

Housing Authority of the City of Pittsburgh
BOARD OF COMMISSIONERS MEETING MINUTES

Thursday, April 24, 2014

200 Ross Street

13th Floor Wherrett Room

Pittsburgh, PA 15219

The Housing Authority of the City of Pittsburgh (the "HACP") held a regular Board meeting on Thursday, April 24, 2014 at 200 Ross Street; 13th Floor Wherrett Room, Pittsburgh, Pennsylvania 15219 at 10:30 a.m.

Reverend Ricky V. Burgess, Chairman of the HACP Board of Commissioners, called the meeting to order. The Commissioners in attendance were: Reverend Ricky V. Burgess, Ms. Janet Evans, Ms. Enid Miller, Ms. Valerie McDonald-Roberts, Mr. Peter Kaplan and Mr. Leroy Morgan. Ms. Lena Andrews was not in attendance.

Election of Officers

Rev. Burgess asked for nominations for the Board of Commissioners. Peter Kaplan made a nomination for Valerie McDonald-Roberts as Chairman of the Board of Commissioners. Ms. Enid Miller seconded the nomination. There were no other nominations. Rev. Burgess made a motion to close the nominations. Enid Miller seconded the closure of nominations for Chairman. At this time, Enid Miller made a suggestion to wait to hold the remaining nominations for unfilled seats until after the board's orientation so that the board members will have a better understanding of the responsibilities of the positions. Peter Kaplan stated that he supported Ms. Miller's suggestion to postpone the election of the remaining seats until after the board orientation. The orientation is scheduled to take place immediately after the board meeting today.

The Reverend Burgess expressed his pleasure for being the Chairman of the Board of the Housing Authority for four years and welcomed Valerie McDonald-Roberts as the new Chairman. Peter Kaplan then thanked Rev. Burgess for his distinguished service to the board as chair and appreciation for his service.

At this time Valerie McDonald Roberts then took over as Chairman of the Board. As an order of business, Ms. Roberts made a motion to appoint Peter Kaplan to serve on the board of Allies & Ross Management and Development Corporation.

At this time, the Chairman, Valerie McDonald Roberts noted that the Board members had previously received a copy of the April 15, 2014 Board Meeting Minutes and asked for a motion to approve the minutes. Enid Miller made a motion to approve the minutes and Janet Evans seconded the motion.

A vote being had thereon, the "Ayes and "Nays" were as follows:

“AYES”: Reverend Ricky V. Burgess, Ms. Janet Evans, Mr. Peter Kaplan, Ms. Enid Miller, Mr. Leroy Morgan and Ms. Valerie McDonald-Roberts.

“NAYS”: None

Chairman Roberts then declared the motion carried and the motion approved.

Chairman Valerie McDonald Roberts introduced the HACP Activity Report for (“the Report”) and asked if there was a motion to approve the Report (after a brief oral report by Ms. Joy Pekar Miller). Mr. Peter Kaplan made a motion to approve the Report and Ms. Enid Miller seconded the motion.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Reverend Ricky V. Burgess, Ms. Valerie McDonald Roberts, Ms. Enid Miller, Mr. Peter Kaplan, Mr. Leroy Morgan and Ms. Janet Evans.

“NAYS”: None

Chairman McDonald-Roberts then declared the motion carried and the motion approved.

Chairman Valerie McDonald-Roberts asked if there were any comments or questions from Tenant Council Presidents, Section 8 Representatives or other public comments.

There were no public comments.

Ms. Valerie McDonald- Roberts introduced the resolutions:

RESOLUTION NO. 15 OF 2014

A Resolution – Establishing a Revised Public Housing Flat Rent Schedule at 80% of the Fair Market Rent (“FMR”)

WHEREAS, the U.S. Department of Housing and Development (“HUD”) establishes Fair Market Rents (“FMR”) for each market area in the United States; and

WHEREAS, public housing authorities (PHAs) are required to establish a Flat Rent Schedule for each public housing unit based on market rates, and are required to revise that schedule annually; and,

WHEREAS, at recertification, PHA’s must offer tenants the option of paying either the Flat Rent or the income-based Brooke Rent; and

WHEREAS, in the 2014 Omnibus Appropriations Bill Congress added requirements that a) Flat Rents can be no lower than 80% of the FMR for that unit size in that market area; b) no tenant's rent can increase by more than 35% as a result of this change in the flat rent schedule, and c) where necessary, new flat rent schedules must be implemented by June 1, 2014; and

WHEREAS, HACP's proposed Flat Rent schedule is based on the minimum of 80% of the FMR; was posted for public comment from March 24 through April 23, 2014, and was the subject of 2 public hearings held on April 9, 2014; and

WHEREAS, HACP gave full consideration to the comments received;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

Section 1. The Flat Rent Schedule for the Low Income Public Housing program, attached hereto as Exhibit A, is hereby established at 80% of the HUD published FMR.

Section 2. The revised Flat Rent Schedule for the Low Income Public Housing Program is effective June 1, 2014.

After a short discussion, Chairman McDonald-Roberts asked for a motion to approve the resolution. Janet Evans made a motion to approve the resolution and Enid Miller seconded the motion.

A vote being had thereon, the "Ayes and "Nays" were as follows:

"AYES": Reverend Ricky V. Burgess, Ms. Valerie McDonald Roberts, Ms. Enid Miller, Mr. Peter Kaplan, Mr. Leroy Morgan and Ms. Janet Evans.

"NAYS": None

Chairman McDonald-Roberts then declared the motion carried and the resolution approved.

RESOLUTION NO. 16 OF 2014

A Resolution – Ratifying the Executive Director's decision to write off Collection Losses in the amount of \$58,698.96 from the Tenant Accounts Receivable for the months January 2014 through March 2014

WHEREAS, the net amount of past-due accounts of tenants who are no longer occupying a dwelling unit and who have not responded to collection notices from the Housing Authority of the City of Pittsburgh during the months of January 1, 2014 through March 31, 2014 was \$58,698.96; and

WHEREAS, reasonable means of collection have been exhausted against these accounts; and

WHEREAS, the total collection losses written off from the tenant accounts receivable balance is \$58,698.96 which is 2.94% of the total rent and associated charges of \$1,998,081.86 for the 1st quarter of 2014:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

Section 1. The Executive Director's decision to write off collection losses of \$58,698.96 from the tenant accounts receivable balance for January 1, 2014 through March 31, 2014 is hereby ratified.

After a short discussion, Chairman Valerie McDonald-Roberts asked for a motion to approve the resolution. Peter Kaplan made a motion to approve the resolution and Enid Miller seconded the motion.

A vote being had thereon, the "Ayes and "Nays" were as follows:

"AYES": Reverend Ricky V. Burgess, Ms. Valerie McDonald Roberts, Ms. Enid Miller, Mr. Peter Kaplan, Mr. Leroy Morgan and Ms. Janet Evans.

"NAYS": None

Chairman McDonald-Roberts then declared the motion carried and the resolution approved.

RESOLUTION NO. 17 OF 2014

A Resolution – Authorizing the Executive Director or his designee to Issue a Proceed Order and Execute a Change Order with Right Electric for Additional Electrical Work for the Various Upgrades at Morse Gardens

WHEREAS, the Housing Authority of the City of Pittsburgh ("HACP") is in the process of performing Various Upgrades at Morse Gardens; and

WHEREAS, the original scope included a complete replacement of the fire alarm system; the new fire alarm system replaces all conventional devices with new addressable devices; this system requires each device to have an independent connection to the fire alarm control panel; and

WHEREAS, as the work progressed, the Electrical Contractor identified additional switches and relay in concealed locations, as verified with the City of Pittsburgh Fire Inspector, these devices are required by code to be independently connected to the fire control panel; and

WHEREAS, the proposed change order amount for the additional fire alarm devices is \$60,787.32, which is 98% of the Independent Cost Estimate of \$61,964.00, which falls into the allowable range of 75% to 110% of the Independent Cost Estimate; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

Section 1. The Executive Director or his designee is hereby authorized to issue a proceed order and execute a Change Order with Right Electric for additional electrical work associated with the fire alarm devices in the amount of \$60,787.32 for the Various Upgrades at Morse Gardens.

Section 2. The amount of the change order shall be paid from MTW funds.

After a short discussion, Chairman McDonald-Roberts asked for a motion to approve the resolution. Janet Evans made a motion to approve the resolution and Rev. Ricky Burgess seconded the motion.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Reverend Ricky V. Burgess, Ms. Valerie McDonald Roberts, Ms. Enid Miller, Mr. Peter Kaplan, Mr. Leroy Morgan and Ms. Janet Evans.

“NAYS”: None

Chairman McDonald-Roberts then declared the motion carried and the resolution approved.

RESOLUTION NO. 18 OF 2014

A Resolution – Authorizing the Executive Director or his designee to Issue a Task Order Notice to Proceed to Renaissance 3 Architects PC for Professional Architectural /Engineering Services to Design the Caliguir Plaza Windows & Exterior Insulating Finish System (“EIFS”) Replacement Project

WHEREAS, the Housing Authority of the City of Pittsburgh (“HACP”) is in the process of designing several construction projects through the use of professional Architectural/Engineering services; and

WHEREAS, in Board Resolution 50 of 2013, the Board approved the pre-qualification of eight-(8) Architectural/Engineering (“A/E”) firms under Professional Services Task Order contracts, and any individual Task Order exceeding \$50,000 are subject to Board approval; and

WHEREAS, on March 21, 2014, HACP issued two-(2) Request for Task Order Proposals (“RFTOP”) to two-(2) firms under contract with HACP submit proposals to provide professional

A/E Services for Windows and Exterior Insulating Finish System (EIFS) Replacement at Caliguiri Plaza; and

WHEREAS, on April 4, 2014, HACP received two-(2) proposals for professional Architectural/Engineering Services in response to the RFTOPs; and

WHEREAS, an evaluation committee was assembled to evaluate the RFTOP responses received for the professional Architectural/Engineering Services; and

WHEREAS, HACP has determined that Renaissance 3 Architects PC (“R3A”) as the responsive and responsible respondent, highest ranked A/E for the Caliguiri Windows/EIFS Replacement project in the amount of \$171,114.00, which is 90.3% of the Independent Cost Estimate of \$189,500.00; and

WHEREAS, this procurement was conducted in accordance with applicable Federal, state, and local procurement rules and regulations and the HACP’s procurement policies and procedures.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

Section 1. That the Executive Director or his designee is hereby authorized to issue a Task Order Notice to Proceed to Renaissance 3 Architects PC for Professional Architectural /Engineering Services to design the Caliguiri Plaza Windows & Exterior Insulating Finish System Replacement Project.

Section 2. The task order not-to-exceed amount of \$171,114.00 shall be paid from MtW funds

After a short discussion, Chairman Valerie McDonald-Roberts asked for a motion to approve the resolution. Rev. Burgess made a motion to approve the resolution and Enid Miller seconded the motion.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Reverend Ricky V. Burgess, Ms. Valerie McDonald Roberts, Ms. Enid Miller, Mr. Peter Kaplan, Mr. Leroy Morgan and Ms. Janet Evans.

“NAYS”: None

Chairman McDonald-Roberts then declared the motion carried and the resolution approved.

EXECUTIVE REPORT: Executive Director Caster D. Binion welcomed Valerie McDonald-Roberts as the new Chair to the Board of the Housing Authority of the City of Pittsburgh; he also thanked Rev. Ricky Burgess for passion, expertise and professionalism as Chairman of the Housing Authority Board.

ADJOURNMENT:

Chairman McDonald-Roberts asked for a motion to adjourn the meeting. Janet Evans made a motion to adjourn the meeting and Rev. Burgess seconded the motion.

The meeting was adjourned at 11:00 a.m.



Recording Secretary