

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Annual Meeting**  
**Friday, January 15, 2021**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held its Annual Meeting on Friday, January 15, 2021 at 10:30 a.m. Due to the COVID-19 crisis and the Governor's Emergency Declaration, the meeting was held virtually via Zoom. Those present and absent were as follow:

Present:	Mark Foerster	Absent:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		
	Paul D'Alesandro		

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met virtually 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 virtual meeting today at 9:15 a.m.

**Attendance:** Frank Aggazio, George Janocsko, Beverly Moore, Deborah Breitenstein, Katie Stohlberg, Richard Stephenson, Patrick Blackwell, Mike Vogel, Frank Magliocco, James Bulls, Kevin Bartko, Kim Longwell, Paul Reiber, Ed Mogus, Ellen Parker, T.J. Klisavage

**Recognitions/Proclamations**

The Executive Director then presented two employee of the month awards. The first award went to Sgt. Ed Mogus for the outstanding job he has been doing for the Authority, both residents and staff, of COVID management. It has been a 24/7 job and we appreciate his dedication in keeping residents and staff safe. The second award was presented to T.J. Klisavage, for doing an outstanding job in the HCVP Department. TJ does whatever is asked of him, volunteers for any job, and is always trying to come of with ways to make work easier for everyone in his department. Both Sgt. Mogus and Mr. Klisavage expressed their gratitude for the recognition.

**Public Comment** None.

**Approval of Minutes**

Sara Innamorato made a motion to approve the Minutes of the December 18, 2020 Board of Directors meeting; the motion was seconded by Sydney Hayden and carried.

**Old Business** None.

**New Business**

A. Administration

1. Motion by Derek Uber, second by Paul D'Alesandro, proposing and approving the following slate of officers for the Board of Directors:

Chair – Mark Foerster  
Vice Chair – Sara Innamorato  
Secretary – Derek Uber  
Treasurer – Sydney Hayden  
Asst. Secretary/Treasurer – Paul D'Alesandro

Motion unanimously carried.

2. Motion by Sara Innamorato, second by Sydney Hayden, approving and ratifying a new Collective Bargaining Agreement between the Authority and Teamsters Local 250 for the period effective 10/1/20 through 9/30/23. Motion unanimously carried.
3. Motion by Sydney Hayden, second by Derek Uber, approving renewal of the flood insurance policies with the National Flood Insurance Program for the term 02/26/21 to 02/26/22 for coverage on various buildings at Authority owned and/or management developments. Motion unanimously carried.

**B. Purchasing**

1. Motion by Derek Uber, second by Sydney Hayden, approving and ratifying Contract ACHA-1635 awarding 25 Project Based Vouchers to West Pine Associates, LP. After a brief discuss, the motion was unanimously carried.

**C. Public Safety**

1. Motion by Sydney Hayden, second by Sara Innamorato, approving renewal of an intergovernmental professional services contract to perform investigative services for the Housing Authority of the City of Pittsburgh, for a 1-year term, with up to two 1-year renewal options. Motion unanimously carried.

**D. Development**

1. Motion by Derek Uber, second by Sydney Hayden, approving Change Order E-7, Contract ACHA-1599-4/EC, Interior and Exterior Improvements Phase 2-Reconfiguration and Retrofit at Wilmerding Apts., in the amount of \$22,681.05 to Electrical Contract, Liokareas Construction Company, for work to correct non-code conforming electrical issues. After a brief discussion, the motion was unanimously carried.

**E. Off Agenda**

1. Motion by Derek Uber, second by Sydney Hayden to increase the Executive Director's salary by 3% effective 10/1/2020. Motion unanimously carried.

**Comment on General Items** None.

**Adjournment**

There being no further business to conduct, Paul D'Alesandro made a motion to adjourn the meeting; the motion was seconded by Sydney Hayden and carried.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Friday, February 19, 2021**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, February 19, 2021 at 10:30 a.m. Due to the COVID-19 crisis and the Governor's Emergency Declaration, the meeting was held virtually via Zoom. Those present and absent were as follow:

Present:	Mark Foerster	Absent:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		
	Paul D'Alesandro		

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met virtually 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 virtual meeting today at 9:15 a.m.

**Attendance (virtually):** Frank Aggazio, George Janocsko, Beverly Moore, Katie Stohlberg, Frank Magliocco, Patrick Blackwell, Jim Bulls, Nicole Knapp, Richard Stephenson, Beverly Moore, Kevin Bartko, Paul Reiber, Bob Gabbianelli,

**Recognitions/Proclamations**

The Executive Director presented the employee of the month award to property manager Nicole Knapp in recognition of her diligent work on behalf of her tenants in obtaining CARES act funding.

**Public Comment** None.

**Approval of Minutes**

Derek Uber made a motion to approve the Minutes of the January 15, 2021 Board of Directors meeting; the motion was seconded by Paul D'Alesandro and carried.

**Old Business** None.

**New Business**

A. Administration

1. Motion by Sydney Hayden, second by Paul D'Alesandro, approving renewal of a legal services contract with the Allegheny County Law Department in the amount of \$90,000 for the term 1/1/21 – 12/31/21. Motion carried.

B. HMO

1. The following **Resolution #21-01** was introduced by the Chair, read in full and considered:

**RESOLUTION #21-01 AUTHORIZING TRANSFER OF COLLECTION LOSS**

*NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby authorize transfer of uncollectible tenant accounts in the amount of \$6,364.16 and referral for further action, if warranted.*

Sydney Hayden 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 follow:

AYES: Mark Foerster  
Sara Innamorato  
Derek Uber  
Sydney Hayden  
Paul D'Alesandro

NAYS: None

The Chair thereupon declared said Resolution carried and adopted.

C. Public Safety

1. Motion by Sydney Hayden, second by Paul D'Alesandro, approving renewal of an intergovernmental professional services contract to perform applicant criminal background checks for the Westmoreland County Housing Authority for the term 2/1/21 – 1/31/24. Motion carried.

D. HCVP

1. Motion by Paul D'Alesandro, second by Sara Innamorato, ratifying and approving an intergovernmental professional services contract to perform HQS Inspection and rent reasonableness services for the Housing Authority of the County of Butler for a 2-year term, with up to three additional 1-year options. After a brief discussion, the motion was unanimously carried.

**Comment on General Items** None.

**Adjournment**

Sydney Hayden made a motion to adjourn the meeting; the motion was seconded by Paul D'Alesandro and carried. The meeting ended at approximately 10:45 p.m.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Friday, April 16, 2021**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, April 16, 2021 at 10:30 a.m. Due to the COVID-19 crisis and the Governor's Emergency Declaration, the meeting was held virtually via Zoom. Those present and absent were as follow:

Present: Mark Foerster  
Sara Innamorato  
Derek Uber  
Sydney Hayden

Absent: Paul D'Alesandro

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met virtually 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 virtual meeting today at 9:15 a.m.

**Attendance (virtually):** Frank Aggazio, George Janocsko, Beverly Moore, Katie Stohlberg, Deborah Breitenstein, Frank Magliocco, Patrick Blackwell, Jim Bulls, Mike Vogel, Kim Longwell, Richard Stephenson, Beverly Moore, Kevin Bartko, Paul Reiber, Bob Gabbianelli, Terri Hinkofer, Mike Peton

**Recognitions/Proclamations**

The Executive Director presented the employee of the month award to Asst. Property Manager Terri Hinkofer in recognition of her extraordinary efforts in assisting and encouraging the six recent LIPH Family Self Sufficiency enrollees in graduating from the program. Ms. Hinkofer thanked Mr. Aggazio for the recognition.

**Public Comment** None.

**Approval of Minutes**

Sara Innamorato made a motion to approve the Minutes of the February 19, 2021 Board of Directors meeting; the motion was seconded by Sydney Hayden and carried.

**Old Business** None.

**New Business**

A. Administration

1. The following **Resolution #21-02** was introduced by the Chair, read in full and considered:

**RESOLUTION #21-02 ADOPTING A REVISED FLEET MANAGEMENT AND MAINTENANCE MANUAL**

*NOW THEREFORE, be it resolved that the Board of Directors of the Allegheny County Housing Authority hereby adopt the following revised Fleet Management and Maintenance Manual for the Authority:*

**FLEET MANAGEMENT AND MAINTENANCE MANUAL**

**1. GENERAL POLICY.** *The Allegheny County Housing Authority maintains a vehicle fleet of owned vehicles to enable employees to perform their job responsibilities within our housing communities and the Housing Choice Voucher Program (HCVP) neighborhoods which encompasses 730 square miles within Allegheny County. Vehicles are assigned to staff who are required to conduct ACHA business during the day and who are on call 24 hours a day. The same holds true for craftsmen, who are also required to attend to emergencies day or night and must have access to reliable transportation. The fleet includes HCVP cars, utility vehicles and police vehicles:*

- A. *HCVP cars are used primarily to transport housing inspectors in the ordinary function of their daily business activities.*
- B. *Utility vehicles consist basically of cargo vans, pick-up trucks, a bucket truck and a stake bed truck. They are primarily used to haul tools, supplies and other various commodities, in addition to hauling debris from housing sites.*
- C. *Police vehicles are used to conduct police business on a daily basis.*

**2. TAXATION OF PERSONAL USAGE OF ACHA VEHICLES.** *If applicable federal tax laws require that the value of personal usage of an employer provided vehicle be included in the employee's gross income and is subjected to tax withholding. Each employee using an Authority vehicle to commute to and from work will be assessed \$3.00 per day. This assessment of fringe benefit gross income and tax withholding will be done quarterly. Federal income tax will be withheld, as well as Social Security tax and Medicare tax.*

**3. ASSIGNMENT OF ACHA VEHICLES.** *ACHA vehicles are assigned to staff who are required to perform Housing Quality Standards (HQS) inspections and those who are on 24-hour call where an immediate response is required. Those employees who are required to visit sites and do not have an assigned ACHA vehicle, the employee will be required to use his/her own personal vehicle and the Authority will reimburse that employee at the current IRS rate.*

*All requests for an ACHA vehicle shall be submitted to the Executive Director for review and approval. Requests must be accompanied by full justification.*

**4. RULES PERTAINING TO THOSE WHO OPERATE ACHA VEHICLES.** *Operators of Authority owned vehicles must also abide by the following:*

- A. *The employee must have a current valid PA driver's license. Proof of a valid PA driver's license must be on file with the ACHA. It is the responsibility of the employee to make certain the ACHA has a copy of their renewed driver's license.*
- B. *Requests from the PA Department of Transportation will be made periodically to check on an employee's driving privileges. As a condition for driving an Authority vehicle, employees operating Authority vehicles agree to comply with such information requests. Failure to comply with such requests will result in an employee losing driving privileges of Authority vehicles.*
- C. *Authority vehicles are provided to facilitate ACHA business and as such are not for personal use unless so authorized. Anyone found abusing this privilege can be suspended from driving a vehicle and be subject to disciplinary action.*
- D. *Cleanliness of the vehicles will be checked periodically by the ACHA. It is the responsibility of the assigned driver to see that the vehicle is maintained in good condition and free of litter. Any problems must be reported in writing to the ACHA for corrective action.*
- E. *Due to the cost of repairs/damages to vehicle interiors there will be NO SMOKING permitted in ACHA vehicles.*

- F. *Any employee suspected and found using drugs on or off duty or alcohol while on duty or abusing a vehicle, will be banned from driving an Authority vehicle and will be subject to disciplinary action.*
- G. *Any individual found to have engaged in use of either a controlled substance and/or alcohol while in possession of an Authority vehicle will be subject to disciplinary action and will forfeit use of Authority vehicles.*
- H. *In the event of a vehicle breakdown, the driver must contact Shenandoah (see attached) who will make the arrangements to have the vehicle towed and serviced.*
- I. *Non-employees or employees that have not been assigned a vehicle are not permitted to drive Authority vehicles unless in an emergency situation.*
- J. *All drivers of Authority owned vehicles should operate these vehicles in the safest possible manner. Operators shall be thoroughly familiar with the safety guidelines as published in the Pennsylvania Driver's Manual. In addition, each operator shall be responsible for assuring that vehicle safety features are in working order, e.g. turn signals, windshield washers and wipers, tires maintained at the proper tire pressure and keeping windshields clean. If a problem is detected, it is the driver's responsibility to report any malfunctions to the ACHA and Shenandoah.*
- K. *At all times persons driving ACHA vehicles must:*
  - 1) *Wear seatbelts.*
  - 2) *Remove keys from the ignition when leaving the vehicle.*
  - 3) *Obey all traffic laws and signs.*
- J. *Employees are forbidden from using cellular phones or direct connect while driving any vehicle on ACHA time.*

**5. PRIVATELY OWNED VEHICLES.** *Privately owned vehicles are encouraged to be used to conduct Authority business. Authorization to use private vehicles regularly on Authority business must initially be approved by the ACHA. The driver must have a valid PA driver's license, auto liability insurance coverage and furnish copies of their driver's license and Certificate of Insurance to the ACHA. Mileage will be reimbursed on a monthly basis at the current IRS rate per mile for authorized travel to conduct Authority business. Mileage reimbursement logs must be received by the Finance Department on or before the tenth day of the following month, with a supervisor's signature of approval to be eligible for reimbursement (see attached). Parking must be documented on the mileage reimbursement log and will only be reimbursed based upon submission of receipts.*

*Any individual cited by law enforcement for driving while intoxicated and/or under the influence of a controlled substance while operating their privately-owned vehicle to conduct Authority business will be subject to disciplinary action.*

**6. DRIVER & SAFETY POLICY.** *This Policy establishes guidelines as to driver responsibility when operating an Authority owned vehicle. The provisions herein apply to those employees that are assigned a vehicle. Some provisions, however, apply to all operators of Authority vehicles and for employees required to use their own private vehicles. The objective of this policy is to assure that all operators of Authority vehicles are aware of the obligations that accompany their use.*

- A. **Responsibility.** *The ACHA shall be responsible for implementation of this policy. Compliance, of course, is the responsibility of the individual operator. The ACHA shall monitor adherence by reviewing such information as accident reports and traffic violations. In addition, review of maintenance expense data shall be used to determine where malfunctions have not been properly reported so that the ACHA may take corrective actions to preclude the necessity for major repairs where early attention to malfunctions would result in minimum repair expense. The specific criteria of this policy are presented in the following section.*

B. **Valid Operator's License.** *An Authority owned vehicle shall only be operated by those employees who possess a current and valid PA driver's license. Operators shall have their licenses with them while operating said vehicle. In addition, the vehicle registration, insurance identification and accident reporting procedures shall be kept with each vehicle. In the event an employee shall lose their license or have the license suspended, it shall be the responsibility of the employee to immediately inform the ACHA. Failure to do so will subject the employee to disciplinary action. This section also applies to employees who use their privately- owned vehicles for Authority business.*

C. **Maintenance and Cleanliness of Vehicles.** *All operators assigned an Authority vehicle shall be responsible for the maintenance and cleanliness of the vehicle. The assigned vehicle driver shall assure that vehicles are scheduled for preventive maintenance every 3,000 miles in accordance with the provisions of Shenandoah. Therefore, it is imperative that Monthly Fleet Vehicle Usage Logs are submitted no later than the first week of each month.*

*In addition, to assuring that vehicles are properly maintained operators shall be responsible for keeping the exterior and interior of the vehicle clean. Vehicles shall be washed and interiors cleaned as often as necessary to maintain a consistently presentable appearance.*

*It shall be the responsibility of the ACHA to assure that license plates and updated registration stickers are placed on the vehicles when received. The ACHA shall be responsible for securing license plates and updated stickers and distributing them to the various drivers.*

*The operators shall be responsible for recognizing and ensuring that State inspections are performed in the proper time period. All vehicles shall be delivered to Shenandoah on the date and time established in accordance with the ACHA's agreement with Shenandoah.*

D. **Vehicle Abuse.** *Operators are required to notify the ACHA of any problems regarding the operation of the vehicles. This will assist in identifying those vehicles that exhibit a high rate of maintenance expenses and if the problems are a result of any driver abuse. If it is determined that abuse is the case the vehicle will be withdrawn from the assigned driver and that employee will be responsible for paying for any damages as a result of the abuse.*

E. **Monthly Fleet Vehicle Usage Logs.** *It shall be the responsibility of the driver to submit their monthly fleet vehicle usage log to the ACHA no later than the first week of each month (see attached). Failure to adhere to this stipulation may result in suspension or revocation of driving privileges.*

F. **Accident Reporting.** *All accidents involving an Authority and personal vehicles while conducting ACHA business must be reported to the ACHA in writing within 24 hours. Accident Report forms must be kept in the glove compartment at all times (see attached). The ACHA will prepare and submit the final Accident/Claim Report to the insurance carrier.*

G. **Insurance.** *Operations of Authority owned vehicles shall be covered under ACHA's automobile insurance coverage. Employees operating privately owned vehicles for Authority business are required to maintain their own automobile insurance coverage on their vehicle. Such employee will tender to the ACHA proof of insurance coverage.*

H. **Documents.** *Before an Authority vehicle is operated, the driver shall assure that the following documents accompany the vehicle:*

1. *Registration Card*
2. *Insurance Card*
3. *Accident Reporting Instructions (see attached)*
4. *Monthly Fleet Vehicle Usage Log (see attached)*
5. *Shenandoah address and phone number (see attached)*



*These documents are to be retained in the glove compartment of each vehicle.*

**7. MAINTENANCE & OPERATION POLICY.** *This Policy provides a uniform and standard procedure for the operation of ACHA owned vehicles, in addition to providing all drivers with standard procedures for repair and maintaining the assigned vehicle. It is intended to assure efficient, effective and safe operation of the ACHA fleet.*

- A. **Gasoline and Oil Services.** *The Authority has an agreement with Voyager Fleet Services for gasoline and all ACHA fleet vehicles are assigned a Voyager gas card that is to remain in the vehicle. The driver shall assure that the oil, the battery, the radiator and the tire pressure are checked as often as necessary when purchasing gasoline. All gasoline receipts must be retained and attached to the Monthly Fleet Vehicle Usage Log upon submission each month.*
- B. **Vehicle Maintenance Procedures.** *In an effort to improve the turnaround time of maintenance on ACHA vehicles and to extend the life of the vehicles, the ACHA has entered into an agreement with Shenandoah to perform regular and preventive maintenance. The following steps must be taken to request service:*
1. *Contact Shenandoah for an appointment.*
  2. *Take vehicle to Shenandoah for schedule appointment.*
  3. *Complete necessary service paperwork at Shenandoah.*
  4. *Pick up vehicle at Shenandoah when service is completed.*
  5. *Complete and submit the Shenandoah quality control survey with the service invoice to the ACHA.*

*The service will be performed by Shenandoah in accordance with the agreement between the Authority and Shenandoah. A test drive and/or visual inspection must be done before accepting service and vehicle. The detailed invoice must be signed by the assigned driver. The invoice must include the services performed, vehicle number, plate number and mileage.*

*The assigned vehicle drivers must submit the signed invoices to their supervisor and all invoices must then be submitted to the ACHA at 301 Chartiers Avenue, McKees Rocks, PA 15136.*

- C. **Emergencies and Accidents.** *In the event a vehicle becomes inoperable the driver shall immediately notify Shenandoah so that arrangements can be made to have the vehicle towed if necessary. Additionally, the operator must notify the ACHA of the inoperable condition of the vehicle. If a driver is involved in an accident, the driver must obtain all relevant information necessary to complete the Vehicle Accident Report Form. At a minimum, the following information must be reported to the ACHA concerning the accident:*
1. *If there are any injuries.*
  2. *Brief description of the problem.*
  3. *Exact location of the vehicle and a telephone number where the operator can be reached.*

*Arrangements will also be made to have the driver picked up and transported to their destination. In the event a replacement vehicle cannot be found, the driver will be required to use their personal vehicle and will be reimbursed at the current IRS rate.*

Sydney Hayden moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Sara Innamorato, and upon roll call the "Ayes" and "Nays" were as follow:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

2. The following **Resolution #21-03** was introduced by the Chair, read in full and considered:

**RESOLUTION #21-03 AUTHORIZING, AS THE CURRENT SOLE SHAREHOLDER OF GLENSHAW GARDENS, INC. THE CONVERSION OF GLENSHAW GARDENS, INC. FROM A FOR-PROFIT CORPORATION TO A NON-PROFIT CORPORATION**

Allegheny County Housing Authority (the "**Authority**"), in its capacity as the sole shareholder of Glenshaw Gardens, Inc., a Pennsylvania for-profit corporation (the "**Corporation**"), does hereby take the following actions and adopts the following resolutions, effective as of the date above written at a meeting of the Authority.

WHEREAS, the Authority deems it to be in the best interest of the Authority and the Corporation to convert the Corporation from a Pennsylvania for-profit corporation to a Pennsylvania nonprofit, member corporation to be governed by the Pennsylvania Nonprofit Corporation Law, with the Authority serving as the Corporation's sole member (the "**Conversion**"); and

WHEREAS, to effectuate the Conversion, the Authority, in its capacity as sole shareholder, desires to approve those corporate actions of the Corporation set forth in the consent attached hereto as Exhibit A (the "**Consent**").

NOW THEREFORE BE IT RESOLVED, that the Authority hereby approves the Conversion; and be it further

RESOLVED, that the Authority hereby authorizes the Executive Director of the Authority, or his designee, or either or all of them (collectively, the "**Authorized Officers**"), to take such actions in connection with the Conversion as the Authorized Officers deem necessary, advisable or appropriate, including, without limitation, the execution and delivery, on behalf of the Authority, as sole shareholder, of the Statement of Conversion, the Amended and Restated Articles and the Consent; and be it further

RESOLVED, that the Authorized Officers are hereby further authorized, empowered and directed to execute and deliver such additional documentation and to take such other action, from time to time, in connection with the Conversion as contemplated by the foregoing resolutions as the Authorized Officers deem necessary, advisable or appropriate, including payment of any fees, costs, expenses, assessments and/or taxes in connection with the foregoing.

Sara Innamorato 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 follow:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

3. The following **Resolution #21-04** was introduced by the Chair, read in full and considered:

**RESOLUTION #21-04 APPROVING, AS SOLE MEMBER OF GLENSHAW GARDENS, INC., THE EXECUTION OF ALL DOCUMENTS RELATED TO COMPLETING THE CONVERSION OF GLNSHAW GARDENS, INC. TO A NON-PROFIT CORPORATION AND SUBSEQUENT APPLICATION TO THE IRS FOR FEDERAL TAX EXEMPTION**

Allegheny County Housing Authority (the "**Member**"), the sole member of Glenshaw Gardens, Inc., a Pennsylvania nonprofit corporation (the "**Corporation**"), does hereby take the following actions and adopts the following resolutions as of the date above written at a meeting of the Member, to be effective as of the date of the Corporation's conversion from a for-profit corporation to a nonprofit Corporation (the "**Conversion**").

WHEREAS, the Member believes it to be in the best interests of the Member and the Corporation to approve those corporate actions of the Corporation set forth in the consent attached hereto as Exhibit A (the “Consent”).

RESOLVED, that, in connection with the Conversion, the Member hereby approves the corporate actions of the Corporation set forth in the Consent; and be it further

RESOLVED, that the Member hereby authorizes the Executive Director of the Member, or his designee, or either or all of them (collectively, the “Authorized Officers”), to take such actions in connection with the Conversions as the Authorized Officers deem necessary, advisable or appropriate, including, without limitation, the execution and deliver of the Consent, on behalf of the Member; and be it further

RESOLVED, that the Authorized Officers are hereby further authorized, empowered and directed to execute and deliver such additional documentation and to take such other action, from time to time, in connection with the Conversion as contemplated by the foregoing resolutions as the Authorized Officers deem necessary, advisable or appropriate, including payment of any fees, costs, expenses, assessments and/or taxes in connection with the foregoing.

Derek Uber moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Sara Innamorato, and upon roll call the “Ayes” and “Nays” were as follow:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

B. HMO

1. The following **Resolution #21-05** was introduced by the Chair, read in full and considered:

**RESOLUTION #21-05 AUTHORIZING TRANSFER OF COLLECTION LOSS**

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby authorize transfer of uncollectible tenant accounts in the amount of \$19,098.14 and referral for further action, if warranted.

Sydney Hayden moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Sara Innamorato, and upon roll call the “Ayes” and “Nays” were as follow:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

2. Motion by Derek Uber, second by Sara Innamorato, approving the opening and closing of the following LIPH Waiting Lists:

**OPENING OF WAITING LISTS**

Effective at the start of the business day **Monday, May 10, 2021**, the Allegheny County Housing Authority will be opening the waiting list for the following Low-Income Public Housing Sites:

- Andrew 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 B (1 Bedrooms)- 481 East Eighth Avenue, Homestead, PA 15120
- Negley Gardens (1, 2, 3 & 4 Bedrooms)- 804 Creek Street Apt D, Tarentum, PA 15084
- Ohioview Towers (1 Bedrooms)- 250 Jefferson Drive, McKees Rocks, PA 15136
- Pleasant Ridge (1 & 2 Bedrooms)- 251 Jefferson Drive, McKees Rocks, PA 15136
- Sharpsburg Housing (1, 2 & 3 Bedrooms)- 300 Sisca Street, Sharpsburg, PA 15215
- Twin Oaks Scattered Sites (1 Bedrooms)- Sanlin Drive, Coraopolis, PA 15108

#### **CLOSING OF WAITING LISTS**

Effective at the start of the business day **Friday, May 7, 2021**, the Allegheny County Housing Authority will be closing the waiting list for the following Low-Income Public Housing Sites:

- Prospect Terrace (1, 2, 3, & 4 Bedrooms)- 29 Prospect Drive, East Pittsburgh, PA 15112
- Sheldon Park (1 & 3 Bedrooms)- 2008 Broadview Blvd. Natrona Heights, PA 15065

After a brief discussion, the motion was unanimously carried.

#### C. HCVF

1. Motion by Sara Innamorato, second by Derek Uber, approving the opening of the Housing Choice Voucher Waiting List for three days, May 5 – 7, 2021. After a brief discussion, the motion was unanimously carried.

#### D. Finance

1. The following **Resolution #21-06** was introduced by the Chair, read in full and considered:

**RESOLUTION #21-06 ADOPTING AND RATIFYING CHANGES FOR DEPOSITORY ACCOUNTS, TREASURY MANAGEMENT SERVICES AND SIGNATURE AUTHORITY WITH PNC BANK FOR THE AUTHORITY AND ITS SUBSIDIARIES AND AFFILIATES' ACCOUNTS**

***A. Authorization of Depository. RESOLVED, that the Bank is hereby designated a depository of the Client and is hereby authorized to accept monies, wire and other electronic fund transfers, checks, drafts, notes, acceptances or other evidences of indebtedness for deposit, or for collection by the Bank and deposit upon receipt of payment therefore by the Bank, (including deposits and collections of payments in such foreign currencies as the Bank may accept from time to time), to the credit of the Client in such account or accounts as the Client may have with the Bank, without the endorsement of the Client appearing thereon, and Client promises to pay the Bank for any Items that are returned for lack of endorsement. The persons so indicated on Part C of the Attachments, are authorized to open or close deposit accounts with the Bank, and to instruct the Bank as to the disposition of funds in any account to be closed, all by written instruction to the Bank, (electronically or otherwise), by any one such person. The depository accounts to which these resolutions and authorizations apply include existing depository accounts of the Client and all future depository accounts opened by the Client with the Bank pursuant to this Section 3A and may include accounts denominated in one or more foreign currencies offered by the Bank from time to time.***

***B. Authorization to Sign Checks and Other Instruments and Withdrawal Orders and to Designate Other Persons Who Have Such Authority. RESOLVED, that any one of the persons so indicated on Part C of the Attachments is authorized to sign, execute, deliver and negotiate checks, drafts, bills of exchange, acceptances and other instruments or withdrawal orders from or drawn on the depository accounts of the Client with the Bank ("Items") and to designate other persons who are authorized to sign, execute, deliver and negotiate Items. The signatures of all authorized signers must appear on the account signature card for the applicable account. As confirmation of the authority of such persons, the account signature card shall be executed by an authorized person so indicated on Part C of the Attachments.***

**Authorization for Use of Facsimile Signature.** If the Facsimile Signature section is completed on Part B of the Attachments, it authorizes the use of facsimile signatures in accordance with this Section 3B. Such facsimile signatures must be provided on account signature cards properly executed in accordance with these Resolutions.

RESOLVED, that if so indicated on Part B of the Attachments, the Bank is hereby requested, authorized and directed to honor any and all Items when bearing the facsimile signature made by machine or other mechanical device, or rubber stamp of any person whose facsimile signatures appear on signature cards given by Client to the Bank from time to time and executed in accordance with these Resolutions. The Client assumes full responsibility for all payments made by the Bank in good faith reliance upon such facsimile signature(s) of such person or persons and the Bank shall be entitled to pay and charge to the account of the Client any and all such Items, regardless of by whom or by what means such facsimile signature(s) thereon may have been affixed thereto.

The Bank is authorized to make payments from the funds of the Client on deposit with the Bank, upon and according to such Items and other written instructions, whether given by manual or facsimile signature, in each case regardless of whether payment is requested to be made to the order of or for the benefit of, or whether payment is to be deposited to the individual credit of or tendered in payment of the obligation to the Bank of, the person making the withdrawal or transfer or any person listed in Part C of the Attachments.

**C. Authorization to Obtain Treasury Management Services and to Designate Other Persons Who Have Such Authority.** RESOLVED, that any one of the persons so indicated in Part C of the Attachments is authorized from time to time (1) to obtain for the Client from the Bank such treasury management services as he or she so elects in his or her sole discretion including, without limitation, services for the initiation or origination of transfers or withdrawals of funds from the accounts of Client with the Bank, either in United States dollars or in such foreign currencies as Bank may make available from time to time; (2) to accept, execute and/or deliver, including to electronically accept, execute and/or deliver, such agreements, instruments and documents as may be required by the Bank in its sole discretion in connection with the furnishing of such services or transactions; and (3) to designate, in writing, other persons who are authorized to obtain for the Client such treasury management services or to enter into such transactions or to give instructions to the Bank with respect to such services or transactions and to accept, execute and/or deliver, including to electronically accept, execute and/or deliver, such agreements, instruments and documents, all without further action by the Client.

**D. Authorization to Conduct Foreign Exchange Transactions and to Designate Other Persons Who Have Such Authority** RESOLVED, that any one of the persons so indicated on Part C of the Attachments is also authorized from time to time (1) to obtain for the Client from the Bank services and products related to foreign exchange transactions (including spots, forwards, options and swaps or any other similar transaction) (2) to execute to and in favor of the Bank any and all agreements or documents, including amendments or modifications thereto, in connection with such foreign exchange transactions (3) to designate, in writing, any other person or persons to do any and all things which such person so indicated on Part C of the Attachments is authorized to do with respect to such foreign exchange transactions (4) to designate, in writing (in substantially the form attached hereto as Part D of the Attachments, or such other form acceptable to the Bank), those persons who are authorized to execute and/or confirm such transactions on behalf of the Client.

**E. Authorization to Make Changes.** RESOLVED, that any one of the persons so indicated on Part C of the Attachments is also authorized to (i) add or remove Subsidiaries from Part A of the Attachments and (ii) add or remove persons authorized to act hereunder from Part C of the Attachments; in each case as evidenced by written instructions executed by such authorized person and delivered to the Bank.

**F. Requests Made by Facsimile or Other Means.** RESOLVED, that the Bank is authorized, in its sole discretion, to take any action authorized hereunder based upon: (i) the telephone request of any person purporting to be a person authorized to act hereunder, (ii) the signature of any person

authorized to act hereunder that is delivered to the Bank by facsimile transmission, or (iii) electronic mail that Bank reasonably believes is from any person authorized to act hereunder.

**G. Authorization for Subsidiaries, Divisions and Trade Names.** RESOLVED, as to each entity (other than the Client) listed in Part A of the Attachments, all of which are direct or indirect subsidiaries of the Client and whose activities are controlled by Client and 51% or more of whose voting stock is owned directly or indirectly by the Client or whose interests are owned 51% percent or more by the Client in the case of non-stock subsidiaries (each a "Subsidiary") that (i) the Client hereby (a) adopts all of the preceding and following resolutions on behalf of each Subsidiary, and (b) instructs each Subsidiary to cause these resolutions to be filed with its corporate records, and to adopt all of these resolutions on behalf of Subsidiaries all of whose voting interests are owned by each Subsidiary.

**H. General.** RESOLVED, that a certified copy of these resolutions be delivered to the Bank and that they and the authority vested in the persons specified herein will remain in full force and effect until a certified copy of a resolution of the Client revoking or modifying these resolutions and such authority has been filed with the Bank and the Bank has had a reasonable time to act on it. These resolutions supersede any prior resolution of Client provided to the Bank.

**4. Incumbency and Specimen Signatures:** Each of the persons listed in Part C of the Attachments holds the office, title or status with the Client and/or its Subsidiaries specified therein and the actual signature of each such person appears on Part C of the Attachments.

**5. Organizational Documents:** Copies of any rganizational or other documents, including but not limited to the articles or certificate of incorporation, the by-laws or regulations, or other organizational documents of the Client or applicable Subsidiary, that the Client or any such Subsidiary may deliver to the Bank at the Bank's request with these Resolutions or from time to time, shall be, and the Bank shall be entitled to rely on such copies as, true, complete and correct copies thereof with all amendments thereto as in effect on the date of such delivery.

**6. Additional Certifications of Secretary:** These Master Resolutions and Authorizations now stand of record on the books of the Client, are in full force and effect and have not been modified or revoked in any manner whatsoever. Nothing in the foregoing resolutions of record on the books of the Client, are in full force and effect and have not been modified or revoked in any manner whatsoever. Nothing in the foregoing resolutions violates the articles or certificate of incorporation, the by-laws or regulations, or other organizational documents of the Client or applicable Subsidiary. The undersigned has taken all actions and made such notification as are required under section 3F above with respect to each Subsidiary:

Felix Negley LP  
Tarentum Housing Limited Partnership II  
Fraser Housing Limited Partnership  
Sharpsburg Housing LP  
Pine Ridge Heights Associates  
Ohioview Housing Partnership LP  
Ohioview Housing Partnership LP II  
Allegheny County Housing Authority  
Homestead Housing Development LP  
Homestead Housing Development LP II

Homestead Housing Development LP III  
Hays Manor Associates  
Three Rivers Communities, Inc.  
Dumplin Hall Housing Partnership LP  
Homestead Housing Development Partnership  
IV  
514 Lydia Street LP  
Tarentum Housing LP  
Orchard Park Housing Initiative LP  
Senior Apartments of Mt. Lebanon LP  
Groveton Housing Partnership

PART B – Use of facsimile signatures is authorized in accordance with Section 3B.

PART C – Persons Authorized to Act: Frank Aggazio, Executive Director, and Richard Stephenson, CFO, are granted all of the authorities outlined in this Resolution including the authority to open and close deposit accounts; sign checks and other instruments and withdrawal orders and delegate such authority to others; obtain treasury management services and delegate such authority to others; obtain

*services related to foreign exchange transaction and delegate such authority to others; and make changes to attachments.*

Sydney Hayden moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Sara Innamorato, and upon roll call the “Ayes” and “Nays” were as follow:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

#### **E. Purchasing**

1. Motion by Derek Uber, second by Sydney Hayden, approving piggyback of OMNIA Partners Contract #R180903 with Tremco., and Contract #R18092 with RoofConnect, to provide turnkey roofing projects throughout all ACHA sites. After a brief discussion, the motion was carried.
2. Motion b Sydney Hayden, second by Derek Uber, approving piggyback of PEPPM Cooperative Agreement #528897-284 with Biztec in the amount of \$44,622.30 for installation of a video surveillance system at Uansa Village. Motion carried.
3. Motion by Sara Innamorato, second by Sydney Hayden, approving piggyback of Choice Partners national purchasing cooperative Contract #19/042MJ-01 with Blackmon Mooring/BMS CAT to provide turnkey cleaning, painting, flooring and general minor repairs for vacancy units throughout ACHA sites. Motion carried.
4. Motion by Sydney Hayden, second by Derek Uber, approving piggyback of OMNIA Partners Contract #R191606 with DKI Restoration to provide turnkey cleaning, painting, flooring and general minor repairs for vacancy units throughout ACHA sites. Motion carried.
5. Motion by Derek Uber, second by Sara Innamorato, approving piggyback of OMNIA Partners Contract #R151901 for Payroll Services with ADP for a three-year period. After a brief discussion, the motion was unanimously carried,.
6. Motion by Sydney Hayden, second by Derek Uber, approving piggyback of PA State CoStars Contract #040-032 with ABCO Fire Protection for the repair and upgrades to several ACHA properties’ fire pumps and future sprinkler system repairs and upgrades. Motion carried.

#### **Comment on General Items**

Mike Vogel thanked Sara Innamorato for her support for police officer training in Sharpsburg. Kim Longwell also thanked Sara Innamorato for her support for the mobility program grant.

#### **Adjournment**

There being no further business to conduct, Sara Innamorato made a motion to adjourn the meeting, the motion was seconded by Derek Uber and carried.