

**Housing Authority of the City of Pittsburgh**  
**BOARD OF COMMISSIONERS**  
**MEETING MINUTES**  
**Thursday, December 17, 2015**  
**200 Ross Street**  
**13<sup>th</sup> Floor Wherrett Room**  
**Pittsburgh, PA 15219**

The Housing Authority of the City of Pittsburgh (HACP) held a regular Board meeting on Thursday, December 17, 2015 at 200 Ross Street; 13th Floor, Wherrett Room, Pittsburgh, Pennsylvania 15219 at 10:30 a.m.

Ms. Valerie McDonald-Roberts, Chairperson, called the meeting to order. The Commissioners in attendance were: Ms. Enid Miller, Ms. Janet Evans, Mr. Leroy Morgan and Ms. Valerie McDonald-Roberts, Mr. Peter Kaplan, Rev. Ricky Burgess and Mr. Richard Butler.

Next, the Chairwoman noted that the Board members had previously received a copy of the October 22, 2015 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”: Valerie McDonald-Roberts, Janet Evans,  
Enid Miller, Peter Kaplan, Leroy Morgan,  
Rev. Ricky Burgess and Richard Butler.

“NAYS”: None

Chair, McDonald-Roberts then declared the motion carried and the minutes approved.

Next, Ms. McDonald-Roberts, introduced the HACP Activity Reports for October and November and asked if there was a motion to approve the Reports. Peter Kaplan made a motion to approve the Reports and Leroy Morgan seconded the motion.

Joy Pekar-Miller gave a brief statement on the activity reports. Next, Joy Pekar-Miller presented certificates of merit to three HACP security officers who demonstrated leadership and went above and beyond their duties to help others and apprehend suspected criminals on HACP property.

After this presentation by Joy Pekar-Miller, a vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Valerie McDonald-Roberts, Janet Evans,  
Enid Miller, Peter Kaplan, Leroy Morgan,  
Rev. Ricky Burgess and Richard Butler.

“NAYS”: None

Chair, Valerie McDonald-Roberts then declared the motion carried and the Reports approved.

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

At this time, Shawnee Wright addressed the Board. Ms. Wright is a tenant council representative (not officer). She asked that leadership have a bigger voice for Section 8 other than herself. She would like Section 8 to be better represented. Rev. Burgess asked that Ms. Wright contact him to have a more detailed conversation about Section 8.

There being no further comments, Ms. McDonald-Roberts introduced the following resolutions:

### **RESOLUTION NO. 55 of 2015**

#### **A Resolution – Authorizing the Executive Director or his designee to Enter into an Intergovernmental Agreement with the Allegheny County Department of Human Services for Senior Living Enhancement Program, Mental Health Counseling Services, Homeownership Program Services and Domestic Violence Prevention/Mediation Services.**

**WHEREAS**, the HACP has identified the need to provide Domestic Violence Prevention/Mediation services in its communities to encourage residents to seek support in order to retain their housing and to ensure a safe environment for all residents; and

**WHEREAS**, the HACP has identified the need to provide specific services to enable senior and disabled residents to improve their quality of life and maintain safe, independent living; and

**WHEREAS**, the HACP has identified the need to provide community mental health and drug and alcohol services in its communities to encourage residents to seek treatment in order to retain their housing and to ensure a safe environment for all residents; and

**WHEREAS**, the HACP has identified the need to provide homeownership education services for eligible residents as a part of its Moving To Work Homeownership Program to encourage and support residents to pursue self-sufficiency and homeownership; and

**WHEREAS**, the HACP has partnered with the Allegheny County Department of Human Services to expand the scope of existing programs to provide enhanced levels of Senior Living Enhancement Program, Mental Health Counseling Services, Homeownership Program Services and Domestic Violence Prevention/Mediation Services in HACP communities; and

**WHEREAS**, the U.S. Department of Housing and Urban Development authorizes the use of Intergovernmental Agreements and has issued regulations governing such agreements; and

**WHEREAS**, the HACP's support of the foregoing services will complement and leverage additional support provided by private foundations and other government sources, including the Senior Living Enhancement Program, Mental Health Counseling Services, Homeownership

Program Services and Domestic Violence Prevention/Mediation Services as provided by Allegheny County Department of Human Services.

**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 other Authorized Officer is hereby authorized to enter into an Intergovernmental Agreement with the Allegheny County Department of Human Services for Senior Living Enhancement Program, Mental Health Counseling Services, Homeownership Program Services and Domestic Violence Prevention/Mediation Services for a period not to exceed 12 months.

**Section 2.** The Intergovernmental Agreement authorized in Section 1 shall not exceed a total cost of \$300,000, to be paid from MTW funds.

**Section 3.** The Intergovernmental Agreement authorized in Section 1 shall conform to the requirements of 24 CFR/ 2 CFR 200 85.37 [b] [5] governing the award of subgrantee agreements.

At this time, Ms. McDonald-Roberts asked for a motion to approve the resolution. Janet Evans made a motion to approve the resolution and Leroy Morgan seconded the motion. After a brief discussion the “AYES” and “NAY” were as follows:

“AYES”: Valerie McDonald-Roberts, Janet Evans,  
Enid Miller, Peter Kaplan, Leroy Morgan,  
Rev. Ricky Burgess and Richard Butler.

“NAYS”: None

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

### **BOARD RESOLUTION NO. 56 OF 2015**

#### **A Resolution – Authorizing the Executive Director or his designee to Enter into an Electrical Construction Contract with Allegheny City Electric, Inc. for Fire Alarm Replacement /Upgrades at Various Communities.**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (“HACP”) has determined that it is in its best interests to replace and or upgrade the fire alarm systems at Pressley Street High-rise, Carrick High-rise, Gualtieri Manor and the Northview Gymnasium to meet current code; and

**WHEREAS**, on April 07, 2014, HACP issued a task order to D&D Engineering to perform professional design services to define the appropriate efforts necessary to replace and or upgrade the fire alarm systems at Pressley Street High-rise, Carrick High-rise, Gualtieri Manor and the Northview Gymnasium to meet current code; and

**WHEREAS**, on November 1, 2015, HACP advertised an Invitation for Bids #600-34-15 and on December 1, 2015, HACP received three (3) bids for electrical construction work in response to the Invitation for Bids; and

**WHEREAS**, Allegheny City Electric, Inc. is the lowest responsive and responsible bidder with a bid amount of \$672,000.00 which is 69% of the independent cost estimate (“ICE”) of \$980,000.00; and

**WHEREAS**, this procurement was performed in accordance with applicable State and Federal regulations and the procurement policies and procedures of the Housing Authority of the City of Pittsburgh.

**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 other Authorized Officer is hereby authorized to enter into a Electrical Construction Contract with Allegheny City Electric, Inc., in the amount of \$672,000.00 for the electrical construction work to replace and or upgrade the fire alarm systems at Pressley Street High-rise, Carrick High-rise, Gualtieri Manor and the Northview Gymnasium to meet current code;

**Section 2.** The amount of the contract shall be paid from MTW and/or capital funds

At this time, Ms. 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. After a brief discussion the “AYES” and “NAY” were as follows:

“AYES”: Valerie McDonald-Roberts, Janet Evans,  
Enid Miller, Peter Kaplan, Leroy Morgan,  
Rev. Ricky Burgess and Richard Butler.

“NAYS”: None

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

## **RESOLUTION NO. 57 OF 2015**

### **A Resolution – Authorizing Commitment of Funds for Acquisitions & Gap Financing for Affordable Housing Development and Rehabilitation**

**WHEREAS**, one of the core objectives of the Housing Authority of the City of Pittsburgh (the HACP) is to “expand affordable housing options” within the City of Pittsburgh; and

**WHEREAS**, in furtherance thereof, HACP selected its non-profit instrumentality, Allies & Ross Management and Development Corporation (the **ARMDC**), to assist HACP to achieve said core objective; and

**WHEREAS**, there is a tremendous need for affordable housing in the City of Pittsburgh evidenced by the fact that there are approximately 10,000 persons on HACP's various waiting list for affordable housing; and

**WHEREAS**, due to the booming economy, the private market has a 25% lease up rate for tenant based Section 8/Housing Choice Voucher meaning 75% of families/individuals who have a voucher cannot find a unit on the private market to lease; and

**WHEREAS**, HACP has determined that it is in its best interests to assist private real estate developers and non-profit developers of affordable housing by providing a gap financing loan product that will assist developers/non-profits to fill financing gaps to bring more new and rehabbed affordable housing units to market and increase Section 8 Voucher utilization; and

**WHEREAS**, as part of the 2016 Budget, HACP has identified \$10 million dollars that it will utilize to implement the gap financing program with the goal of increasing project based voucher utilization by 200 new/rehabbed units including acquisition of existing units.

**WHEREAS**, HACP may grant up to \$10 million dollars of MtW, Program Income and/or Capital funds to ARMDC which ARMDC will utilize to consummate the transactions contemplated herein.

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

**Section 1.** The Executive Director or his designee is hereby authorized to commit \$10 million dollars for the Affordable Housing Gap Financing Program to help close financing gap of 3<sup>rd</sup> party new construction/rehabilitation projects and/or used for acquisition of affordable housing units.

**Section 2.** The Executive Director or his designee is hereby authorized to grant up to \$10 million to ARMDC which ARMDC shall use to implement the Affordable Housing Gap Financing Program contemplated herein.

**Section 3.** The Executive Director or his designee is hereby authorized and directed, in the name of and on behalf of HACP to (i) negotiate, execute and deliver all such agreements, documents and instruments and take all such other actions as he shall determine to be necessary or desirable in order to effect the loans to carry out the Affordable Housing Gap Financing Program and (ii) complete any and all additional actions that are legally permissible and necessary or advisable to effect the Affordable Housing Gap Financing Program contemplated herein.

At this time, Ms. McDonald-Roberts asked for a motion to approve the resolution. Rev. Burgess made a motion to approve the resolution and Peter Kaplan seconded the motion. After a brief discussion the "AYES" and "NAY" were as follows:

“AYES”: Valerie McDonald-Roberts, Janet Evans,  
Enid Miller, Peter Kaplan, Leroy Morgan,  
Rev. Ricky Burgess and Richard Butler.

“NAYS”: None

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

**RESOLUTION NO. 58 of 2015**

**A Resolution – Authorizing the Executive Director or his designee to Enter into Contracts for Insurance and to Pay Insurance Premiums and Deductibles**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) is required by both 24 C.F.R./2 CFR 200 Section 965.201 *et seq.* and its Annual Contributions Contract with the United States Department of Housing and Urban Development (HUD) to have insurance coverage; and

**WHEREAS**, HACP issued a Request for Proposals (RFP) for insurance coverage in the following areas: boilers, directors and officers, fiduciary, auto liability, auto physical damage, property, and general liability; and

**WHEREAS**, HACP obtained insurance premium quotes for certain deductible levels in the above referenced areas for coverage beginning January 1, 2016 and ending January 1, 2017 with an option to extend for one(1) additional year, and now recommends that HACP accept insurance contracts with those terms with the Housing Authority Insurance Group (HAIG) and with The Gleason Agency, a division of Arthur J. Gallagher Risk Management Services, Inc. (“Gallagher”) as indicated on the attached Exhibit A; and

**WHEREAS**, HACP has determined that the premiums referenced in Exhibit A are reasonable.

**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 pay to HAIG and Gallagher all required premiums for insurance coverage and to enter into contracts with Housing Authority Insurance Group and Arthur J. Gallagher Risk Management Services, Inc. for the insurance coverage itemized on Exhibit A attached hereto, i.e., for insurance coverage in the areas of boilers, directors and officers, fiduciary, auto liability, auto physical damage, property and general liability for coverage from January 1, 2016 through January 1, 2017. The premiums for these coverages shall be payable from Moving To Work (MtW) funds.

**Section 2.** The Executive Director, or his designee, is also authorized to pay deductibles and retentions, including those in excess of \$50,000, applicable to those insurance policies as required.

At this time, Ms. 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. After a brief discussion the “AYES” and “NAY” were as follows:

“AYES”:  
Valerie McDonald-Roberts, Janet Evans,  
Enid Miller, Peter Kaplan, Leroy Morgan,  
Rev. Ricky Burgess and Richard Butler.

“NAYS”: None

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

**RESOLUTION No. 59 of 2015**

**A Resolution – Authorizing the Executive Director or His Designee to Advertise the 2016 Housing Authority of the City of Pittsburgh Board of Commissioners Meeting Dates**

**WHEREAS**, the regular Board of Commissioners meetings of the Housing Authority of the City of Pittsburgh (“HACP”) shall be held on the dates noted in Section 1 of this resolution; and

**WHEREAS**, the HACP Board of Commissioners meetings will be publicly advertised in three newspapers of general circulation specifying the date, time and location of each meeting.

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

**Section 1.** The Executive Director is hereby authorized and directed to publicly advertise in the *Pittsburgh Post Gazette, Tribune Review, Pittsburgh Courier* and any other newspaper that the Executive Director considers necessary for the following HACP Board of Commissioners meeting dates, times and location:

**Thursday, January 28, 2016**

**Thursday, February 25, 2016**

**Thursday, March 24, 2016**

**Thursday, April 28, 2016**

**Thursday, May 26, 2016**

**Thursday, June 23, 2016**

**Thursday, July 28, 2016**

**NO BOARD MEETING IN AUGUST**

**Thursday, September 22, 2016**

**Thursday, October 27, 2016**

**Thursday, November 17, 2016**

**Thursday, December 15, 2016**

**Section 2.** All of the above meetings will be held at 10:30 A.M. at 200 Ross Street, 13<sup>th</sup> Floor, Wherrett Room, Pittsburgh, PA 15219 unless specified otherwise by public advertisement.



At this time, Ms. McDonald-Roberts asked for a motion to approve the resolution. Enid Miller made a motion to approve the resolution and Leroy Morgan seconded the motion. After a brief discussion the “AYES” and “NAY” were as follows:

“AYES”: Valerie McDonald-Roberts, Janet Evans,  
Enid Miller, Peter Kaplan, Leroy Morgan,  
Rev. Ricky Burgess and Richard Butler.

“NAYS”: None

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

### **RESOLUTION NO. 60 of 2015**

#### **A Resolution - Authorizing a Contract Modification for Mid Atlantic Waste Systems for Compactor and Chute Repair and Service**

**WHEREAS**, on June 20<sup>th</sup>, 2014 the Housing Authority of the City of Pittsburgh (HACP) properly procured Mid Atlantic Waste Systems to perform compactor and chute repair services at HACP locations; and

**WHEREAS**, based on the HACP’s anticipated needs, a contract was executed in an amount not to exceed \$15,000 for a three (3) year period; and

**WHEREAS**, as the result of unexpected compactor and chute repairs to maintain functionality for residents, and in anticipation of HUD’s REAC inspections, the contract amount did not cover the amount of service required; and

**WHEREAS**, on June 20, 2015 a 20% addendum was executed to continue compactor and chute repairs services at HACP locations, bringing the total contract amount to \$18,000; and

**WHEREAS**, based on the HACP’s continued need for unanticipated compactor and chute repairs and delays in invoicing by the contractor, the 20% addendum was exceeded by \$1,781.93; and

**WHEREAS**, the HACP’s current policy requires board approval for any contract modification exceeding twenty (20%) percent of the original contract amount or amounts over \$50,000; and

**WHEREAS**, the HACP seeks authorization to execute a contract addendum in the amount of \$1,781.93 to compensate Mid Atlantic Waste Services for the service performed.

**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 execute a contract addendum for Mid Atlantic Waste Systems in the amount of \$1,781.93; and

**Section 2.** The amount shall be paid from Moving To Work (MtW) funds.

At this time, Ms. McDonald-Roberts asked for a motion to approve the resolution. Janet Evans made a motion to approve the resolution and Leroy Morgan seconded the motion. After a brief discussion the “AYES” and “NAY” were as follows:

“AYES”: Valerie McDonald-Roberts, Janet Evans,  
Enid Miller, Peter Kaplan, Leroy Morgan,  
Rev. Ricky Burgess and Richard Butler.

“NAYS”: None

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

### **ESOLUTION NO. 61 OF 2015**

#### **A Resolution – Establishing the 2016 Payment Standard for the Housing Choice Voucher Program at 110% of the 50<sup>th</sup> percentile rent amounts**

**WHEREAS**, the U.S. Department of Housing and Urban Development (“HUD”) requires Public Housing Authorities (“PHAs”) to adopt a Payment Standard Schedule that establishes maximum voucher payment amounts used to calculate the monthly housing assistance payment for a family participating in the Housing Choice Voucher Program; and,

**WHEREAS**, PHA’s must establish a Payment Standard Schedule for each “unit size” and for each Fair Market Rent (“FMR”) area within the PHA; and

**WHEREAS**, HUD establishes FMRs for each market area in the United States based upon the 40<sup>th</sup> percentile of rents charged for existing or newly constructed rental units suitable for occupancy by persons assisted under various HUD programs; and

**WHEREAS**, HUD also establishes 50<sup>th</sup> percentile rents for each market area in the United States which can be used by public housing authorities (PHAs) to set success rate payment standards in order to increase lease-up rates for voucher holders and/or to achieve greater deconcentration of the use of Housing Choice Vouchers; and

**WHEREAS**, PHAs seeking to utilize a success rate payment standard must meet specific criteria and request HUD approval; and

**WHEREAS**, HACP meets each of the three criteria required to secure HUD approval of a success rate payment standard; and,

**WHEREAS**, HACP has submitted a request to HUD seeking approval to utilize a Success Rate Payment Standard in 2016, and HUD approval was received;

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

**Section 1.** The Payment Standard for the Section 8 Housing Choice Voucher Program is hereby established as 110% of the HUD published 50<sup>th</sup> percentile rents.

**Section 2.** The revised Payment Standard for the Housing Choice Voucher Program is effective April 1, 2016.

At this time, Ms. McDonald-Roberts asked for a motion to approve the resolution. Enid Miller made a motion to approve the resolution and Peter Kaplan seconded the motion. After a brief discussion the “AYES” and “NAY” were as follows:

“AYES”: Valerie McDonald-Roberts, Janet Evans,  
Enid Miller, Peter Kaplan, Leroy Morgan,  
Rev. Ricky Burgess and Richard Butler.

“NAYS”: None

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

**EXECUTIVE REPORT:** Mr. Binion made several comments regarding the Executive Report that was given to the Board members prior to the meeting.

**NEW BUSINESS:** There was no new business.

**AJOURNMENT:**

Valerie McDonald-Roberts asked for a motion to adjourn the meeting. Janet Evans mad a motion to adjourn the meeting and Rev. Ricky Burgess seconded the motion. The “AYES” and “NAYS” were as follows:

“AYES”: Valerie McDonald-Roberts, Janet Evans, Enid Miller,  
Leroy Morgan, Peter Kaplan, Rev. Ricky Burgess and Richard Butler.

“NAYS”: None

Chair, McDonald-Roberts then declared the motion carried and the meeting adjourned.

The meeting adjourned at 11:20 a.m.

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Recording Secretary