

**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 12<sup>th</sup> 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 12<sup>th</sup> 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 12<sup>th</sup> 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 12<sup>th</sup> floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:	Mark Foerster	Absent:	Vera Kelly
	Austin Davis		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, 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.

<b>Tenant Signature</b>	<b>Date</b>

**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 12<sup>th</sup> 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 12<sup>th</sup> 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.

