

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Annual Meeting
Wednesday, January 20, 2016

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held their annual meeting on Wednesday, January 20, 2016, at 10:30 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present: Austin Davis
Mark Foerster
Derek Uber

Absent: Paul D'Alesandro
Vera Kelly

Mr. Davis declared a quorum present and called the meeting to order. He further 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 9:00 a.m.

Attendance: Frank Aggazio, Beverly Moore, George Janocko, Linda Aliberti, Mike Vogel, Bobby Gabbianelli, Alexis McConville, Patrick Blackwell, Richard Stephenson, Kim Longwell, Frank Magliocco, Kevin Bartko, Dean Allen, Jack McGraw, Deborah Breitenstein

Recognitions/Proclamations

Presentation of the Employee of the Month Award & Proclamation: The Executive Director stated the employee of the month has handled thousands of calls over the years. She is a 26 year employee of the Authority; she has worked closely with me and I will miss her. She was able to deflect and handle many calls that were coming to me by transferring it to the right staff, or dealing with the caller herself. She is an outstanding ambassador for the Authority; there are places to which we get invited and they say, "bring Linda", and sometimes they call Linda first, and say "bring Frank".

I have a proclamation that I would like to read: Whereas Linda Aliberti is retiring from the Allegheny County Housing Authority on January 29, 2016; and whereas Linda Aliberti was hired on March 26, 1990; and whereas she has worked for the Authority for 26 years and is now the Executive Assistant. Over the past 26 years Linda has been loyal, helpful, dedicated and kind to employees and clients of the Authority – as I said, she has been an outstanding ambassador for us. We congratulate her on this outstanding life achievement and wish her much success, health and happiness in the future.

Mr. Davis and Mr. Uber also thanked Linda for her service, and expressed best wishes on her retirement.

Linda was grateful for the recognition and stated it has been a great pleasure to work here.

Public Comment on Agenda Items None

Approval of Minutes

Mark Foerster made a motion to approve the Minutes of the December 16, 2015 meeting, which motion was seconded by Derek Uber and approved.

Old Business None.

New Business

A. Administration

1. The following slate of officers for the Authority was nominated by Austin Davis:

Chair – Mark Foerster
Vice Chair – Austin Davis
Secretary – Paul D'Alesandro
Treasurer – Derek Uber
Assistant Secretary/Treasurer – Vera Kelly

Derek Uber seconded the slate as presented, and the motion was unanimously carried.

Thereafter, Mark Foerster chaired the meeting.

2. Motion by Austin Davis, second by Derek Uber, approving renewal of the flood insurance policies with the National Flood Insurance Program through American Bankers, in the total amount of \$57,443, for the term 02/26/15 – 02/26/17 for coverage on various buildings at Uansa Village, Hays Manor, Negley Gardens, Rachel Carson Hall and Golden Tower. Motion carried.

B. Development

1. Motion by Austin Davis, second by Derek Uber, awarding Amendment 2 to Contract ACHA-1518, A/E Services for Exterior and Interior Improvements at Wilmerding Apartments Phase 2, in the amount of \$188,663.16 to LGA Partners. Motion carried.

Jack McGraw stated that we had procured this firm a couple of years ago to deal with the exterior problems with the building. We are now ready for Phase 2 on the interior, and this reflects the budget they are provided for the work.

C. HMO

1. The following **Resolution #16-01** was introduced by the Chair, read in full and considered:

RESOLUTION #16-01 AUTHORIZING TRANSFER OF UNCOLLECTIBLE TENANT ACCOUNTS

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$6,665.47 and for referral for further action, if warranted.

Derek Uber moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Austin Davis and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

D. Finance

1. Motion by Derek Uber, second by Austin Davis, approving and ratifying renewal of the property management agreements with Glenshaw Gardens, Inc. for management of the Forest Glen townhomes, and the apartments at St. Brendan's. Motion carried.

Richard Stephenson stated that Glenshaw Gardens in a for-profit management company owned by the Authority. The unit cost at St. Brendan's is \$48 per unit cost, and Forest Glen is \$50 per unit cost. Mr. Uber wanted to know the length of the renewal. Mr. Stephenson replied that we actually have some other property management contracts with Glenshaw that automatically renew from year to year. These renewals will now renew from year to year unless terminated by either party.

Comment on General Items None.

Adjournment

There being no further business to conduct, Austin Davis made a motion to adjourn the meeting; the motion was seconded by Derek Uber and unanimously approved.

The meeting ended at approximately 10:55 a.m.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Wednesday, February 17, 2016

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Wednesday, February 17, 2016, at 10:30 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present: Austin Davis
Mark Foerster
Derek Uber

Absent: Paul D'Alesandro
Vera Kelly

Mr. Foerster declared a quorum present and called the meeting to order. Mr. Davis 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 9:00 a.m.

Let the Minutes show that on February 2, 2016, the Allegheny County Council reappointed Derek Uber to serve as a member of the Board of Directors of the Allegheny County Housing Authority for a term to expire on December 31, 2020.

Attendance: Frank Aggazio, Beverly Moore, George Janocsko, Deborah Breitenstein, Pat Blackwell, Kim Longwell, Bobby Gabbianelli, Cindy Faulkner, Roy Banner, Mike Vogel, Ed Mogus, Paul Reiber, Alexis McConville, Jack McGraw, Kevin Bartko, James Bulls, Rich Fitzgerald

Recognitions/Proclamations

Employee of the Month: The Executive Director stated, consistently, the Housing Choice Voucher Program Department has been a HUD High Performer. This year they received every possible point that an agency could receive on the evaluation by HUD – 102. I want to present the Employee of the Month Award to Kim Longwell, Bobby Gabbianelli, and their staff for achieving HUD High Performer.

Mr. Foerster commended the HCVP Department; he stated that often you don't get enough attention for the good work you do, and on behalf of the Board, we thank you for your efforts and your incredible work.

Recognition: Mr. Aggazio then went on to say that it is not often that the Authority recognizes resident councils, but this year, we noticed a remarkable performance by the Hays Manor Resident Council. They ran a very successful Community Day, they are partnering with our Resident Services Department, as well as with our Public Safety Department and Chief Mike Vogel, to work together to make the community better. I'd like to present this award – Resident Council of the Year – to the Hays Manor Resident Council. Mr. Davis also thanked the Resident Council for their work in bettering their community.

Public Comment

Chairman Mark Foerster then stated that we are honored to have County Executive Rich Fitzgerald here to make a few comments to us. Mr. Fitzgerald stated that he wanted to come in and publically thank us for the work we do. This Board has worked very well together; I really appreciate the outreach you do in the communities. I also want to thank our awardees today. We try to improve peoples' lives and the communities they live in, and what you do - Frank and his team and the Board – I didn't want you to think that your work is unnoticed at the Executive's Office. Thank you and keep up the good work. I know we are doing it with less resources than we've had in the past. That is outside of our influence and control – decisions made in Washington and Harrisburg – but we make do with what we have. And the partnerships we have with local communities, local governments, mayors, councils of the various boroughs that we operate in, is really important. Keep up the good work and again thank you – we really appreciate your efforts.

The Board and Mr. Aggazio thank Mr. Fitzgerald for his recognition.

Approval of Minutes

Austin Davis made a motion to approve the Minutes of the January 20, 2016 Board of Directors meeting; the motion was seconded by Derek Uber and unanimously approved.

Old Business None.

New Business

A. Development

1. The **following Resolution #16-02** was introduced by the Chair, read in full and considered:

RESOLUTION #16-02 APPROVING RESUBMISSION OF A LIHTC APPLICATION

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve the resubmission of a low-income housing tax credit application with development partners, Green Development and Oxford Development, for a 60 unit senior development in Mt. Lebanon, PA, financed through the use of the low-income housing tax credit program by the Pennsylvania Housing Finance Agency.

Derek Uber moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Austin Davis and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

Jack McGraw stated that we were not awarded tax credits last year. We are going back in again this year for an award and that is why we have requested this approval.

B. Finance

1. Motion by Austin Davis, second by Derek Uber, approving the opening of the following bank accounts with PNC Bank for Orchard Park I:
 - Operating account
 - Replacement Reserve account
 - Security Deposit accountMotion carried.

C. HMO

1. The following **Resolution #16-03** was introduced by the Chair, read in full and considered:

RESOLUTION #16-03 AUTHORIZING TRANSFER OF UNCOLLECTIBLE TENANT ACCOUNTS

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$15,964.01 and for referral for further action, if warranted.

Austin Davis 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 follows:

AYES:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

D. Procurement

1. Motion by Austin Davis, second by Derek Uber, approving piggyback of the Fayette County Housing Authority indefinite quantities contract with the law firm Cohen & Grigsby, P.C., for professional legal services, for an initial term ending 7/31/18, with two 1-year options to extend; total expenditures not to exceed \$100,000 per year. (ACHA-1552; PB-16-001) Motion carried.

The Executive Director stated that at some of our tax credit sites, the partnerships are dissolving and in order to get control and ownership back, this law firm will be able to help us. Also, you never know when you need special outside legal help; the hourly rates are 20% lower than we had in the past. I think its good to have them under contract. Mr. Davis asked if we have any other contracts, other than with the County Law Department. Mr. Aggazio replied no.

Comment on General Items

Mr. Uber thanked Mr. Aggazio and the staff for quickly pulling together a batch of information for him that he requested for when he went before County Council for his reappointment to the Board.

Adjournment

There being no further business to discuss, Austin Davis made a motion to adjourn the meeting; the motion was seconded by Derek Uber and unanimously approved.

The meeting ended at approximately 10:50 a.m.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Wednesday, March 16, 2016

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Wednesday, March 16, 2016, at 10:30 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present: Austin Davis
Mark Foerster
Derek Uber

Absent: Paul D'Alesandro
Vera Kelly

Mr. Foerster 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 9:30 a.m.

Attendance: Frank Aggazio, Beverly Moore, George Janocsko, Deborah Breitenstein, Bobby Gabbianelli, Kevin Bartko, Mike Vogel, Pat Blackwell, Kim Longwell, Frank Magliocco, Jack McGraw, Alexis McConville, Dean Allen, James Bulls, Nicole Knapp, Rich Stephenson, Paul Reiber

Recognitions/Proclamations

Employee of the Month: The Executive Director stated that as a public agency, we are very interested in good customer service and recently, we used a secret shopper who went around to various departments and locations to test and measure what kind of customer service deliver both at Central Office and out in the field. Our employee of the month received the highest score of various categories, and that employee is Nicole Knapp. Ms. Knapp is the property manager at Groveton, Carnegie, and the scattered sites. Ms. Knapp thanked Mr. Aggazio and the Board for the recognition.

Public Comment None.

Approval of Minutes

Austin Davis made a motion to approve the Minutes of the February 17, 2016 Board of Directors meeting; the motion was seconded by Derek Uber and unanimously approved.

Old Business None.

New Business

1. The following **Resolution #16-04** was introduced by the Chair, read in full and considered:

RESOLUTION #16-04 ADOPTING REVISIONS TO THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY CONCERNING FLAT RENTS

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby adopts the following revision to section 13.4 of the current Admissions and Continued Occupancy Policy ("ACOP") to comply with HUD regulations found at 24 CFR §960.253 and Notice PIH-2015-15 (HA):

13.4 THE FLAT RENT

A. Establishment of Flat Rents

The Allegheny County Housing Authority shall annually set a flat rent for each public housing unit. In accordance with 24 CFR §960.253 and Notice PIH 2015-13 (HA), at minimum, flat rents

will be set at no less than 80% of the lower of the HUD-published Fair Market Rent (FMR) or the applicable Small Area Fair Market Rent (SAFMR) for the area where the unit is located. Adjustments to the gross flat rent amounts will be made for tenant-paid utilities.

Upon issuance of new FMRs or SAFMRs by HUD, the ACHA will determine whether the current flat rents are at least 80% of the lower of the FMR or SAFMR, and update the flat rent amounts if necessary to meet the 80% requirement within a reasonable time, but no later than 90 days of HUD's publishing new FMRs or SAFMRs.

The ACHA will post the flat rents at each of its public housing developments and at the central office.

B. *Limits on Flat Rent Increases for Existing Residents*

Any annual increase in an existing public housing resident's rent caused by an increase of the flat rent as required by HUD shall be limited to 35% of the current flat rent, unless state or local law requires a lesser increase. This limited phased-in increase will continue to occur annually until the resident's flat rent is equal to the lower of the HUD-published FMR or SAFMR, unless the resident chooses the income-based rent option.

C. *Exception Flat Rents*

The ACHA may request exception flat rents from HUD on a case-by-case basis where there is evidence that the market rent for the unit is less than 80% of the lower of the FMR or SAFMR. In doing so, the ACHA shall conduct a market analysis based on the Rent Reasonableness (RR) methodology to determine whether an exception rent will be requested from HUD. The analysis will consider the size and type of the unit, as well as its age, condition, amenities, services, and neighborhood as compared to similar units in the private, unassisted rental market.

D. *Effect of Tenant-Paid Utilities*

For units where the resident pays for utilities, the flat rent shall be established taking into consideration the cost of such utilities. Specifically, the gross flat rent, as determined in accordance with the above, shall be reduced by the applicable ACHA utility allowance to arrive at the flat rent that the resident will pay.

Derek Uber moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Austin Davis and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

B. Procurement

1. Motion by Derek Uber, second by Austin Davis, awarding Contract ACHA-1546, Vehicle Maintenance and Repair Service, to Shenandoah Fleet Maintenance & Management, for a three-year period with two 1-year extensions. This is a co-op agreement between the County of Allegheny and the ACHA. Motion carried.

Comment on General Items None.

Adjournment

Austin Davis made a motion to adjourn the meeting; the motion was seconded by Derek Uber and unanimously carried. The meeting ended at approximately 10:50 a.m.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Wednesday, April 20, 2016

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Wednesday, April 20, 2016, at 10:30 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present: Austin Davis
Mark Foerster
Derek Uber

Absent: Paul D'Alesandro
Vera Kelly

Mr. Foerster 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 9:30 a.m.

Attendance: Frank Aggazio, Beverly Moore, George Janocsko, Deborah Breitenstein, Jack McGraw, Kevin Bartko, Rich Stephenson, Alexis McConville, Kim Longwell, Mike Vogel, Marlene Sanders, Tony Bennett, James Bulls, Dean Allen, Bobby Gabbianelli, Randi Beattie, Ellen Parker, Frank Magliocco, Mike Peton, Terri Hinkofer, Lance King

Recognitions/Proclamations

Employee of the Month: The Executive Director stated that our employee of the month was nominated by our CFO, Richard Stephenson. She has a very complicated job – tracking and billing on portability; its very difficult – one has to keep track of the payments and administrative fees. It's an important financial function of the housing choice voucher program and a money maker for the ACHA in that we receive fees for folks who come into our program. It's an important job, recognized by Rich – our employee of the month is Randi Beattie. Ms. Beattie was surprised and expressed her thanks for this recognition.

Mr. Aggazio then presented an Award of Appreciation to Tony Bennett, a long-time maintenance employee of the Authority who will be retiring at the end of the month after 42 years of outstanding service. Mr. Aggazio stated that Tony has been a great ambassador for the Authority, especially at Jefferson Manor, and we are presenting this award to Tony in recognition of his outstanding service.

The Executive Director then stated we want to give special recognition at this meeting to Lance King, a maintenance aide working at Homestead Apartments, concerning a fire incident at Homestead. Mr. King did an outstanding job in preventing a disaster. ACHA Detective Bill Kilburn was also present that day and I would like him to give details of the incident.

Detective Kilburn stated that this kitchen fire occurred the same day as the Springdale fire, so we were short on manpower. I was in the police station that day and went over to the building when the light went off. The lobby and hallways were filled with smoke. Lance was with the Terminix guy, yelling that , telling him to leave the building. Lance had already checked the unit and made sure that it was evacuated – the tenant was a 93 year old man in a wheelchair. Lance then ran over to Community Life and made arrangements with Community Life to have some of the residents that were in the smoke filled lobby go over there. The 92 year old elderly tenant from the fire unit, who is in a wheelchair – we got him out of the lobby, and then Lance ran over to Community Life and came back with blankets to cover the resident so he wouldn't be cold. He also went and found this elderly tenant's aide. Once the fire department got there, Lance also did everything he could to assist the fireman, bringing up extra fans to clear the smoke from the hallways. Lance was on top of everything that day, especially with the elderly residents – his focus and concern was on them. He went above and beyond his job in looking out for the tenants. He represented the Housing Authority tremendously, and acted in the best interests of the residents.

Public Comment None.

Mr. Foerster then spoke concerning the NAHRO Conference that he attended last week in Washington, DC, along with Austin Davis and Frank Aggazio. He stated that we had a very productive 3 days, meeting with our representatives and their staffs. Frank did an excellent job putting together talking points for each congressperson. We put a lot of shoe leather into the trip, meeting with our reps and hitting on points that affect all of us, that the funding had been cut dramatically between 2010 and 2016, between 30 to 40% to this organization, which greatly affects our residents and their well-being and the capital improvements for their homes. And I think we really hit home with that point, not that they didn't know that because they are part of the whole picture, but I think they understand a little bit better how that affects us locally. And Frank also did a good job at pushing for more police protection for our organization, and I think we are going to see some results from those meetings. It was a productive trip as well as being very informative for Austin and myself.

Approval of Minutes

Austin Davis made a motion to approve the Minutes of the March 16, 2016 Board of Directors meeting; the motion was seconded by Derek Uber and approved by all.

Old Business None.

New Business

A. Development

1. The following **Resolution #16-05** was introduced by the Chair, read in full and considered:

RESOLUTION #16-05 APPROVING APPLICATION FOR GRANT FUNDING VIA HUD'S EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM

RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approves the application for grant funding through the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) offered through the Allegheny County Department of Economic Development and the City of Pittsburgh, Department of City Planning, via HUD's Emergency Solutions Grant (ESG) Program.

Austin Davis 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 follows:

AYES:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

Jack McGraw advised that the Authority, through Three Rivers Communities, Inc. applies for this funding annually to conduct Housing Quality Inspections and Rent Reasonableness Services on units assigned; the grant is intended to provide homelessness prevention assistance to households who would otherwise become homeless and to provide assistance to rapidly re-house persons who are homeless. Three Rivers Communities, Inc. applies for the grant, and the services are conducted by ACHA staff.

B. Procurement

1. Motion by Derek Uber, second by Austin Davis, awarding Contract ACHA-1547, Commercial Laundry Vending Service, to CSC ServiceWorks, for a period of five years, with two, 1-year renewal options. Motion carried.

Rich Stephenson stated that the previous contract was with National Laundry. We did a procurement for new services and are recommending award to CSC ServiceWorks. The vendor provides washers and dryers in some of the developments; the vendor pays back a commission to the housing authority, which is

given back to the resident councils. Mr. Uber wanted to know if this vendor would be putting in new machines as a part of this contract, and at how many sites. Mr. McGraw stated yes, and that the services are at all of the h-rises and at some family sites.

2. Motion by Derek Uber, second by Austin Davis, awarding Contract ACHA-1548, Real Estate Broker and Consulting Services, to CBRE, for a term of 1-year with the option, at ACHA's discretion, of two additional 1-year periods. Motion carried.

Frank Aggazio stated that our lease is up the last quarter of 2017, and the Authority is in need of broker services for new office space and to evaluate our different options. We need to move quickly and I will keep the Board informed as we move forward. Mr. Uber stated that, as he read the agenda item, it's my understanding that there will be no fees paid by the Authority, it would be part of the lease once a lease is executed. Mr. Aggazio replied that yes, it's usually paid out of the deal by the seller and it doesn't come out of the Authority's end of the transaction. Mr. Uber replied OK, I just want to make sure that was on the record.

C. HMO

1. The following **Resolution #16-06** was introduced by the Chair, read in full and considered:

RESOLUTION #16-06 AUTHORIZING TRANSFER OF UNCOLLECTIBLE TENANT ACCOUNTS

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$21,681.84 and for referral for further action, if warranted.

Austin Davis 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 follows:

AYES:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

Adjournment

Austin Davis made a motion to adjourn the meeting; the motion was seconded by Derek Uber and unanimously carried. The meeting ended at approximately 10:55 a.m.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Wednesday, May 18, 2016

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Wednesday, May 18, 2016, at 10:35 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present: Austin Davis
Mark Foerster
Derek Uber

Absent: Paul D'Alesandro
Vera Kelly

Mr. Foerster 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: Frank Aggazio, Beverly Moore, George Janocsko, Deborah Breitenstein, Bobby Gabbianelli, Dean Allen, Frank Magliocco, Pat Blackwell, James Bulls, Kevin Bartko, Paul Reiber, Richard Stephenson, Ed Mogus, Kim Longwell, Alexis McConville, Mike Vogel, Bill Kilburn, Jack McGraw

Recognitions/Proclamations

Employee of the Month: The Executive Director stated that it is important when you have programs with Federal money that the participants in the program know that there is a penalty for fraud activity. And our housing authority has been running a fraud program for many years. We were doing well that the HACP contracted with our agency to conduct a fraud program. There is an individual member of our police force who does a great job of investigating and prosecuting the fraud claims. We have had great compliments from the DAs office, and other, complimenting us on how tight our cases are and how well they are put together. And so I want to recognize our employee of the month, Det. William Kilburn, who handles these fraud cases. Det. Kilburn expressed his surprise and stated he was grateful to receive this award.

Public Comment None.

Approval of Minutes

Austin Davis made a motion to approve the Minutes of the April 20, 2016 Board of Directors meeting; the motion was seconded by Derek Uber and approved by all.

Old Business None.

New Business

A. **Administration**

1. Motion by Austin Davis, second by Derek Uber, granting approval to partner with Habitat for Humanity of Greater Pittsburgh to provide homeownership opportunities throughout Allegheny County; initial units to be offered are scattered site homes owned by the Authority in the Municipality of Penn Hills. Motion carried.

Frank Aggazio stated that the Authority has an approved homeownership plan for the 10 scattered sites in Penn Hills. We have offered the homes to residents. We have 5 vacant units and 1 that is going to be purchased by a resident. Everyone knows Howard – he is now the CEO for Habitat for Humanity. He met with Beverly and I recently and expressed great enthusiasm to partner with us, and is going to make an offer to purchase some of the homes. I believe Habitat is also interested in purchasing some of the lots in Duquesne, depending on funding. I believe he has also approached the HACP as well. Mr. Uber wanted

to know if he had buyers lined up for the vacant houses. Mr. Aggazio responded that they have their own program that people have to comply. They also have the sweat equity part of the program, where participants must be involved in rehabbing or building the homes.

2. Motion by Derek Uber, second by Austin Davis, approving renewal of the Workers Compensation Insurance coverage with Housing and Redevelopment Insurance Exchange (HARIE) for the term 06/15/16 – 06/15/17, estimated annual premium of \$293,622. Motion carried.

B. Finance

1. Motion by Austin Davis, second by Derek Uber, accepting the ACHA's Fiscal Year 2015 Single Audit performed by Maher Duessel. Motion carried.

The Chairman stated that the Board received a very thorough explanation of the audit in the executive session. This document will shortly be on file on our website and a public record, and I want to note there were no material weaknesses identified, no significant deficiencies, no non-compliance noted of internal control of major programs. This is an A+ report and I want to thank everyone involved.

Mr. Aggazio stated he was pleased that again we have an audit with now findings, which is a result of the great work that Rich Stephenson and Pat Blackwell do, as well as staff in the HCVP and HMO departments with their files and I want to thank the staff for doing so well.

C. Development

1. Motion by Austin Davis, second by Derek Uber, awarding RFQ Contract ACHA-1554-A, A/E Services for Interior Improvements at West Mifflin Manor, to Sleighter Engineers and Architects in the amount of \$55,000. Motion carried.

Jack McGraw stated that we make application every year to the County for CDBG funding for senior high rise improvements and other projects. This year, the County funded us for \$800,000 dollars to do work at two of our high rises – West Mifflin Manor and Westview Tower. So we put out RFQs for A/E services for the work. We had 5 different firms submit proposals. Sleighter had submitted previous proposals and this is the first time that he has scored first. He has not worked here before but he has worked with several other PHAs in the area that we know, and the reports come back that he does good work and we are recommending he be awarded this building. The scope of work is somewhat limited – kitchens and bathroom replacements. These upgrades need done across the board in many of our high rises. Also at this building, the HVAC fan coil units, each unit has its own heating and AC unit, they are 30 some years old, and they will be replaced.

D. Travel

1. Motion by Austin Davis, second by Derek Uber, approving travel for Frank Magliocco, Jeff Kier, and up to 4 additional staff, to attend the Emphasys Users Connect Conference from August 21-25, 2016, in St. Paul, MN. Motion carried.

Frank Magliocco advised this is our annual opportunity to meet with other agencies, and get high level training on any programming changes. It also gives us an opportunity to work with the vendor on upcoming changes. There is a big change coming from HUD concerning their databases and Emphasys is on the cutting edge of programming changes to comply. There are about 45 PHAs that attend this annual meeting – around 300 attendees. Also, Jeff will be a presenter so his registration fee will be picked up by Emphasys, and so will mine because I was past president of ENUG.

IX. Comment on General Items: Austin Davis expressed his gratitude to Beverly Moore and Ava Johnson for coordinating the visit of the children in the Woodland Hills School District from Hawkins and Prospect; they went out to the Department of Energy, National Energy Lab in South Park, and I got to spend a couple of hours in the morning with them, and it was a great experience.

X. Adjournment

The meeting ended upon a motion to adjourn made by Austin Davis, seconded by Derek Uber, and carried. The meeting ended at approximately 10:55 a.m.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Wednesday, June 15, 2016

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Wednesday, June 15, 2016, at 10:35 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:	Austin Davis	Absent:	Mark Foerster
	Derek Uber		Vera Kelly
	Paul D'Alesandro (via phone)		

Mr. Davis 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: Frank Aggazio, Beverly Moore, George Janocsko, Deborah Breitenstein, Leigh Anderson, Elizabeth Roberts, Richard Stephenson, James Bulls, Kevin Bartko, Mirella Vercillo, Sydney Hayden, Frank Magliocco, Kim Longwell, Mike Vogel, Jack McGraw, Alexis McConville, Pat Blackwell, Virginia Prince, Sheila Demery

Recognitions/Proclamations

Employee of the Month: The Executive Director recognized Steve Maiorano, Quality Control Supervisor in the HCVP Department, with the Employee of the Month Award, in recognition of his extraordinary work under the contract with the City of Pittsburgh Housing Authority; this contract brings in additional funding for the Authority.

Public Comment None.

Approval of Minutes

Derek Uber made a motion to approve the Minutes of the May 18, 2016 Board of Directors meeting; the motion was seconded by Paul D'Alesandro and carried.

Old Business None.

New Business

A. Administration

1. The following **Resolution #16-07** was introduced by the Vice Chair, read in full and considered:

RESOLUTION #16-07 APPROVING AGENCY PLAN

RESOLVED, that the Board of Directors of the Allegheny County Housing Authority hereby approve the Authority's 2016 Annual Plan for the 2014-2019 Agency Plan and submission of the plan to HUD.

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 follows:

AYES:	Austin Davis	NAYS:	None
	Derek Uber		
	Paul D'Alesandro		

The Vice Chair thereupon declared said Resolution carried and adopted.

2. The following **Resolution #16-08** was introduced by the Vice Chair, read in full and considered:

RESOLUTION #16-08 APPROVING SUBMISSION OF THE FY 2016 CAPITAL FUND PROGRAM, ANNUAL STATEMENT, AND 5-YEAR ACTION PLAN FOR 2016-2020

WHEREAS, the Allegheny County Housing Authority has prepared its Fiscal Year 2016 Annual Statement and 5-Year Action Plan for submission to the Department of Housing and Urban Development (HUD); and

WHEREAS, HUD requires that all Authorities conduct public hearings and submit a current Board Resolution for the 5-Year Plan; and

WHEREAS, the Authority has completed the required public hearing.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Allegheny County Housing Authority, that the Fiscal Year 2016 Annual Plan and 5-Year Action Plan are hereby approved;

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized and shall take such measures as may be necessary to execute this action.

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 follows:

AYES:	Austin Davis	NAYS:	None
	Derek Uber		
	Paul D'Alesandro		

The Vice Chair thereupon declared said Resolution carried and adopted.

Mr. Uber congratulated the staff and the Resident Advisory Board for their time and efforts involved with the preparation and submission of these plans.

3. Motion by Austin Davis, second by Paul D'Alesandro, approving the renewal of the following employee coverages for the term 7/1/16-6/30/17:
- Medical - Highmark Community Blue Flex PPO plan
 - Dental - Guardian Life Insurance Co.
 - Vision – Vision Benefits of America
 - Short Term Disability – Lincoln Financial Group
- Motion carried. Mr. Uber abstained from the vote due to his employment with Highmark, and noted for the record he was not involved in any deliberations on this issue.

Mr. Aggazio stated we are looking to save dollars on benefits; the broker again went out to market. Initially there was a 42% increase in the medical but we got it down to about a 9.5% increase on the healthcare.

4. The following **Resolution #16-09** was introduced by the Vice Chair, read in full and considered:

RESOLUTION #16-09 APPROVING SALE OF ACHA PROPERTIES TO HABITAT FOR HUMANITY OF GREATER PITTSBURGH

RESOLVED, that the Board of Directors of the Allegheny County Housing Authority hereby approve the sale of the following ACHA properties to Habitat for Humanity of Greater Pittsburgh for the purpose of providing homeownership opportunities to residents of Allegheny County, including ACHA residents:

*Five homes for purchase in the Municipality of Penn Hills at an aggregate amount of \$203,000:
110 MacFarlane Drive, Pittsburgh, PA, 15235
1232 Universal Road, Pittsburgh, PA 15235*

387 Dorothy Drive, Pittsburgh, PA 15235
750 Penny Drive, Pittsburgh, PA 15235
152 Lansdown drive, Verona, PA 15147

Five vacant lots in the City of Duquesne at an aggregate amount of \$50,000:

511 Ferndale Avenue (378-N-35)
509 Ferndale Avenue (378-N-37)
506 S. Fifth Street (378-N-70)
504 Cochran Avenue (378-N-75)
506 Cochran Avenue (378-N-76)

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 follows:

AYES:	Austin Davis	NAYS:	None
	Derek Uber		
	Paul D'Alesandro		

The Vice Chair thereupon declared said Resolution carried and adopted.

The Executive Director stated we are partnering with Habitat for Humanity. We have an approved homeownership plan for the Penn Hills properties. Habitat will perform energy efficiency improvements at these homes. Beverly Moore, Deputy Executive Director, stated this is a good program and provides opportunities for affordable homeownership, and that we have a family interested and eligible for one of the Penn Hills homes.

B. MIS

1. Motion by Derek Uber, second by Paul D'Alesandro, approving renewal of the 2016 Software Maintenance Agreement with Emphasys Software in the amount of \$112,536.71. Motion carried.

C. HMO

1. The following **Resolution #16-10** was introduced by the Vice Chair, read in full and considered:

RESOLUTION #16-10 AUTHORIZING TRANSFER OF UNCOLLECTIBLE TENANT ACCOUNTS

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$20,871.67 and for referral for further action, if warranted.

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 follows:

AYES:	Austin Davis	NAYS:	None
	Derek Uber		
	Paul D'Alesandro		

The Vice Chair thereupon declared said Resolution carried and adopted.

2. Motion by Derek Uber, second by Paul D'Alesandro, approving the closing and opening of the following LIPH Waiting Lists effective July 15, 2016:

Closing the following Waiting Lists:

Blawnox Apts. – 1 BR
Robert J. Corbett Apts. – 1 BR
Homestead Bldg. B – 1 BR
Homestead Bldg. C – 2BR
Brackenridge Hall Apts. – 1 BR
General Braddock Tower – Efficiencies

Ohioview Tower – Efficiencies
Golden Tower – Efficiencies & 1 BR
Negley Gardens – 1, 2, 3, & 4BR
Orchard Park – 1, 2, & 3BR
Prospect Terrace – 1, 2, 3 & 4 BR
Sheldon Park – 1 & 3 BR
Scattered Sites– 4 BR
Hawkins Village – 1 BR
Pleasant Ridge – 2 & 4 BR

Opening the following Waiting Lists:

Homestead Building A – 1BR
Homestead Building D – 1BR
Westview Tower – 1BR
Dumplin Hall – 1BR
Hays Manor – 1 & 3 BR
Pleasant Ridge – 1BR (for 3 months only)
Groveton Village – 3BR
Scattered Sites – 3BR
General Braddock Tower – 1BR

D. Development

1. Motion by Derek Uber, second by Paul D'Alesandro, awarding IFB Contract ACHA-1551, Elevator Maintenance Services, to Industrial/Commercial Elevator, in the amount of \$221,725 for a one-year term, with up to two, 2-year extensions at the same amount per year. Motion carried.
2. Motion by Derek Uber, second by Paul D'Alesandro, awarding RFQ Contract ACHA-1555, A/E Services for Westview Tower Elderly Hi-Rise Interior Improvements, in the amount of \$60,000 to McLean Architects, LLC. Motion carried.

E. Travel

1. Motion by Derek Uber, second by Paul D'Alesandro, approving for up to 6 staff to attend the PAHRA 2016 Spring Conference & Expo from June 21-24, 2016, in Hershey, PA. Motion carried.
2. Motion by Derek Uber, second by Paul D'Alesandro, approving travel for up to 4 staff to attend the 2016 NAHRO Summer Conference from July 14-16, 2016 in Portland, OR. Motion carried.

Comment on General Items None.

Adjournment

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

The meeting ended at 11:05 am

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Wednesday, July 20, 2016

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Wednesday, July 20, 2016, at 10:35 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present: Mark Foerster
Austin Davis
Derek Uber

Absent: Paul D'Alesandro
Vera Kelly

Mr. Foerster 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: Pat Blackwell, Rich Stephenson, Mike Vogel, Bobby Gabbianelli, Jack McGraw, Frank Magliocco, Dean Allen, Paul Reiber, James Bulls, Cheryl Thompson, Kim Longwell

Recognitions/Proclamations

Employee of the Month: The Executive Director stated he recently read about a family of a resident in one of our sites who were so grateful that their mother lived at our site. They liked that their mother lived at our site; their mother enjoyed it so much. They enjoy our staff and were so pleased with our customer service that they threw a lunch for our staff and the residents; this occurred at Pine Ridge. Also, our employee of the month has a large fire at Negley a few months ago, and she provided a great service. The residents felt confident in our she was directing them and did a great job there, as well as coming through a tax credit audit very well. Our employee of the month is Cheryl Thompson

The Executive Director then stated, we have a retirement – I want to present this award of appreciation to one of our special employees who is leaving the Authority next month, Florence Powell. We want to express our appreciation for the years of dedicated service to the Housing Authority. We want to thank you for your years of service, and wish you nothing but the best on your retirement.

The Executive Director then invited Ms. Powell to speak about her work with the Smoke Free Initiative. Ms. Powell gave a brief overview of her work with the ACHA's Smoke Free Initiative Program,, which has a goal of having all ACHA developments become smoke-free.

Public Comment None.

Approval of Minutes

Austin Davis made a motion to approve the Minutes of the June 15, 2016 Board of Directors meeting; the motion was seconded by Derek Uber and carried.

Old Business

- A. Motion by Austin Davis, second by Derek Uber, ratifying a telephone poll of the Board by the Executive Director on July 6, 2016, wherein Mark Foerster, Austin Davis, Derek Uber, and Paul D'Alesandro approved award of indefinite quantities Contract ACHA-1557, Human Resource Services, to Donnelly-Boland Associates, in an amount not to exceed \$50,000/year, for a one-year term with two 1-year option periods. Motion carried.

Our HR Manager resigned to take another position with a local university, we two weeks notice. There was not a lot of time to search for a replacement, so we decided to contract for the services and see how it works. We have a person in for 3 days a week, and higher level back up if needed.

New Business

A. HMO

1. The following **Resolution #16-11** was introduced by the Chair, read in full and considered:

RESOLUTION #16-10 AUTHORIZING TRANSFER OF UNCOLLECTIBLE TENANT ACCOUNTS

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$22,742.14 and for referral for further action, if warranted.

Derek Uber moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Austin Davis, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

B. Purchasing

1. Motion by Austin Davis, second by Derek Uber, awarding RFP Contract ACHA-1550, Financial (Accounting) Consulting Services, to Casterline Associates, PC, contract term of 2-years with 3 additional 1-year option periods. Motion carried.

Rich Stephenson stated this is our normal financial consulting services contract. We had three firms respond, two of which were highly qualified. Mr. Uber asked if Casterline is our current vendor and for how long have they been working for use. Mr. Stephenson replied yes, and Casterline has been working with ACHA prior to him starting. We had to limit it down to one person; we don't use them as much as we use to. Mr. Davis wanted to know how often we put it out for proposals. Mr. Stephenson responded every 5 years

Off Agenda

Motion by Derek Uber, second by Austin Davis, to move the September 2016 Board of Directors meeting from September 21 to September 28, 2016. Motion carried. There will be no meeting in August.

Comment on General Items

None

Adjournment

Austin Davis made a motion to adjourn the meeting; the motion was seconded by Derek Uber and carried. The meeting ended at approximately 10:50 a.m.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Wednesday, September 28, 2016

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Wednesday, September 28, 2016, at 10:30 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:	Mark Foerster	Absent:	Vera Kelly
	Austin Davis		
	Derek Uber		
	Paul D'Alesandro (via phone)		

Mr. Foerster 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: Frank Aggazio, Beverly Moore, George Janocko, Deborah Breitenstein, Frank Magliocco, Kim Longwell, Jack McGraw, Dean Allen, Mike Vogel, Bobby Gabbianelli, Pat Blackwell, Rich Stephenson, Marlene Sanders, James Bulls, Lamar Miller, Guy Phillips, Paul Reiber

Recognitions/Proclamations

Employee of the Month: The Executive Director stated the employee of the month was nominated by the Director and Assistant Director of the Housing Management Operations Department, Jim Bulls and Kevin Bartko respectively, and Property Manager Marlene Sanders, on how well he has been keeping Prospect Terrace in good condition. He is one person at a 90-unit family community which is very hard to maintain, and he is doing an outstanding job. The employee of the month is Lamar Miller. Mr. Miller thanked Mr. Aggazio and the Board for this recognition.

V. Public Comment None.

VI. Approval of Minutes

Austin Davis made a motion to approve the Minutes of the July 20, 2016 Board of Directors meeting; the motion was seconded by Derek Uber and carried.

VII. Old Business

- A. Motion by Austin Davis, second by Derek Uber, ratifying a poll of the Board by the Executive Director on September 14, 2016, wherein Mark Foerster, Austin Davis, Derek Uber, and Paul D'Alesandro, approved travel for Frank Aggazio, Ed Primm, Bob Gabbianelli and Kim Evans to attend the 2016 NAHRO National Conference and Exhibition from October 13-17, 2016 in New Orleans, LA. Motion carried.

The Executive Director advised the ACHA will be receiving two Awards of Excellence at the Conference; one is the Veterans' Program, and one is the Section 3 Program during the development of Orchard Park, resulting in the hire of a lot of Section 3 residents during construction. This conference will be coming to Pittsburgh next year in October. It will bring around 2000-2500 delegates from around the country to Pittsburgh. We are supporting it; we have VisitPittsburgh involved. It is important that we go and support it. There are about 20 awards of excellence, and two are being given to the Allegheny County Housing Authority.

VIII. New Business

A. Administration

1. The following **Resolution #16-12** was introduced by the Chair, read in full and considered:

RESOLUTION #16-12 ADOPTING A REVISED PROCUREMENT POLICY

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby adopted a revised Procurement Policy for the Allegheny County Housing Authority, with an effective date of October 1, 2016.

Derek Uber moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Austin Davis, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

Frank Aggazio stated what we are trying to do is mirror the State policy. Currently, anything over \$10,000 requires Board approval. The State's current threshold is \$19,400 and this revised policy will adopt that threshold for Board action. Mr. McGraw further explained that \$10,000 is a pretty low threshold, which the State had for years, but around 4 or 5 years ago the Commonwealth adopted changes to PHA procurement thresholds, which would increase annually based on a consumer price index promulgated by the Department of Labor. These changes gave agencies more flexibility. We had stayed at \$10,000, but many times we need to get a contract more quickly than that. This revised policy would mirror those changes in thresholds requiring Board action. Mr. Uber requested that the Board be notified each year of the changes in the thresholds.

B. Development

1. The following **Resolution #16-13** was introduced by the Chair, read in full and considered:

RESOLUTION #16-13 APPROVING SUBMISSION TO HUD OF THE ELDERLY DESIGNATION RENEWAL

WHEREAS, the Allegheny County Housing Authority has previously designated the following development as elderly development to serve the 62+ population:

Wilmerding Apartments, Blawnox Apartments, Carver Hall, Corbett Apartments, John Fraser Hall, Jefferson Manor, Springdale Manor, West Mifflin Manor, Westview Tower, Lavender Heights, Homestead Apartment Tower D, Homestead Apartment Tower A, Homestead Apartments Tower C, Dalton's Edge Phase I, and Dalton's Edge Phase II.

WHEREAS, the Allegheny County Housing Authority, through its occupancy percentages and waiting list applicants for the above-mentioned sites, continues to show a need for elderly designated housing developments within Allegheny County; and

WHEREAS, the Allegheny County Housing Authority through the Elderly Designation Extension will continue to have 1,112 units or 36.0% of the total Allegheny County Housing Authority inventory, specifically designated for the 62+ population.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority authorize and support the submission of a two-year extension renewal of elderly designation for the designated properties.

Austin Davis 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 follows:

AYES: Mark Foerster
Austin Davis
Derek Uber

NAYS: None

The Chair thereupon declared said Resolution carried and adopted.

2. Motion by Derek Uber, second by Austin Davis, approving amendment to Contract ACHA-1554, A/E Services for Interior Improvements at West Mifflin Manor, with R. W. Sleighter Engineers and Architects for additional fees of \$34,250, for additional work to re-orient kitchens in both accessible and typical units as well as Common Area finishes. Motion carried

Jack McGraw, Director of Development, explained that initially we thought we had a pretty limited scope of work to just kitchens and bathrooms. However, the County gave us a little more money than we anticipated, which allowed us to expand the scope of work to other things, common areas, community rooms and elevator lobbies that look tired and dated, entrance to the building. So not only will the units get some upgrades but the entire building will look better and more attractive for the residents. This contract is for the additional design work.

3. Motion by Austin Davis, second by Derek Uber, approving amendment to Contract ACHA-1555, A/E Services for Interior Improvements at Westview Tower, with McLean Architects for additional fees of \$53,000, for additional work including complete replacement of the building's water supply distribution system. Motion carried.

This is very similar to West Mifflin. We received money from the County to upgrade dwelling units at Westview; the units have the original construction, original cabinetry, flooring, etc. We wanted to do that but we did know that we had significant problems with the water distribution system, both the hot and cold water supply lines. This is the entire building. We didn't know how bad it could be and what it would take to make repairs. Once we had the architect and he brought his engineers out there, we have a different scenario. It's going to be a difficult job. It's going to cost several hundreds of thousands of dollars and really affect the residents in the building, but it has to be done. It's a complicated job, very engineering driven, and increases the scope of work by approximately \$500,000. This amendment not only reflects the fees for the architect, but also for the engineering.

4. Motion by Austin Davis, second by Derek Uber, awarding IFB Contract ACHA-1559, Parking Area Resurfacing at Ohioview Towers, in the amount of \$36,950 to John D. Caruso, Inc. Motion carried.

Mr. McGraw advised this parking lot hasn't been redone in about 20 years. It's been overlaid a few times, but there are significant cracks, coupled with the fact that we had a chiller line go bad and our maintenance department had to repair it in a couple of different places. When they did that, they had to excavate in several places in the parking lot. The work will be done in October.

5. Motion by Derek Uber, second by Austin Davis, awarding Contract ACHA-1560, Site Work at Police Sub-Station Wilmerding Apartments, in the amount of \$14,750 to Thomas Didiano and Son. Motion carried.

The Executive Director stated that we were approached by the County Manager about the police going into Wilmerding. It's a great idea. We are doing some work to fit them in there comfortably. Jack McGraw stated that we are taking two units on the first floor and making them into the police station. They will actually be policing Wilmerding Borough. We need to give the police their own access so that they are not blocked by the residents or staff coming and going, and vice versa. This contract is to provide a separate access and parking for use by the police.

6. Motion by Austin Davis, second by Derek Uber, awarding Contract ACHA-1565, Entrance and Interior Demolition and Finishes at Police Sub-Station Wilmerding Apartments, in the amount of \$14,415 to Liokareas Construction, Inc. Motion carried.

Mr. McGraw stated that this contract is for work to combine the two units to be used by the police; it will look and feel like a police office. They will have several officers that will come and go, work stations and desks, two command officers. We will open the wall up between the units and make it feel like one

space, but the key is because they are funded non-dwellings, if we ever need it to, we could easily turn them back into two units.

Police Chief Mike Vogel stated that around 10 years ago, the Borough disbanded their police and contracted with North Versailles Borough for policing. Now they have entered into a contractual agreement with the Allegheny County Police. The Allegheny County Police will patrol the community at large. The office will be manned 24/7, which is a great idea, and also benefits our agency since there will be police presence at all times in the building.

In answer to a question by Mr. Uber, Mr. McGraw advised that the police are involved with the design. They have their own architect and we are working with them to get the space right. We've had several meetings concerning design of the space.

C. Finance

1. The following **Resolution #16-14** was introduced by the Chair, read in full and considered:

RESOLUTION #16-14 APPROVING FISCAL YEAR 2017 OPERATING BUDGETS

WHEREAS, the Allegheny County Housing Authority has prepared its Fiscal Year 2017 Operating Budgets; and

WHEREAS, the Department of Housing and Urban Development has implemented asset based management rules necessitating the creation of a Central Office Cost Center (COCC) budget as well as an Asset Management Project (AMP) budget; and

WHEREAS, the Allegheny County Housing Authority finds that the proposed total expenditures of \$11,393,624 for the COCC and \$21,308,448 for the AMPs are necessary for an efficient and economical operation of the Authority for the purpose of serving Allegheny County Housing Authority residents; and

WHEREAS, the Allegheny County Housing Authority finds that the Budget is reasonable in that it indicates a source of funding adequate to cover all proposed expenditures.

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

1. *That the Fiscal Year 2017 Operating Budgets are hereby approved.*
2. *That the Executive Director is hereby authorized and shall take such measures as may be necessary to place the Fiscal Year 2017 Operating Budgets into effect.*

Austin Davis 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 follows:

AYES:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

CFO Richard Stephenson stated that we presented to the Board a surplus budget at the AMP level of \$107,000 and COCC level of \$329,000. We estimated operating subsidy from HUD of 85% and Section 8 admin fees subsidy of 83%. Mr. Davis thanked Mr. Stephenson and Mr. Blackwell, stating they gave a really detailed report. Mr. Foerster stated that the Board realizes a lot of work went into this and really appreciates the efforts and extra time; it's a really good looking budget.

2. Motion by Derek Uber, second by Austin Davis, approving a \$500,000 owner's draw from Harrison Hi-Rise reserves for FYE 2016. Motion carried.

Rich Stephenson stated that this draw is a little bit of an increase from the 2016 budget, which was anticipated at around \$350,000. But with the changes that HUD requires on reclassifying our mixed finance properties, we wanted to make sure we have enough to maximize the reserves at each AMP level for our PHAS scores. If not needed, the money will stay in the AMPS.

D. HMO

1. The following **Resolution #16-15** was introduced by the Chair, read in full and considered:

RESOLUTION #16-10 AUTHORIZING TRANSFER OF UNCOLLECTIBLE TENANT ACCOUNTS

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts for Fiscal Year ending September 30, 2016, and for referral for further action, if warranted.

Austin Davis 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 follows:

AYES:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

E. Purchasing

1. Motion by Derek Uber, second by Austin Davis, approving piggyback of the Pennsylvania State Contract #4400015469 with SimplexGrinnell for the inspection and maintenance of ACHA's fire protection systems (PB-16-002):

Extinguishers and fire hoses	\$ 6,040.00
Fire Alarms	\$41,840.00
Sprinkler and Fire Pumps	\$ 8,450.00
Repairs & necessary upgrades	\$35,000.00

Motion carried.

Purchasing Manager Guy Phillips stated this work is done annually. Simplex has done this the past couple of years and has maintained their price for us because they understand our need for cost savings. This is a maximum amount that will be allocated. Maintenance at times will do the services on their own, depending on the conditions encountered. This is a one-year agreement.

OFF AGENDA

1. Motion by Austin Davis, second by Derek Uber, approving negotiating and entering into a contract with the Housing Authority of the City of Pittsburgh (HACP) for ACHA to provide eligibility background check services for prospective applicants for the HACP, for 5-year contract term; fees will be paid based on services rendered. Motion carried.

The Executive Director stated that approximate fees to be received annually will be around \$111,000.

IX. Comment on General Items None.

X. Adjournment

Austin Davis made a motion to adjourn the meeting; the motion was seconded by Derek Uber and carried.

The meeting ended at approximately 11:05 a.m.