

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Friday, January 20, 2023**  
**9:30 a.m.**

**9:15 a.m.      Finance and Audit Committee Meeting**  
**9:45 a.m.      Executive Session & Review Session**

**Executive Session**

1.      Human Resources
  
2.      ACHA Operating Budget
  
3.      Rent Mediation
  
4.      Heritage Highlands
  
5.      Mt. Lebanon II – Castlegate Green
  
6.      Penrose Properties
  
7.      Scholar House
  
8.      Choice Neighborhood Planning Grant
  
9.      Possible Homeless Initiative
  
10.     ACHA to train HACP Housing Choice Voucher Program Staff

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Annual Meeting**  
**Friday, January 20, 2023**

**A G E N D A**

**I. Call to Order**

**II. Roll Call**

**III. Pledge of Allegiance**

**IV. Recognition/Proclamations**

- Employee of the Month Award

**V. Public Comment on Agenda Items**

**VI. Approval of Minutes** of the December 16, 2022 Meeting

**VII. Old Business** None.

**VIII. New Business**

A. Administration

1. Election of Board officers
2. Request approval to renew the flood insurance policies with the National Flood Insurance Program through Philadelphia Insurance Company for annual term 2023-2024 for coverage on various buildings at Authority owned and/or management developments.

B. Development

1. Request approval to ratify the awarding of the A/E Contract Services for the St. Colman Apartments Conversion & Modernization Contract #ACHA-1650 Task Order 4 to the A/E Professional, Sleighter Design in the amount of \$79,790.00.
2. Request approval to award contract ACHA-1688 comprehensive modernization at General Braddock Towers, to Right Elevator in the amount of \$581,000.00.

**IX. Comment on General Items**

**X. Adjournment**

**Joint Annual Meeting of  
ACHA non-profit sub corporations  
Agenda  
Friday, January 20, 2023**

**Joint meeting of the following nonprofit corporations:**

<u>Entity</u>	<u>Date of Last Meeting</u>	<u>Minutes</u>
1. Affordable Housing Holdings, Inc.	December 16, 2022	
2. Allegheny Composite Housing Development Corporation	January 21, 2022	
3. Allegheny Housing Development Corporation	January 21, 2022	
4. Allegheny Housing Partnership, Inc.	December 16, 2022	
5. Fox Hill Management, Inc.	March 18, 2022	
6. Glenshaw Gardens, Inc.	January 21, 2022	
7. Leetsdale Housing Development Corporation	January 21, 2022	
8. MRT Center, Inc.	January 21, 2022	
9. Ohio Valley Housing GP Corp.	April 22, 2022	
10. Swissvale Housing Development Corporation	January 21, 2022	
11. Three Rivers Communities, Inc.	December 16, 2022	
12. Three Rivers GP Corp.	January 21, 2022	
13. Waterfront Housing GP Corp.	April 22, 2022	
14. West Pine Affordable Housing, Inc.	January 21, 2022	

1. Motion for approval of the Minutes of the last meetings
  
2. Motion to nominate the following slate to the Boards of Directors for each of the previously named corporations:  
\_\_\_\_\_ as Chair  
\_\_\_\_\_ as Vice Chair  
\_\_\_\_\_ as Secretary  
\_\_\_\_\_ as Treasurer  
\_\_\_\_\_ as Assistant Secretary/Treasurer
  
3. Motion to adjourn

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Friday, February 17, 2023**  
**9:30 a.m.**

**9:15 a.m. Finance and Audit Committee Meeting**  
**9:45 a.m. Executive Session & Review Session**

**Executive Session**

1. Human Resources
2. ACHA Operating Budget
3. Heritage Highlands
4. Mt. Lebanon II – Castlegate Green
5. Penrose Properties
6. Scholar House
7. Choice Neighborhood Planning Grant
8. Possible Homeless Initiative

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Annual Meeting**  
**Friday, January 20, 2023**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held its Annual Meeting on Friday, January 20, 2023 at 10:30 a.m. at 301 Chartiers Avenue McKees Rocks, PA 15136. Those present and absent were as follows:

Present: Mark Foerster  
Sara Innamorato  
Sydney Hayden

Absent: Paul D'Alesandro  
Derek Uber

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 in executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:15 a.m.

**Attendance:** Deron Gabriel, Frank Magliocco, Paul Reiber, Frank Aggazio, Pat Blackwell, Mike Vogel, Ed Primm, Ellen Parker, Kim Evans, Kim Longwell, Mike Peton, Nicole Lovato, Justin Murphy, Luke Lewis, Rich Stephenson, Joe Simon, Dr. Beverly Moore, Katie Stohlberg

**Recognitions/Proclamations**

Dr. Beverly Moore spoke briefly about Kim Evans being promoted as Assistant Director of Resident Services. The Executive Director presented Justin Murphy with the Employee of the Month Award. He spoke about his dedication to our clients over the holiday season, responding to their calls.

**Public Comment** None.

**Approval of Minutes**

Sydney Hayden made a motion to approve the Minutes of the December 16, 2022 Board of Directors meeting; the motion was seconded by Sara Innamorato and carried.

**Old Business** None.

**New Business**

A. Administration

1. Motion by Sara Innamorato, second by Sydney Hayden, 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 Sydney Hayden, second by Sara Innamorato, approving the flood insurance policies with the National Flood Insurance Program through Philadelphia Insurance Company for annual term 2023-2024 for coverage on various building at Authority owned and/or management developments. After a brief discussion, the motion was unanimously carried.

B. Development

1. Motion by Sara Innamorato, second by Sydney Hayden, ratifying the award of the A/E Contract Services for the St. Colman Apartments Conversion and Modernization Contract #ACHA-1650 Task Order 4 to A/E Professional, Sleighter Design in the amount of \$79,790.00. After a brief discussion, the motion unanimously carried.
2. Motion by Sydney Hayden second by Sara Innamorato, awarding contract ACHA-1688 comprehensive modernization at General Braddock Towers, to Right Elevator in the amount of \$581,000.00. After a brief discussion, the motion unanimously carried.

Comment on General Items None

Adjournment

With no further business to conduct, Sara Innamorato made a motion to adjourn the meeting; the motion was seconded by Sydney Hayden and carried.

**Joint Board of Directors Annual Meeting  
of  
Affordable Housing Holdings, Inc.  
Allegheny Composite Housing Development Corporation  
Allegheny Housing Development Corporation  
Allegheny Housing Partnership, Inc.  
Fox Hill Management, Inc.  
Glenshaw Gardens, Inc.  
Leetsdale Housing Development Corporation  
MRT Center, Inc.  
Ohio Valley Housing GP Corp.  
Swissvale Housing Development Corporation  
Three Rivers Communities, Inc.  
Three Rivers GP Corp.  
Waterfront Housing GP Corp.  
West Pine Affordable Housing, Inc.**

**Friday, January 20, 2023**

**MINUTES**

The members of the Boards of Directors of the above-named corporations held their annual meetings on Friday, January 20, 2023 at 11:00 a.m. at 301 Chartiers Avenue McKees Rocks, PA 15136. Those present and absent were as follows:

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

The Chair declared a quorum present, called the meeting to order.

**Attendance:** Deron Gabriel, Frank Magliocco, Paul Reiber, Frank Aggazio, Pat Blackwell, Mike Vogel, Ed Primm, Ellen Parker, Kim Evans, Kim Longwell, Mike Peton, Nicole Lovato, Justin Murphy, Luke Lewis, Rich Stephenson, Joe Simon, Dr. Beverly Moore, Katie Stohlberg

**Approval of Minutes**

Motion by Sara Innamorato, second by Sydney Hayden, approving the following Minutes of the last meetings of the Corporations:

<u>Entity</u>	<u>Date of Last Meeting</u>	<u>Minutes</u>
1. Affordable Housing Holdings, Inc.	December 16, 2022	
2. Allegheny Composite Housing Development Corporation	January 21, 2022	
3. Allegheny Housing Development Corporation	January 21, 2022	
4. Allegheny Housing Partnership, Inc.	December 16, 2022	
5. Fox Hill Management, Inc.	March 18, 2022	
6. Glenshaw Gardens, Inc.	January 21, 2022	
7. Leetsdale Housing Development Corporation	January 21, 2022	
8. MRT Center, Inc.	January 21, 2022	

- |   |                   |
|---|-------------------|
| 9. Ohio Valley Housing GP Corp.               | April 22, 2022    |
| 10. Swissvale Housing Development Corporation | January 21, 2022  |
| 11. Three Rivers Communities, Inc.            | December 16, 2022 |
| 12. Three Rivers GP Corp.                     | January 21, 2022  |
| 13. Waterfront Housing GP Corp.               | April 22, 2022    |
| 14. West Pine Affordable Housing, Inc.        | January 21, 2022  |

Motion unanimously carried

**Old Business** None.

**New Business**

1. Motion by Sydney Hayden, second by Sara Innamorato, nominating and approving the following slate of officers for the Board of Directors of the Corporations:

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

Motion unanimously carried.

**Adjournment**

With no further business to conduct, a motion to adjourn was presented made by Sara Innamorato, seconded by Sydney Hayden, and carried.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Annual Meeting**  
**Friday, February 17, 2023**

**A G E N D A**

**I. Call to Order**

**II. Roll Call**

**III. Pledge of Allegiance**

**IV. Recognition/Proclamations**

- Employee of the Month Award

**V. Public Comment on Agenda Items**

**VI. Approval of Minutes** of the January 20, 2023 Meeting

**VII. Old Business** None.

**VIII. New Business**

A. Administration

1. Request approval to renew the agreement with the Allegheny County Law Department for the term 1/1/23-12/31/23 in the amount of \$90,000, for the provision of legal services to the Authority.

B. Procurement

1. Request approval to piggyback PA CoStar Contract #025E-22-523 with Colussy Chevrolet, Inc. for the purchase of two Pickup Trucks in the total amount of \$87,583.00, for use by the Facilities Management Department.
2. Request approval to award Contract ACHA-1692, Dwelling Unit Cleaning Services for the sites throughout Allegheny County to the following pool of contractors that the Housing Authority (HA) may draw from. The contract will be for a period of one year with the option, at the HA's discretion, of four additional one-year option periods, for a maximum total of five years.
  1. Better Maintenance
  2. EAJ Cleaning Services, LLC.

C. Finance

1. Request adoption of **Resolution #23-01** to authorize the filing of the Redevelopment Assistance Capital Program Funding Application to the Commonwealth of Pennsylvania's Bureau of Revenue, Cash Flow and Debt – Office of Budget in the amount of \$3,000,000 to assist in the construction of 51 Affordable Housing Units to be located at the former Hawkins Village Public Housing Development.
2. Request adoption of **Resolution #23-02** authorizing transfer of uncollectible tenant accounts in the amount of \$23,425.27 and referral for further action, if warranted
3. Request adoption of **Resolution #23-03** to request CDBG funds from Allegheny County Economic Development in the amount of \$2,500,000 authorizing the purchase of 814 Chartiers Ave, McKees Rocks, PA 15136, formerly known as Rosewood of the Ohio Valley, partnering with Pittsburgh Scholar House.

**IX. Comment on General Items**

**X. Adjournment**



**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Friday, February 17, 2023**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, February 17, 2023 at 10:30 a.m. at the Authority's Central Office located at 301 Chartiers Avenue, McKees Rocks, PA, 15136. Those present and absent were as follow:

Present:	Mark Foerster	Absent:
	Sara Innamorato	
	Sydney Hayden - Virtual	
	Paul D'Alesandro	
	Derek Uber - Virtual	

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 in executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:15 a.m.

**Attendance:** Mike Peton, Ed Primm, Katie Sauer, Kim Longwell, Ellen Parker, Michael Falce, Kim Evans, Pat Blackwell, Mike Vogel, Jenna Robin, Dr. Beverly Moore, Deron Gabriel, Rich Stephenson, Tanya Brown, Paul Reiber, Frank Magliocco, Frank Aggazio, Katie Stohlberg

**Recognitions/Proclamations**

The Executive Director presented Michael Falce, HCVP Landlord Liaison, with the Employee of the Month Award. He recognized his job recruiting landlords throughout the county.

**Public Comment** None.

**Approval of Minutes**

Sara Innamorato made a motion to approve the Minutes of the January 20, 2023 Board of Directors meeting; the motion was seconded by Paul D'Alesandro and carried.

**Old Business** None.

**New Business**

**Administration**

1. Motion by Sydney Hayden, second by Sara Innamorato approving to renew the agreement with the Allegheny County Law Department for the term 1/1/23-12/31/23 in the amount of \$90,000, for the provision of legal services to the Authority. After a brief discussion, the motion was unanimously carried.

**Procurement**

1. Motion by Paul D'Alesandro, second by Sara Innamorato, approving to piggyback PA CoStar Contract #025E-22-523 with Colussy Chevrolet, Inc. for the purchase of two Pickup Trucks

in the total amount of \$87,583.00, for use by the Facilities Management Department. After a brief discussion, the motion was unanimously carried.

2. Motion by Sydney Hayden, second by Paul D'Alesandro, approving to award Contract ACHA-1692, Dwelling Unit Cleaning Services for the sites throughout Allegheny County to the following pool of contractors that the Housing Authority (HA) may draw from. The contract will be for a period of one year with the option, at the HA's discretion, of four additional one-year option periods, for a maximum total of five years.

1. Better Maintenance
2. EAJ Cleaning Services, LLC.

After a brief discussion, the motion was unanimously carried.

### **Finance**

1. The following **Resolution #23-01** was introduced by the Chair, read in full and considered:

#### **RESOLUTION #23-01 AUTHORIZING THE FILING OF THE REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM FUNDING APPLICATION**

Resolution 23-01: Authorizing the filing of the Redevelopment Assistance Capital Program Funding Application to the Commonwealth of Pennsylvania's Bureau of Revenue, Cash Flow and Debt – Office of Budget in the amount of \$3,000,000 to assist in the construction of 51 Affordable Housing Units to be located at the Former Hawkins Village Public Housing Development located in the Borough of Rankin, Allegheny County, Pennsylvania.

#### I. STATEMENT OF FACTS

Approval of the authorization to submit the Redevelopment Assistance Capital Program Funding Application is needed as part of the application approval process.

#### II. ALTERNATIVES

N/A

#### III. RECOMMENDATIONS

Pass Resolution

#### IV. JUSTIFICATIONS

By identifying additional funding to construct 51 affordable housing units for Hawkins Village Redevelopment Phase II, the Allegheny County Housing Authority will submit the application to the Commonwealth of Pennsylvania requesting Redevelopment Assistance Capital Program Funds. These funds will be used with the Allegheny County Housing Authority Capital Funds, Allegheny County Economic Development Funds and Low-Income Housing Tax Credit Equity to help with the constructions of this affordable housing development.

Sara Innamorato 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  
Paul D'Alesandro  
Sydney Hayden  
Derek Uber

NAYS: None

The Chair thereupon declared said Resolution carried and adopted.

2.. The following **Resolution #23-02** was introduced by the Chair, read in full and considered:

**RESOLUTION #23-02 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 \$23,425.27 and referral for further action, if warranted.*

Sara Innamorato 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  
Paul D'Alesandro  
Sydney Hayden  
Derek Uber

NAYS: None

The Chair thereupon declared said Resolution carried and adopted.

3. The following **Resolution #23-03** was introduced by the Chair, read in full and considered:

**RESOLUTION #23-03 REQUESTING CDBG FUNDS FROM ALLEGHENY COUNTY ECONOMIC DEVELOPMENT**

*The purpose of the Resolution form is the have on record a statement confirming that the application has formally requested CDBG funds, has designated an official to perform the required duties between the applicant and Allegheny County Economic Development and has assured, where applicable, the provision of local matching funds. In addition, the applicant will comply with all other provisions of the CDBG application.*

*Resolution of the Allegheny County Housing Authority authorized the filing of an application for CDBG funds with Allegheny County Economic Development.*

*WHEREAS, the Allegheny County Housing Authority is desirous of obtaining funds from Allegheny County Economic Development in the amount of \$2,500,000 under the Federal Housing and Community Development Act of 1970, as amended.*

*NOW, THEREFORE, BE IT RESOLVED, that the Allegheny County Housing Authority does hereby formally request CDBG funds from Allegheny County Economic Development.*

*BE IT FUTHER RESOLVED, that the Allegheny County Housing Authority does hereby designate Frank Aggazio as the official to file all applications, documents, and forms between the Allegheny County Housing Authority and Allegheny County Economic Development.*

*BE IT FUTHER RESOLVED, that the Allegheny County Housing Authority will assure, that the project will be awarded or under construction within 180 days after contractual execution.*

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		
	Paul D'Alesandro		
	Sydney Hayden		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

**Comment on General Items** Mark Foerster spoke briefly about his appreciation for our Police Department at the ACHA

### **Adjournment**

With no further business to conduct, Sara Innamorato made a motion to adjourn the meeting; the motion was seconded by Paul D'Alesandro and carried.

# March 2023 Meeting - Cancelled

3.17.23 Meeting CANCELLED - Message (HTML)

File Message Help Tell me what you want to do

Ignore Junk Delete Archive Reply Reply All Forward Meeting Message Tracking Newsletter Team Email Done Reply & Delete Create New To Manager Move OneNote Mark Categorize Follow Up Translate Related Select Read Aloud Zoom

Delete Respond Show Quick Steps Move Actions Unread Tags Editing Select Zoom

 Tue 3/14/2023 10:19 AM  
**Katie Stohberg**  
3.17.23 Meeting CANCELLED

To: Frank Agazio; Beverly Moore; Rich Stephenson; Kim Longwell; Frank Magliocco; Pat Backwell; Katie Sauer; Paul Reiber; Ellen Parker; Mike Vogel; Tanya Brown; Nicole Lovato; Michael Peton; Gabriel; Deron J.; Daley, John M.; George Janocko (george.janocko@alleghenycounty.us); Mark Foerster (mark@novains.com); Uber, Derek E (Highmark Health); Sydney Hayden (sydney.spalace@yahoo.com); Innamerato, Sara G.; Paul D'Alessandro (paul.dalesandro@mail.house.gov); Ed Primmer; Dean Allett; Gina Kormick; tooch1953@gmail.com

Good Morning Everyone,

Due to lack of agenda items we will be cancelling this month's meeting.

Talk soon,

katie

**Katie Stohberg**  
Executive Administrative Assistant  
301 Chartiers Ave  
McKees Rocks, PA 15136  
P: (412) 402-2488  
F: (412) 355-2854

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Friday April 21, 2023**  
**9:30 a.m.**

**9:15 a.m. Finance and Audit Committee Meeting**  
**9:45 a.m. Executive Session & Review Session**

**Executive Session**

1. Human Resources
  
2. ACHA Operating Budget
  
3. Heritage Highlands
  
4. Mt. Lebanon II – Castlegate Green
  
5. Penrose Properties
  
6. Scholar House
  
7. Choice Neighborhood Planning Grant
  - Hays Manor Plans
  - Sites for Housing
  - EpiCenter Meeting
  - Riverlife
  - Josh Gibson Recreation Facility
  - Alcosan
  
8. Annual Plan

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Annual Meeting**  
**Friday, April 21, 2023**

**A G E N D A**

**I. Call to Order**

**II. Roll Call**

**III. Pledge of Allegiance**

**IV. Recognition/Proclamations**

**V. Public Comment on Agenda Items**

**VI. Approval of Minutes** of the February 17, 2023 Meeting

**VII. Old Business**

**VIII. New Business**

A. Administration

1. Request approval for one employee to attend the MARC NAHRO Conference in Wilmington, DE from May 7, 2023-May 10, 2023
2. Request adoption of **Resolution #23-05** to require Public Housing families whose incomes exceed the "Over-Income" (120% of Median Income) limits for 24 months to find other housing and move out of Public Housing within six months of the end of the 24 month over-income period.
3. Request approval to renew the Authority's employee medical coverage with Highmark for the term 7/1/23 - 6/30/24.
4. Request approval for McKeesport Housing Authority to inspect ACHA owned HCVP units.
5. Request approval to implement a preference for applications by a Life Center referred into designate housing in LIPH communities.

B. Procurement

1. Request approval to piggyback OMNIA Partners Contract #R210901 (ACHA-1964) with KBS (Kellermeyer Bergensons Services, LLC) to provide Specialty & Trade Services to assist ACHA in turning vacant units for occupancy.

2. Request approval to piggyback OMNIA Partners Contract #R220902 (ACHA-1965) Exterior Surfacing Products, Services and Paving Solutions with PaveConnect.

C. Finance

1. Request adoption of **Resolution #23-06** authorizing transfer of uncollectible tenant accounts in the amount of \$38, 106.54 and referral for further action, if warranted

D. Development

1. Request approval to ratify Change Order E-2 for the Philip Burtner Comprehensive Modernization, Electrical Contract ACHA-1679-EC, in the amount of \$20,928.
2. Request approval to ratify Change Order G-4, General Contract #ACHA-1679-GC, in the amount of \$26,865.

**IX. Comment on General Items**

**X. Adjournment**

# ALLEGHENY COUNTY HOUSING AUTHORITY

## MEMORANDUM

TO: Board of Directors

FROM: Frank Aggazio, Executive Director

DATE: April 19, 2023

SUBJECT: **Life Center Applicant Preference** *For Board Approval*

Please place on the agenda for the April 21, 2023 Board of Directors meeting a motion to approve a preference for applicants referred by a Life Center into designated housing in LIPH communities. Services will be provided by the Life Centers. This keeps people living independently longer and out of nursing homes.

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Executive Director

# ALLEGHENY COUNTY HOUSING AUTHORITY

## MEMORANDUM

TO: Board of Directors

FROM: Frank Aggazio, Executive Director

DATE: April 19, 2023

SUBJECT: **McKeesport Housing Authority Inspections** *For Board Approval*

Please place on the agenda, for the April 21, 2023 Board of Directors meeting, a motion to approve the authorization of McKeesport Housing Authority to inspect Allegheny County Housing owned Housing Choice Voucher Program units.

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Executive Director

## MEMORANDUM

TO: Katie Stohlberg, Allegheny County Housing Authority

FROM: Derek Uber, Member of the Board – Allegheny County Housing Authority

DATE: April 21, 2023

RE: Required Disclosure of Conflict of Interest – Approval of Agreement Between the Allegheny County Housing Authority and Highmark

In accordance with the requirements set forth in Subsection (j) of Section 1103 of the Pennsylvania Ethics Act, I am submitting this memorandum to you as the person responsible for recording of the minutes of the Allegheny County Housing Authority (“the authority) to publicly disclose that I have a conflict of interest that requires me to abstain from voting on the following item on the Authority’s agenda for determination at the Authority’s regularly scheduled monthly meeting on April 21, 2023:

A. Administration

3. Request approval to renew the Authority’s medical coverage with Highmark for the term 7/1/23-6/30/24.

The specific conflict of interest that requires me to abstain from voting on this agenda item is:

- I am an employee of Highmark Health, the parent company of Highmark, a party to the contract.

**I respectfully request that my abstention from voting on this matter due to a conflict of interest, which I publicly announced prior to the Authority Board’s vote, be noted in the meeting minutes.** I also request that the Authority retain this memorandum in its records.

Thank you for your cooperation in this matter.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Friday May 19, 2023**  
**9:30 a.m.**

**9:15 a.m. Finance and Audit Committee Meeting**  
**9:45 a.m. Executive Session & Review Session**

**Executive Session**

1. Human Resources
  
2. ACHA Operating Budget
  
3. Mary Ann Russ – Annual Plan
  
4. Heritage Highlands
  
5. Mt. Lebanon – Castlegate Green
  
6. Scholar House
  
7. Choice Neighborhood Planning Grant
  - Hays Manor Plans
  - Sites for Housing



**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Friday, April 21, 2023**

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, April 21, 2023 at 10:30 a.m. and the Authority's Central Office located at 301 Chartiers Avenue, McKees Rocks, PA, 15136. Those present and absent were as follow:

Present:	Mark Foerster	Absent: None
	Sara Innamorato	
	Sydney Hayden (via Zoom)	
	Derek Uber	
	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 in-person and 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 meeting today at 9:15 a.m.

**Attendance:** John Daley, Rich Stephenson, Kim Longwell, Ellen Parker, Terri Hinkofer, Mike Peton, Nicole Lovato, Kim Evans, Katie Sauer, Mike Vogel, Pat Blackwell, Frank Magliocco, Katie Stohlberg, Frank Aggazio

**Recognitions/Proclamations**

The Executive Director presented a retirement award to Terri Hinkofer. He thanked her for her 44 years of service.

**Public Comment** None.

**Approval of Minutes**

Derek Uber made a motion to approve the Minutes of the February 17, 2023 Board of Directors meeting; the motion was seconded by Sara Innamorato and carried.

**Old Business** None.

**New Business**

A. Administration

1. Motion by Sara Innamorato, second by Sydney Hayden, approving one employee to attend the MARC NAHRO Conference in Wilmington, DE from May 7, 2023-May 1-, 2023. After a brief discussion, the motion was unanimously carried.
2. The following **Resolution #23-05** was introduced by the Chair, read in full and considered:

**RESOLUTION #23-05 REQUIRING PUBLIC HOUSING FAMILIES WHOSE INCOMES EXCEED THE "OVER-INCOME" LIMITS FOR 24 MONTHS TO FIND OTHER HOUSING AND MOVE OUT OF PUBLIC HOUSING WITHIN SIX MONTHS OF THE END OF THE 24 MONTH OVER-INCOME PERIOD**

I. Statement of Facts:

WHEREAS, federal law and HUD regulations require the Housing Authority to amend its Admissions and Continued Occupancy Policy to address the issue of "Over-Income" tenants; and

WHEREAS, the HUD regulation gives every over income tenant 24 months of "grace period" during which, if their income should fall below the Over-Income limit, these provisions do not apply; and

WHEREAS, if the tenant family's income later exceeds the Over Income limit the 24-month grace period starts over; and

WHEREAS, the Allegheny County Housing Authority has determined that the most judicious course of action in this situation is to notify the affected over-income families when they first become over-income, again 12 months after they first become over-income and, finally, 24 months after they become over-income, that they will be required to find other housing and move out of public housing six months after the 24 month grace period;

NOW, THEREFORE, BE IT RESOLVED that, the Allegheny County Housing Authority will require all public housing tenants whose incomes exceed the Over-Income Limit for 24 consecutive months to find other housing and move out of public housing within six months of the completion of the 24-month grace period.

II. Alternatives: N/A

III. Recommendations:

Approve resolution requiring Public Housing families whose incomes exceed the "Over-Income" limits for 24 months to find other housing and move out of Public Housing within six months of the end of the 24-month over-income period.

IV. Justifications:

Approving this resolution will allow the Allegheny County Housing Authority to help those that are truly in need of Public Housing.

Derek Uber moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Paul D'Alesandro, and upon roll call the "Ayes" and "Nays" were as follow:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		
	Paul D'Alesandro		

The Chair thereupon declared said Resolution carried and adopted.

NOTE: Derek Uber advised those present at the meeting that due to a conflict of interest, he is abstaining from voting on the following agenda item because he is an employee of Highmark.

3. Motion by Sydney Hayden, second by Sara Innamorato, approving renewal of employee medical coverage with Highmark (Performance Blue plan) for the term 7/1/23-7/1/24. After a brief

discussion, the motion was carried by Mark Foerster, Sara Innamorato, Paul D'Alesandro and Sydney Hayden, with Derek Uber abstaining from the vote.

4. Motion by Paul D'Alesandro, second by Derek Uber approving McKeesport Housing Authority to inspect ACHA owned HCVP units. After a brief discussion, the motion was unanimously carried.
5. Motion by Sara Innamorato, second by Paul D'Alesandro approving implementing a preference for applications by a Life Center referred into designate housing in LIPH Communities. After a brief discussion, the motion was unanimously carried.

B. Procurement

1. Motion by Paul D'Alesandro, second by Derek Uber, approving to piggyback OMNIA Partners Contract #R210901 (ACHA-1964) with KBS (Kellermeyer Bergensons Services, LLC) to provide Specialty & Trade Services to assist ACHA in turning vacant units for occupancy. After a brief discussion, the motion was unanimously carried.
2. Motion by Derek Uber, second by Paul D'Alesandro, approving to piggyback OMNIA Partners Contract #R220902 (ACHA-1965) Exterior Surfacing Products, Services and Paving Solutions with PaveConnect. After a brief discussion, the motion was unanimously carried.

C. Finance

1. The following **Resolution #23-06** was introduced by the Chair, read in full and considered:

**RESOLUTION #22-08 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 \$38,106.54 and referral for further action, if warranted.*

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		
	Paul D'Alesandro		

The Chair thereupon declared said Resolution carried and adopted.

D. Development

1. Motion by Sydney Hayden, second by Sara Innamorato, approving to ratify Change Order E-2 for the Philip Burtner Comprehensive Modernization, Electrical Contract ACHA-1679-EC, in the amount of \$20,928. After a brief discussion, the motion was unanimously carried.

2. Motion by Paul D'Alesandro, second by Derek Uber, approving to ratify Change Order G-4, General Contract #ACHA-1679-GC, in the amount of \$26,865. After a brief discussion, the motion was unanimously carried.

**Comment on General Items** Meeting members spoke about Terri's retirement.

**Adjournment**

The meeting adjourned upon motion by Derek Uber, second by Sara Innamorato and unanimous approval to adjourn.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Friday, May 19, 2023**

**A G E N D A**

**I. Call to Order**

**II. Roll Call**

**III. Pledge of Allegiance**

**IV. Recognition/Proclamations**

**V. Public Comment on Agenda Items**

**VI. Approval of Minutes** of the April 21, 2023 meeting

**VII. Old Business**

**VIII. New Business**

A. Administration

1. Request approval to renew the Workers Compensation insurance coverage with HARIE (Housing and Redevelopment Insurance Exchange) for the term 6/15/23-6/15/24, estimated annual premium of \$278, 918.
2. Request approval to renew the Cyber Liability coverage with Travelers for the term 3/20/22 – 3/20/23, annual premium of \$29,022.

B. Finance

1. Request acceptance of the ACHA's Fiscal Year 2022 Single Audit performed by Maher Duessel.
2. Request adoption of Resolution **#23-07** authorizing transfer of uncollectible tenant accounts in the amount of \$42,956.32 and referral for further action, if warranted.

**IX. Comment on General Items**

**X. Adjournment**

# ALLEGHENY COUNTY HOUSING AUTHORITY

## MEMORANDUM

TO: Frank Aggazio, Executive Director

FROM: Katie Stohlberg

DATE: May 16, 2023

SUBJECT: **Renewal of Cyber Liability Insurance** *For Board Approval*

Please place on the agenda for the May 19, 2023 Board meeting a motion approving renewal of Cyber Liability coverage with Travelers for the term 3/20/23 – 3/20/24, annual premium of \$29,022, pursuant to the attached proposal presented by Enscoe Long Insurance Group.

Attachment

Approved as to form and content:

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Executive Director

# ALLEGHENY COUNTY HOUSING AUTHORITY

## MEMORANDUM

TO: Frank Aggazio, Executive Director

FROM: Richard Stephenson, Chief Financial Officer

DATE: May 17, 2023

SUBJECT: **Board Action Accepting the Fiscal Year 2022 Single Audit**

Please place before the Board a request to accept the Allegheny County Housing Authority's Fiscal Year 2022 Single Audit performed by Maher Dussel.

The Allegheny County Housing Authority procured the services of Maher Dussel to perform our annual Independent Public Accountant Audit. The audit was performed in accordance with the Single Audit Act. Maher Dussel has provided a completed audit and a management letter to the executive staff of the Allegheny County Housing Authority. The completed Audit will be submitted to HUD.

\_\_\_\_\_  
Richard Stephenson, CFO

\_\_\_\_\_  
Date

Approved as to form and content:

\_\_\_\_\_  
Executive Director

# ALLEGHENY COUNTY HOUSING AUTHORITY

## MEMORANDUM

TO: Frank Aggazio, Executive Director

FROM: Katie Stohlberg

DATE: May 17, 2023

SUBJECT: **Renewal of Workers Compensation Insurance** *For Board Approval*

Please place on the agenda at the next Board of Directors meeting a motion to approve renewal of the Authority's worker's compensation insurance with HARIE (Housing and Redevelopment Insurance Exchange) for the term 6/15/23-6/15/24, for an estimated premium of \$278, 918.

As shown on the attached quote, the premium is calculated based on estimated payrolls for the policy term for the three classes of employees, multiplied by the rate assigned by the Commonwealth for the classifications (that change annually), and then by the experience modification factor. Experience rating assesses whether a company's claims are greater than or less than average by comparing a company's payroll and claims history with other business in the same industry. The PA Compensation Insurance Rating Bureau uses recent policy history to compute the Experience Mod, which is a percentage factor that affects the current premium. If claims are less than average, premiums are credited and decrease. However, if a business has higher losses than the rest of a company's industry, premiums are debited and increase. Values less than 1.00 reflect a better than average claims history, while values over 1.00 reflect a worse than average claims history. Our renewal Experience Modification Factor increased from 1.057 to 1.107.

HARIE is the insurance consortium of Pennsylvania housing and redevelopment agencies; insurance obtained through HARIE and other such consortiums have been exempted by HUD from being competitively procured. HARIE has carried our WC coverage since 2005; they continue to provide excellent claims management services.

For your information, the following is a listing of prior mod factors and unaudited premiums:

<i>Year</i>	<i>Mod Factor</i>	<i>Unaudited Premium</i>	<i>Insurance Company</i>
2022	1.057	\$268,294	HARIE
2021	.879	\$237,434	HARIE
2020	.849	\$232,999	HARIE
2019	.819	\$216,840	HARIE
2018	.797	\$236,763	HARIE
2017	.879	\$232,880	HARIE
2016	1.051	\$293,622	HARIE
2015	1.186	\$347,339	HARIE

2014	1.121	\$326,033	HARIE
2013	1.199	\$239,518	HARIE
2012	1.103	\$197,435	HARIE
2011	.936	\$193,016	HARIE
2010	.886	\$172,230	HARIE
2009	.775	\$167,376	HARIE
2008	.801	\$165,002	HARIE

Approved as to form and content:

\_\_\_\_\_  
Executive Director

# ALLEGHENY COUNTY HOUSING AUTHORITY

## Resolution Background Statement

### COLLECTION LOSSES

Resolution #23-

#### I. STATEMENT OF FACTS

HUD requires a PHA to remove from its LIPH rent rolls delinquent accounts of tenants who have moved, passed away, or have been evicted.

#### II. ALTERNATIVES

None.

#### III. RECOMMENDATIONS

Please have the Board of Directors approve the transfer to collection loss of uncollectible tenant accounts in the amount of \$42,956.32 and referral for further collection action if warranted.

#### IV. JUSTIFICATION

After the Board approves the bad debt accounts for write-off, they are turned over to a collection agency for collection action. Former tenants owing a delinquent balance are ineligible for HUD subsidized housing until the debt is cleared.

---

Richard Stephenson, CFO

Date: May 17, 2023

Approved as to form and content:

---

Executive Director

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Friday, June 16, 2023**

**A G E N D A**

**I. Call to Order**

**II. Roll Call**

**III. Pledge of Allegiance**

**IV. Recognition/Proclamations**

**V. Public Comment on Agenda Items**

**VI. Approval of Minutes** of the May 19, 2023 meeting

**VII. Old Business**

**VIII. New Business**

A. Procurement

1. Request approval to piggyback PA Costar Contract #026-E22-203 with Whitmoyer Buick Chevrolet, Inc. for the purchase of a Chevrolet Express 15 Passenger Van in the amount of \$43,000.

B. Finance

1. Request adoption of Resolution **#23-08** authorizing transfer of uncollectible tenant accounts in the amount of \$15,789 and referral for further action, if warranted.

C. Development

1. Request to award contract ACHA-1696, Asbestos & Lead Based Paint Abatement, to Trifecta Team, LLC at the Former St. Colman School in the amount of \$97,734.00.

D. Administration

1. Request permission for the ACHA to enter negotiations on behalf of Three Rivers Communities, Inc. to purchase Western Manor, a 32 unit multifamily property located in the Hill District of Pittsburgh.
2. Request approval to submit an application to the PHFA (Pennsylvania Housing Finance Agency) for the Pennsylvania Housing Options Grant on behalf of Three Rivers Communities, Inc to convert a vacant school in Turtle Creek into 26 apartments.
3. Request approval to renew the agreement for criminal background check services with the Housing Authority of the County of Butler.

**IX. Comment on General Items**

**X. Adjournment**

# ALLEGHENY COUNTY HOUSING AUTHORITY

## MEMORANDUM

TO: Frank Aggazio, Executive Director

FROM: Richard Stephenson, CFO/COO

DATE: June 13, 2023

SUBJECT: **Application for the Pennsylvania Housing Options Grant**

Please place on the agenda for the June 16, 2023 Board of Directors meeting, a motion to request approval to submit an application to the PHFA (Pennsylvania Housing Finance Agency) for the Pennsylvania Housing Options Grant under Three Rivers Communities, Inc.

Three Rivers Communities, Inc. seeks HOP-MF Funds to convert a vacant school in Turtle Creek into 26 apartments for young adults ages 18 -24 aging out of foster care and student-parent households enrolled in post-secondary educational programs. The project will be supported by Project Based Section 8 vouchers so that households will only pay 30% of income for rent and have access to supportive services and Family Self-Sufficiency resources offered by Allegheny County, including those delivered at the adjacent Mon Valley Human Services Center. Three Rivers Communities, Inc. is pursuing this project as a means to demonstrate innovation and willingness to develop and operate housing separate from its ACC and LIHTC developments to help vulnerable low-income populations improve their chances for life success.

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Richard Stephenson

Approved as to form and content:

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Executive Director



# ALLEGHENY COUNTY HOUSING AUTHORITY

## Resolution Background Statement

### COLLECTION LOSSES Resolution #23-

#### I. STATEMENT OF FACTS

HUD requires a PHA to remove from its LIPH rent rolls delinquent accounts of tenants who have moved, passed away, or have been evicted.

#### II. ALTERNATIVES

None.

#### III. RECOMMENDATIONS

Please have the Board of Directors approve the transfer to collection loss of uncollectible tenant accounts in the amount of \$15,789 and referral for further collection action if warranted.

#### IV. JUSTIFICATION

After the Board approves the bad debt accounts for write-off, they are turned over to a collection agency for collection action. Former tenants owing a delinquent balance are ineligible for HUD subsidized housing until the debt is cleared.

---

Richard Stephenson, CFO

Date: June 13, 2023

Approved as to form and content:

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Executive Director

**ALLEGHENY COUNTY HOUSING AUTHORITY**

**Friday June 16, 2023**

**9:30 a.m.**

**9:15 a.m.**

**Finance and Audit Committee Meeting**

**9:45 a.m.**

**Executive Session & Review Session**

**Executive Session**

1. Human Resources
  
2. ACHA Operating Budget
  
3. Mary Ann Russ – Annual Plan
  
4. Heritage Highlands
  
5. Mt. Lebanon – Castlegate Green
  
6. Choice Neighborhood Planning Grant
  - Hays Manor Plans
  - Sites for Housing

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Friday, May 19, 2023**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, May 19, 2023 at 10:30 a.m. and the Authority's Central Office located at 301 Chartiers Avenue, McKees Rocks, PA, 15136. Those present and absent were as follow:

Present: Mark Foerster  
Sara Innamorato  
Derek Uber  
Paul D'Alesandro

Absent: Sydney Hayden

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 in-person and 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 meeting today at 9:15 a.m.

**Attendance:** Tanya Brown, Katie Sauer, Mike Vogel, Paul Reiber, Mike Peton, Kim Longwell, Pat Blackwell, Rich Stephenson, Ellen Parker, Jenna Hoover, Dr. Beverly Moore, Kate Vander Wiedl, Randy Ramsey, Katie Stohlberg

**Recognitions/Proclamations**

The Executive Director presented the Employee of the Month award to Randy Ramsey

**Public Comment** None.

**Approval of Minutes**

Sara Innamorato made a motion to approve the Minutes of the April 21, 2023 Board of Directors meeting; the motion was seconded by Paul D'Alesandro and carried.

**Old Business** Kate Vander Wiedl from DHS spoke briefly about a 911 Alternative Response Program. Crisis Responders would be used to de-escalate certain calls. Dr. Beverly Moore spoke about the need for the program. Chief Mike Vogel spoke briefly and thanks Kate. Mark Foerster asked a few questions about the program.

**New Business**

A. **Administration**

1. Motion by Derek Uber, second by Sara Innamorato, approving to renew the Workers Compensation insurance coverage with HARIE (Housing and Redevelopment Insurance Exchange) for the term 6/15/23-6/15/24, estimated annual premium of \$278,918. After a brief discussion, the motion was unanimously carried.
  
2. Motion by Sara Innamorato, second by Paul D'Alesandro, approving to renew the Cyber Liability coverage with Travelers for the term 3/20/23-3/20/24, annual premium of \$29,022. After a

brief discussion, the motion was unanimously carried. It was noted by Katie Stohlberg that the original dates, were mistyped for the previous year. Corrected to board.

B. Finance

1. Motion by Derek Uber, second by Paul D'Alesandro approving the acceptance of the ACHA's Fiscal Year 2022 Single Audit performed by Maher Dussel. After a brief discussion, the motion was unanimously carried.
2. The following **Resolution #23-07** was introduced by the Chair, read in full and considered:

**RESOLUTION #22-07 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 \$42,956.32 and referral for further action, if warranted.*

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		
	Paul D'Alesandro		

The Chair thereupon declared said Resolution carried and adopted.

**Comment on General Items** Mark Foerster acknowledged Sara Innamorato's win as the Democratic Nominee for Allegheny County Executive.

**Adjournment**

The meeting adjourned upon motion by Derek Uber, second by Paul D'Alesandro and unanimous approval to adjourn.

# ALLEGHENY COUNTY HOUSING AUTHORITY

## MEMORANDUM

TO: Frank Aggazio, Executive Director

FROM: Mike Vogel, Police Chief

DATE: June 15, 2023

SUBJECT: **Background Check Contract**

*For Board Approval*

Please place on the agenda at the June 16, 2023 Board of Directors meeting a motion to renew the criminal background check services with the Housing Authority of the County of Butler.

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Mike Vogel

Approved as to format and content:

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Executive Director