

**Housing Authority of the City of Pittsburgh**  
**BOARD OF COMMISSIONERS**  
**MEETING MINUTES**  
**Thursday, January 26, 2017**  
**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, January 26, 2017 at 200 Ross Street; 13th Floor, Wherrett Room, Pittsburgh, Pennsylvania 15219 at 10:30 a.m.

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

Next, the Chairwoman noted that the Board members had previously received a copy of the December 15, 2016 Board Meeting Minutes and asked for a motion to approve the minutes. Leroy Morgan made a motion to approve the minutes and Richard Butler seconded the motion.

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

“AYES”: Enid Miller, Peter Kaplan, Rev. Burgess,  
Richard Butler, Janet Evans and Leroy Morgan.

“NAYS”: None

Janet Evans declared the motion carried and the minutes approved.

The Activity Reports for November and December 2016 were presented to the Board. Joy Miller, gave a brief statement on the activity report which was previously provided to the board. Ms. McDonald-Roberts asked for a motion to approve the Activity Report. Peter Kaplan made a motion and Rev. Burgess seconded the motion to approve the Activity Report, after which a vote being had thereon, the “Ayes and “Nays” were as follows:

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

“AYES”: Peter Kaplan, Leroy Morgan, Richard Butler,  
Enid Miller, Janet Evans and Rev. Burgess.

“NAYS”: None

Chair Evans declared the motion carried and the Activity Report approved.

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

Representatives from Allegheny Dwellings and Fineview communities (Joanna Deming and Zeba Ahmed) addressed the Board regarding resident involvement and upcoming meeting at the Pittsburgh Project. They also stated that they are pleased to be working with HACP and the redevelopment of the community.

There being no additional speakers or comments, Ms. McDonald-Roberts introduced the following resolutions:

**RESOLUTION No. 1 of 2017**

**A Resolution - Approving amendment of the Housing Choice Voucher Program Administrative Plan**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) adopted its current Housing Choice Voucher (HCV) Program Administrative Plan on or about March 24, 2016; and

**WHEREAS**, the current HCV Program Administrative Plan must to be amended to clarify the policy and procedures and to maintain compliance with federal regulations as it pertains to HCV Program; and

**WHEREAS**, the proposed amendments to the HCV Program Administrative Plan will clarify and replace existing provisions under the current HCV Program Administrative Plan; and

**WHEREAS**, the proposed amendments to the HCV Program Administrative Plan were made available for public review and comment from November 21, 2016 through December 21, 2016 at the HACP administrative offices, on the Agency website and were the subject of public hearings held on December 8, 2016; and

**WHEREAS**, the HACP provided public notice regarding the availability of the proposed changes for review and comment, and the dates and times for two (2) public hearings on the proposed changes; and

**WHEREAS**, public hearings were held on December 8, 2016 at 9am and 5:30pm regarding the proposed changes; and

**WHEREAS**, the amendments to the HCV Program Administrative Plan were reviewed and discussed at the December 2016 Resident Advisory Board (RAB) Meeting; and

**WHEREAS**, the proposed amendments to the HCV Program Administrative Plan were mailed to the current Voucher Participant Advisory Council (V-PAC) for review and comment on or around November 26, 2016; and

**WHEREAS**, no comments on the proposed changes to the HCV Program Administrative Plan were received.

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

Ms. Janet Evans asked for a motion to approve the resolution. Enid Miller made a motion to approve the resolution and Rev. Burgess seconded the motion. After a short discussion, a vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Peter Kaplan, Leroy Morgan, Richard Butler, Enid Miller, Janet Evans and Rev. Burgess.

“NAYS”: None

Vice-Chair Janet Evans declared the motion carried and the resolution approved.

### **RESOLUTION No. 2 of 2017**

#### **A Resolution - Approving amendment of the Admissions and Continued Occupancy Policy**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) adopted its current Low Income Public Housing (LIPH) Program Admissions and Continued Occupancy Policy (ACOP) on or about March 24, 2016; and

**WHEREAS**, the current ACOP must to be amended to clarify policy and procedures and to maintain compliance with federal regulations as it pertains to LIPH; and

**WHEREAS**, the proposed amendments to the ACOP will clarify and replace existing provisions under the current ACOP; and

**WHEREAS**, the proposed amendments to the ACOP were made available for public review and comment from November 21, 2016 through December 21, 2016 at all HACP management and administrative offices and on the Agency website; and

**WHEREAS**, the HACP provided public notice regarding the availability of the proposed changes for review and comment, and the dates and times for two (2) public hearings on the proposed changes; and

**WHEREAS**, public hearings were held on December 8, 2016 at 9am and 5:30pm regarding the proposed changes; and

**WHEREAS**, the amendments to the ACOP were reviewed and discussed at the December 2016 Resident Advisory Board (RAB) Meeting; and

**WHEREAS**, zero (0) comments on the proposed changes to the ACOP were received.

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

**Section 1.** The Amendments to the Housing Authority of the City of Pittsburgh Admissions and Continued Occupancy Policy are approved.

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

Ms. Janet Evans asked for a motion to approve the resolution. Peter Kaplan made a motion to approve the resolution and Richard Butler seconded the motion. After a short discussion, a vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Peter Kaplan, Leroy Morgan, Richard Butler, Enid Miller,  
Janet Evans and Rev. Burgess.

“NAYS”: None

Vice-Chair Janet Evans declared the motion carried and the resolution approved.

### **RESOLUTION No. 3 of 2017**

#### **A Resolution – Revising the Public Housing Flat Rent Schedule, as required by HUD**

**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**, HUD Notice PIH 2015-13 requires public housing authorities to review the FMR’s published annually, and to modify the previously approved flat rent schedule if the existing flat rents are less than 80% of the FMR; and

**WHEREAS**, the HUD published 2017 FMRs increased for some bedroom sizes, requiring the HACP to modify its Flat Rent Schedule for Efficiency and Three (3) Bedroom units; and

**WHEREAS**, the revised Flat Rent Schedule was posted for public comment from December 9, 2016 until January 9, 2017, and public hearings were held on December 28, 2016 at 12:00 noon and 5:30 P.M.; and

**WHEREAS**, HACP received no comments on the proposed revised Flat Rent Schedule.

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

**Section 1.** The revised Flat Rent Schedule for the Low Income Public Housing (LIPH) program, attached hereto as Exhibit A, is hereby approved; and

**Section 2.** The revised Flat Rent Schedule for the LIPH Program is effective February 1, 2017.

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

Ms. Janet Evans asked for a motion to approve the resolution. Leroy Morgan made a motion to approve the resolution and Enid Miller seconded the motion. After a short discussion, a vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”:  
Peter Kaplan, Leroy Morgan, Richard Butler, Enid Miller,  
Janet Evans and Rev. Burgess.

“NAYS”:  
None

Vice-Chair Janet Evans declared the motion carried and the resolution approved.

#### **RESOLUTION No. 4 of 2017**

##### **A Resolution—Authorizing the Executive Director or his Designee to Purchase fifteen (15) Vehicles**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) has determined that it is necessary to replace fifteen (15) vehicles in its fleet, in order to support operational needs throughout the authority; and

**WHEREAS**, the HACP has identified the Commonwealth of Pennsylvania Department of General Services Co-Stars Cooperative Purchasing Agreement that can be used for the purchase of vehicles and the purchase and installation of additional equipment; and

**WHEREAS**, through the identified purchasing cooperative agreement, the fifteen (15) vehicles and associated installed equipment specified by HACP can be purchased for a cost of \$387,490; and

**WHEREAS**, this procurement was conducted in accordance with applicable federal, state and local 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 award a contract for the purchase of vehicles and the purchase and installation of additional equipment to Day

Chevrolet, Inc. under the terms of the Commonwealth of Pennsylvania Department of General Services Co-Stars Cooperative Purchasing Agreement in the amount of \$387,490; and

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

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

Ms. Janet Evans asked for a motion to approve the resolution. Peter Kaplan made a motion to approve the resolution and Rev. Burgess seconded the motion. After a short discussion, a vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Peter Kaplan, Leroy Morgan, Richard Butler, Enid Miller,  
Janet Evans and Rev. Burgess.

“NAYS”: None

Vice-Chair Janet Evans declared the motion carried and the resolution approved.

#### **RESOLUTION No. 5 of 2017**

#### **A Resolution – Ratifying the Executive Director’s decision to write off Collection Losses in the amount of \$171,473.92 from the Tenant Accounts Receivable for the months of July 2016 through December 2016**

**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 (HACP) during the months of July 1, 2016 through December 31, 2016 was \$171,473.92; 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 \$171,473.92 which is 4.31% of the total rent and associated charges of \$3,977,979.57 for the 3<sup>rd</sup> and 4<sup>th</sup> quarters of 2016.

**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 \$171,473.92 from the tenant accounts receivable balance for July 1, 2016 through December 31, 2016 is hereby ratified.

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

Ms. Janet Evans asked for a motion to approve the resolution. Enid Miller made a motion to approve the resolution and Richard Butler seconded the motion. After a short discussion, a vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Peter Kaplan, Leroy Morgan, Richard Butler, Enid Miller,  
Janet Evans and Rev. Burgess.

“NAYS”: None

Vice-Chair Janet Evans declared the motion carried and the resolution approved.

### **RESOLUTION No. 6 of 2017**

#### **A Resolution – Authorizing Commitment of Grant Assistance to the Urban Redevelopment Authority (URA) for the Residences of Wood Street Commons**

**WHEREAS**, Wood Street Commons (WSC) was facing foreclosure and that a new corporation, the Residences at Wood Street (RWS) [which constitutes a partnership involving the Urban Redevelopment Authority (URA), Allegheny County Department of Economic Development, a representative from the Foundation community, Community Human Services and [ACTION-HOUSING], was formed to preserve this valuable resource that serves some of the most vulnerable and homeless people in the community; and

**WHEREAS**, when the RWS acquired WSC, it was facing a significant annual operating deficit and that the RWS has worked to reduce that deficit; among them addressing deferred capital maintenance issues which made the building more energy efficient, obtaining 65 PBV from the Housing Authority of the City of Pittsburgh (HACP), introducing operating efficiencies, and renting some of the commercial space in the building; and

**WHEREAS**, in November 2015, HUD awarded twenty-eight (28) Section 8 Single Room Occupancy (SRO) vouchers to support the Woods Street Commons project; and

**WHEREAS**, HACP was to administer the twenty-eight (28) Section 8 Single Room Occupancy (SRO) vouchers and execute the Housing Assistance Payments (HAP) Contract with RWS; and

**WHEREAS**, HACP acknowledged that the project was delayed by many factors, particularly because it is an old building and that on-going discussions regarding Uniform Federal Accessibility Standards (UFAS) and the requirements have contributed towards escalation of costs in rehabilitation of the building; and

**WHEREAS**, the RWS project is financing its rehabilitation through committed grant funding from the Urban Redevelopment Authority and other local funding sources, and there is no rehabilitation loan or corresponding debt service; and

**WHEREAS**, the Urban Redevelopment Authority as a RWS member, funder and major contributor to the Wood Street Residences has invested up to \$6.6 million of which \$2.35 million is in essentially deferred loans; and

**WHEREAS**, the Urban Redevelopment Authority requests for \$125,000.00 grant assistance from HACP to fund the escalated total development costs as a result of meeting the UFAS requirements; and

**WHEREAS**, the HACP with RWS partnership involving the Urban Redevelopment Authority (URA), Allegheny County Department of Economic Development, a representative from the Foundation community, Community Human Services and ACTION-HOUSING agrees that the grant assistance is urgently needed for the project to overcome foreclosure and in continuing the much needed services for Allegheny County's most vulnerable and homeless populace; and

**WHEREAS**, the \$125,000.00 gap financing as identified herein will be drawn from previously approved MTW and/or Program Income funds from HACP's 2016 Capital Budget; and

**WHEREAS**, HACP will enter into a Grant or Loan Agreement with the Urban Redevelopment Authority in an amount not to exceed \$125,000.00, to be utilized towards the rehabilitation program of the Wood Street Residences.

**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 provide grant funding assistance in the 2017 Capital Budget constituting \$125,000.00 to the Urban Redevelopment Authority for the Wood Street Residences Project; and

**Section 2.** The Executive Director or his Designee is hereby authorized to make an aggregate investment of up to \$125,000.00 of MTW and Program Income funds from HACP's 2017 Capital Budget for the purpose of the Wood Street Residences; and

**Section 3.** The Executive Director or his Designee is hereby authorized to enter into a Grant Agreement or Loan Agreement with the Urban Redevelopment Authority in an amount not to exceed \$125,000.00, to be utilized towards the rehabilitation program of the Wood Street Residences.

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

Ms. Janet Evans asked for a motion to approve the resolution. Peter Kaplan made a motion to approve the resolution and Richard Butler seconded the motion. After a short discussion, a vote being had thereon, the "Ayes and "Nays" were as follows:

"AYES": Peter Kaplan, Leroy Morgan, Richard Butler, Enid Miller,  
Janet Evans and Rev. Burgess.

"NAYS": None

Vice-Chair Janet Evans declared the motion carried and the resolution approved.

There were no further resolutions.



**EXECUTIVE REPORT:** Mr. Binion addressed the board and spoke briefly regarding 2016 accomplishments and discussed how 2017 was going to be just as productive if not more than 2016. Mr. Binion also spoke about the HACP's contributions to the United Way.

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

**AJOURNMENT:** Ms. Evans asked for a motion to adjourn the meeting. Enid Miller made a motion to approve and Richard Butler seconded the motion.

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

"AYES": Enid Miller, Peter Kaplan, Janet Evans,  
Richard Butler, Rev. Burgess and Leroy Morgan.

"NAYS": None

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

---

Recording Secretary