

**Housing Authority of the City of Pittsburgh  
BOARD OF COMMISSIONERS  
MEETING MINUTES  
Thursday, February 26, 2015  
200 Ross Street  
9<sup>TH</sup> Floor Board Room  
Pittsburgh, PA 15219**

The Housing Authority of the City of Pittsburgh (the "HACP") held a regular Board meeting on Thursday, February 26, 2015 at 200 Ross Street; 13th Floor, Wherrett Room, Pittsburgh, Pennsylvania 15219 at 10:30 a.m.

Valerie McDonald-Roberts, Chairperson, called the meeting to order. The Commissioners in attendance were: Ms. Enid Miller, Ms. Janet Evans, Ms. Valerie McDonald-Roberts, Mr. Leroy Morgan and Rev. Ricky Burgess. Mr. Peter Kaplan and Ms. Lena Andrews were not in attendance.

Next, the Chairman, Valerie McDonald-Roberts, noted that the Board members had previously received a copy of the January 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": Ms. Janet Evans, Rev. Ricky Burgess, Mr. Leroy Morgan, Ms. Enid Miller and Ms. Valerie McDonald-Roberts.

"NAYS": None

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

Chairman Valerie McDonald-Roberts introduced the HACP Activity Report for January ("the Report") and asked if there was a motion to approve the Report. Rev. Burgess made a motion to approve the Report and Enid Miller seconded the motion.

After a brief oral report by Joy Miller:

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

"AYES": Ms. Janet Evans, Rev. Ricky Burgess,  
Mr. Leroy Morgan, Ms. Enid Miller, Ms. Valerie McDonald-Roberts

"NAYS": None

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

Chairman Valerie McDonald-Roberts introduced the resolutions.

## **RESOLUTION No. 5 of 2015**

### **Resolution - The Housing Authority of the City of Pittsburgh Making Certain Determinations With Respect to the Financing Of Addison Terrace Phase 2 and Declaring the Official Intent to Reimburse Certain Expenditures from Proceeds Of Indebtedness and Authorizing Other Related Actions**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) or referred to as (the "Authority"), is a duly formed housing authority of the Commonwealth of Pennsylvania, and is vested with the responsibilities set forth in the Pennsylvania Housing Authorities Act, P.L. 955, May 28, 1937, as amended, 35 P.S. § 1541 et. seq. (the "Act"), which includes providing affordable housing within its area of operation; and

**WHEREAS**, pursuant to Section 10.1 and Section 17 of the Act, the Authority is authorized to issue revenue bonds for the purpose of financing the acquisition, construction and/or rehabilitation of multi-family rental housing facilities; and

**WHEREAS**, the Authority has determined to redevelop the former Addison Terrace public housing site located at 2136 Elmore Square, in the City of Pittsburgh, Pennsylvania (the "City") into a proposed 400 unit development, the second phase of which will contain ninety (90) units and will be known as Addison Terrace Phase 2 ("**Phase 2 Development**"); and

**WHEREAS**, the Phase 2 Development will be financed, in part, with tax exempt bonds (the "Bonds") and low-income housing tax credits, which financing structure requires the transfer of the development site to a tax-credit ownership entity; and

**WHEREAS**, the Phase 2 Development will be owned, constructed and operated by Addison Terrace Phase 2 Limited Partnership (the "Owner Entity"), which has requested that the Authority assist in the financing of the construction of the Phase 2 Development; and

**WHEREAS**, there continues to be a need for affordable multi-family rental housing within the City and the Authority has determined that it is in the best interest of the Authority to assist the Phase 2 Development project through the issuance of the Bonds, as further described and defined herein; and

**WHEREAS**, the Authority expects to lend a portion of the proceeds of the Bonds to the Owner Entity for construction costs associated with the Phase 2 Development; and

**WHEREAS**, the Owner Entity and Authority expect that they may each incur or pay from their respective funds certain expenditures in connection with the Phase 2 Development prior to the issuance of the bonds for the purposes of financing costs associated with the Phase 2 Development; and

**WHEREAS**, subject to meeting all the conditions set forth in this Resolution, the Authority reasonably expects that the Bonds in an amount not to exceed \$15,000,000 will be issued and that the proceeds of the Bonds will be used, in part, to reimburse the Owner Entity and/or the Authority for its prior expenditures for the Phase 2 Development; and

**WHEREAS**, Section 1.150-2 of the Treasury Regulations requires that the Authority declare its reasonable official intent to reimburse prior eligible expenditures related to the Phase 2 Development with proceeds of a subsequent borrowing; and

**WHEREAS**, in order for the interest on the Bonds to be tax-exempt, the Authority and the Owner Entity must apply to the Pennsylvania Housing Finance Agency ("PHFA") for an allocation of tax-exempt bond authority for the Bonds, and the Board of Commissioners desires to approve and ratify, as applicable, the actions necessary to obtain such an allocation so that the interest on the Bonds may be tax-exempt; and

**WHEREAS**, the Authority now desires to declare its intent to issue the Bonds, subject to the conditions described below, and authorize certain actions related to the proposed Bond financing.

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

**Section 1.** The Authority hereby finds and determines that the foregoing recitals are true and correct, and are incorporated herein by reference; and

**Section 2.** The Authority hereby declares its official intent to issue, at one time or from time to time, the Bonds in an aggregate principal amount, not to exceed \$15,000,000, the proceeds of which will be used to: (1) pay costs of issuance of the Bonds; (2) make a loan to the Owner Entity to finance costs of the acquisition and construction by the Owner Entity of the Phase 2 Development; and (3) fund/pay any other eligible costs for which the bond proceeds may be expended; including for the purpose of reimbursing to the Owner Entity and the Authority costs incurred for the Phase 2 Development prior to the issuance of the Bonds, provided that nothing in this Resolution shall obligate the Authority to undertake the Phase 2 Development or issue the Bonds; and

**Section 3.** The Bonds will be limited obligations of the Authority, payable solely from the revenues to be received by the Authority pursuant to a loan agreement or other agreements to be entered into between the Authority and the Owner Entity in connection with the financing of the Phase 2 Development; and

**Section 4.** All costs of the Authority related to the issuance of the Bonds shall be paid from the proceeds of the Bonds or contributions from the Owner Entity; and

**Section 5.** The issuance of the Bonds is subject to the following conditions: (a) the Authority and the Owner Entity shall have first agreed to mutually acceptable terms for the Bonds and the sale and delivery thereof, and mutually acceptable terms and conditions of the Bond indenture, loan agreement, regulatory agreement and other documents related to the financing of the Phase 2 Development; (b) all requisite governmental approvals shall have first been obtained; (c) a resolution approving the financing documents to which the Authority will be a party shall have been adopted by the Board of Commissioners of the Authority; and (d) an allocation of tax-exempt bond authority with respect to the Bonds shall have been received from the PHFA; and

**Section 6.** All actions taken by the Executive Director or any authorized officer of the Authority (each an "Authorized Officers"), on behalf of the Authority, in connection with the submission of the application to PHFA for an allocation of a portion of the Commonwealth's unified volume cap allocated to PHFA pursuant to the Pennsylvania Housing Finance Agency Law in an amount not to exceed \$15,000,000 for application towards the issuance of the Bonds by the Authority to finance the Phase 2 Development is, as applicable, hereby authorized, approved and ratified. The Executive Director or an Authorized Officer is hereby further authorized, on behalf of the Authority, to submit to PHFA all such other documents as may be required pursuant to the Pennsylvania Housing Finance Agency Law or other applicable statute, regulation or code in furtherance of the application and the Phase 2 Development; and

**Section 7.** It is intended that this Resolution shall constitute "declaration of official intent" within the meaning of Section 1.150-2 of the Treasury Regulation for purposes of Section 1.142-4 of the Treasury Regulations, each as applicable under Section 103 of the Internal Revenue Code of 1986, as amended, and as such, the Owner Entity and the Authority shall be permitted to be reimbursed from proceeds of the Bonds for all qualified expenditures for the Phase 2 Development paid during the period beginning sixty (60) days prior to the date hereof until the date of issuance of the Bonds; and

**Section 8.** The proceeds of the Bonds may be used for all costs for which proceeds of such bonds may be used under applicable Law including the Pennsylvania Housing Finance Agency Law and the Act and the Internal Revenue Code of 1986, as amended, including but not limited to, reimbursement of the Owner Entity and the Authority for such costs incurred subsequent to the date hereof; and

**Section 9.** This Resolution shall take effect immediately upon its passage; and

**Section 10.** The Executive Director or his designee is hereby authorized to take all actions necessary to implement the foregoing resolution, and all actions taken heretofore by the Executive Director or his designee in furtherance of the resolutions set forth herein are hereby ratified.

At this time Rev. Ricky Burgess made a motion to amend Resolution No. 5. In the resolution where the amount of \$14,500,000 is referenced, this should be amended to \$15,000,000 at each reference. Enid Miller seconded the motion to amend.

At this time there was a brief discussion as to this amendment to the resolution. After a discussion:

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

“AYES”: Ms. Janet Evans, Rev. Ricky Burgess, Mr. Leroy Morgan,  
Ms. Enid Miller, Ms. Valerie McDonald-Roberts.

“NAYS”: None

Chairman McDonald-Roberts then declared the amendment carried and the revision to the resolution approved.

Next, Chair, Valerie McDonald Roberts asked for a motion to approve the resolution as amended: Enid Miller made a motion to approve the resolution and Janet Evans seconded the motion.

At this time there was a brief discussion as to this amended resolution. After a discussion:

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

“AYES”: Ms. Janet Evans, Rev. Ricky Burgess, Mr. Leroy Morgan,  
Ms. Enid Miller, Ms. Valerie McDonald-Roberts.

“NAYS”: None

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

### **RESOLUTION No. 6 of 2015**

**A Resolution — Authorizing the Executive Director or his Designee to enter into a contract with Asset Lighting & Electrical, Inc. to provide Carbon Monoxide Detectors for the Housing Authority of the City of Pittsburgh.**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) is responsible for providing protection to occupied units Authority-Wide; and

**WHEREAS**, carbon monoxide detectors are required to alert residents of occupied units to the possible presence of carbon monoxide; and

**WHEREAS**, on December 22<sup>nd</sup>, 2015, the HACP issued an Invitation for Bids, IFB 300-38-14, carbon monoxide detectors for occupied unit protection services, Authority-Wide; and

**WHEREAS**, Asset Lighting & Electrical, Inc. submitted the lowest, responsive, responsible bid; and

**WHEREAS**, this procurement was conducted in accordance with applicable federal, state and local procurement rules and regulations and the procurement policies and procedures of the HACP.

**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 enter into a contract with Asset Lighting & Electrical, Inc. to provide carbon monoxide detectors; and

**Section 2.** The total amount of the contract shall not exceed \$119,304.42, to be funded by MTW funds.

Next, Chairman 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 “Nays” were as follows:

“AYES”: Enid Miller, Janet Evan, Valerie McDonald-Roberts,  
Rev. Ricky Burgess and Leroy Miller

“NAYS”: None

Valerie McDonald-Roberts declared the motion carried and the resolution approved.

## **RESOLUTION No. 7 OF 2015**

### **A Resolution—Approving the Low Income Public Housing Utility Allowance Schedule for 2015**

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) requires that public housing authorities maintain up-to-date utility allowance schedules in accordance with 24 CFR 965.507; and

**WHEREAS**, public housing authorities must establish utility allowance schedules based upon the typical cost of utilities and services paid by energy conservative households that occupy housing of similar size and type in the same locality; and

**WHEREAS**, public housing authorities must appropriately classify utilities and services into categories defined by HUD and must review their utility allowance schedule each year; and

**WHEREAS**, public housing authorities must revise any allowance for a utility category if there has been a change of ten percent (10%) or more in the utility rate since the last time the utility allowance schedule was revised; and

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP), to meet federal guidelines and requirements, contracts with a utility consultant and revises its Low Income Public Housing Program (LIPH) allowances each year to reflect the most up to date cost; and

**WHEREAS**, the proposed 2015 LIPH Utility Allowance Schedule was posted for public review and comment from December 31, 2014 until January 30, 2015, and no comments were received.

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

**Section 1.** The proposed Utility Allowance schedule, attached hereto as Exhibit A, is hereby adopted, subject to HUD approval, if required; and

**Section 2.** The Executive Director or his designee is hereby authorized to implement the revised Utility Allowance schedule effective May 1, 2015.

Next, Chairman McDonald-Roberts asked for a motion to approve the resolution. Mrs. Enid Miller made a motion to approve the resolution and Rev. Ricky Burgess seconded the motion.

A brief discussion, the “Ayes” and “Nays” were as follows:

“AYES”: Enid Miller, Janet Evan, Valerie McDonald-Roberts,  
Rev. Ricky Burgess and Leroy Miller

“NAYS”: None

Valerie McDonald-Roberts declared the motion carried and the resolution approved.

#### **RESOLUTION No. 8 of 2015**

**A Resolution – Authorizing the Executive Director or his Designee to utilize the existing contract negotiated between the Western States Contracting Alliance (WSCA) and Celco Partnership d/b/a Verizon Wireless for wireless Communication Service and Equipment.**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) utilizes wireless communication service for select members of its workforce to improve services to our residents and increase efficiency of operations; and

**WHEREAS**, there currently exists a competitively procured contract with the Western States Contracting Alliance (WSCA) and Cellco Partnership d/b/a/ Verizon Wireless (“Cellco Partnership”) for Wireless Communication Services and Equipment; and

**WHEREAS**, HACP has utilized the services of Cellco Partnership, since 2013 with satisfactory results; and

**WHEREAS**, HACP desires to contract with Cellco Partnership utilizing the existing WSCA agreement from March 1, 2015 until October 31, 2017; and

**WHEREAS**, the HACP seeks authorization to award a contract to Cellco Partnership for a term of thirty-two (32) months in an amount not to exceed \$525,000.00; and

**WHEREAS**, the procurement was conducted in accordance with applicable Federal, State and Local procurement rules and regulations and the procurement policies and procedures of the HACP.

**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 enter into a contract with Cellco Partnership d/b/a Verizon Wireless to provide wireless communication services and equipment from March 1, 2015 through October 31, 2017 in an amount not to exceed \$525,000.00; and

**Section 2.** All amounts shall be payable from MTW Funds.

Next, Chairman 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.

A brief discussion, the “Ayes” and “Nays” were as follows:

“AYES”: Enid Miller, Janet Evan, Valerie McDonald-Roberts,  
Rev. Ricky Burgess and Leroy Miller.

“NAYS”: None

Valerie McDonald-Roberts declared the motion carried and the resolution approved.



**EXECUTIVE REPORT:** Executive Director Binion gave a brief report on the status of the housing authority.

There being no further discussion, Chairman McDonald-Roberts asked for a motion to adjourn the meeting. Janet Evans made a motion to adjourn the meeting and Enid Miller seconded the motion.


the “Ayes” and “Nays” were as follows:

“AYES”: Enid Miller, Janet Evan, Valerie McDonald-Roberts,  
Rev. Ricky Burgess and Leroy Miller

“NAYS”: None

Valerie McDonald-Roberts declared the motion carried and the meeting adjourned.

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

  
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Recording Secretary