

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, January 23, 2026

Minutes

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, January 23, 2026 at the Authority’s Central Office located at 301 Chartiers Avenue, McKees Rocks, PA, 15136. The meeting was held in office. Those present and absent were as follows:

Present: Mark Foerster
Derek Uber
Sydney Hayden
Grant Gittlen

Absent: Brandon Markosek

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 for an 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:

Staff and Guests: Rich Stephenson, Mike Vogel, Jennifer Jackson, Olivia Cook, Luke Lewis, Kim Longwell, Katie Sauer, Randi Beattie, Joe Simon, Frank Magliocco, Pat Blackwell, Jenna Robin, Nicole Lovato, Kim Evans, Deron Gabriel, Allison Miller, Marie Gahagen

Recognitions/Proclamations

Employee of the Month – Marie Gahagen

The Executive Director shared an example of staff responding to a recent domestic violence incident at one of the Authority’s high-rise properties, noting how employees frequently go above and beyond their regular responsibilities to support residents. He remarked that there are many dedicated staff members who stand out each month, which makes selecting an Employee of the Month increasingly difficult.

For this month, special recognition was given to Marie Gahagen. During a period of significant organizational transition — including the consolidation of Glenshaw Gardens and Affordable Housing Holdings into the Authority’s centralized operations — Marie has consistently demonstrated flexibility, professionalism, and a positive attitude. Despite multiple office relocations and evolving responsibilities, she has willingly taken on additional duties outside her formal role without hesitation.

Her knowledge, teamwork, and commitment have played an important role in helping the Authority navigate operational changes more smoothly. The Board acknowledged and thanked Marie for her outstanding service and dedication.

Public Comment

None.

Approval of Minutes

A motion was made to approve the minutes from the December 19, 2025, ACHA Board of Directors Meeting.

Motion: Derek Uber

Second: Grant Gittlen

Vote: Unanimously approved

Old Business

Fiduciary Liability Insurance Premium – Update from December 19, 2025 Board Meeting

Luke Lewis provided a follow-up regarding the Fiduciary Liability Insurance policy previously discussed at the prior meeting. He reported that the final confirmed premium amount is \$9,071, which is unchanged from the prior year. Mr. Lewis noted that no further action is required at this time.

New Business

Motion to Amend February Meeting Time

A motion was entertained to change the start time of the February 20, 2026 Regular Board Meeting from 10:30 a.m. to 11:30 a.m. to accommodate a scheduling conflict for several Board members.

Motion: Derek Uber

Second: Sydney Hayden

Vote: Unanimously approved

Motion to Appoint Board Officers for Calendar Year 2026

A motion was to appoint the following members of the Allegheny County Housing Authority Board of Directors to serve in the designated officer positions for Calendar Year 2026, or until their successors are duly appointed:

- Mark Foerster, Chairperson
- Sydney Hayden, Vice Chairperson
- Derek Uber, Secretary
- Grant Gittlen, Treasurer

- Brandon Markosek, Assistant Secretary/Treasurer

Motion: Grant Gittlen

Second: Derek Uber

Vote: Unanimously approved

Resolution No. 1 of 2026 – Authorizing the Award of Contract ACHA-1726-A to Dan Farr Moving Services for Authority-Wide Moving Services, for an Initial Three-Year Term with an Optional Two-Year Extension

Pat Blackwell explained that the Authority’s previous moving services contract has expired. In accordance with HUD procurement requirements, a Request for Qualifications (RFQ) was issued. Responses were received and evaluated, and the vendor was determined to be qualified. Staff recommended approval of Don Farr Relocation and Moving Services, noting the Authority has successfully worked with the company for many years.

Motion: Derek Uber

Second: Sydney Hayden

Vote: Unanimously approved

Resolution No. 2 of 2026 –Authorizing the Award of Contract ACHA-1726-B to Metro Movers for Authority-Wide Moving Services for an Initial Three-Year Term with an Optional Two-Year Extension

Pat Blackwell explained that this procurement followed the same process previously described for Resolution number 1, just different company.

Motion: Sydney Hayden

Second: Grant Gittlen

Vote: Unanimously approved

Resolution No. 3 of 2026 – Authorizing Change Order EC-5 to Sargent Electric for additional material and labor costs for replacement of corridor lighting at Brackenridge Hall in the amount of \$41,545.00

Pat Blackwell explained that the original design for the Brackenridge Hall renovation did not include replacement of common area corridor lighting. Given that the building will serve as a senior high-rise, staff determined that upgraded LED corridor lighting is necessary to ensure adequate visibility and safety. Sargent Electric was engaged to provide pricing for the additional material and labor, and staff determined the cost of \$41,545.00 to be reasonable.

Motion: Grant Gittlen

Second: Derek Uber

Vote: Unanimously approved

Resolution No. 4 of 2026 - Request for Approval to Write Off Tenant Accounts Receivable Collection Losses in the Amount of \$47,335.30 for December 2025

Katie Sauer explained that this is the routine monthly resolution requesting approval to write off uncollectible tenant accounts receivable for former residents. The total amount recommended for write-off for December 2025 is \$47,335.30. She noted that the overall write-off amounts appear to be trending downward. Property management staff have been working closely with the Allegheny County Law Department to address several large outstanding balances that had been in the appeals process for an extended period, and progress is being made toward resolution.

Motion: Derek Uber

Second: Grant Gittlen

Vote: Unanimously approved

Resolution No. 5 of 2026 - Requesting Approval for the renewal of Flood Insurance policies through the National Flood Insurance Program (NFIP) via Philadelphia Indemnity Insurance Company/Housing Authority Insurance (HAI) for the period February 26, 2025–February 26, 2026

Luke Lewis noted that the total premium has decreased by approximately \$3,000 for the upcoming policy term. The reduction is due in part to the removal of Hays Manor from coverage following its demolition. After further review, staff confirmed that flood insurance is not required for the site while awaiting future construction. Avoiding coverage for that location results in a significant cost savings of \$36,000 compared to carrying coverage during the interim period.

Motion: Sydney Hayden

Second: Grant Gittlen

Vote: Unanimously approved

Comment on General Items

None.

Adjournment

A motion was made to adjourn the meeting.

Motion: Grant Gittlen

Second: Derek Uber

Vote: Unanimously approved

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, February 20, 2026

Minutes

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, February 20, 2026 at the Authority’s Central Office located at 301 Chartiers Avenue, McKees Rocks, PA, 15136. The meeting was held in office. Those present and absent were as follows:

Present:	Mark Foerster	Absent:	Derek Uber
	Sydney Hayden		
	Grant Gittlen		
	Brandon Markosek		

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 for an executive session at 10:45 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 10:30 a.m.

Attendance:

Staff and Guests: Rich Stephenson, Mike Vogel, Jennifer Jackson, Olivia Cook, Luke Lewis, Kim Longwell, Katie Sauer, Randi Beattie, Frank Magliocco, Pat Blackwell, Jenna Robin, Nicole Lovato, Kim Evans, John Daley, Ed Mogus, Jennie Zeman, Mike Johnson, Frank Lovato, Dana Salvatore, Tamara Dudukovich and Adrianna Branin

Recognitions/Proclamations

Employee of the Month – Mike Johnson

Executive Director Richard Stephenson recognized Mike Johnson as Employee of the Month. Mr. Stephenson reported that Mr. Johnson was nominated by management and received strong endorsements from supervisors and colleagues for consistently going above and beyond his duties. He was commended for his exceptional work ethic, reliability, professionalism, and commitment to serving residents. The Board congratulated Mr. Johnson for his contributions to the Authority.

Public Comment

Adrianna Branin, a resident of Mount Washington and employed with the Allegheny County Treasurer’s office, addressed the Board regarding two agenda items:

1. **Resolution No. 7 – Caldwell Station Disposition** – Ms. Branin requested clarification regarding the statement that the units were “extremely difficult to manage and maintain because of lack of uniformity of systems.”

Mr. Stephenson explained that Caldwell Station consists of 18 total units in Wilmerding, of which six are public housing units owned through a partnership structure (33% ownership interest). He stated that under HUD's Section 18 Scattered Site Disposition program, the Authority may convert eligible public housing units to Section 8 funding after the tax credit compliance period. The disposition would allow the units to transition from public housing subsidy to Section 8 funding, which provides improved funding consistency. The issue referenced was related to funding stream uniformity rather than physical unit configuration.

2. **Executive Director Salary Motion** – Ms. Branin requested information regarding the current and proposed salary. The Chair stated that salary would be emailed to her office. Richard Stephenson added that salary and financial information is publicly available through the Right-to-Know request process.

No additional public comment was offered.

Approval of Minutes

A motion was made to approve the minutes from the January 23, 2026, ACHA Board of Directors Meeting.

Motion: Sydney Hayden

Second: Grant Gittlen

Vote: Unanimously approved

Old Business

None.

New Business

Resolution No. 6 of 2026 – Approving Policy Amendments to the 2025-2026 Admissions and Continued Occupancy Policy Regarding Lifetime Ineligibility for Certain Offenses

Nicole Lovato reported that language related to murder had been inadvertently removed from the lifetime ineligibility section of the ACOP. She stated that the amendment would restore the language to ensure compliance and preserve applicants' appeal rights.

Motion: Derek Uber

Second: Sydney Hayden

Vote: Unanimously approved

Resolution No. 7 of 2026 – Approving the Allegheny County Housing Authority to Dispose Of 6 Units at Caldwell Station in Wilmerding Under Section 18 Disposition

Richard Stephenson presented that the Authority is seeking approval to dispose of six public housing units at Caldwell Station under HUD's Section 18 Scattered Site Disposition program.

Approval would allow the conversion of the six public housing units to Section 8 funding to improve long-term funding consistency.

Motion: Sydney Hayden
Second: Brandon Markosek
Vote: Unanimously approved

Resolution No. 8 of 2026 - Request for Approval to Write Off Tenant Accounts Receivable Collection Losses in the Amount of \$63,437.05 for January 2026

Katie Sauer explained that this is the routine monthly resolution requesting approval to write off uncollectible tenant accounts receivable for former residents. The total amount recommended for write-off for January 2026 is \$63,437.05. She explained that the balances represent amounts owed by tenants who vacated units either voluntarily or through eviction proceedings and are deemed uncollectible.

Motion: Grant Gittlen
Second: Brandon Markosek
Vote: Unanimously approved

Motion No. 1 of 2026 – To Approve the Salary of the Executive Director, as Discussed in the Executive Session, Retroactive to January 1, 2026

Motion: Grant Gittlen
Second: Brandon Markosek
Vote: Unanimously approved

Comment on General Items

None.

Adjournment

A motion was made to adjourn the meeting.

Motion: Sydney Hayden
Second: Grant Gittlen
Vote: Unanimously approved

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, March 20, 2026

Minutes

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, March 20, 2026 at the Lloyd D. Hayden Center located at 480 Park Avenue, Natrona Heights, PA 15065. Those present and absent were as follows:

Present:	Mark Foerster	Absent:	Brandon Markosek
	Sydney Hayden		
	Grant Gittlen		
	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-person for an executive session at 10:45 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 10:30 a.m.

Attendance:

Staff and Guests: Rich Stephenson, Mike Vogel, Jennifer Jackson, Luke Lewis, Ellen Parker, Kim Longwell, Frank Magliocco, Pat Blackwell, Jenna Robin, Nicole Lovato, Kim Evans, Jennie Zeman, Robert Helwig, Tia Cerminara, Atavia Carter, Casey Riley and Dave Sevick

Recognitions/Proclamations

Employee of the Month – Tia Cerminara

Executive Director Richard Stephenson recognized Tia Cerminara for her outstanding contributions since joining the Authority approximately five months ago.

Mr. Stephenson highlighted Ms. Cerminara’s strong customer service approach, responsiveness to staff and resident needs, and her willingness to take on additional responsibilities. He specifically noted her role in becoming certified to support the Authority’s digital inclusion initiatives and serve as a liaison for new technology-based resident services, Computer Reach.

The Board commended Ms. Cerminara for her initiative and dedication to enhancing services for residents.

Presentation – Computer Reach

Dave Sevick, Executive Director of Computer Reach, provided a detailed presentation regarding a proposed partnership to expand digital access and workforce development opportunities for residents.

Key highlights included:

- Distribution of laptops and refurbished computers to residents, including a no-cost laptop lending program for eligible participants
- Digital literacy training, including certification programs such as NorthStar Digital Literacy
- Workforce development tools, including access to online training platforms such as SkillUp PA
- Internet connectivity solutions and low-cost equipment options
- Support structure requirements, including training, intake processes, and ongoing technical assistance

Mr. Sevick emphasized that successful implementation requires not only providing devices, but also structured training, ongoing support, and community engagement to ensure residents can effectively utilize the technology.

The Board engaged in discussion regarding program costs, sustainability, potential grant funding, and the importance of aligning the initiative with the Authority’s Family Self-Sufficiency (FSS) goals.

The presentation was provided in connection with the Authority’s consideration of a proposed partnership with Computer Reach, which was later addressed under Resolution No. 9 of 2026.

Public Comment

No public comment was offered.

Approval of Minutes

A motion was made to approve the minutes from the February 20, 2026, ACHA Board of Directors Meeting.

Motion: Sydney Hayden

Second: Grant Gittlen

Vote: Unanimously approved

Old Business

None.

New Business

Resolution No. 9 of 2026 – Authorizing Payment to Computer Reach for Technology, Connectivity, and Digital Literacy Services in the Amount of \$100,000

The Board considered a resolution authorizing payment to Computer Reach for technology, connectivity, and digital literacy services.

Discussion included:

- The alignment of the program with the Authority’s FSS and workforce development initiatives
- The importance of providing both equipment and training to remove barriers to education and employment
- Questions regarding implementation, including support structure, reporting, and tracking outcomes
- A request from the Chair for periodic updates to the Board summarizing program progress and usage

Richard Stephenson confirmed that funding for this initiative is supported through grant funding designated for self-sufficiency programming.

Motion: Derek Uber

Second: Grant Gittlen

Vote: Unanimously approved

Resolution No. 10 of 2026 – Authorizing Renewal of Property and Liability Insurance Coverage for Hawkins Redevelopment II, LLC for the 2026–2027 Policy Term

Luke Lewis presented the renewal of property, general liability, and excess liability insurance coverage for Hawkins Redevelopment 2, LLC, now known as Heritage Highlands Phase 2.

Mr. Lewis reported that the Authority would realize a modest cost savings compared to the prior year while maintaining the same level of coverage.

Motion: Sydney Hayden

Second: Derek Uber

Vote: Unanimously approved

Resolution No. 11 of 2026 - Authorizing Renewal of Cyber Liability Insurance Coverage for the Allegheny County Housing Authority for the 2026–2027 Policy Term

Mr. Lewis presented the renewal of the Authority’s cyber liability insurance coverage.

He noted that coverage terms remain consistent with the prior year, with no increase in premium. The policy continues to provide protection for technology systems and data managed by the Authority.

Motion: Grant Gittlen

Second: Derek Uber

Vote: Unanimously approved

Resolution No. 12 of 2026 - Requesting Approval of Change Order MC-5 To R&B Mechanical for Excavation and Rerouting of the Existing Water Main and Fire Hydrant at Buildings 4 and 5 in the Amount of \$52,460.02

Pat Blackwell presented a change order related to excavation work at Millview Acres.

He explained that during installation of prefabricated boiler system piping, existing underground infrastructure conflicts were encountered. It was determined to be more cost-effective to reroute the water main and fire hydrants rather than redesign the prefabricated system.

The negotiated cost of \$52,460.02 was determined to be fair and reasonable.

Motion: Derek Uber

Second: Grant Gittlen

Vote: Unanimously approved

Resolution No. 13 of 2026 - Request for Approval to Write Off Tenant Accounts Receivable Collection Losses in the Amount of \$56,172.06 for February 2026

Nicole Lovato presented the monthly write-off of uncollectible tenant accounts receivable for February 2026.

She reported that 25 residents are included, nine of whom were evicted through legal action. The remaining balances are associated with former residents deemed uncollectible, including cases involving lease violations and evictions.

Motion: Sydney Hayden

Second: Grant Gittlen

Vote: Unanimously approved

Resolution No. 14 of 2026 - Approving the Lot Consolidation Plan for Hays Manor

Pat Blackwell explained that the resolution approves an updated lot consolidation plan reflecting revised development configurations.

He noted that the changes are administrative in nature and required for recording with the Recorder of Deeds following updated project plans.

Motion: Derek Uber

Second: Sydney Hayden

Vote: Unanimously approved

Comment on General Items

The Board acknowledged and thanked the staff at the hosting location for their hospitality and expressed appreciation for the opportunity to hold meetings within Authority communities.

Adjournment

A motion was made to adjourn the meeting.

Motion: Grant Gittlen

Second: Derek Uber

Vote: Unanimously approved

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, April 17, 2026

Minutes

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, April 17, 2026 at the Allegheny County Housing Authority located at 301 Chartiers Avenue, McKees Rocks, PA 15136. Those present and absent were as follows:

Present: Mark Foerster
Sydney Hayden
Grant Gittlen
Derek Uber
Brandon Markosek

The Chair declared a quorum present, called the meeting to order, and advised those in attendance that, prior to the meeting, the Board convened in person for a review session and, if necessary, an executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He further advised that the Board's Finance and Audit Committee met earlier today at 9:15 a.m.

Attendance:

Staff and Guests: Rich Stephenson, Mike Vogel, Jennifer Jackson, Luke Lewis, Ellen Parker, Kim Longwell, Frank Magliocco, Pat Blackwell, Jenna Robin, Nicole Lovato, Kim Evans, Jennie Zeman, Robert Helwig, Randi Beattie, Joe Simon, Olivia Cook, Katie Sauer, Sandra Behe, Diana Cook, Alejandra Miller, Tasia Schwintzer, Michael Flaherty, Leah Joyce, Janice Walsh, Jennifer Helt and Rohit Acharya

Recognitions/Proclamations

Chair Mark Foerster welcomed Rohit Acharya, Chairman of the Allegheny County Government Review Commission. Chair Foerster explained the Commission was created to conduct a ten-year review of county government operations, including efficiency, structure, and the County Charter. Mr. Acharya thanked the Board for the opportunity to attend and stated he was visiting agencies and departments to listen, learn, and gather information on public service operations throughout Allegheny County.

Amendment to Agenda – Off Agenda Item

Chair Mark Foerster advised that a time-sensitive item needed to be added to the agenda concerning authorization to submit a grant application for security cameras. He explained that immediate action was necessary to meet submission deadlines and requested the agenda be amended pursuant to the Pennsylvania Sunshine Act.

A motion to amend the agenda and add Resolution No. 18 of 2026 was made by Sydney Hayden and seconded by Grant Gittlen.

Following a roll call vote, the motion passed unanimously. Chair Foerster announced the agenda was amended and the resolution would be considered as the final item of business.

Employee of the Month – Jennifer Helt

Executive Director Rich Stephenson recognized Jennifer Helt for her dedication, professionalism, and consistent high-quality work performance. Mr. Stephenson noted that while complaints are common in public service, compliments are far less frequent, making the positive feedback regularly received regarding Ms. Helt especially meaningful. He also highlighted her leadership and efforts involving the Authority’s Project-Based Voucher conversion work.

Ms. Helt thanked management, her supervisors, maintenance staff, inspectors, and coworkers, stating the recognition reflected a team effort and that the success of the PBV initiative would not have been possible without department-wide support.

Public Comment

No public comment was offered.

Approval of Minutes

A motion was made to approve the minutes from the March 20, 2026, ACHA Board of Directors Meeting.

Motion: Derek Uber

Second: Grant Gittlen

Vote: Unanimously approved

Old Business

None.

New Business

Resolution No. 15 of 2026 – Authorizing Renewal of Property and Liability Insurance Coverage for Senior Apartments of Mt. Lebanon for the 2026-2027 Policy Term

Luke Lewis presented the annual renewal of property, general liability, and excess liability insurance coverage for Senior Apartments of Mt. Lebanon for the policy period of May 8, 2026 through May 8, 2027. He advised the Board that management continues working with its insurance partners to consolidate renewal dates for administrative efficiency and noted the policy may later be shortened to align with a January 1 renewal cycle.

Mr. Lewis further stated that the renewal reflected only modest changes overall, with some increases in property-related coverage and favorable adjustments in other areas.

Motion: Brandon Markosek
Second: Sydney Hayden
Vote: Unanimously approved

Resolution No. 16 of 2026 – Approval of HVAC On-Call Service Vendor – R & B Mechanical, Inc. - (PA COSTARS Contract No. 008-E25-1596) – ACHA 1728

Joe Simon presented a request to utilize the PA COSTARS cooperative purchasing contract for HVAC maintenance, repairs, and emergency response services through R & B Mechanical, Inc. It was explained that the Authority requires responsive and cost-effective HVAC support across its housing portfolio and had successfully worked with the vendor previously.

The contract term extends through November 21, 2026, with an annual amount not to exceed \$150,000.

Motion: Derek Uber
Second: Brandon Markosek
Vote: Unanimously approved

Resolution No. 17 of 2026 - Request for Approval to Write Off Tenant Accounts Receivable Collection Losses in the Amount of \$106,569.37 for March 2026

Katie Sauer presented the monthly request to write off delinquent tenant accounts receivable totaling \$106,569.37 for March 2026. She explained the total included several larger balances, including long-standing collection matters and a bankruptcy case that had recently concluded.

Board members inquired about one particularly significant account, and Ms. Sauer advised that one balance had approached approximately \$20,000. Executive Director Stephenson added that unpaid tenant rent creates a direct financial impact because HUD deducts the tenant rent portion from subsidy calculations regardless of whether the Authority actually collects payment.

Motion: Grant Gittlen
Second: Sydney Hayden
Vote: Unanimously approved

Resolution No. 18 of 2026 - Authorization to Submit CDBG Application for Security Cameras at 11 ACHA Properties

Mike Vogel advised the Board that a similar grant request had previously been submitted in 2024 but was not funded. He stated that the County Department of Economic Development recently identified a potential funding source that may support the project.

Chief Vogel explained that he and staff worked quickly to prepare and submit updated materials so the Authority could seek funding for security camera improvements at eleven ACHA properties.

Motion: Derek Uber
Second: Brandon Markosek
Vote: Unanimously approved

Comment on General Items

None.

Adjournment

A motion was made to adjourn the meeting.

Motion: Derek Uber
Second: Sydney Hayden
Vote: Unanimously approved