have neighbors who smoke because of medical problems such as asthma, etc. In response to Tom Malloy's question regarding safety issues, Kevin responded that we have had two instances where smoking caused apartment fires and resulted in deaths.

FINANCE DIRECTOR'S REPORT

ITEM #6

Liz Sulik stated there was no report this month.

HOUSING AUTHORITY ATTORNEY'S REPORT

ITEM #7

Attorney Florek reported that we have one CHRO complaint which has been retained for further investigation and possible mediation. The issue involves an African-American tenant who is complaining that the Authority withheld use of the community room for a function he wanted to have on behalf of the American Legion. This individual is claiming that the Housing Authority has allowed other functions to be held in the community room sponsored by white individuals. The general policy of the Housing Authority is that we do not rent our space for private functions but will make it available if it is a benefit to the general Housing Authority population. Other groups that have been allowed to use the community room are basically Town-sponsored and are offering health or financial related presentations to our tenants.

Attorney Florek indicated that this past month had an unusually high volume of Notices to Quit and Writ, Summons and Complaints. The numbers were almost doubled our normal volume of activity and these large numbers are normally seen after Christmas when tenants have spent their limited resources on gifts and other things related to the Holiday. Kevin added that he checked with Project Management and there appears to be no special reason.

EXPANDABLE DIGITAL VIDEO MANAGEMENT SYSTEM

ITEM #8

Kevin Nelson explained that the Authority interviewed two firms who responded to the RFP, Elert Associates and BPS. It was felt that the better candidate was BPS, who also recently did some work for the Middletown Housing Authority. This resolution would allow Kevin to negotiate a contract and fee and get the work started.

Resolution #19-2015

Expandable Digital Video Management System

Request for Qualifications from Engineers/Design Professionals to Assist the Housing Authority in Preparation of Plans, Specifications and Contract Documents for an Expandable Digital Video Management System at Hearthstone Apartments and Meadowview Manor.

Resolved: That the Board of Commissioners concurs in the Executive Director's selection of BPS (Business Protection Specialists) of Victor, New York, to perform work in conjunction with the Request for Qualifications advertised on September 10, 2015.

Further, the Executive Director is hereby designated as the Contracting Officer and is authorized to execute and administer a contract on behalf of the Authority, including any rescissions or revisions thereto, and to otherwise act as the Authority's official representative.

Further, all prior actions of the Executive Director in this regard are hereby approved.

MOTION: Joe Crudo, Jr. VOTE: Unanimous

SECOND: Evelyn Garofolo

Kevin Nelson explained that this system, based on how it is set up, will be capable of covering either two or four of our seven projects. The two projects are a 100 unit federal family development, and a 100 unit state family development, contiguous to each other. Robert F. Kennedy is a 75 unit elderly complex on the side of the federal family project (Hearthstone) and Elm Terrace is a 50 unit elderly complex on the side of the state family development (Meadowview Manor). If it cannot initially be set up to encompass all four projects, it can be expanded in the future. It is intended that the system operates 24 hours a day and can stand up in court. We are hoping to have the system operational in the spring of 2016.

DISPOSAL OF ASSETS

ITEM #9

Resolution #20-2015

Resolved: That the following assets be disposed of to the dump as they are determined to have no scrap, salvage or sale value:

FEDERAL:

<u>Asset Number</u>	<u>Item</u>
012050	Hotpoint Refrigerator (Hearthstone)\
012930	Brother Electronic Typewriter (Admin. Office)

MOTION: Ken Bishop VOTE: Unanimous

SECOND: Barbara English

BOARD OF COMMISSIONERS 2016 MEETING SCHEDULE

ITEM #10

Kevin explained that this schedule is based on information we have now but can be changed if the need arises.

Motion was made to approve the Board of Commissioners 2016 Meeting Schedule as presented.

MOTION: Ken Bishop VOTE: Unanimous

SECOND: Barbara English

NEW BUSINESS

ITEM #11

There was no new business to report.

ADJOURNMENT

ITEM #12

Motion was made to adjourn.

MOTION: Ken Bishop VOTE: Unanimous

SECOND: Joe Crudo, Jr.

Adjournment: 12:33 p.m.