

Housing Authority of the City of Pittsburgh
BOARD OF COMMISSIONERS
MEETING MINUTES
TUESDAY, July 21, 2015
200 Ross Street
9TH Floor Board Room
Pittsburgh, PA 15219

The Housing Authority of the City of Pittsburgh (HACP) held a regular Board meeting on Tuesday, July 21, 2015 at 200 Ross Street; 13th Floor, Wherrett Room, Pittsburgh, Pennsylvania 15219 at 1:00 p.m.

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

Next, the Chairwoman noted that the Board members had previously received a copy of the June 25, 2015 and July 14, 2015 Board Meeting Minutes and asked for a motion to approve the minutes. Janet Evans made a motion to approve the minutes and Peter Kaplan seconded the motion.

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

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

“NAYS”: None

Chair, McDonald-Roberts then declared the motion carried and the minutes approved. Peter Kaplan noted a grammatical error on the July 14th meeting minutes and asked that the error be corrected.

Next, Ms. McDonald Roberts, introduced the HACP Activity Report for June (Report) and asked if there was a motion to approve the Report. Rev. Burgess made a motion to approve the Report and Peter Kaplan seconded the motion.

After a brief oral report by Joy Pekar Miller, a vote being had thereon, the “Ayes and “Nays” were as follows:

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

“NAYS”: None

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

There were no public comments.

Ms. McDonald-Roberts introduced the following resolutions:

RESOLUTION NO. 33 OF 2015

A Resolution – Accepting the Audited Financial Statements as of and for the year ended December 31, 2014 and the related Independent Auditor’s Reports.

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is required by the United States Department of Housing and Urban Development (HUD) to have its financial statements and programmatic compliance audited by Independent Certified Public Accountants; and

WHEREAS, Maher Duessel was properly procured and approved by the Board of Commissioners to complete the required financial statement and compliance audits for the fiscal year ended December 31, 2014; and

WHEREAS, Maher Duessel has completed its audit work and prepared an Independent Auditor’s Report on the financial statements of the HACP, an Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and an Independent Auditor’s Report on Compliance for its Major Program and on Internal Control Over Compliance Required by in OMB Circular A-133; and

WHEREAS, representatives of the Board of Commissioners have maintained regular direct contact with Maher Duessel during the planning, execution and review phases of the audit and recommends these reports for acceptance; and

WHEREAS, Maher Duessel has issued an unqualified opinion on the financial statements, thus indicating the financial statements present fairly, in all material respects, the financial position of the HACP.

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

Section 1. The Board of Commissioners formally accepts the aforementioned independent auditor reports for the year ending December 31, 2014.

Valerie McDonald Roberts asked for a motion: Enid Miller made a motion to approve the resolution and Rev. Burgess seconded the motion.

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

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

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

“NAYS”: None

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

RESOLUTION NO. 34 OF 2015

A Resolution – Ratifying the Executive Director’s decision to write off Collection Losses in the amount of \$25,970.46 from the Tenant Accounts Receivable for the months April 2015 through June 2015.

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 April 1, 2015 through June 30, 2015 was \$25,970.46; 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 \$25,970.46 which is 1.31% of the total rent and associated charges of \$1,983,806.75 for the 2nd quarter of 2015:

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 \$25,970.46 from the tenant accounts receivable balance for April 1, 2015 through June 30, 2015 is hereby ratified.

Valerie McDonald Roberts asked for a motion: Rev. Ricky Burgess made a motion to approve the resolution and End Miller seconded the motion.

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

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

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

“NAYS”: None

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

RESOLUTION NO. 35 OF 2015

A Resolution – Authorizing the Executive Director or his designee to enter into Certain Agreements and Documents for the modification of the use of a certain Property previously disposed of by the Housing Authority of the City of Pittsburgh.

WHEREAS, on June 30, 2000, the U.S. Department of Housing and Urban Development (HUD) authorized the Housing Authority of the City of Pittsburgh (HACP) to dispose of the following five (5) properties initially purchased under the PA-1-64 development project:

5705-07 Callowhill Street, Lot/Block: 82-G-15
4216 Lydia Street, Lot/Block: 55-B-300, 299
2110 Broadway Avenue, Lot/Block: 35-N-272
Corner of Pioneer & Berkshire Avenue, Lot/Block: 62-R-35
Corner of Whited and Jacob Street, Lot/Block: 61-S-292

WHEREAS, in accordance with the HUD disposition authorization, the Whited and Jacob Street property was transferred directly to the City of Pittsburgh at a fair market value; and,

WHEREAS, the Jacob Street property was transferred subject to the restriction that “... subject Property shall be devoted exclusively to use as open space and greenway for the benefit of the general public. This covenant shall run with the land and shall remain in effect without limitation as to time.”; and

WHEREAS, on January 25, 2001 the Board of Commissioners of the HACP passed Resolution No. 3 of 2001, which approved and Authorized conveyance of the subject Property; and

WHEREAS, the Secretary of the United States Department of Housing and Urban Development (“HUD”) through HUD’s Pittsburgh Area Office, has approved and authorized conveyance of the Jacob Street Property as evidenced by the Partial Release From Declaration of Trust (the “Partial Release”) executed by HUD on February 6, 2007; and

WHEREAS, The City Council of the city of Pittsburgh approved the purchase of the Jacob Street Property subject to the use restriction by its Resolution No. 934 of 2002; and

WHEREAS, the City of Pittsburgh, as current owner, is seeking modification to the use restriction to allow for beekeeping and natural gas facilities, not including drilling, on the property.

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

Section 1. The Executive Director or his designee, subject to HUD approval, is hereby authorized to enter into Certain Agreements and Documents for the modification of the use restriction on the Jacob Street Property. The current use restriction reads, in part, as follows:

“... subject Property shall be devoted exclusively to use as open space and greenway for the benefit of the general public. This covenant shall run with the land and shall remain in effect without limitation as to time.”

Such language shall be deleted and replaced with the following:

“... subject Property shall be devoted exclusively to use as open space and greenway for the benefit of the general public which may include the establishment of a non-profit apiary for educational purposes. In addition, the City of Pittsburgh, at the City of Pittsburgh’s option, may grant an easement and/or enter into a license agreement and/or lease to install, maintain, operate, inspect, conduct necessary tests, replace, service, change the size of, connect to, relocate, and remove one or more above ground Measuring and Regulating Station(s), plus underground pipeline(s), including above and below ground appurtenances such as but not limited to, driveways, drips, tanks, valves, pipes, fittings, separators, cleaners, vaults, buildings, fences, line marker identification posts, electrical power lines, communications lines (including line poles, towers, transmitting and receiving devices), etc., necessary thereto the station(s), pig launchers, pig receivers, and/or pipeline(s), for the distribution, production, storage, transmission, transportation, and containment of natural gas and other gaseous products, with the right of ingress and egress to said facilities and appurtenances at all times.

The above ground Measuring and Regulating Station(s) shall not exceed a total area of fourteen (14) foot by fourteen (14) foot, an area of approximately 196 square feet, shall be located in the northwest corner of Subject Property as depicted in Exhibit A attached hereto and made a part hereof, shall be no more than one story in height, and may be surrounded by a fence not to exceed a seventeen (17) foot by seventeen (17) foot area.

This covenant shall run with the land and shall remain in effect without limitation as to time.”

Valerie McDonald Roberts asked for a motion: Janet Evans made a motion to approve the resolution and End Miller seconded the motion.

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

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

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

“NAYS”: None.

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

RESOLUTION NO. 36 OF 2015

A Resolution Adopting an updated Housing Authority of the City of Pittsburgh Procurement and Disposition Policy.

WHEREAS, HUD Handbook 7460.8 REV2 Section 2.2 states that public housing authorities such as the Housing Authority of the City of Pittsburgh (HACP) are required to establish and follow a written procurement policy that is consistent with 24 CFR 85.36; and

WHEREAS, the HACP is required to comply with all applicable federal, state and local laws, rules, regulations and guidelines; and

WHEREAS, on December 26, 2014, an interim final rule became effective, replacing 24 CFR 85.36 with 2 CFR Chapter I, Chapter II, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; and

WHEREAS, the HACP has determined that certain updates to the current Procurement and Disposition Policy, as adopted by Resolution Number 4 of 2014 are necessary to improve operational efficiency and maintain continued compliance with applicable federal, state and local laws, rules, regulations and guidelines.

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

Section 1: The updated Housing Authority of the City of Pittsburgh Procurement and Disposition Policy referenced above, is hereby adopted in its entirety, and replaces the Procurement and Disposition Policy which was previously approved pursuant to Resolution Number 4 of 2014.

Valerie McDonald Roberts asked for a motion: Enid Miller made a motion to approve the resolution and Peter Kaplan seconded the motion.

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

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

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

“NAYS”: None.

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

EXECUTIVE REPORT: Mr. Binion stated that the board members received a copy of the executive report last week.

Mr. Binion also spoke regarding veteran affairs and that this is the 25th Anniversary of the *Americans with Disabilities Act*. A cake was had by all in celebration of this anniversary. Janet Evans gave her thanks and said a few words.

There being no further discussion, Valerie McDonald-Roberts asked for a motion to adjourn the meeting. Janet Evans made a motion to adjourn the meeting and Rev. Ricky Burgess seconded the motion.

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

“AYES”: Janet Evans, Valerie McDonald-Roberts, Rev. Ricky Burgess,
Rev. Ricky Burgess and Peter Kaplan.

“NAYS”: None

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

The meeting was adjourned at 1:25 p.m.

Recording Secretary