



CMHA Boardroom
1635 Western Avenue
Cincinnati, Ohio 45214

TOUCHSTONE PROPERTY SERVICES, INC.

MEETING AGENDA

BOARD OF COMMISSIONERS

Cincinnati, OHIO

Monday, October 30, 2023

Rescheduled from Tuesday, October 31, 2023

6:00 P.M.

I. AGENDA SCHEDULE

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

III. APPROVAL OF MINUTES

- 1. Board Meeting – August 22, 2023**

(Enclosure #1) (Roll Call)

- 2. Board Meeting – September 26, 2023**

(Enclosure #2) (Roll Call)

IV. DISCUSSION OF SECRETARY RECOMMENDATIONS

- 1. Resolution #272 – Resolution Approving the Financial Report for the Month of September 2023 with Collection Losses**

(Enclosure #3) (Cedric Oluoch/Reema Ruberg) (Roll Call)

2. **Resolution #273** – Resolution to Approve the Financial Statements 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, Marianna Terrace, Horizon Hills, City West Retail and Touchstone Property Services for the Nine Months Ending September 30, 2023 for Calendar Year 2023

(Enclosure #4) (Cedric Oluoch/Reema Ruberg) (Roll Call)

3. **Resolution #274** – Resolution to Approve Calendar Year 2024 Annual Budget for Touchstone Property Services

(Enclosure #5) (Cedric Oluoch/Reema Ruberg) (Roll Call)

4. **Resolution #275** – Resolution Providing Authorization to Proceed with the Request for Proposals and Solicitations for General Goods and Services from Outside Vendors

1. SOL TP23 - 1011 – Management of City West Retail

(Enclosure #6) (Joe Norton)

2. SOL TP24 - 1001 – Grounds Maintenance

(Enclosure #6) (Janell Duncan) (Roll Call)

5. **Resolution #276** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Sign the First One-Year Contract Extension Option for Contract TP22-1010; Answering Services and Outbound Calls for Touchstone Property Services with Gilson Software Solutions – PHA, LLC in a Not-to-Exceed Amount of \$52,000 Annually or the Board Approved Budget for a Maximum 5-Year Contract, Funded by Operating Funds

(Enclosure #7) (Janell Duncan) (Roll Call)

6. **Resolution #277** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Sign the First One-Year Contract Extension Option for Contract TP23-1002; Vacancy Prep Unit Turnover (Make Ready) Services with Trustus Transportation, LLC d/b/a Trustus Maintenance & Janitorial; GJT Construction Inc.; Terry Jarvis d/b/a J Companies; Terrance Shipmon d/b/a Upgrade Renovation Restoration and Repair Company; Brown Development & Construction LLC; G2 Residential Services, LLC; A-1 Janitorial Services LLC; Crossty Renovation Services LLC; Just Right Construction & Lawn Care Service; Duchess Dynasty, LLC d/b/a Royalty Janitorial Services; D C J Janitorial LLC; D10, LLC; and KNVY Renovations LLC in a Not-to-Exceed Amount of \$125,000 Annually for the Pool of Contractors or the Board Approved Budget for a Maximum 3-Year Contract, Funded by Operating Funds

(Enclosure #8) (Janell Duncan) (Roll Call)

During September 2023 of fiscal year 2023, TPS entered into two (2) non-construction contracts with not-to-exceed maximum amounts below \$100,000.

(Enclosure #9) (Janell Duncan)

V. 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

Ms. Bernadette Watson

Mr. Edward R. O'Donnell

Mr. Kevin M. Moore