

ALLEGHENY COUNTY HOUSING AUTHORITY

Board of Directors Meeting AGENDA

July 31, 2026 — 10:30 A.M.

Central Office Board Room

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 26, 2026 Allegheny County Housing Authority Board of Directors Meeting Minutes
8. Old Business
9. New Business
10. **Resolution No. 31 of 2026** – Requesting Approval for the Allegheny County Housing Authority to Renew the Software Maintenance Agreement with Emphasys Software for 2026-2027 for \$290,988.00
11. **Resolution No. 32 of 2026** – Adopting the Acceptable Use of Artificial Intelligence (AI) Policy
12. **Resolution No. 33 of 2026** - Request for Approval to Write Off Tenant Accounts Receivable Collection Losses in the Amount of \$65,890.04 for June 2026
13. **Resolution No. 34 of 2026** - Requesting Approval to the Renewal of Property and Liability Insurance Coverage for Orchard Park Housing Initiative LP for the period of August 1, 2026 through August 1, 2027
14. **Resolution No. 35 of 2026** – Authorizing Execution of an Intergovernmental Agreement for Professional Services with the Lawrence County Housing Authority for August 1, 2026 through July 31, 2029
15. **Resolution No. 36 of 2026** – Authorizing A Preference for Applicants Age 62 And Older for Designated Public Housing Communities
16. **Resolution No. 37 of 2026** – Approving an Income Targeting Preference for Low-Income Housing Tax Credit (LIHTC) Properties

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17. **Resolution No. 38 of 2026** – Awarding Contract ACHA-1730 - Elevator Preventative Maintenance and Services to Industrial Commercial Elevator in the Amount Of \$823,284.00
18. **Resolution No. 39 of 2026** – Awarding The ACHA-1716-MC Contract for HVAC Improvements at Blawnox Apartments
19. Adjournment

RESOLUTION NO. 31 OF 2026

**A Resolution – Requesting Approval for the Allegheny County Housing Authority to
Renew the Software Maintenance Agreement with Emphasys Software
for 2026-2027 for \$290,988.00**

WHEREAS, the Allegheny County Housing Authority (the "**Authority**") enters into a Software Maintenance Agreement (SMA) with Emphasys Software, to provide support on the proprietary software licensed to the Authority.

WHEREAS, Emphasys agrees to provide support services that enable its licensees to perform in accordance with ECS documentation as well as federal regulatory requirements.

WHEREAS, the fee for 2026-2027, based on the size of the Authority and the number of modules we are currently running, is \$290,988.

WHEREAS, the Authority now requests approval to pay said amount and enter into the Software Maintenance Agreement with Emphasys Software.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors 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 Directors of the Authority hereby ratifies, confirms and approves in all respects the Authority's entrance into the 2026-2027 Software Maintenance Agreement with Emphasys Software for \$290,988.00

Section 3. The Executive Director of the Authority and such officers and employees of the Authority as the 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 Executive Director, be necessary, advisable or appropriate in connection with the foregoing resolutions.

Section 4. The Board of Directors approves and confirms all lawful actions, papers, and documents executed by the Authorized Officers, employees, or Directors s on behalf of the Authority, provided they carry out the intent of this Resolution and the transactions described in it.

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Agenda Item Number 10 (continued)

Be it Further Resolved, that after discussion of said Resolution, Director _____ moved for adoption of the Resolution as presented. Director _____ 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 _____

Board Member: Derek Uber _____

Board Member: Grant Gittlen _____

Board Member: Brandon Markosek _____

The Chairperson declared said motion carried and said Resolution was adopted during the Board of Directors' Regular Meeting for the Allegheny County Housing Authority on _____, 2026.

Date: _____, 2026

ALLEGHENY COUNTY HOUSING AUTHORITY

By: _____

Mark Foerster, Chairperson

Approved as to form and content: _____
Richard Stephenson, Executive Director

RESOLUTION NO. 32 OF 2026

A Resolution – Adopting the Acceptable Use of Artificial Intelligence (AI) Policy

WHEREAS, the Board of Directors recognizes that Artificial Intelligence (AI) technologies are increasingly used across public, private, and nonprofit sectors to support administrative efficiency, data analysis, communication, and operational workflows; and

WHEREAS, the Board acknowledges that the use of AI tools presents both opportunities and risks, including potential impacts on data privacy, cybersecurity, regulatory compliance, equity, and organizational integrity; and

WHEREAS, the Board affirms its responsibility to establish governance standards that ensure AI is used ethically, responsibly, and in a manner that protects residents, employees, and the organization; and

WHEREAS, the Executive Director has recommended the adoption of an Acceptable Use of Artificial Intelligence (AI) Policy to provide clear guidance, safeguards, and accountability measures for all employees, contractors, and agents of the Authority; and

WHEREAS, the Board has reviewed the proposed policy and finds it consistent with the Authority's mission, regulatory obligations, and commitment to transparency, privacy, and responsible innovation.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors 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 Directors of the Authority hereby ratifies, confirms and approves in all respects the Authority's adoption of an Acceptable Use of Artificial Intelligence Policy

Section 3. The Executive Director of the Authority and such officers and employees of the Authority as the 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 Executive Director, be necessary, advisable or appropriate in connection with the foregoing resolutions.

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Agenda Item Number 11 (continued)

Section 4. The Board of Directors approves and confirms all lawful actions, papers, and documents executed by the Authorized Officers, employees, or Directors s on behalf of the Authority, provided they carry out the intent of this Resolution and the transactions described in it.

Be it Further Resolved, that after discussion of said Resolution, Director _____ moved for adoption of the Resolution as presented. Director _____ 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	_____
Board Member: Derek Uber	_____
Board Member: Grant Gittlen	_____
Board Member: Brandon Markosek	_____

The Chairperson declared said motion carried and said Resolution was adopted during the Board of Directors' Regular Meeting for the Allegheny County Housing Authority on _____, 2026.

Date: _____, 2026

ALLEGHENY COUNTY HOUSING AUTHORITY

By: _____

Mark Foerster, Chairperson

Approved as to form and content: _____
Richard Stephenson, Executive Director

Board Meeting
July 31, 2026
Agenda Item Number 12

RESOLUTION NO. 33 OF 2026

**A Resolution - Request for Approval to Write Off Tenant Accounts Receivable
Collection Losses in the Amount of \$65,890.04 for June 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 June is \$65,890.04; and

WHEREAS, a total of 24 residents are included in this write-off, 7 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 \$65,890.04 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. 34 OF 2026

A Resolution – Requesting Approval to the Renewal of Property and Liability Insurance Coverage for Orchard Park Housing Initiative LP for the period of August 1, 2026 through August 1, 2027

WHEREAS, Orchard Park Housing Initiative LP maintains commercial property and liability insurance coverage to protect its assets and operations; and

WHEREAS, HAI Group has provided renewal quotations through Housing Enterprise Insurance Company for the policy period of August 1, 2026 through August 1, 2027; and

WHEREAS, the total annual premium for the renewal is \$39,421.89, representing an increase of \$603.12 (1.55%) over the expiring premium of \$38,818.77; and

WHEREAS, the renewal includes the following coverages:

- **Commercial Property Insurance** in the amount of \$31,321.12, reflecting an increase of 1.96% due primarily to updated property valuations, which increased the total insured building value from \$12,101,354 to \$12,468,416;
- **General Liability Insurance** in the amount of \$3,970.77, with no premium increase from the expiring policy; and
- **Excess Liability Insurance** in the amount of \$4,130.00, with no premium increase from the expiring policy.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Orchard Park Housing Initiative LP hereby approves the renewal of the Commercial Property, General Liability, and Excess Liability insurance policies through Housing Enterprise Insurance Company for the policy period of August 1, 2026 through August 1, 2027, at a total annual premium not to exceed \$39,421.89.

Approved as to form and content: _____
Richard Stephenson, Executive Director

RESOLUTION NO. 35 OF 2026

A Resolution – Authorizing Execution of an Intergovernmental Agreement for Professional Services with the Lawrence County Housing Authority

WHEREAS, the Allegheny County Housing Authority ("ACHA") maintains a Department of Public Safety and Criminal Records Division with the expertise and resources necessary to conduct criminal history, sex offender, landlord-tenant, and related background screening services for housing agencies; and

WHEREAS, the Lawrence County Housing Authority (collectively, "LCHA") have requested that ACHA provide criminal history and financial background screening services for applicants, participants, and tenants of their housing programs; and

WHEREAS, ACHA and LCHA desire to enter into an Intergovernmental Agreement for Professional Services for the period August 1, 2026 through July 31, 2029, whereby ACHA will perform criminal background investigations and related screening services in accordance with the terms set forth in the Agreement; and

WHEREAS, the Agreement establishes compensation to ACHA for services rendered and provides terms and conditions governing the performance of such services, including reporting requirements, indemnification provisions, insurance requirements, and other contractual obligations; and

WHEREAS, the Board of Directors has reviewed the proposed Intergovernmental Agreement and finds that entering into the Agreement is in the best interests of the Allegheny County Housing Authority and supports the efficient utilization of Authority resources and expertise.

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

Section 1. The Executive Director is hereby authorized to execute the Intergovernmental Agreement for Professional Services between the Allegheny County Housing Authority and Lawrence County Housing Authority, in substantially the form presented to the Board.

Section 2. The Executive Director and such other officers and employees of the Authority as may be necessary are hereby authorized and directed to take any and all actions necessary to carry out the intent and purpose of this Resolution and the Agreement authorized herein.

Section 3. This Resolution shall take effect immediately upon its adoption.

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July 31, 2026
Agenda Item Number 14 (continued)

Be it Further Resolved, that after discussion of said Resolution, Director _____ moved for adoption of the Resolution as presented. Director _____ 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	_____
Board Member: Derek Uber	_____
Board Member: Grant Gittlen	_____
Board Member: Brandon Markosek	_____

The Chairperson declared said motion carried and said Resolution was adopted during the Board of Directors' Regular Meeting for the Allegheny County Housing Authority on _____, 2026.

Date: _____, 2026

ALLEGHENY COUNTY HOUSING AUTHORITY

By: _____

Mark Foerster, Chairperson

Approved as to form and content: _____
Richard Stephenson, Executive Director

RESOLUTION NO. 36 OF 2026

A Resolution – Authorizing A Preference for Applicants Age 62 And Older for Designated Public Housing Communities

WHEREAS, the Allegheny County Housing Authority (ACHA) is committed to providing safe, decent, and affordable housing while ensuring its housing programs meet the needs of the communities they serve; and

WHEREAS, ACHA has identified a need to increase housing opportunities for senior households and to better align occupancy within designated Low-income public communities; and

WHEREAS, the recent public housing waiting list purge identified a significant number of applicants who are age 62 and older and are actively seeking affordable senior housing on the General Braddock Towers; and

WHEREAS, establishing a preference for applicants age 62 and older for designated communities will help ensure these units are occupied by households for whom they are intended, while supporting housing stability for seniors and promoting efficient occupancy management.

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

Section 1. The Board of Directors of the Allegheny County Housing Authority hereby approves the establishment of a waiting list preference for applicants who are 62 years of age or older for public housing communities, in accordance with applicable HUD regulations and ACHA policies. This preference shall be implemented for public housing communities to increase housing opportunities for seniors and improve occupancy within these properties.

Section 2. The Executive Director is hereby authorized to take all actions necessary to implement this resolution, including updating applicable policies, administrative procedures, tenant selection plans, and other governing documents as required, and to execute any documents necessary to carry out the intent of this resolution in compliance with all applicable federal, state, and local requirements.

Approved as to form and content: _____
Richard Stephenson, Executive Director

RESOLUTION NO. 37 OF 2026

A Resolution – Approving an Income Targeting Preference for Low-Income Housing Tax Credit (LIHTC) Properties

WHEREAS, the Allegheny County Housing Authority (ACHA) owns and manages affordable housing properties financed through the Low-Income Housing Tax Credit (LIHTC) Program; and

WHEREAS, the LIHTC Program requires participating properties to comply with federal and state income eligibility and income-targeting requirements in order to maintain program compliance and preserve affordable housing resources; and

WHEREAS, establishing an income-targeting preference for otherwise eligible applicants will assist ACHA in meeting applicable LIHTC income-targeting objectives while ensuring continued compliance with program requirements; and

WHEREAS, applicants receiving tenant-based rental assistance, including Housing Choice Vouchers, who meet the income eligibility requirements for an available LIHTC unit may qualify for this preference because voucher-assisted households frequently meet the property's income-targeting objectives; and

WHEREAS, adoption of this preference will support the efficient leasing of LIHTC units while furthering ACHA's mission of providing quality affordable housing opportunities to eligible households.

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

Section 1. The Board of Directors approves an income-targeting preference for available Low-Income Housing Tax Credit (LIHTC) units. To support the property's affordable housing mission and LIHTC compliance, the property shall give a preference for available LIHTC units to eligible applicants whose income helps meet the property's income-targeting objectives.

Applicants with tenant-based rental assistance, including Housing Choice Vouchers, may qualify for this preference if they meet the unit's income limits, since voucher-assisted households often help meet these objectives. The preference shall be administered in accordance with applicable federal, state, and LIHTC requirements, and shall not override fair housing, nondiscrimination, or other applicable laws.

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Agenda Item Number 16 (continued)

Section 2. The Executive Director is authorized and directed to take all actions necessary to implement this Resolution, including updating Tenant Selection Plans, policies, procedures, and administrative documents, and to execute any documents or take further action needed to carry out the Resolution's intent and maintain LIHTC compliance.

Section 3. This Resolution shall become effective immediately upon its adoption by the Board of Directors s.

Approved as to form and content: _____
Richard Stephenson, Executive Director

RESOLUTION NO. 38 OF 2026

A Resolution – Awarding Contract ACHA-1730 - Elevator Preventative Maintenance and Services to Industrial Commercial Elevator in the Amount Of \$823,284.00

WHEREAS, the Allegheny County Housing Authority owns and operates 51 elevators serving residents, visitors, and staff throughout its public housing portfolio and Central Office. These elevators are critical building systems that require continuous preventative maintenance, inspection, repair, and emergency response services to ensure safe, reliable, and uninterrupted operation; and

WHEREAS, implementation of a comprehensive preventative maintenance program is intended to maximize equipment reliability, extend the useful life of Authority-owned elevator systems, reduce emergency service interruptions, minimize long-term repair costs, and preserve safe and accessible housing for residents; and

WHEREAS, the Authority developed Invitation for Bids (IFB) No. ACHA-1730 to procure comprehensive elevator preventative maintenance services, including routine inspections, cleaning, lubrication, adjustments, repairs, replacement of covered components, and unlimited callback service in accordance with accepted industry standards and the contract specifications; and

WHEREAS, the Authority publicly advertised and solicited sealed bids for Contract ACHA-1730 and publicly opened competitive bids on July 17, 2026. The bid tabulation is attached hereto for reference; and

WHEREAS, the Authority received two (2) competitive bids, with Industrial Commercial Elevator submitting the apparent low bid in the amount of Eight Hundred Twenty-Three Thousand Two Hundred Eighty-Four Dollars (\$823,284.00); and

WHEREAS, the Authority has completed its evaluation of the bids and determined that Industrial Commercial Elevator is the lowest responsive and responsible bidder, and that the proposed pricing is fair, reasonable, and in the best interest of the Authority.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Allegheny County Housing Authority hereby awards Contract ACHA-1730 – Elevator Preventative Maintenance and Services to Industrial Commercial Elevator in the amount of Eight Hundred Twenty-Three Thousand Two Hundred Eighty-Four Dollars (\$823,284.00) and authorizes the Executive Director to execute the contract and all related documents necessary to complete the procurement.

Approved as to form and content: _____
Richard Stephenson, Executive Director

RESOLUTION NO. 39 OF 2026

A Resolution – Awarding The ACHA-1716-MC Contract for HVAC Improvements at Blawnox Apartments in The Amount Of \$676,000.00

WHEREAS, Blawnox Apartments was originally constructed in 1981 and, after 45 years of service, requires comprehensive modernization of its major building systems; and

WHEREAS, this project represents the first comprehensive modernization of the building and includes replacement of core utility systems, including new packaged terminal air conditioning (PTAC) units, rooftop exhaust fans, the addition of laundry room exhaust systems, and associated mechanical work; and

WHEREAS, the project is funded through the Authority's 2025, 2026, and 2027 Capital Fund Program allocations; and

WHEREAS, the General Construction, Plumbing Construction, and Electrical Construction prime contracts were awarded by the Board of Directors at its May 22, 2026 meeting; and

WHEREAS, the Authority received only one bid for the original Mechanical Construction solicitation, and that bid substantially exceeded the independent cost estimate. Accordingly, the Authority determined that award was not in its best interest and rebid the Mechanical Construction contract to promote full and open competition and obtain more favorable pricing; and

WHEREAS, the Allegheny County Housing Authority publicly opened competitive bids for Contract ACHA-1716-MC on July 16, 2026. A summary of the bid results is attached hereto for reference. No deduct alternates will be applied to the contract award; and

WHEREAS, the Authority, in consultation with its Architect/Engineer, Sleighter Design, has reviewed the bid and determined the pricing to be fair and reasonable, competitive for comparable work performed within the region, and acceptable for award.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Allegheny County Housing Authority hereby awards Contract ACHA-1716-MC for the HVAC Improvements at Blawnox Apartments to R&B Mechanical, Inc., in the amount of Six Hundred Seventy-Six Thousand Dollars (\$676,000.00), and authorizes the Executive Director to execute the contract and all related documents necessary to complete the procurement.

Approved as to form and content: _____
Richard Stephenson, Executive Director