

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Annual Meeting
Friday, January 19, 2018

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held their Annual Meeting on Friday, January 19, 2018 at 10:30 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:	Mark Foerster	Absent:	Vera Kelly
	Austin Davis (via phone)		Derek Uber
	Paul D'Alesandro (via phone)		

Mr. Foerster declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:15 a.m.

Attendance: Frank Aggazio, George Janocsko, Beverly Moore, Deborah Breitenstein, Richard Stephenson, Pat Blackwell, Kim Longwell, Jack McGraw, Bob Gabbianelli, Frank Magliocco, Jim Bulls, Guy Phillips, Dean Allen, Mike Vogel

Recognitions/Proclamations

Frank Aggazio presented the employee of the month award to Angela Burke-Harris, recognizing her customer service skills as well as her efforts and contributions to the resident service department. Ms. Burke-Harris thanked Mr. Aggazio and the Board for giving her this award.

Mr. Foerster then thanked the staff for their extraordinary efforts over the past two weeks responding to the three weather-related flooding incidents, not only the work in the buildings, but the response and care of the residents.

Public Comment None.

Approval of Minutes

Austin Davis made a motion to approve the Minutes of the December 20, 2017 Board of Directors meeting; the motion was seconded by Paul D'Alesandro and carried.

Old Business None.

New Business

A. Administration

1. Motion by Austin Davis, second by Paul D'Alesandro, to table the election of board officers until the next meeting; motion carried.

B. Development

1. Motion by Austin Davis, second by Paul D'Alesandro, awarding IFB Contract ACHA-1586, Rooftop Make-Up Air Unit Replacement at Wilmerding Apts., in the amount of \$66,700 to East West Manufacturing, Inc. Motion carried.

Jack McGraw stated that East West is a company that worked here before and performed very well, so we recommend this award. The County approached us to see if we could spend some excess CDGB dollars very quickly; we already had architects and engineers on the job at Wilmerding, so we were able to get this project designed and on the streets very quickly.

C. HMO

1. Motion by Austin Davis, second by Paul D'Alesandro, approving the closing and opening of the following LIPH Waiting Lists effective February 1, 2018:

Opening:

- Carnegie Apartments (1 Bedrooms) 514 Lydia Drive, Carnegie, PA 15106
- Rachel Carson Hall (Efficiencies) 135 Second Avenue, Tarentum, PA 15084
- Dumplin Hall (1 Bedrooms) 502 Hay Street, Wilksburg, PA 15221
- General Braddock Towers (Efficiencies) 620 Sixth Street, North Braddock, PA 15104
- Caldwell Station (2 Bedrooms) 314 Commerce Street, Wilmerding, PA 15148
- Groveton Village (1, 2, 3 & 4 Bedrooms) 511 Groveton Drive, Coraopolis, PA 15108
- Hawkins Village (1 Bedrooms) 500 Kenmawr Avenue, Rankin, PA 15104
- Hays Manor (1 & 2 Bedrooms) 205 Locust Street, McKees Rocks, PA 15136
- Pleasant Ridge Apartments (4 Bedrooms) 251 Jefferson Drive, McKees Rocks, PA 15136
- Prospect Terrace (1 & 2 Bedrooms) 29 Prospect Drive, East Pittsburgh, PA 15112
- Scattered Sites (2 & 3 Bedrooms) 511 Groveton Drive, Coraopolis, PA 15108

Closing:

- Corbett Apartments (1 Bedroom)175 Corbett Court, Pittsburgh, PA 15237
- Westview Tower (1 Bedroom) 808 West View Park Drive West View, PA 15229
- Sharpsburg Housing (1, 2 and 3 Bedrooms) 300 Sisca Street, Sharpsburg, PA 15215
- Negley Gardens (1, 2, 3 and 4 Bedrooms) 804 Creek St., Apt. D , Tarentum, PA 15084
- Scattered Sites (1 Bedrooms) 511 Groveton Drive, Coraopolis, PA 15108
- Wilmerding Apartments (Efficiencies) 314 Commerce Street, Wilmerding, PA 15148

The motion was unanimously carried.

Off Agenda

1. Motion by Austin Davis, second by Paul D'Alesandro, approving an intergovernmental contract with the Housing Authority of the City of Pittsburgh (HACP) for the provision of bedbug extermination services to the ACHA for a 1-year period, with up to two 1-year renewal options; total contract expenditures not to exceed \$350,000 over three years. Motion carried.

Mr. Aggazio advised that bedbug infestation is increasing, and we need a way to control cost. We negotiated with HACP and they are able to provide these services through an intergovernmental agreement at a rate approximately 50% less than we are currently paying. Last year we spent approximately \$250,000 on bedbug extermination. We hope with this contract we can significantly reduce those expenditures.

Comment on General Items None.

Adjournment

The meeting ended at approximately 10:50 a.m. after a motion to adjourn was made by Austin Davis, seconded by Paul D'Alesandro, and carried.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, February 16, 2018

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held their Annual Meeting on Friday, February 16, 2018 at 10:30 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:	Mark Foerster	Absent:	Vera Kelly
	Austin Davis (via phone)		Paul D'Alesandro
	Derek Uber		

Mr. Foerster declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:15 a.m.

Attendance: Frank Aggazio, George Janocsko, Beverly Moore, Deborah Breitenstein, Mike Vogel, Frank Magliocco, Jack McGraw, Kim Longwell, Robert Gabbianelli, Kevin Bartko, Nicole Knapp, James Bulls, Pat Blackwell, Rich Stephenson, Mark Mullen

Recognitions/Proclamations

The Executive Director stated that during the past several weeks, we have had many unfortunate events happen at our properties due to the weather, accidents and flooding; broken sprinkler lines, broken water lines, boilers that went out, etc. Some of the bigger events happened at Golden Tower, Fraser Hall, and West Mifflin Manor. We were in a debriefing meeting with staff from CYS, and they wanted to go over everything. They specifically staff at the Housing Authority, how well they were to work with and how we performed and how we did. I am very, very proud of those employees, and there are many more than we are recognizing today, so many people went above and beyond. But they specifically praised Mark Mullen, how much he went out of his way to help the residents with medication, and food; Nicole Knapp came from another site to help people with West Mifflin, and also Tanya Hunter, who is not here today. So I want to recognize these three, Mark Mullen, Nicole Knapp, and Tanya Hunter, as our employees of the month. Mr. Foerster also thanked the staff for their extra work during these catastrophes.

Public Comment None.

Approval of Minutes

Derek Uber made a motion to approve the Minutes of the January 19, 2018 Board of Directors meeting; the motion was seconded by Austin Davis and carried.

Old Business None.

New Business

A. Administration

1. Motion by Derek Uber, second by Austin Davis, approving renewal of the flood insurance policies with the National Flood Insurance Program through American Bankers, in the total amount of \$55,919.00 for the term 02/26/18 to 02/26/19 for coverage on various buildings at Uansa Village, Hays Manor, Negley Gardens, Rachel Carson Hall and Golden Tower. Motion carried.
2. Motion by Derek Uber, second by Austin Davis, approving ratification of a Collective Bargaining Agreement between the Authority and the Pittsburgh Building and Construction Trades Council for the term 10/1/17 through 9/30/20. Motion carried.

B. Development

1. Motion by Derek Uber, second by Austin Davis, approving Change Order G-15 to Contract ACHA-1562-1/GC, General Construction for Interior Improvements at West View Tower, in the amount of \$27,788.01 to Liokareas Construction Company, for labor and materials to paint corridor walls, doors and frames in the building.

Jack McGraw explained we had eliminated the hallway painting due to costs. We then had some damage in the lobby area due to sewage backing up, and at the same time the County notified us that they had some additional CDBG funds for us to use, so we negotiated with the contractor to do this additional work.

2. Motion by Derek Uber, second by Austin Davis, awarding IFB Contract ACHA-1591, Roof Replacement at Wilmerding Apartments, in the amount of \$140,426 to Bryn Enterprises, LLC. Motion carried.

Jack McGraw stated that this work is also possible due to the CDBG monies that needed to be obligated and spent quickly. We were able to get this on the street and bid. Bryn has not worked here before, but checks out very well, and we recommend award.

3. Motion by Austin Davis, second by Derek Uber, awarding IFB Contract ACHA-1589, Domestic Hot Water Boiler Replacement at Wilmerding Apartments, in the amount of \$44,877 to Mele, Inc.

Jack advised that this is the same, the County made additional funds available and we were able to get this on the street, bid and awarded.

C. HMO

1. The following **Resolution #18-01** was introduced by the Chair, read in full and considered:

RESOLUTION #17-20 TRANSFER OF UNCOLLECTABLE TENANT ACCOUNTS

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$21,417.52 and referral for further action, if warranted.

Derek Uber moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Austin Davis, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

Off Agenda

1. Motion by Austin Davis, second by Derek Uber, approving Contract ACHA-1591, Calcium Chloride & Rock Salt, with Sal Chemical, and AFG Company, for a two year term starting 1/1/18, with two 1-year options. Motion carried.

Mr. Aggazio stated this is a cooperate contract with the City of Pittsburgh, County of Allegheny, Pittsburgh Parking Authority, CCAC, and The Sports and Exhibition Authority; the purchasing cooperative has reduced the cost of goods and services and the County to buy in quantities at a cheaper price.

Comment on General Items

Mr. Foerster asked for an update on Mapview. Jack McGraw responded that the porch was demolished. All of the decks are now being inspected and we are coming up with a plan to reinforce the

pads. The porches were code compliant at the time of the work. The engineer should have the report back tomorrow and we will do an emergency procurement to take care of this.

Adjournment

Motion by Austin Davis, second by Derek Uber, to adjourn the meeting; motion carried.

The meeting ended at approximately 10:55 a.m.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, March 16, 2018

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held their Annual Meeting on Friday, March 16, 2018 at 10:30 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:	Mark Foerster	Absent:	Vera Kelly
	Derek Uber		Austin Davis
	Paul D'Alesandro (via phone)		

Mr. Foerster declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:15 a.m.

Attendance: Frank Aggazio, John Daley, Beverly Moore, Deborah Breitenstein, Pat Blackwell, Bobby Gabbianelli, Mike Vogel, Dean Allen, Kevin J. Bartko, Frank Magliocco, Richard Stephenson, Jack Kearney, Andy Jamrom, James Bulls, Paul Reiber

Recognitions/Proclamations

The Executive Director stated our award is a special award; our employee of the month has been here almost 30 years. He takes great pride in his work, he helps out wherever he can, for example patching sidewalks, as well as his regular job; he will also fill in on snow removal if we need him. He is also a huge help on HUD inspections. With 30 years of distinguished service, our employee of the month is Jack Kearney. Jack is retiring next month, and will be sorely missed by everyone.

Public Comment None.

Approval of Minutes

Derek Uber made a motion to approve the Minutes of the February 16, 2018 Board of Directors meeting; the motion was seconded by Paul D'Alesandro and carried.

Old Business None.

New Business

HMO

1. The following **Resolution #18-02** was introduced by the Chair, read in full and considered:

RESOLUTION #18-02 TRANSFER OF UNCOLLECTABLE TENANT ACCOUNTS

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$26,739.13 and referral for further action, if warranted.

Derek Uber moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Paul D'Alesandro, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Mark Foerster	NAYS:	None
	Derek Uber		
	Paul D'Alesandro		

The Chair thereupon declared said Resolution carried and adopted.

Finance

1. The following **Resolution #18-03** was introduced by the Chair, read in full and considered:

RESOLUTION #18-03 INVESTMENT POLICY ADOPTION AND RATIFICATION

ACHA INVESTMENT POLICY Effective Date: February 1, 2018

The Board of Commissioners of the Allegheny County Housing Authority (ACHA), recognizing that it is the responsibility of ACHA to fully maximize the use of all available funds, approved the Investment Policy, with the understanding that it is the responsibility of the Executive Director and the Board to supervise the management of ACHA funds in the most efficient manner possible.

The preservation of capital, liquidity, and maximization of interest earnings shall be the major objectives of ACHA's investment policy.

1. *Preservation of Capital – Investments (Federal) shall be made in high quality securities with minimum of risks within the guidelines of Department of Housing and Urban Development (HUD) requirements (as outlined in Notice PIH 96-33, which has been annually extended by HUD) as well as Pennsylvania Law.*
2. *Non-Federal based Investments will be invested in high quality securities that may or could extend outside of the parameters of the guidelines as set by HUD. Non-Federal Investments are defined as funds that are generated using non-Federal sources as defined by HUD and GAAP (Generally Accepted Accounting Principles).*
3. *Liquidity – Maturities on investments will be structured in accordance with ACHA's cash flow needs to provide availability of cash when needed. It shall be ACHA's policy to limit the term of investments to a period of one year or less though exceptions to this may be considered.*
4. *Maximization of Interest Earnings – ACHA's goal will be to maintain a cash and investment program structured to maximize interest earnings.*

DELEGATION AND AUTHORITY: *The investment program of ACHA is the responsibility of the Executive Director. Although the Executive Director has the ultimate responsibility, he/she may delegate responsibility to the Chief Financial Officer or another qualified Investment Officer.*

ELIGIBLE INVESTMENTS: *The following are some examples of eligible investments:*

- Certificates of Deposit, with amounts in excess of \$250,000 to be collateralized in accordance with HUD requirements*
- Money Market and Savings, with amounts in excess of \$250,000 to be collateralized in accordance with HUD requirements*
- Direct Obligations of the Federal Government, such as Treasury Bills*
- Obligations of Federal Agencies, as prescribed by HUD and Pennsylvania Law*
- Securities of Government Sponsored Agencies, as prescribed by HUD and Pennsylvania Law*
- Repurchase Agreements for a term not to exceed 30 days, collateralized in accordance with HUD guidelines that require ACHA or third party custody of the collateral, and as prescribed by HUD and Pennsylvania Law*
- State Local Agency Investment Fund*
- Attachment A of HUD Notice 96-33 identifies the specific Federal funded Investments. This Notice is a required attachment to this policy.*

MATURITIES: *Investment maturities will be selected in accordance with ACHA's cash flow needs and prevailing market conditions.*

BANKS AND SAVINGS & LOANS: *When the amount of funds to be invested is determined, investments will be made only with institutions approved by the Board of Commissioners with executed depository agreements. All banks or savings and loans approved as depositories for ACHA funds must maintain FDIC coverage.*

COLLATERIZATION: *It will be ACHA's policy to require that adequate collateral be pledged for all deposits or investments with banks or savings and loans exceeding the FDIC amount of \$250,000. The financial institution will*

be required to purchase federal or federally insured securities, and to provide evidence of this collateral to ACHA. The cash value of these securities must equal or exceed the value of ACHA's deposits in excess of \$250,000.

SAFEKEEPING AND CUSTODY: *The physical safekeeping of securities and deposit certificates will be entrusted to the banks and savings and loans accordance with the official Depository Agreement.*

PROCEDURES AND CONTROLS: *The Executive Director has the responsibility for internal control over investment procedures.*

Derek Uber moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Paul D'Alesandro, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Mark Foerster	NAYS:	None
	Derek Uber		
	Paul D'Alesandro		

The Chair thereupon declared said Resolution carried and adopted.

Richard Stephenson advised this policy deals with our non-federal funds; we follow HUD regulations concerning federal monies.

Purchasing

1. Motion by Derek Uber, second by Paul D'Alesandro awarding Contract ACHA 1585 – Dwelling Unit Cleaning Services, to (1) Better Maintenance, and (2) D & D, for a 2 year period, with up to three 1-year options. Motion carried.

Comment on General Items None.

Adjournment

There being no further business to conduct, Derek Uber made a motion to adjourn the meeting, which was seconded by Paul D'Alesandro and unanimously approved.

The meeting ended at 10:45 a.m.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, April 20, 2018

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held their Annual Meeting on Friday, April 20, 2018 at 10:30 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present: Mark Foerster
Austin Davis
Derek Uber

Absent: Vera Kelly
Paul D'Alesandro

Mr. Foerster declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:15 a.m.

Attendance: Frank Aggazio, Beverly Moore, George Janocsko, Deborah Breitenstein, Pat Blackwell, Rich Stephenson, Kate Giammarise, Bobby Gabbianelli, Mike Vogel, Kim Longwell, Kevin Bartko, Jack McGraw, James Bulls, Frank Magliocco

Recognitions/Proclamations None.

Public Comment None.

Approval of Minutes

Derek Uber made a motion to approve the Minutes of the March 16, 2018 Board of Directors meeting; the motion was seconded by Austin Davis and carried.

Old Business None.

New Business

A. Administration

1. Motion by Austin Davis, second by Derek Uber, ratifying and approving a Collective Bargaining Agreement between the Authority and Teamsters Local 250 for the term 10/1/17 through 9/30/20. Motion carried.
2. Motion by Derek Uber, second by Austin Davis, approving renewal of the Worker's Compensation Insurance coverage for the term 6/15/18-6/15/19 with HARIE, estimated annual premium of \$236,763. Motion carried.

B. Development

1. Motion by Austin Davis, second by Derek Uber, approving piggyback of State Contract 4000017037 with Sit On It/Mt. Lebanon Office Furniture in the amount of \$22,383.50 for the purchase of replacement furniture in Homestead Apts. C Building Community Room and the Lobby of D Building. Motion carried.

C. HMO

1. The following **Resolution #18-04** was introduced by the Chair, read in full and considered:

RESOLUTION #18-04 TRANSFER OF UNCOLLECTABLE TENANT ACCOUNTS

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$34,537.99 and referral for further action, if warranted.

Austin Davis moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Derek Uber, and upon roll call the ‘Ayes’ and ‘Nays’ were as follows:

AYES:	Mark Foerster	NAYS:	None
	Derek Uber		
	Austin Davis		

The Chair thereupon declared said Resolution carried and adopted.

D. Purchasing

1. Motion by Austin Davis, second by Derek Uber, approving piggyback of CoStars Cooperative Purchasing Contract #025-251 with C Harper Ford for the purchase of a 2017 Ford F-450 Truck, in the amount of \$49,659, for use by the maintenance department. Motion carried.

E. Public Safety

1. Motion by Derek Uber, second by Austin Davis, Request approving entering into an agreement with the Commonwealth of Pennsylvania’s Office of Attorney General to participate and assist with the PA Bureau of Narcotics Investigations. Motion carried.

F. HCVP

1. Motion by Austin Davis, second by Derek Uber approving and ratifying the Payment Standards required by the Small Area Fair Market Rents (SAFMR) effective April 1, 2018. Motion carried.

OFF AGENDA

1. The following **Resolution #18-05** was introduced by the Chair, read in full and considered:

RESOLUTION #18-05 ADOPTING A NO SMOKING POLICY FOR ALL ACHA LIPH UNITS EFFECTIVE MAY 1, 2018

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby adopts the following No Smoking Policy for all ACHA LIPH units effective May 1, 2018, in compliance with the HUD Final Rule instituting Smoke-Free Public Housing, and guidance on instituting and enforcing such policies:

*Allegheny County Housing Authority
No Smoking Policy
For all Allegheny County Housing Authority
Low-Income Public Housing Units
Adopted 04/20/2018*

As required by HUD, the Allegheny County Housing Authority adopts the following No Smoking Policy (“Policy”) forbidding smoking in all of its public housing-only structures and within 25 feet of an Allegheny County Housing Authority public housing-only owned structure, and where approved by the ownership entity in mixed finance developments. This Policy is effective May 1, 2018. This Policy does not ban smoking by public housing residents. Rather, it identifies where smoking is prohibited.

A. PURPOSE

This Policy was developed to:

1. *Protect tenants from the medical hazards of second hand smoke;*
2. *Protect lives and property from fires due to smoking accidents; and*

3. Reduce turnover costs associated with smoke damage in our residential units.

B. DEFINITIONS

Prohibited Tobacco Products. Items that involve the ignition and burning of tobacco leaves, such as, but not limited to, store bought or hand-rolled cigarettes, cigars, and pipes. This includes water pipes, hookahs, and e-cigarettes.

Restricted Areas. Smoking is not allowed in any public housing living units and other interior areas. Interior areas include, but are not limited to, hallways, rental, and administrative offices, maintenance facilities, community centers, day care facilities, laundry facilities, and similar structures. Smoking is also prohibited within 25 feet of public housing and other Allegheny County Housing Authority owned structures. This also includes the Allegheny County Housing Authority's mixed-finance properties only after this Policy is approved by the ownership entity.

Covered Individuals. This Policy covers not only everyone living on the property, but also all guests and visitors. Each resident is responsible for his or her guests or visitors. Violations of this policy by an aide, guest or visitor will be considered to have been made by the resident(s) head of household.

C. THE POLICY

Effective May 1, 2018, Prohibited Tobacco Products are not allowed in Restricted Areas of the Allegheny County Housing Authority. Smoking is also prohibited within 25 feet of public housing and other Allegheny County Housing Authority owned structures. **Residents, aides, visitors, and guests are all covered by this Policy.** Any costs incurred by the Allegheny County Housing Authority due to a violation of this policy by a resident, an aide, visitor, or guest shall become the financial obligation of the resident.

D. PHASE-IN PERIOD

All residents not already in a non-smoking property will need to sign a new lease or lease addendum incorporating this Policy into the lease, as well as signing the form attached at the end of this Policy acknowledging their understanding of the No Smoking Policy.

The Allegheny County Housing Authority recognizes that quitting smoking is a difficult task, and urges its smoking residents to begin their transition to a smoke-free life as soon as possible. In that regard, the Allegheny County Housing Authority has formed a partnership with a number of smoking cessation organizations to assist people who want to begin their effort to quit smoking. People desiring a referral should contact their property manager. Among those we work with are:

Tobacco Free Allegheny
1501 Reedsdale St., Pittsburgh, PA 15233
(412) 322-8321

Pittsburgh Mercy
1200 Reedsdale Street, Pittsburgh, PA 15212
(877) 637-2924

Allegheny County Health Department
542 Fourth Avenue, Pittsburgh, PA 15219
(412) 392-4441

If the smoking cessation program cannot accept a resident or applicant into its stop smoking program, this is not a valid reason to continue smoking in Restricted Areas. **This Policy must be complied with in all situations.**

The fact that one smokes is also not a valid reason for rejecting an applicant for public housing. However, smokers admitted after the effective date of this Policy are expected to comply with the Policy immediately upon their admission to public housing. For this reason, the Allegheny County Housing Authority will offer a referral to a smoking cessation program both upon a request to join the public housing waiting list and upon reaching the top of the waiting list and getting close to being offered a public housing unit. Whether one takes advantage of the referral is totally up to the applicant.

E. REASONABLE ACCOMMODATION REQUESTS

An addiction to nicotine or smoking is not a disability. That stated, a person with a disability may request a reasonable accommodation if they are a smoker. Reasonable accommodations will be made, where warranted, as quickly as possible. Requests for a reasonable accommodation shall be made to the property manager but the decisions will be made by the 504/ADA Coordinator.

F. PENALTIES FOR VIOLATING THIS POLICY

If a resident, aide, visitor or guest violates this Policy the following penalties shall be enforced:

1st Report/Complaint: Residential Property Manager meets with the resident in his/her unit to provide another copy of the Smoke Free Policy. The Residential Property Manager has the option to give a general reminder to the building or sites.

2nd Report/Complaint: A written notice will be given to the non-complier documenting date(s) the Residential Property Manager met with the resident and the outcome of the meeting.

3rd Report/Complaint: A private meeting is held with the resident in the management office where a “last chance” agreement is signed by the resident agreeing to abide by the Allegheny County Housing Authority Non-Smoking Policy. All previous meetings are documented in the agreement.

4th Report/Complaint: The resident is served a Lease Termination Notice for continuously violating the non-smoking policy and eviction procedures are started.

If the violator is an aide, visitor or guest; the graduated penalty steps will start over with each annual lease renewal. There is no start over for a resident.

All penalties assessed against a resident will be documented in the resident’s file.

G. DISCLAIMER

The Allegheny County Housing Authority’s adoption of this Policy does not change the standard of care it has for the living units or common areas. The Allegheny County Housing Authority specifically disclaims any implied or express warranties concerning the air quality in either the living units or common area. There is no warranty or promise that the air will be smoke free

**Allegheny County Housing
Tenant Acknowledgment of Receipt of No Smoking Policy**

I/We, the undersigned tenants residing at _____

acknowledge receipt of a copy of the Allegheny County Housing Authority’s **No Smoking Policy**, and the fact that it has been explained to me/us. I/We have read the Policy and understand that violation of the Policy can lead to my and my family’s eviction from the property.

Tenant Signature	Date

Allegheny County Housing Authority

Date: _____

By: _____
Property Manager

Austin Davis moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Derek Uber, and upon roll call the ‘Ayes’ and ‘Nays’ were as follows:

AYES: Mark Foerster NAYS: None
 Derek Uber
 Austin Davis

The Chair thereupon declared said Resolution carried and adopted.

Comment on General Items None.

Adjournment

There being no further business to conduct, Austin Davis made a motion to adjourn the meeting, which was seconded by Derek Uber and unanimously approved.

The meeting ended at 11:00 a.m.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, May 18, 2018

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held their Annual Meeting on Friday, May 18, 2018 at 10:30 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present: Mark Foerster
Austin Davis
Derek Uber
Sydney Hayden

Absent: Paul D'Alesandro

Mr. Foerster declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:15 a.m.

Let me Minute show Allegheny County Council approved the appointment of Sydney Hayden to serve as a member of the Allegheny County Housing Authority Board (replacing Vera Kelly) for a term to expire December 31, 2022.

Attendance: Frank Aggazio, Beverly Moore, George Janocsko, Deborah Breitenstein, Pat Blackwell, Kevin Bartko, Mike Vogel, Mario Victor, Bobby Gabbianelli, Kim Longwell, James Bulls, Mark O'Brien, Glenn Lavin, Mike Falce, Bob Haas, Sandra Behe, Dave Smith, Anthony Velgich, Randi Beattie, Sue Druga

Recognitions/Proclamations

The Executive Director stated he likes to recognize employees that go above and beyond and give good customer service, which is important for all our departments. This particular landlord wrote such a nice letter, that we had to recognize this individual. This employee took extra time and care in answering questions and explaining in depth the program, talking about what the property needed. The employee of the month is Mark O'Brien. After much cheering and applause from Mark's co-workers, Mark thanked Mr. Aggazio and the Board for the recognition.

Mr. Aggazio then presented an employee of the month award to Mario Victor, who I believe, is the second longest working individual at the Authority and just retired. Mario has been a painter for the Authority for 47 years, and on behalf of the Housing Authority, we thank you for dedicated service to the Authority, and we wish you a long, happy and health retirement.

Public Comment None.

Approval of Minutes

Austin Davis made a motion to approve the Minutes of the April 20, 2018 Board of Directors meeting; the motion was seconded by Derek Uber and carried.

Old Business None.

New Business

1. Austin Davis made a motion to nominate the following slate for the Authority's Board of Directors:

Chair – Mark Foerster
Vice Chair – Austin Davis
Secretary – Paul D'Alesandro
Treasurer – Derek Uber
Assistant Secretary/Treasurer – Sydney Hayden

Derek Uber seconded the slate as presented, and the motion was unanimously carried.

2. Motion by Austin Davis, second by Derek Uber, authorizing and approving execution of Letter of Intent with Trinity Commercial Development, LLC., to finalize rental terms of the proposed new office space of approximately 24,000 sq. ft for ACHA's central office, to be constructed on or approximate to 300 Chartiers Avenue, McKees Rocks, PA. Motion carried.

The Executive Director stated this process started last February when we were invited to a meeting with McKees Rocks Council; they made a proposal – they were applying for a state grant with a developer and wanted to know if we would be a part of the application, for the revitalization of their downtown area. The numbers had to work, of course, and also the location. The stated awarded a grant of \$2.5 million and there will be matching funds; this will be a \$5 million building. No roof leaks, the AC will work, free parking. This move will save the Authority money in the short term and in the long term – we will be able to purchase the building in 24-26 months.

Mr. Foerster thanked the Executive Director for all of his work in this deal.

C. HMO

1. The following **Resolution #18-06** was introduced by the Chair, read in full and considered:

RESOLUTION #18-06 TRANSFER OF UNCOLLECTABLE TENANT ACCOUNTS

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$56,062.59 and referral for further action, if warranted.

Austin Davis moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Derek Uber, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Mark Foerster	NAYS:	None
	Derek Uber		
	Austin Davis		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

2. Motion by Austin Davis, second by Derek Uber, approving repairs to the elevators at Corbett Apts. – replacement of a hydraulic jack unit in the amount of \$47,600 – to be completed by Industrial Commercial Elevator, the ACHA's elevator contractor. Motion carried.

D. Travel

1. Motion by Austin Davis, second by Derek Uber, approving travel for up to 3 staff to attend the NAHRO Summer Conference in San Francisco, CA, from July 27-29, 2018. Motion carried.

Comment on General Items

Sydney Hayden thanked Police Chief Mike Vogel for his extraordinary efforts in working with her and the Highlands School District in holding a Youth Summit. He was instrumental in bringing in dynamic speakers and presenters for workshops for the children. Mike has been attending monthly and bi-monthly meetings to organize and hold this Summit; he is dedicated and I want to commend him on a job well done.

Adjournment

The meeting adjourned at 11:00 a.m. after a unanimously approved motion to adjourn by Austin Davis and second by Derek Uber.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, June 15, 2018

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, June 15, 2018 at 10:30 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:	Mark Foerster	Absent:	Paul D'Alesandro
	Austin Davis (via phone)		
	Derek Uber		
	Sydney Hayden		

Mr. Foerster declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:15 a.m.

Attendance: Frank Aggazio, Beverly Moore, George Janocsko, Deborah Breitenstein, Elizabeth Roberts, Mike Vogel, Kim Longwell, Richard Stephenson, Kevin Bartko, Helen Strzesieski, James Bulls, John Hansberry, Jack McGraw, Paul Reiber, Megan Hammond, Jay Dworin, Frank Magliocco

Recognitions/Proclamations

Mr. Aggazio stated our employee of the month is an 11 year veteran on our police force; he is an expert in downloading information from our security cameras and using it to solve crimes in the field. He also takes it upon himself to learn a great deal about the camera systems and their repairs, which saves the Authority quite a bit of money. Our employee of the month is Tim Ballou. Officer Ballou thanked the Executive Director for the award.

Public Comment None.

Approval of Minutes

Derek Uber made a motion to approve the Minutes of the May 18, 2018 Board of Directors meeting; the motion was seconded by Austin Davis and carried.

Old Business None.

New Business

A. Administration

1. The following **Resolution #18-07** was introduced by the Chair, read in full and considered:

RESOLUTION #18-07 APPROVING 2018 ANNUAL PLAN

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve submission of the 2018 Annual Plan to the U.S. Department of Housing and Urban Development.

Derek Uber moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Sydney Hayden, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Mark Foerster	NAYS:	None
	Derek Uber		
	Austin Davis		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

2. The following **Resolution #18-08** was introduced by the Chair, read in full and considered:

RESOLUTION #18-08 APPROVING CHANGES TO THE 2017 ACOP AND ADMINISTRATIVE PLAN

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve the following changes to the 10/1/17 Admissions and Continued Occupancy Policy, Section 10.1.1, and the 10/1/17 Administrative Plan, Section 5.2.1:

Replace “Federal Disasters...”, with “Declared Disasters - In the case of a disaster declared by the County of Allegheny, Commonwealth of Pennsylvania, Federal Emergency Management Agency (FEMA) or other governmental agency who has the authority to make a disaster declaration, the Allegheny County Housing Authority reserves the right for its Executive Director (or designee) to modify its preference system and permit applicants who have been directly affected by the disaster to be housed immediately, and before all other applicants on the waiting list. However, applicants must meet all screening and other applicable program requirements prior to admission. The duration of such modification shall be at the discretion of the Executive Director (or designee), but in all instances, will automatically expire 180 days after the modification was instituted. Any other provisions of this policy can also be suspended during the emergency at the discretion of the Executive Director so long as the provision suspended does not violate a law. If regulatory waivers are necessary, they shall be promptly requested of the HUD Assistant Secretary for Public and Indian Housing”.

Derek Uber moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Sydney Hayden, and upon roll call the ‘Ayes’ and ‘Nays’ were as follows:

AYES:	Mark Foerster	NAYS:	None
	Derek Uber		
	Austin Davis		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

Mr. Aggazio stated this is to give a preference to people who are in a declared disaster area. We had a federal disaster preference in our plan but we also put in a state and county disaster; that priority would last for 6 months after the declared disaster. The Authority was approached by PENDOT after the Rt. 30 landslide to house tenants who were displaced by that disaster, and we couldn't do anything because we only had a federal disaster preference.

3. Motion by Derek Uber, second by Sydney Hayden approving employee life/STD/LTD coverage with UNUM effective July 1, 2018. Motion carried.

The Executive Director stated we marketed these coverages, and UNUM came back with a proposal to provide the same coverage as the current carrier, at around an \$8,000 savings.

B. Finance

- 1 Motion by Derek Uber, second by Sydney Hayden, accepting the ACHA's Fiscal Year 2017 Single Audit performed by Maher Duessel. Motion unanimously carried.

Rich Stephenson stated the audit is due to HUD by the end of June. This year the major program focus was LIPH. I am pleased to report this year we had no audit findings and no significant management comments. We were also able to put around \$900,000 to the unrestricted net assets bottom line; our goal was \$1 million. This is significant because it changed the trend over the last couple of years. Mr. Uber, on behalf of the Board, commended the staff for recognizing the budget constraints and being able to rise to the challenge.

C. HMO

1. Motion by Derek Uber, second by Sydney Hayden, approving the closing and opening of the following LIPH Waiting Lists:

OPENING OF WAITING LISTS

Effective at the start of the business day **Monday, July 2, 2018**, the Allegheny County Housing Authority will open Waiting Lists for the following Low Income Public Housing Sites:

- Ohioview Towers (Efficiencies) 250 Jefferson Drive, Mckees Rocks, PA 15136
- Pleasant Ridge Apartments (2 Bedrooms) 251 Jefferson Drive, Mckees Rocks, PA 15136 (3 months only)

CLOSING OF WAITING LISTS

Effective **Monday, July 2, 2018**, the Allegheny County Housing Authority will close Waiting Lists for the following Low Income Public Housing Sites:

- Caldwell Station (2 Bedrooms) 314 Commerce Street, Wilmerding, PA 15148
- Scattered Sites (2,3,4 Bedrooms) 511 Groveton Drive, Coraopolis, PA 15108
- Carnegie Apartments (1 Bedrooms) 514 Lydia Drive, Carnegie, PA 15106
- Dumplin Hall (1 Bedrooms) 502 Hay Street, Wilkinsburg, PA 15221
- Groveton Village (1, 2, 3, 4 Bedrooms) 511 Groveton Drive, Coraopolis, PA 15108
- Homestead Housing Partnership Building B (1 Bedroom) 481 East Eighth Avenue, Homestead, PA 15120
- Hawkins Village (1 Bedroom) 500 Kenmawr Avenue, Rankin, PA 15104

Effective **Tuesday, October 2, 2018**, the Allegheny County Housing Authority will close the Waiting List for the following Low Income Public Housing Site:

- Pleasant Ridge Apartments (2 Bedrooms) 251 Jefferson Drive, Mckees Rocks, PA 15136

Motion unanimously carried.

2. The following **Resolution #18-09** was introduced by the Chair, read in full and considered:

RESOLUTION #18-09 APPROVING COLLECTION LOSS

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$6,708.45 and referral for further action, if warranted.

Derek Uber moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Austin Davis, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Mark Foerster	NAYS:	None
	Derek Uber		
	Austin Davis		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

D. MIS

1. Motion by Derek Uber, second by Sydney Hayden, approving renewal of the Software Maintenance Agreement with Emphasys Software, in the amount of \$124,071.72, for the 2018-2019 term. Motion carried.

E. Purchasing

1. Motion by Derek Uber, second by Sydney Hayden, approving a contract with Expert of Canton, Inc. dba Complete Pest Solutions, for Integrated Pest Management, for a 2-year term 7/1/18-6/30/20, with two 1-year options (ACHA-1598). These services were obtained through a purchasing cooperative group consisting of the County of Allegheny, ACHA, CCAC, the Sport and Exhibition Authority, and the Pittsburgh International Airport. Motion carried.

Rich Stephenson explained that extermination expenses have increased significantly over the past couple of years, This is actually a great achievement wherein the County agencies worked together to enter into a contract that should provide superior service and decrease costs. This contract, in conjunction with the intergovernmental agreement with the Housing Authority of the City of Pittsburgh for bedbug extermination services, should result in major savings.

Off Agenda

1. The following **Resolution #18-10** was introduced by the Chair, read in full and considered:

RESOLUTION #18-10 APPROVING ENTERING INTO A LETTER OF INTENT TO LEASE PROPERTY IN MCKEES ROCKS AND AN OPTION TO PURCHASE

WHEREAS, the Allegheny County Housing Authority (the "**Authority**") has negotiated a letter of intent (the "**Lease LOI**") with McKees Rocks Commercial Properties, LP (the "**Landlord**"), to lease a proposed new office building to be used as the Authority's central office, consisting of approximately 24,000 square feet, to be located at 300 Chartiers Avenue, McKees Rocks, PA (the "**Property**"); and

WHEREAS, the Lease LOI includes certain terms to be contained in a lease agreement to be drafted and executed by Landlord and the Authority (the "**Lease Agreement**"); and

WHEREAS, the Authority has negotiated a letter of intent (the "**Option LOI**") with Landlord for an option to purchase the Property, for a price to be negotiated, but no greater than \$3,500,000; and

WHEREAS, the Option LOI includes certain terms to be contained in an option agreement to be drafted and executed by Landlord and the Authority (the "**Option Agreement**"); and

WHEREAS, both the Lease LOI and the Option LOI were executed on behalf of the Authority, by the Executive Director of the Authority, on or about June 13, 2018, subject to approval by the Authority Board of Commissioners (the "**Board**"); and

WHEREAS, the Board has concluded that it is in the best interest of the Authority to (i) approve the terms of both the Lease LOI and the Option LOI; (ii) approve the execution of the Lease LOI and the Option LOI by the Executive Director; and (iii) authorize the drafting and execution of the Lease Agreement and the Option Agreement, pursuant to the terms of the Lease LOI and the Option LOI.

NOW, THEREFORE, BE IT RESOLVED, by the Authority:

Section 1. The foregoing "WHEREAS" clauses, and the actions referenced therein, are hereby ratified and confirmed as being true and correct and hereby incorporated herein.

Section 2. The execution of the Lease LOI, dated June 13, 2018, by the Executive Director, and the terms and conditions contained in the Lease LOI, an executed copy of which is attached to this Resolution as Exhibit "A", be and hereby is ratified and approved.

Section 3. The execution of the Option LOI, dated June 13, 2018, by the Executive Director, and the terms and conditions contained in the Option LOI, a copy of which is attached to this Resolution as Exhibit "B", be and hereby is ratified and approved.

Section 4. *The Executive Director or his designee, for and on behalf of the Authority, be and hereby is authorized and directed to negotiate, execute and deliver the Lease Agreement and the Option Agreement, based upon the terms and contained in the Lease LOI and the Option LOI, respectively.*

Section 5. *The Executive Director, for and on behalf of the Authority, be and hereby is authorized and directed to take any and all action that the Executive Director deems necessary or advisable in order to effectuate the negotiation and execution of the Lease Agreement and Option Agreement, and in connection therewith, negotiate, execute and deliver all agreements, documents, certificates, resolutions, instruments, approvals, and all other documents (and all amendments, changes, modifications, and additions thereto) as may be deemed necessary or appropriate in connection with the foregoing transactions.*

Austin Davis moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Sydney Hayden, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Mark Foerster	NAYS:	None
	Derek Uber		
	Austin Davis		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

The Executive Director stated our outside counsel, Mike Syme of Fox Rosthchild, was involved in negotiating the lease and purchase option for the Authority's central office location to be built in McKees Rocks. There is language to protect the interests of the Authority; and this resolution is being done at our attorney's request.

Comment on General Items None.

Adjournment

There being no further business to conduct, Derek Uber made a motion to adjourn, which was seconded by Austin Davis and carried.

The meeting ended at approximately 11:00 a.m.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, July 20, 2018

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, July 20, 2018 at 10:30 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present: Mark Foerster
Austin Davis
Derek Uber
Sydney Hayden

Absent: Paul D'Alesandro

Mr. Foerster declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:15 a.m.

Attendance: Frank Aggazio, Beverly Moore, George Janocsko, Deborah Breitenstein, Mike Vogel, Pat Blackwell, Rich Stephenson, Bobby Gabbianelli, Kim Longwell, Kevin Bartko, Jack McGraw, Dean Allen, James Bulls, Ed Mogus, Paul Reiber, Tim Smith

Recognitions/Proclamations

The Executive Director stated our employee of the month is a newer employee. He goes above and beyond his job description and we appreciate that. He has taken on repairs of the security cameras and has saved us a lot of money. Our employee of the month is electrician Tim Smith. Mr. Smith expressed his appreciation to Mr. Aggazio and the Board for the recognition.

Public Comment None.

Approval of Minutes

Austin Davis made a motion to approve the Minutes of the June 15, 2018 Board of Directors meeting; the motion was seconded by Derek Uber and carried.

Old Business None.

New Business

A. **Administration**

1. Motion by Derek Uber, second by Austin Davis, approving settlement of Tindall, et al. v. ACHA, Civil Action No. 2:18-cv-0016. Motion carried.

Mr. Aggazio gave a brief recap of the lawsuit that was filed in February by the Fair Housing Partnership on behalf of two applicants for public housing. We decided to settle the case and allow for applicants to select smaller size units when they apply. In the Orchard Park matter, three people wanted to occupy a 1 bedroom unit because they would have had to wait longer for a 2 bedroom unit. We settled on the Allegheny County Health Department occupancy code and we are allowing folks to select a smaller unit based on the square footage of the smaller unit if it meets with the County's occupancy code. A small amount of damages will be paid out; two of the plaintiffs did not get anything and one did not meet the background check of the Authority to be placed in housing.

2. The following **Resolution #18-11** was introduced by the Chair, read in full and considered:

RESOLUTION #18-11 APPROVING PROCUREMENT POLICY

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby adopt a revised Procurement Policy for the Authority with an effective date of August 1, 2018.

Austin Davis moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Derek Uber, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Mark Foerster	NAYS:	None
	Derek Uber		
	Austin Davis		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

Rich Stephenson stated this revision allows us to operate the mixed finance sites where we are the management agent as a separate entity and separate procurement. They would still following housing authority procurement policy using state and federal guidelines but it allows them to operate independently as opposed to being included as a part of the Authority. The thought and the hope is that this will allow us to decrease some of the smaller costs and deal with some of the smaller companies.

C. HMO

1. The following **Resolution #18-12** was introduced by the Chair, read in full and considered:

RESOLUTION #18-12 APPROVING COLLECTION LOSS

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$20,449.52 and referral for further action, if warranted.

Derek Uber moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Austin Davis, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Mark Foerster	NAYS:	None
	Derek Uber		
	Austin Davis		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

D. Development

1. Motion by Austin Davis, second by Derek Uber, approving award of Contract ACHA-1593-1/GC, General Construction Contract for Interior and Exterior Improvements at Corbett Apartments, in the amount of \$1,630,000, to Liokareas Construction Company. Motion carried.

Jack McGraw stated this is essentially a kitchen and bath improvements contract. We are trying to update all of our high rises. Liokareas has performed many contracts over the years and does a pretty good job for the most part and we recommend award. Sydney Hayden asked isn't it normal to get three bids for this amount of work? Mr. McGraw responded that the climate right now obtaining bids is the most difficult I've seen in years. I spoke with the City of Pittsburgh Housing Authority and Beaver County as well and they are also experiencing the same problem. There is so much work out there that contractors who routinely bid here are pursuing other work; they are having a hard time getting employees and don't want to bite off more than they can chew. Normally you get the work, expand your work force, get another contract, expand the work pool, but contractors are having a hard time staffing so we are not getting the level of participation. Most are attributing it to the cracker plant in Beaver County that is taking up so much of the work force; the union halls are empty and now you see signs along the roads - hiring

carpenters, hiring electricians, etc. So the bids are down. So in this case what we have done – Liokareas and Moret – who have bid in the past - we know where their bids typically come in at – we are starting to see the numbers go up, particularly Moret because he is so busy now and he is moving his prices up. We take the architect and their pricing and use that as the third bid. Liokareas is in line with what we budgeted.

2. Motion by Derek Uber, second by Sydney Hayden, approving award of Contract ACHA-1593-2/MC, Mechanical Contract for Interior and Exterior Improvements at Corbett Apartments, in the amount of \$24,730 to Liokareas Construction Company. Motion carried.

Jack McGraw stated this is a situation, and will hold with the Plumbing Contract as well. Liokareas is typically in the business of being the general contractor – currently they are at West Mifflin in this capacity. What they are trying to do is bring into their fold smaller contractors, electrical, mechanical, etc., those are not really adept at government work, don't understand the paperwork, sometimes the bonding capacity. They bring them in under their bond and their oversight. These jobs are very difficult; four primes, coordination, getting this all done in a unit requires incredible coordination to make the job go effectively. They are trying to bid these disciplines so they have a better level of control of the other contractors. In this case I would recommend this – they are working in that capacity now at West Mifflin and it is going well.

3. Motion by Derek Uber, second by Sydney Hayden, approving award of Contract ACHA-1593-3/PC, Plumbing Contract for Interior and Exterior Improvements at Corbett Apartments, in the amount of \$282,914 to Liokareas Construction Company. Motion carried.
4. Motion by Austin Davis, second by Derek Uber, approving award of Contract ACHA-1593-4/EC, Electrical Contract for Interior and Exterior Improvements at Corbett Apartments, in the amount of \$265,000 to Merit Electrical Group. Motion carried.

Jack stated this company is a very good electrical company and have done similar work here over the years. We are confident in their ability and recommend award.

E. Travel

1. Motion by Austin Davis, second by Derek Uber, approving travel for up to 7 staff to attend the Emphasys Users Connect Conference from November 4-8, 2018 in Orlando, FL. Motion carried.

Rich Stephenson stated this is the user group of our software – I'm certainly biased but I think it is the most useful conference out there. Every year Emphasys is expanding and making their software more user friendly. This conference allows us to ask any questions we may have face to face, schedule time where you can speak with them and get customer support that is difficult to get over the phone. It also allows you to interact with other agencies and users of the software to see what they are doing. We obtain a wealth of information. The past couple of years we have cut down on the number of people going due to our budget situation, but our operating subsidy is a little higher and we want to send more staff because this conference is so beneficial – 2 from public housing, 2 from Section 8, 2 from MIS and 1 from Finance will be going. Mr. Foerster this conference looks very beneficial and requested that staff attending report back to the board after the conference.

2. Motion by Derek Uber, second by Sydney Hayden, approving travel for 1 staff person to attend the International Association of Chiefs of Police Conference from October 6-9, 2018 in Orlando, FL. Motion carried.

Mike Vogel stated he has been a member of the ICP since 2003. I've been to a few of these conferences - this is the number one rated conference and has international attendance. This year's focus is on dealing with mental health and elderly populations, community relations, use of force, officer safety. The exhibit halls are fantastic – the latest innovative technology and security measures. It would be very beneficial to attend – I'm president of the Western PA Police Chiefs Association and a number of the members will also be attending. Mr. Foerster stated in order to be consistent, please report back to the Board after the conference.

Comment on General Items None.

Adjournment

There being no further business to conduct, Austin Davis made a motion to adjourn, which was seconded by Derek Uber and carried.

The meeting ended at approximately 10:50 a.m.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, September 21, 2018

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, September 21, 2018 at 10:30 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present: Mark Foerster
Austin Davis
Derek Uber
Sydney Hayden

Absent: Paul D'Alesandro

Mr. Foerster declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:15 a.m.

Attendance: Frank Aggazio, George Janocsko, Maggie Shiels; Deborah Breitenstein, Pat Blackwell, Bobby Gabbianelli, Frank Magliocco, Mike Vogel, Jack McGraw, Kevin Bertko, James Bulls

Recognitions/Proclamations

The Executive Director stated our employee of the month will be missed; he's done a good job over the years in the HCVP Department. He is a 14 year veteran and will be retiring; Dave went about his business in a very quiet and professional way and we will miss him. The employee of the month is Dave Smith.

Public Comment None.

Approval of Minutes

Derek Uber made a motion to approve the Minutes of the July 20, 2018 Board of Directors meeting; the motion was seconded by Austin Davis and carried.

Old Business None.

New Business

A. Administration

1. The following **Resolution #18-13** was introduced by the Chair, read in full and considered:

RESOLUTION #18-13 APPROVING AMENDMENTS TO THE BY-LAWS OF FOX HILL MANAGEMENT, INC., A FULLY OWNED NON-PROFIT INSTRUMENTALITY OF THE AUTHORITY.

WHEREAS, the Allegheny County Housing Authority ("ACHA") is the sole member (the "Member") of Fox Hill Management, Inc., a Pennsylvania non-profit corporation (the "Corporation"); and

WHEREAS, the ACHA wishes to amend the By-Laws of the Corporation in order to facilitate future actions of the Corporation; and

WHEREAS, ACHA desires to approve, adopt and ratify the following amendments to the By-Laws of the Corporation.

NOW, THEREFORE, BE IT RESOLVED by the Allegheny County Housing Authority:

1. The foregoing "WHEREAS" clauses and the actions referenced therein are hereby ratified and confirmed as being true and correct and hereby incorporated herein.

2. Article I of the Corporation's By-Laws is amended as follows:

"The principal and registered office of Fox Hill Management, Inc. (hereinafter called the "Corporation") shall be located at c/o Allegheny County Housing Authority, 625 Stanwix St., 12th Floor, Pittsburgh, Pennsylvania, 15222. The corporation may also have offices at other places as the Board of Directors may from time to time determine.

3. Article 3.1 of the Corporation's By-Laws is amended as follows:

"3.1 Annual Meeting. An annual meeting of the members of the Corporation shall be held the third Friday in January in each year for the purpose of electing Directors and for the transaction of such other business as may be properly come before the meeting. If the day fixed for the annual meeting shall be a legal holiday in the Commonwealth of Pennsylvania, such meeting shall be held on the next succeeding business day. The Member shall designate, in writing, to the Secretary of the Corporation, a representative to act on its behalf."

4. Article 5.1 of the By-Laws is amended as follows:

"5.1 Officers. The officers of the Corporation shall be a President, one or more Vice-Presidents (the number thereof to be determined by the Board of Directors), a Secretary, a Treasurer, and such other officers as may be elected in accordance with the provisions of this Article. The Board of Directors may elect or appoint such other officers, including one or more Assistant Treasurers, as it shall deem desirable, such officers to have authority and perform the duties prescribed, from time to time, by the Board of Directors. Any two or more offices may be held by the same person, except the offices of President and Secretary. Either the office of President or Secretary must be a Director of the Corporation."

5. Article 7. Of the Corporation's By-Laws is amended as follows:

"These Bylaws may be altered, amended or repealed by an affirmative vote of the Member at any regular or special meeting of the Member of the Corporation."

Austin Davis moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Derek Uber, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Mark Foerster	NAYS:	None
	Derek Uber		
	Austin Davis		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted

The Executive Director stated this is the first of two meetings necessary to complete amendments to the bylaws of Fox Hill Management, Inc.

B. Finance

1. The following **Resolution #18-14** was introduced by the Chair, read in full and considered:

RESOLUTION #18-14 APPROVING FISCAL YEAR 2019 OPERATING BUDGETS

WHEREAS, the Allegheny County Housing Authority has prepared its Fiscal Year 2019 Operating Budgets; and

WHEREAS, the Department of Housing and Urban Development (HUD) has implemented asset based management rules necessitating the creation of a Central Office Cost Center budget as well as an Asset Management Project (AMP) budget; and

WHEREAS, the Allegheny County Housing Authority finds that the proposed total expenditures of \$12,488,073 for the Central Office and \$23,351,668 for the AMPs are necessary for an efficient and economical operation of the Authority for the purpose of serving the Allegheny County Housing Authority residents; and

WHEREAS, the Allegheny County Housing Authority finds that the Budget is reasonable in that it indicates a source of funding adequate to cover all proposed expenditures.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Allegheny County Housing Authority:

Section 1: The Fiscal Year 2019 Operating Budgets are hereby approved.

Section 2: The Executive Director is hereby authorized and shall take such measures as may be necessary to place the Fiscal Year 2019 Operating Budgets into effect.

Derek Uber moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Austin Davis, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Mark Foerster	NAYS:	None
	Derek Uber		
	Austin Davis		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

2. Motion by Derek Uber, second by Austin Davis, approving an owner's draw in an amount not to exceed \$350,000 from Harrison Hi-Rise reserves for FYE 2018. Motion carried.

Pat Blackwell explained we are a little concerned regarding our cash position at year end due to some unresolved insurance claims that would affect our PHAS score. This approve for the draw acts as a contingency. In response to a question from Mr. Uber, Mr. Blackwell advised Harrison earns approximately \$325,000 annually.

C. Purchasing

1. Motion by Austin Davis, second by Sydney Hayden, approving piggyback of the Pennsylvania State Contract #4400015469 with SimplexGrinnell, for a total amount of \$93,260, for inspection and maintenance of ACHA's fire protection systems (PB-18-003). Motion carried.

Guy Phillips stated these inspections are required to be done annually at all Authority sites.

2. Motion by Derek Uber, Second by Austin Davis, approving entering into a contract with Pittsburgh Public Safety & Supply, Inc. for the purchase of uniforms for the trades and maintenance aides for the term 10/1/18 – 9/30/21; ACHA partnered with its fellow purchasing cooperative group for these goods and services. Motion carried.

Mr. Phillips stated this is a cooperative purchase; this contract will save us around \$5,000 from our previous contract.

D. HMO

1. The following **Resolution #18-15** was introduced by the Chair, read in full and considered:

RESOLUTION #18-15 APPROVING COLLECTION LOSS

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts for FYE 9/30/18 and referral for further action, if warranted.

Austin Davis moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Derek Uber, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Mark Foerster	NAYS:	None
	Derek Uber		
	Austin Davis		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

E. HCVF

1. Motion by Austin Davis, second by Derek Uber, approving entering into an intergovernmental agreement for the Allegheny County Health Department to conduct Comprehensive Environmental Lead Investigations of ACHA Section 8 and LIPH units when it is found that a child under the age of 6 has a confirmed blood lead level screen result of at least 5 ug/dl. Motion carried.

Bob Gabbianelli explained that HUD changed the regulations 2 years ago, that if a child is found with a certain lead level, the PHA must pay for lead assessment testing and clearance testing. Any remediation work required has to be done by the landlord.

F. Public Safety

1. Motion by Derek Uber, second by Austin Davis, approving renewal of an intergovernmental agreement to perform criminal background checks for the Huntingdon County Housing Authority for the term 11/1/18 – 10/31/2020. Motion carried.

Mike Vogel stated we have been providing these services for several years; we've proposed a slight increase this year for services.

F. Travel

1. Motion by Derek Uber, second by Sydney Hayden, approving travel for 2 staff to attend the NAHRO National Conference & Exhibition from October 23-27, 2018 in Atlanta, GA.

Off Agenda

1. Motion by Austin Davis, second by Derek Uber, ratifying actions take with the Hudson Bonding Company with respect to West Mifflin Manor, and to authorize the staff to take all actions necessary to protect the Authority's interests. Motion carried.

Jack McGraw stated that we found out that the general contract at West Mifflin, Air Technologies, Inc. was having financial difficulties; soon thereafter I received a letter from ATI addressed to ACHA and to Hudson Insurance that they were going into voluntary default. We sent a letter ending the contract for default and placing the bonding company on notice. We have been working with Hudson to secure another contractor to take over the general contract and complete the work. We are working with Hudson now to see what the best options are to complete the work. We think it is paramount to get back to work on the building as quickly as possible, especially the front entrance before winter.

Comment on General Items. None

Adjournment

There being no further business to conduct, Austin Davis made a motion to adjourn; the motion was seconded by Sydney Hayden and carried.

The meeting ended at 10:55 a.m.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, October 19, 2018

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, October 19, 2018 at 10:30 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present: Mark Foerster
Derek Uber
Sydney Hayden

Absent: Paul D'Alesandro
Austin Davis

Mr. Foerster declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:15 a.m.

Attendance: Frank Aggazio, George Janocsko, Beverly Moore; Deborah Breitenstein, Pat Blackwell, Mike Vogel, Kim Longwell, Frank Magliocco, Kevin Bartko, Richard Stephenson, Jack McGraw

Recognitions/Proclamations None

Public Comment None.

Approval of Minutes

Derek Uber made a motion to approve the Minutes of the September 21, 2018 Board of Directors meeting; the motion was seconded by Sydney Hayden and carried.

Old Business None.

New Business

A. Administration

1. The following **Resolution #18-16** was introduced by the Chair, read in full and considered:

RESOLUTION #18-16 APPROVING AMENDMENTS TO THE BY-LAWS OF FOX HILL MANAGEMENT, INC., A FULLY OWNED NON-PROFIT INSTRUMENTALITY OF THE AUTHORITY.

WHEREAS, the Allegheny County Housing Authority ("ACHA") is the sole member (the "Member") of Fox Hill Management, Inc., a Pennsylvania non-profit corporation (the "Corporation"); and

WHEREAS, the ACHA wishes to amend the By-Laws of the Corporation in order to facilitate future actions of the Corporation; and

WHEREAS, ACHA desires to approve, adopt and ratify the following amendments to the By-Laws of the Corporation.

NOW, THEREFORE, BE IT RESOLVED by the Allegheny County Housing Authority:

1. The foregoing "WHEREAS" clauses and the actions referenced therein are hereby ratified and confirmed as being true and correct and hereby incorporated herein.
2. Article I of the Corporation's By-Laws is amended as follows:

“The principal and registered office of Fox Hill Management, Inc. (hereinafter called the “Corporation”) shall be located at c/o Allegheny County Housing Authority, 625 Stanwix St., 12th Floor, Pittsburgh, Pennsylvania, 15222. The corporation may also have offices at other places as the Board of Directors may from time to time determine.

3. Article 3.1 of the Corporation’s By-Laws is amended as follows:

“3.1 Annual Meeting. An annual meeting of the members of the Corporation shall be held the third Friday in January in each year for the purpose of electing Directors and for the transaction of such other business as may be properly come before the meeting. If the day fixed for the annual meeting shall be a legal holiday in the Commonwealth of Pennsylvania, such meeting shall be held on the next succeeding business day. The Member shall designate, in writing, to the Secretary of the Corporation, a representative to act on its behalf.”

4. Article 5.1 of the By-Laws is amended as follows:

“5.1 Officers. The officers of the Corporation shall be a President, one or more Vice-Presidents (the number thereof to be determined by the Board of Directors), a Secretary, a Treasurer, and such other officers as may be elected in accordance with the provisions of this Article. The Board of Directors may elect or appoint such other officers, including one or more Assistant Treasurers, as it shall deem desirable, such officers to have authority and perform the duties prescribed, from time to time, by the Board of Directors. Any two or more offices may be held by the same person, except the offices of President and Secretary. Either the office of President or Secretary must be a Director of the Corporation.”

5. Article 7. Of the Corporation’s By-Laws is amended as follows:

“These Bylaws may be altered, amended or repealed by an affirmative vote of the Member at any regular or special meeting of the Member of the Corporation.”

Derek Uber moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Sydney Hayden, and upon roll call the ‘Ayes’ and ‘Nays’ were as follows:

AYES:	Mark Foerster	NAYS:	None
	Derek Uber		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted

The Executive Director stated this is the second of two meetings of the member necessary to complete amendments to the bylaws of Fox Hill Management, Inc.

B. Development

1. Motion by Derek Uber, second by Sydney Hayden, approving the Tender and Release Agreement between the ACHA, the Hudson Insurance Company, and Moret Construction Co., Inc. in the amount of \$707,300 for West Mifflin Manor Interior and Exterior Improvements. Motion carried.

Jack McGraw stated this agreement is the culmination of negotiations between the Authority, Hudson and Moret, for takeover of the work due to default of Air Technology at the West Mifflin Highrise. This agreement allows for us to contract with Moret Construction and keep Hudson and their liability under the bonding for anything unforeseen that comes up, we all go back to Hudson, but it allows us to work directly with Moret to finish the job.

2. Motion by Derek Uber, second by Sydney Hayden, approving an agreement with Moret Construction Co., Inc. in the amount of \$707,300 for completion of general Contract ACHA-1574-1/GC , West Mifflin Manor Interior and Exterior Improvements. Motion carried.

Mr. McGraw explained this contract allows Moret to complete the work and to be paid primarily out of the balance of the capital funds set aside for the work, and the rest of the money will be put in by Hudson.

Mr. Uber wanted to know if they will be able to get a substantial amount of work done this season. Jack replied yes, there is a focus to get the exterior work done right away and we expect most of the work to be done by the end of February or March.

Comment on General Items None. Mike Vogel gave a brief report to the Board on his attendance at the International Police Chiefs conference in October. He thanked the Board and the Executive Director for allowing him to attend. The conference was very beneficial, attended sessions on the opioid epidemic, officer safety, The expo was phenomenal - the latest and greatest equipment. And, President Trump was in attendance and spoke at the conference.

Adjournment

Motion by Derek Uber, second by Sydney Hayden, to adjourn the meeting; motion carried.

The meeting ended at 10:50 a.m.