

**City Of Lockport Housing Authority**  
**(proposed) Regular Meeting Minutes**  
**September 23, 2021**

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**PRESENT:** Chairman DeFlippo, Vice Chairman Smith, Secretary Grimmer, Member Hawkins, Member Wilson, Attorney Thomas Brandt, and Director Bancroft

**EXCUSED ABSENCE:** Member Sherman & Member Clark

**UNEXCUSED ABSENCE:** N/A

**The meeting was called to order at 3:02pm in the conference room at the Administration Building.**

**Motion:** Member Hawkins

**Resolve the Minutes of the Regular Meeting held July 22, 2021 be approved.**

**Seconded:** Member Smith

**Ayes – 5**

**Carried**

**(07-36-21)**

**1) DIRECTORS REPORT:**

- a. Mondays & Wednesdays the office at the Spires will be open from 9:00am – 12:00pm. Normal Office Hours (8:30am – 4:30pm) will remain in effect for phone calls, faxes, and emails.
- b. Programming continues through a partnership with Cornell Cooperative Extension.
  - i. The Veggie Van will continue to provide reduced cost veggie's covered by SNAP through the end of October.
- c. Our Family Self Sufficiency Coordinator continues programming once per month. This past program was "Music within Us."
- d. Annual Inspections continued on August 11 & 12 at Spires. (Work orders not yet completed.)
- e. Annual Inspections continued on September 14 - 16 at Gabriel Drive.
- f. Family Self Sufficiency Grant submitted (HUD Grant.)
- g. Applied for a ROSS Service Coordinator Program Grant.
- h. Obtained quotes for smoke detectors at Willow Gardens for each apartment - to be covered by a safety and security grant funding.
- i. Bids in resolutions for Concrete replacement at 301 Michigan's front entry, Spires' front steps, Willow Garden's Entry.
- j. CLHA damage from the recent storm.
  - i. Willow Gardens: Apt 49 – Seeking bids for wall repair, mote, and drain tile with sump pump install in service access off adjacent hallway.

**2) PROJECT REPORTS:**

**a. PUBLIC HOUSING:**

- i. 3 AMP's and 352 total units
  1. Spires – AMP 2 (100 Units)
  2. Willow Gardens & Autumn Gardens – AMP 510 (142 Units)
  3. Beacon Heights, David Woody, and Gabriel Drive Apt's – AMP 389 (110 Units)
- ii. RENTS:
  1. September rents are current with the following exceptions:
    - a. The Spires: 8 rents & 3 balances
    - b. Autumn Gardens: 3 rents & 1 balance
    - c. Beacon Heights: 5 rents & 1 balance
    - d. David Woody: 4 rents & 2 balances
    - e. Gabriel Drive: 6 rents & 3 balances

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2. Currently there are about 7 residents that are between 4 and 12 months late on their monthly rent payments.

iii. **VACANCIES:**

1. There were 4 vacancies in the month of July:
  - a. The Spires: 1 vacancy (eviction)
  - b. Willow Gardens: 1 vacancy (move out)
  - c. Autumn Gardens: 1 vacancy (eviction)
  - d. Beacon Heights: 1 vacancy (move out)
2. There were 7 vacancies in the month of August:
  - a. The Spires: 1 vacancy (move out)
  - b. Autumn Gardens: 1 vacancy (eviction)
  - c. Willow Gardens: 2 vacancies (1 eviction & 1 transfer)
  - d. Gabriel Drive: 2 vacancies (1 move & 1 eviction)
  - e. David Woody: 1 vacancy (eviction)
3. All of the above vacant apartments have been filled by prospective applicants from our waiting list.

**3) SECTION 8 PROGRAM:**

a. **HOUSING CHOICE VOUCHERS:**

i. **July:**

1. 188 under budget authority
2. 165 under lease & contract
3. The Section 8 Program housed 6 new families this month. We lost 2 families this month (both terminations.) There are 15 families searching for housing and no families in processing.

ii. **August:**

1. 188 under budget authority
2. 167 under lease & contract
3. The Section 8 Program had no new voucher holders that were successful in locating housing this month. We lost 1 family this month (terminated.) There are 10 families searching for housing and no families in processing.

**4) CAPITAL FUND:**

- a. DFT Security is starting the David Woody security camera installation on Monday September, 13 2021, which is under contract. DFT is also working to secure replacement cameras and equipment that is NOAA approved for Willow Gardens and the Administration Building.
- b. We have another security firm - Integrated Systems - bidding for the remaining properties to have cameras installed in, due to the strict requirements we have to conform to regarding equipment (NOAA requirements.) Pricing is expected to be comparable to previous camera bids.
- c. We have received 2 bids for repair and/or replacement of property line fencing, (Security Grant Funding,) at all of our properties and new dumpster corals. (We may have to use Capital Funds for these.) Final numbers are not yet totaled, will be reviewing bids, totals should be around \$120,000.00.
- d. We have a recommendation to do the existing concrete work at the Administration Building, Willow Gardens, and Spires. Mike Hammer Concrete has bid and won the contract by \$24,300.00 less than Northeast Paving. Total for the contract is \$31,900.00. We are also working on getting insurance and paperwork to get this work in motion.



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- e. We had two bids on waterproofing Willow apartment #49 which has had numerous water issues in the past few years. The tenant will have to transfer to another apartment so we can complete the repair work. The waterproofing bid is \$7,315.00, won by Franks Basement Systems. CLHA is responsible for all demo and construction of the apartment which will be done by outside contractor or in house.
- f. Northeast Paving has 2 punch list items to complete at the Spires before we release a final check to them of \$87,354.10.
- g. We're moving forward on installations of CO detectors at Willow Gardens in the hallways and apartments. This will also be done at the Spires which will be paid for using the Security Grant funds.

**5) MAINTENANCE:**

- a. Still on hold for new Kubota, waiting for lawn cutting deck.
- b. Intercom System Replacement has been completed at Autumn Gardens.
- c. Intercom System Replacement modifications will be needed for the 8 disabled residents' units, to have intercoms for the 796 & 798 buildings on the parking lot side.
- d. We are working on mulch replacement at our 3 playgrounds. Bids will be forth coming.
- e. In Preparation for winter all CLHA vehicles are being inspected, oil changed, and preventative maintenance done at Housel's Service.
- f. We have 3 Maintenance Laborers cutting grass and assisting our building mechanics. All Laborers are getting tasks done that have been overlooked in the past because of the lack of enough labor to complete the work.
  - i. Marcus is back from Injury
  - ii. Rick Rucci is our newest Laborer to come on board
  - iii. Jeff Kinney has been with us a few months

**6) FSS PROGRAM:**

- a. July:
  - i. Total number of new FSS participants: 1
  - ii. Total number of Active FSS participants: 31
  - iii. Number of Participants getting jobs: 0
  - iv. Number of Graduates: 0
  - v. Programming with some community partners has resumed
- b. August:
  - i. Total number of new FSS participants: 0
  - ii. Total number of Active FSS participants: 32
  - iii. Number of Participants getting jobs: 2
  - iv. Number of Graduates: 0
  - v. Programming with some community partners has resumed

**7) OLD BUSINESS:**

- a. Secretary Grimmer: Regarding continued search for Security for David Woody & the Spires due to Amherst Security being unable to offer services due to having trouble hiring security personal. It was noted Amherst Security has now merged with Buffalo Protection & Investigations to form Vista Security Group, who may now be accepting contracts at this time.

**8) NEW BUSINESS:**

- a. **Motion:** Member Wilson

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**Resolve to Authorize the Director to contract with low bidder Mike Hammer Concrete Construction Inc., to replace concrete steps at the Spires, 2 concrete entry steps at Willow Gardens, and the concrete entry way to the Administration Building at a cost of \$31,900.00. The Cost of which will be paid for using 2020 Capital Grant funds.**

**Seconded: Member Smith**

**Ayes – 5            Carried            (07-37-21)**

**b. Motion: Member Hawkins**

**Resolve to Authorize the Director to contract with Franks Basement Service for basement repair of apartment #4 at Willow Gardens, at a cost of \$7,315.00. The cost of which will be paid for using 2020 Capital Grant Funds.**

**Seconded: Member Smith**

**Ayes – 5            Carried            (07-38-21)**

**c. Motion: Member Hawkins**

**Resolved to table the Authorization to the Director to distribute Section 8 program COVID-19 Administrative Fee Funds for management costs of \$13, 806.93 associated with operating the Voucher Program while the current Tenant Relations Clerk was off due to surgery.**

**Seconded: Member Smith**

**Ayes – 5            Carried            (07-39-21)**

**d. Motion: Member Wilson**

**Resolve to Authorize the Director to contract with Advanced Technical Services to install CO Detectors at Willow Gardens, at a cost of \$35.00 per unit for approximately 108 units. The cost of which will be paid for using Safety and Security Grant Funds.**

**Seconded: Member Smith**

**Ayes – 5            Carried            (07-40-21)**

**9) PUBLIC COMMENT PERIOD:**

- a. Thomas Lions representing on behalf of CAVLEE Development, follow-up to Beacon Heights & Woody Contract. Stated August 4th punch list completed. Request release of retention.**

**b. Motion: Member Wilson**

**Resolve to go into Executive Committee regarding ongoing CAVLEE Development contract Issues**

**Seconded: Member Hawkins**

**Ayes – 5            Carried            (07-41-21)**

**c. Motion: Member Hawkins**

**Resolve to go out of Executive Committee regarding ongoing CAVLEE Development contract Issues**

**Seconded: Member Smith**

**Ayes – 5            Carried            (07-42-21)**

**10) ADJOURNMENT:**

**Motion: Member Hawkins**

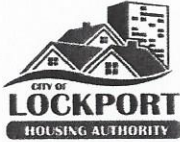
**Resolve that the meeting adjourned at 4:10 pm**

**Seconded: Member Smith**

**Ayes – 5            Carried            (07-43-21)**

**The Next Regular Meeting is scheduled for 3:00pm Thursday, October 28, 2021.**





# City of Lockport Housing Authority

301 MICHIGAN STREET • P.O. BOX 344 • LOCKPORT, NEW YORK 14095

FAX (716) 434-6303

SECTION 8 (716) 434-3627

EXECUTIVE DIRECTOR  
 KEVIN A. BANCROFT  
 GERALD DEFLIPPO CHAIRMAN  
 DAVID P. SMITH,  
 FLORA HAWKINS  
 CHRISTOPHER B. SHERMAN  
 HEATHER GRIMMER  
 RICHARD CLARK  
 SUZANNE WILSON  
 THOMAS H. BRANDT, ATTORNEY

## MEMORANDUM

**To: Kevin Bancroft**

**Date: 9-10-2021**

**From: Jeff Haag**

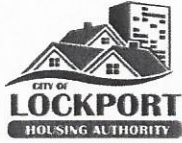
On reviewing bids for requested concrete work for the Administration Building, Spires and Willow. We had bids from Northeast Paving and Mike Hammer Concrete Construction. Comparing the scope of work requested and pricing from each company.

**Mike Hammer Concrete Construction won the Bid with these Numbers:**

Willow Stairs and sidewalks-----	\$6,000.00
Spires front entrance and sidewalks----	\$7,900.00
Administration entrance-----	\$18,000.00
<b>Total-----</b>	<b>\$31,900.00</b>

### **Northeast Paving**

Willow Stairs and sidewalks-----	\$9200.00
Spires front entrance and sidewalks----	\$ 20,000.00
Administration entrance-----	\$27,000.00
<b>Total-----</b>	<b>\$56,200.00</b>



Res. # 2

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SUZANNE WILSON  
THOMAS H. BRANDT, ATTORNEY

### MEMORANDUM

**To: Kevin Bancroft**

**Date: 9-14-2021**

**From: Jeff Haag**

On reviewing bids for requested water proofing work for Unit 49 @ Willow Gardens. We had bids from Franks Basement Systems and Young Waterproofing CO. Comparing the scope of work requested and pricing from each company. Franks Basement Systems have won this bid.

**Franks Basement Systems won the Bid with these Numbers:**

**Total-----\$7,315.00**

**Young Waterproofing CO. Bid**

**Total-----\$8,935.00**

These Bidders did not include in their bid to do any demo, electrical, reconstruction or lawn planting in this apartment or disturbed areas. LHA would be responsibility to take care of these areas of the project. Also, before this work can begin the existing tenant will have to be relocated to another apartment.

Res. # 4



7000 Jockey Rd.  
Burt, NY 14028  
716-778-9406

# Estimate

Date	Estimate #
9/15/2021	1470

Name / Address
Lockport Housing Authority Attn: Jeff Haag 301 Michigan Street Lockport, NY 14095

Description	Qty	Rate	Total
Electrical work cost estimate for Willow Gardens Apartment Complex. Installation of carbon monoxide detectors to include: remove existing wall or ceiling cover plates, trace electrical circuits as needed to safely perform the installation, make electrical connections as needed in existing wall or ceiling box, test and verify proper operation of detector per manufacturers instructions. This estimate include all labor and material except the detectors. This estimate does not include additional wiring or labor if relocation or other modifications are needed . Any additional work needed will be quoted separately.	108	35.00	3,780.00T
Thank you for your business.		<b>Subtotal</b>	\$3,780.00
		<b>Sales Tax (0.0%)</b>	\$0.00
Signature _____		<b>Total</b>	\$3,780.00