

ALLEGHENY COUNTY HOUSING AUTHORITY

Board of Directors Meeting Agenda

October 23, 2026 — 10:30 A.M.

Central Office Board Room

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Recognition / Proclamations
5. Public Comment on Agenda Items
6. Motion to Approve the September 25, 2026 Allegheny County Housing Authority Board of Directors Meeting Minutes
7. Old Business
8. New Business
9. **Resolution No. 49 of 2026** – Authorizing the Award of Contract for Tree Trimming & Removal Services to TreeWorx – IFB No. ACHA-1729
10. **Resolution No. 50 of 2026** – Request for Approval to Write Off Tenant Accounts Receivable Collection Losses in the Amount \$154,178.80 for September 2026
11. **Resolution No. 51 of 2026** – Authorizing the Renewal of Property, General Liability, and Excess Liability Insurance Coverage for Hawkins Redevelopment I, LLC (Heritage Highlands I)
12. **Resolution No. 52 of 2026** – Authorizing Attendance of Up to Eight Staff Members at the Emphasys Users Connect Conference in Orlando, Florida, February 28 – March 3, 2027, Subject to Available Funding
13. **Resolution No. 53 of 2026** – Approving Travel for Two Employees to Attend the MARC HAHRO Conference in Puerto Rico, November 12–14, 2026
14. Comment on General Items
15. Adjournment

ORIGINAL

RESOLUTION NO. 49 OF 2026

A Resolution – Authorizing the Award of Contract for Tree Trimming & Removal Services to TreeWorx – IFB No. ACHA-1729

WHEREAS, the Allegheny County Housing Authority (“ACHA”) issued Invitation for Bids No. ACHA-1729 for Tree Trimming & Removal Services; and

WHEREAS, ACHA received three competitive bids, with Total Evaluated Bids as follows: TreeWorx – \$129,765.00; Adler Tree Service, Inc. – \$137,105.00; and Beaver Jack Tree Service, LLC – \$192,320.00; and

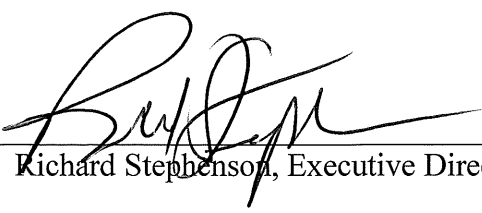
WHEREAS, TreeWorx submitted the lowest Total Evaluated Bid, and ACHA's price analysis determined that the pricing is fair and reasonable based upon adequate price competition and comparison with the Independent Cost Estimate; and

WHEREAS, the Independent Cost Estimate established an Authority-wide annual budget of \$350,000 for these services, and the contract will be utilized on an as-needed basis with no guaranteed minimum quantity of work; and

WHEREAS, the proposed contract term consists of an initial one (1) year term with four (4) additional one-year options, exercisable at the sole discretion of ACHA;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Allegheny County Housing Authority hereby authorizes the Executive Director, or his designee, to award and execute a contract with TreeWorx for Tree Trimming & Removal Services under IFB No. ACHA-1729 for an initial term of one (1) year, with four (4) additional one-year options, at an annual amount not to exceed \$350,000, subject to the availability of funds and services ordered by ACHA.

Approved as to form and content: _____


Richard Stephenson, Executive Director

RESOLUTION NO. 50 OF 2026

**A Resolution - Request for Approval to Write Off Tenant Accounts Receivable
Collection Losses in the Amount of \$154,178.80 for September 2026**

WHEREAS, the amount of past due accounts of tenant rent for residents who no longer reside or have been evicted from the Allegheny County Housing Authority for the month of September is \$154,178.80; and

WHEREAS, a total of 27 residents are included in this write-off, 16 of whom were evicted through legal action; and

WHEREAS, all reasonable means of collection have been exhausted:

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

Section 1. That the approval to write off uncollectible rents in the amount of \$154,178.80 is hereby approved.

Section 2. The Executive Director is hereby authorized and shall take such measures as may be necessary to implement the changes outlined in this resolution.

Approved as to form and content: _____


Richard Stephenson, Executive Director

RESOLUTION NO. 51 OF 2026

A Resolution - Authorizing the Renewal of Property, General Liability, and Excess Liability Insurance Coverage for Hawkins Redevelopment I, LLC (Heritage Highlands I)

WHEREAS, Hawkins Redevelopment I, LLC is an affiliated entity of the Allegheny County Housing Authority and maintains insurance coverage to protect its real property assets and operations; and

WHEREAS, the current insurance policies for Hawkins Redevelopment I, LLC are scheduled to renew for the policy period November 13, 2026, through November 13, 2027; and

WHEREAS, the proposed Commercial Property Insurance renewal premium is \$48,550.72, which remains unchanged from the previous policy term; and

WHEREAS, the proposed Commercial General Liability Insurance renewal premium is \$4,443.62, which remains unchanged from the previous policy term; and

WHEREAS, the proposed Excess Liability Insurance renewal premium is \$5,181.43, which remains unchanged from the previous policy term; and

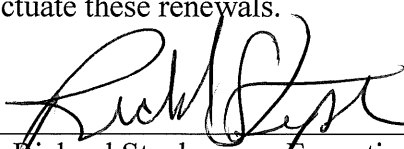
WHEREAS, the total annual premium for all three policies is \$58,175.77, with no changes to the coverage limits, deductibles, or premiums from the previous policy term; and

WHEREAS, maintaining adequate property and liability insurance coverage is necessary to protect the assets and operations of Hawkins Redevelopment I, LLC and ensure continued compliance with applicable financial and operational requirements;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Allegheny County Housing Authority that the renewal of the Commercial Property, Commercial General Liability, and Excess Liability Insurance policies for Hawkins Redevelopment I, LLC (Heritage Highlands I), through HAI Group (Housing Enterprise Insurance Company, Inc.), for the policy period November 13, 2026, through November 13, 2027, at a total annual premium of \$58,175.77, is hereby approved.

BE IT FURTHER RESOLVED, that the Executive Director, or his designee, is authorized to execute all documents necessary to effectuate these renewals.

Approved as to form and content: _____


Richard Stephenson, Executive Director

RESOLUTION NO. 52 OF 2026

A Resolution - Approving 6 – 8 Staff Persons (Depending on Funding) to Attend the Emphasys Users Connect Conference in Orlando, FL February 28- March 3, 2027

WHEREAS, Emphasys Software will be hosting its annual users conference in St. Pete Beach, FL February 28-March 3, 2027; and

WHEREAS, said conference has historically been an opportunity for PHA staff for receive important updates on the use of the software, as well as training; and

WHEREAS, the ACHA IT director's registration will be reimbursed by ENUG;

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

Section 1. Travel is approved for 6-8 staff persons (pending funding), to the Emphasys Users Connect conference in St. Pete Beach, FL February 28-March 3, 2027

Section 2. The Executive Director is hereby authorized and shall take such measures as may be necessary to implement the changes outlined in the resolution.

Approved as to form and content: _____


Richard Stephenson, Executive Director

RESOLUTION NO. 53 OF 2026

**A Resolution - Approving Travel for Two Employees to Attend the MARC HAHRO
Conference in Puerto Rico, November 12–14, 2026**

WHEREAS, the Mid-Atlantic Regional Council of the National Association of Housing and Redevelopment Officials (MARC NAHRO) will be hosting its conference in Puerto Rico from November 12–14, 2026; and

WHEREAS, the conference provides an opportunity for professional development, networking, and sharing the Allegheny County Housing Authority's accomplishments and ongoing initiatives; and

WHEREAS, the Authority wishes to approve attendance for two employees, Richard Stephenson and Patrick Blackwell, through a Bronze Conference Sponsorship in the amount of \$2,500.00, which includes conference registration for both employees, one exhibit booth, lanyard sponsorship, break sponsorship, and a speaking opportunity; and

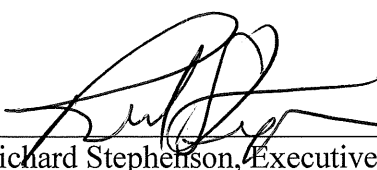
WHEREAS, additional travel expenses include hotel accommodations from November 11–15, 2026, at a rate of \$229.00 per night, plus a \$35.00 nightly resort fee, and estimated airfare of \$600.00 to \$800.00 per person;

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

Section 1. Travel is hereby approved for Richard Stephenson and Patrick Blackwell to attend the MARC NAHRO Conference in Puerto Rico, November 12–14, 2026, including the Bronze Conference Sponsorship of \$2,500.00 and associated lodging, airfare, and reasonable travel expenses.

Section 2. The Executive Director is hereby authorized and directed to take such measures as may be necessary to implement this resolution.

Approved as to form and content: _____


Richard Stephenson, Executive Director