



CMHA Boardroom
1635 Western Avenue
Cincinnati, Ohio 45214

TOUCHSTONE PROPERTY SERVICES

MEETING AGENDA

BOARD OF COMMISSIONERS

Cincinnati, OHIO

Tuesday, January 25, 2022

6:00 P.M.

I. AGENDA SCHEDULE

1. Call Meeting to Order
 2. Roll Call
 3. Approval of Minutes
 4. Approval of Bylaws
 5. Discussion of Secretary Recommendations
 6. Adjourn
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II. ROLL CALL

III. APPROVAL OF MINUTES

1. Board Meeting – December 6, 2021 - TABLED
(Rescheduled from November 30, 2021)

(Enclosure #1)

2. Instrumentalities Annual Meeting – December 28, 2021
(Rescheduled from December 21, 2021)

(Enclosure #2) (Roll Call)

3. Board Meeting – December 28, 2021
(Rescheduled from December 21, 2021)

(Enclosure #3) (Roll Call)

IV. APPROVAL OF BYLAWS

1. Resolution #169 – Resolution to Approve Touchstone Property Services, Inc. Bylaws

(Enclosure #4) (Roll Call)

V. DISCUSSION OF SECRETARY RECOMMENDATIONS

1. **Resolution #170** – Resolution Approving the Financial Report for the Month of December 2021 with Collection Losses

(Enclosure #5) (Reema Ruberg) (Roll Call)

2. **Resolution #171** – Resolution to Approve the November and Preliminary December Unaudited Financial Statements of Calendar Year 2021 for Hamilton County Affordable Housing, Springdale Senior Limited Partnership d/b/a Baldwin Grove, The Reserve on South Martin, Cary Crossing, West Union Square, Sutter View, Evanston, Pinecrest, Park Eden Apartments, City West Retail and Touchstone Property Services

(Enclosure #6) (Reema Ruberg) (Roll Call)

3. **Resolution #172** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Sign the First One-Year Contract Option Extension for Solicitation TP21-1002 for Waste Collection Services with Rumpke of Ohio, Inc. in a Not-to-Exceed Amount of \$200,000 Annually or the Board Approved Budget for a Maximum 5-Year Contract, Funded by Operating Funds

(Enclosure #7) (Marquita Flowers/Janell Duncan) (Roll Call)

4. **Resolution #173** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Negotiate and Enter Into Contracts for Solicitation TP22-5001; Audit and Tax Preparation Assistance with Novogradac & Company, LLC; Clark, Schaefer, Hackett & Co.; Tidwell Group, LLC and Citrin Cooperman & Company, LLP in a Not-to-Exceed Amount of \$125,000 Per Firm Per Year or the Board Approved Budget for Maximum 5-Year Contracts, Funded by Operating Funds

(Enclosure #8) (Bianka Brown/Janell Duncan) (Roll Call)

5. **Resolution #174** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services, Inc. to Negotiate and Execute Contracts in an Amount Not-to-Exceed \$100,000 or the Board Approved Budget

(Enclosure #9) (Janell Duncan) (Roll Call)

6. **Resolution #175** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services, Inc. to Sign Time Extensions and Change Orders to Contracts Not-to-Exceed 20% of the Initial Contract Amount

(Enclosure #10) (Janell Duncan) (Roll Call)

7. **Resolution #176** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services, Inc. to Enter Into Cooperative Purchasing Agreements

(Enclosure #11) (Janell Duncan) (Roll Call)

8. **Resolution #177** – Resolution Authorizing Touchstone Property Services, Inc. to Enter Into a Property Management Agreement and Associated Documents with Marianna Terrace, LLC in Conjunction with the Redevelopment of Marianna Terrace

(Enclosure #12) (Gary Boeres) (Roll Call)

During December of fiscal year 2021 TPS entered into three (3) non-construction contracts with not-to-exceed maximum amounts below \$100,000.

(Enclosure #13) (Janell Duncan)

VI. ADJOURN

TOUCHSTONE PROPERTY SERVICES, INC. Board

**Cincinnati Metropolitan Housing Authority
Board of Housing Commissioners**

**Mr. William Myles, Chair • Ms. Mayme L. Mitchell, Vice-Chair
Mr. Thomas J. Weidman • Ms. Teri Spears
Mr. Edward R. O'Donnell • Mr. Kevin M. Moore**