

# **ALLEGHENY COUNTY HOUSING AUTHORITY**

## **Board of Directors Meeting AGENDA**

**July 18, 2025 — 10:30 A.M.**

**Central Office Board Room**

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1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Recognition / Proclamations
5. Employee of the Month
6. Public Comment on Agenda Items
7. Motion to Approve the June 20, 2025, Allegheny County Housing Authority Board of Directors Meeting Minutes
8. Old Business
9. Resolution No. 28 of 2025 – Authorizing the Award of Contract ACHA-1722 for Refuse Collection Services to BFI Waste Services of Pennsylvania, LLC, Doing Business as Republic Services of Pittsburgh
10. Resolution No. 29 of 2025 – Authorizing the Engagement of Maher Duessel to Perform Annual Audit Services, Including a Single Audit, for Fiscal Years 2025, 2026, and 2027 Under Contract ACHA-1724
11. Resolution No. 30 of 2025 – Requesting the approval to write off Collection Losses in the amount of \$96,233.28 from Tenant Accounts Receivable for the month of June
12. Resolution No. 31 of 2025 – Requesting the Approval to Renew Property, Liability, and Excess Liability Insurance for Orchard Park
13. Resolution No. 32 of 2025 – Requesting Approval to Award Contract ACHA-1717 to Moret Construction Company, Inc., in the Amount of \$1,721,000.00 for the Construction of a Tower Addition to Install a New Trash Chute System at General Braddock Tower
14. Resolution No. 33 of 2025 – Requesting Approval of Change Order #3 to Contract ACHA-1710 with R&B Mechanical, Inc., in the Amount of \$39,211.45, for the Installation of a New 6” Sanitary Waste Line to Service the New Boiler Room at Millvue Acres

15. Resolution No. 34 of 2025 – Requesting Authorization for the Use of PA COSTARS Contract #025-E22-523 for the Purchase of three Fleet Vehicles from Colussy Chevrolet, Inc.
16. Resolution No. 35 of 2025 – Requesting Approval for the Allegheny County Housing Authority to withdraw as the sole member of Bry-Mard Apartments, Inc.
17. Comment on General Items
18. Update from Board Chair on Executive Director National Search and Related Board Actions
19. Adjournment

**RESOLUTION NO. 28 OF 2025**

**A Resolution – Authorizing the Award of Contract ACHA-1722 for Refuse Collection Services to BFI Waste Services of Pennsylvania, LLC d/b/a Republic Services of Pittsburgh**

**WHEREAS**, the Allegheny County Housing Authority (ACHA) is responsible for the maintenance and improvement of its facilities, which necessitates experienced and reliable contractors to perform comprehensive refuse collection, transportation, and disposal services throughout Allegheny County; and

**WHEREAS**, the ACHA initiated a competitive bidding process for Contract ACHA-1722, Refuse Collection Services, by issuing 450 Invitations for Bids, resulting in 21 bid packets being downloaded from the Housing Agency Marketplace; and

**WHEREAS**, in accordance with ACHA's procurement policy, contracts must be awarded to the lowest responsive and responsible bidder; and

**WHEREAS**, a thorough review of submitted bids revealed the following: BFI Waste Services of Pennsylvania, LLC d/b/a Republic Services of Pittsburgh: **\$555,636.60**

**WHEREAS**, BFI Waste Services of Pennsylvania, LLC d/b/a Republic Services of Pittsburgh was identified as the lowest responsive and responsible bidder; and

**WHEREAS**, BFI Waste Services of Pennsylvania, LLC has a proven track record with ACHA, having successfully performed similar services for the past five (5) years, and is recognized as a leading provider of comprehensive waste management services; and

**WHEREAS**, the proposed cost is deemed fair and reasonable, and BFI Waste Services of Pennsylvania, LLC has committed to supporting Section 3 and MWD/DBE business enterprises;

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

**Section 1.** The Executive Director or his Designee is hereby authorized to award Contract ACHA-1722 for Refuse Collection Services to BFI Waste Services of Pennsylvania, LLC d/b/a Republic Services of Pittsburgh, in the firm fixed amount of **\$555,636.60**.

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**Section 2.** The contract shall have an initial term of one (1) year, with the option, at ACHA's sole discretion, for four (4) additional one-year extensions, for a maximum total term not to exceed five (5) years.

Approved as to form and content: \_\_\_\_\_  
Richard Stephenson, Acting Executive Director

**RESOLUTION NO. 29 OF 2025**

**A Resolution – Authorizing the Engagement of Maher Duessel to Perform Annual Audit Services, Including a Single Audit, for Fiscal Years 2025, 2026, and 2027 Under Contract ACHA-1724**

**WHEREAS**, the Allegheny County Housing Authority (ACHA) is required under applicable federal, state, and local laws to undergo an annual financial audit conducted by an independent Certified Public Accounting (CPA) firm, including a Single Audit in accordance with 2 CFR Part 200, Subpart F – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; and

**WHEREAS**, the audit services are essential to ensure the accuracy and integrity of ACHA's financial statements, compliance with federal funding requirements, and overall transparency and accountability in the use of public funds; and

**WHEREAS**, ACHA initiated a formal solicitation process under Contract ACHA-1724 and received proposals from qualified CPA firms, which were reviewed and evaluated based on relevant qualifications, experience with Single Audits, and cost-effectiveness; and

**WHEREAS**, following evaluation, the Finance Committee reviewed and supports the recommendation to engage Maher Duessel to provide audit services for Fiscal Years 2025, 2026, and 2027, with two (2) optional one-year extensions, not to exceed a total of five (5) years; and

**WHEREAS**, the total cost for the initial three-year audit engagement is not to exceed \$413,030, subject to final negotiation and budget availability.

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

**Section 1.** The Executive Director or his Designee is hereby authorized to engage Maher Duessel to perform audit services for Fiscal Years 2025, 2026, and 2027, including annual financial audits and Single Audits in accordance with federal and state guidelines and Contract ACHA-1724.

**Section 2.** The Executive Director, Chief Financial Officer, or Designee is further authorized to execute all necessary agreements, including the audit engagement letter, on behalf of the Authority.

**Section 3.** The total cost of audit services shall not exceed \$413,030 for the initial three-year period, subject to final contract negotiation and availability of funds.

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**Agenda Item Number 10 (continued)**

**Section 4.** Upon completion of each annual audit, the final report shall be submitted to the Board of Directors and filed with all appropriate oversight agencies in accordance with applicable law.

Approved as to form and content: \_\_\_\_\_  
Richard Stephenson, Acting Executive Director

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Agenda Item Number 11**

**RESOLUTION NO. 30 OF 2025**

**A Resolution – Requesting the approval to write off Collection Losses in the amount of \$96,233.28 from Tenant Accounts Receivable for the month of June**

**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 June is \$96,233.28; and

**WHEREAS**, a total of 29 residents are included in this write-off, 21 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 Commissioners of the Allegheny County Housing Authority:

**Section 1.** That the approval to write off uncollectable rents in the amount of \$96,233.28 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, Acting Executive Director

**RESOLUTION NO. 31 OF 2025**

**A Resolution – Requesting the Approval to Renew Property, Liability, and Excess Liability Insurance for Orchard Park**

**WHEREAS**, the Allegheny County Housing Authority seeks to maintain insurance coverage for its properties, including Orchard Park; and

**WHEREAS**, a recent underwriting analysis resulted in a 0.88% increase in the Total Insured Value (TIV), increasing it from \$11,995,391 to \$12,101,354; and

**WHEREAS**, as a result, the property insurance renewal premium increased by 5.93%, totaling \$30,718; and

**WHEREAS**, the liability insurance premium increased by 5.02%, totaling \$3,970.77, and the excess liability premium remains unchanged at \$4,130;

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

**Section 1.** The renewal of property, liability, and excess liability insurance for Orchard Park is hereby approved as presented.

**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, Acting Executive Director



**RESOLUTION NO. 32 OF 2025**

**A Resolution – Requesting Approval to Award Contract ACHA-1717 to Moret Construction Company, Inc., in the Amount of \$1,721,000.00 for the Construction of a Tower Addition to Install a New Trash Chute System at General Braddock Tower**

**WHEREAS**, the Allegheny County Housing Authority (ACHA) has determined the need to remove the existing incinerator system at General Braddock Tower due to ongoing concerns and pressure from the Allegheny County Health Department (ACHD), and to transition to a more compliant and sustainable waste disposal system; and

**WHEREAS**, the proposed project involves construction of an exterior tower addition at General Braddock Tower to house a fire-rated trash room on each floor, an enclosure for a new trash chute system, a trash compactor, and associated dumpsters, as well as a roll-up garage door on the first floor; and

**WHEREAS**, funding for the project is included in the ACHA's 5-Year Capital Improvements Plan for FY2026 and has been supplemented by Allegheny County Economic Development (ACED) to allow for an earlier project start; and

**WHEREAS**, the ACHA followed proper procurement procedures for Invitation for Bids (IFB ACHA-1717), and two bids were received and publicly opened on July 2, 2025, at 10:00 AM EST at the ACHA Central Office; and

**WHEREAS**, the lowest responsible bidder, Moret Construction Company, Inc., submitted a bid in the amount of \$1,721,000.00, which is approximately 1% above the engineer's cost estimate of \$1,692,966.60, and the bidder has previously performed work for ACHA with responsible and reliable consistency; and

**WHEREAS**, Sleighter Design, the project architect and engineer of record, has reviewed the bid and formally recommended award of the contract to Moret Construction Company, Inc. based on bid responsiveness and fairness of price;

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

**Board Meeting**  
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**Agenda Item Number 13 (continued)**

**Section 1.** The Executive Director or his Designee is hereby authorized to award Contract ACHA-1717 – General Braddock Towers Tower Addition for Trash Chute, Compactor & Dumpsters – to Moret Construction Company, Inc., in the firm fixed amount of \$1,721,000.00, and to execute all documents and take any necessary actions in connection therewith.

Approved as to form and content: \_\_\_\_\_  
Richard Stephenson, Acting Executive Director

**RESOLUTION NO. 33 OF 2025**

**A Resolution – Requesting Approval of Change Order #3 to Contract ACHA-1710 with R&B Mechanical, Inc., in the Amount of \$39,211.45, for the Installation of a New 6” Sanitary Waste Line to Service the New Boiler Room at Millvue Acres**

**WHEREAS**, the Allegheny County Housing Authority (ACHA) entered into Contract ACHA-1710 with R&B Mechanical, Inc. on November 26, 2024, for the Boiler System Replacement at Millvue Acres; and

**WHEREAS**, during the course of construction, it was determined that the existing sanitary line previously intended for use was crushed and unusable, and that a new 6" sanitary line approximately 113 feet in length and 9 feet deep must be installed to connect the new boiler room to an existing manhole; and

**WHEREAS**, this additional scope of work was not included in the original contract and is necessary to complete the project properly and safely in accordance with applicable building codes and design intent; and

**WHEREAS**, R&B Mechanical, Inc. submitted a proposal for this additional work, and the cost of the proposed Change Order #3 has been reviewed and determined to be fair and reasonable in the amount of **\$39,211.45**; and

**WHEREAS**, the total contract amount will be increased from **\$2,530,233.17** to **\$2,569,444.62** as a result of this change;

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

**Section 1.** The Executive Director or his Designee is hereby authorized to approve Change Order #3 under Contract ACHA-1710 – Boiler System Replacement at Millvue Acres – with R&B Mechanical, Inc., in the amount of **\$39,211.45**.

**Section 2.** Upon approval of Change Order #3, the revised total contract amount shall be **\$2,569,444.62**. The Executive Director or his Designee is further authorized to execute all documents and take all actions necessary to implement said change order.

Approved as to form and content:

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Richard Stephenson, Acting Executive Director

**RESOLUTION NO. 34 OF 2025**

**A Resolution – Requesting Authorization for the Use of PA COSTARS Contract #025-E22-523 for the Purchase of three Fleet Vehicles from Colussy Chevrolet, Inc.**

**WHEREAS**, the Allegheny County Housing Authority ("ACHA") is committed to maintaining and improving its fleet vehicles to ensure the effective operation of its Facility Maintenance Department;

**WHEREAS**, the acquisition of reliable and updated fleet vehicles is essential to supporting the operational needs of the Maintenance Department;

**WHEREAS**, the Commonwealth of Pennsylvania operates COSTARS, a cooperative purchasing program that enables registered and eligible local public procurement units to leverage competitively awarded state contracts to make cost-effective purchases;

**WHEREAS**, ACHA is a registered participant in the PA COSTARS program and is eligible to utilize contracts established by the Pennsylvania Department of General Services;

**WHEREAS**, the ACHA seeks to piggyback on PA COSTARS Contract #025-E22-523 with Colussy Chevrolet, Inc., which is a firm fixed price contract, for the procurement of a fleet vehicle;

**WHEREAS**, the use of this contract will enable ACHA to purchase vehicles under predetermined favorable pricing terms without engaging in a separate competitive bidding process, saving both time and resources;

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

**Section 1.** The Board hereby authorizes the Executive Director or their designee to utilize PA COSTARS Contract #025-E22-523 and proceed with the purchase of three fleet vehicle from Colussy Chevrolet, Inc.

**Section 2.** The procurement shall be conducted in accordance with the terms and pricing specified in the COSTARS contract. The two 2025 Cargo Vans will support the operational needs of the Facility Maintenance Department and the one Box Truck will support Allegheny Links residents by delivering essential furnishings to their new apartments. This will be funded through the DHS TSS Grant Funds.

**Section 3.** The Executive Director is further authorized to take all necessary steps, sign all required documents, and expend the necessary funds as specified in the contract to complete the purchase.

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**Agenda Item Number 15 (continued)**

**Vehicle Purchase Details:**

<b>Vehicle Description</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Total Cost</b>
2025 Express Van 2500 Cargo Van	\$49,364.00	2	\$98,728.00
2024 Express Box Van 3500	\$53,998.00	1	\$53,998.00

Approved as to form and content:

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Richard Stephenson, Acting Executive Director

**RESOLUTION NO. 35 OF 2025**

**A Resolution – Requesting Approval for the Allegheny County Housing Authority to withdraw as the sole member of Bry-Mard Apartments, Inc.**

**WHEREAS**, the Allegheny County Housing Authority (the "**Authority**") previously approved its admission as the sole member of Bry-Mard Apartments, Inc., a Pennsylvania nonprofit corporation ("**BMA**");

**WHEREAS**, the Authority is the sole member of Affordable Housing Holdings, Inc., a Pennsylvania nonprofit corporation ("**AHH**");

**WHEREAS**, AHH is the sole member of AHH-BMA, LLC, a Pennsylvania limited liability company (the "**Company**"), and AHH desires that the Company serve as the sole member of BMA; and

**WHEREAS**, the Authority now desires to withdraw from its position as the sole member of BMA and appoint the Company as the sole member of BMA.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of 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 Board of Commissioners of the Authority hereby ratifies, confirms and approves in all respects the Authority's withdrawal as sole member of BMA and the appointment of the Company as the sole member of BMA.

**Section 3.** The Acting Executive Director of the Authority and such officers and employees of the Authority as the Acting Executive Director shall designate (each, an "**Authorized Officer**" and, together, the "**Authorized Officers**"), are hereby authorized and directed to execute and deliver on behalf of the Authority such other documents, instruments, assignments, certificates, affidavits and agreements in the name of or on behalf of the Authority that may, in the reasonable discretion of the Acting Executive Director, be necessary, advisable or appropriate in connection with the foregoing resolutions.

**Section 4.** The Board of Commissioners of the Authority hereby ratifies, confirms and approves all lawful actions taken by the Authorized Officers or such other officers, employees or Commissioners of the Authority, and all lawful papers and documents executed by any of the foregoing on behalf of the Authority where such actions, papers or documents effectuate the intent of this Resolution and the consummation of the transactions and matters set forth herein.

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**Agenda Item Number 16 (continued)**

NOW THEREFORE, be it resolved that after discussion of said Resolution, Commissioner \_\_\_\_\_ moved that said Resolution be adopted as presented. Commissioner \_\_\_\_\_ seconded this motion. The question being put upon the final adoption of said Resolution, the roll was called and vote was as follows:

Chairperson: Mark Foerster \_\_\_\_\_

Vice-Chairperson: Sydney Hayden \_\_\_\_\_

Commissioner: Mandy Steele \_\_\_\_\_

Commissioner: Derek Uber \_\_\_\_\_

Commissioner: Grant Gittlen \_\_\_\_\_

\_\_\_\_\_, declared said motion carried and said Resolution was adopted during the Board of Commissioners' Regular Meeting for the Allegheny County Housing Authority on July 18, 2025.

Date: \_\_\_\_\_

**ALLEGHENY COUNTY HOUSING  
AUTHORITY**

By: \_\_\_\_\_  
Mark Foerster, Chairperson