

Housing Authority of the City of Pittsburgh
BOARD OF COMMISSIONERS
MEETING MINUTES
Thursday, July 28, 2016
200 Ross Street
13th Floor Wherrett Room
Pittsburgh, PA 15219

The Housing Authority of the City of Pittsburgh (HACP) held a regular Board meeting on Thursday, July 28, 2016 at 200 Ross Street; 13th Floor, Wherrett Room, Pittsburgh, Pennsylvania 15219 at 10:30 a.m.

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

Next, the Vice Chair noted that the Board members had previously received a copy of the June 23, 2016 Board Meeting Minutes and asked for a motion to approve the minutes. Ms. Enid Miller 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”: Peter Kaplan, Valerie McDonald-Roberts
Richard Butler, Enid Miller and Janet Evans.

“NAYS”: None

Ms. Evans declared the motion carried and the minutes approved.

Next the Vice-Chair noted that the board previously received a copy of the monthly Activity Report.

Ms. Janet Evans asked for a motion to approve the Activity Report. David Weber gave a brief statement on the activity report. Peter Kaplan made a motion to approve the Activity Report and End Miller 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, Valerie McDonald-Roberts
Richard Butler, Enid Miller and Janet Evans

“NAYS”: None

Vice-Chair declared the motion carried and the Activity Report approved.

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

There were no public comments.

At this time Rev. Ricky Burgess joined the meeting of commissioners.

Next, Ms. Evans introduced the following resolutions:

RESOLUTION NO. 28 OF 2016

A Resolution – Authorizing the Executive Director or his designee to utilize the existing contract negotiated between the Commonwealth of Pennsylvania’s Department of General Services/ COSTARS and Houston Starr Company to Purchase 20 & 30 Inch Gas Ranges and 15 & 17 Cubic Feet Refrigerators as needed for the Housing Authority of the City of Pittsburgh’s properties

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) provides a Gas Range and ENERGY STAR® efficient Refrigerator for each occupied dwelling unit; and

WHEREAS, there currently exists a competitively procured contract between the Commonwealth of Pennsylvania’s Department of General Services/COSTARS and Houston Starr Company to provide 20 & 30 Inch Gas Ranges and 15 & 17 Cubic Feet ENERGY STAR efficient Refrigerators; and

WHEREAS, the subject contract expires on June 19, 2017 with a one (1) year extension option with an end date of June 19, 2018. If Houston Starr Company or the Commonwealth do not renew the contract, Procurement will come before the Board of Commissioners at the end of the initial term; and

WHEREAS, the HACP desires to utilize the contract between the Commonwealth of Pennsylvania’s Department of General Services/COSTARS and Houston Starr Company for the purchase of 20 & 30 Inch Gas Ranges in an amount of \$221,500.00 and 15 & 17 Cubic Feet ENERGY STAR efficient Refrigerators in an amount of \$258,025.00 for a total amount not-to-exceed \$479,525.00 for the term July 28, 2016 to June 19, 2018; and

WHEREAS, the procurement was conducted in accordance with applicable Federal Regulations and the procurement policies and procedures of the HACP.

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

Section 1. The Executive Director is hereby authorized to purchase 20 & 30 Inch Gas Ranges and 15 & 17 Cubic Feet ENERGY STAR efficient Refrigerators as needed throughout the

authority utilizing the contract existing between the Commonwealth of Pennsylvania's Department of General Services/COSTARS and Houston Starr Company for the period July 28, 2016 to June 19, 2018 in a total amount not to exceed of \$479,525.00; and

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

Ms. Janet Evans asked for a motion to approve the resolution. Rev. Ricky Burgess made a motion to approve the resolution. Peter Kaplan seconded the motion. After a brief discussion,

After a brief discussion. 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, Valerie McDonald-Roberts
Richard Butler, Enid Miller
Rev. Ricky Burgess and Janet Evans

"NAYS": None

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

RESOLUTION NO. 29 OF 2016

A Resolution – Accepting the Audited Financial Statements as of and for the year ended December 31, 2015 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, 2015; 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 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, 2015.

Ms. Janet Evans asked for a motion to approve the resolution. Enid Miller made a motion to approve the resolution. Peter Kaplan Seconded the motion. After a brief discussion:

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

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

“NAYS”: None

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

RESOLUTION NO. 30 OF 2016

A Resolution – Ratifying the Executive Director’s decision to write off Collection Losses in the amount of \$62,360.07 from the Tenant Accounts Receivable for the Months of April 2016 through June 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 April 1, 2016 through June 30, 2016 was \$62,360.07; 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 \$62,360.07 which is 3.15% of the total rent and associated charges of \$1,976,579.75 for the 2nd quarter 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 \$62,360.07 from the tenant accounts receivable balance for April 1, 2016 through June 30, 2016 is hereby ratified.

Ms. Janet Evans asked for a motion to approve the resolution. Richard Butler made a motion to approve the resolution. Rev. Burgess Seconded the motion.

After a brief discussion. A Vote being had thereon, the “Ayes and “Nays” were as follows:

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

“NAYS”: None

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

RESOLUTION NO. 31 OF 2016

A Resolution – Authorizing the Executive Director or His Designee To Enter into a Choice Neighborhoods Planning Grant Agreement with HUD and To Delegate Management Responsibility of Bedford Dwellings/Hill District Choice Neighborhoods Planning Grant Activities and Leverage Funds to Allies & Ross Management and Development Corporation

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is the owner of certain real property and related improvements located in Pittsburgh, Allegheny County, Pennsylvania known as Bedford Dwellings (Bedford Dwellings); and

WHEREAS, HACP determined that it was in the best interests of HACP and the residents of Bedford Dwellings to submit an application in response to U.S. Department of Housing and Urban Development’s (HUD)’s FY2015/2016 Notice of Funding Availability (NOFA) for the Choice Neighborhoods Planning and Action Grant in order to redevelop Bedford Dwellings with one-for-one replacement housing units and additional mixed income housing under HUD’s Choice Neighborhoods Initiative (CNI) Planning & Action Grant (Planning Grant) and, subsequently, apply for a CNI Implementation Grant for the Hill District community of Pittsburgh, to be developed in several phases; and

WHEREAS, HACP engaged the City of Pittsburgh (City), Urban Redevelopment Authority of Pittsburgh (URA), governmental agencies and other public/private partners as well as the residents of Bedford Dwellings and the Hill District, to prepare a comprehensive framework and governance structure for a community planning process to develop a community transformation plan with a strong vision to improve the living environment, the quality of life and the economic mobility for residents residing in Bedford Dwellings and the surrounding community; and

WHEREAS, on February 9, 2016, HACP as Lead Applicant and the City as Co-Applicant submitted an application to HUD for CNI Planning Grant up to \$2,000,000 along with additional financial and in-kind support from a variety of funding institutions; and

WHEREAS, on June 28, 2016, HACP and the City received FY2015/2016 CNI Planning Grant award in the amount of \$500,000.00 to support the development of a comprehensive neighborhood Transformation Plan for Bedford Dwellings and its surrounding area in the Bedford Dwellings/Hill District neighborhood as defined in the CNI Planning Grant application; and

WHEREAS, the HACP is one of ten (10) grantees to receive a FY2015/2016 CNI Planning Grant among sixty-four (64) grant applicants nationwide; and

WHEREAS, the HACP will enter into CNI Planning Grant Agreement with HUD to receive the \$500,000.00 of CNI Planning Grant in order to develop the Transformation Plan in cooperation with the City, Bedford residents, Hill District Community and its leadership and other stakeholders; and

WHEREAS, the HACP selected Allies & Ross Management and Development Corporation (ARMDC) to develop and implement a redevelopment plan for Bedford Dwellings and its surrounding neighborhood (Bedford Dwellings/Hill District). The ARMDC competitively procured TREK Development Group (TREK) as a co-developer/planning team in order to assist in the redevelopment process and coordinate the activities required and contemplated by the CNI Planning Grant application; and

WHEREAS, the HACP desires that ARMDC will carry out, manage and administer all or part of the CNI Planning Grant activities (CNI Planning Services) on behalf of the HACP; and

WHEREAS, the HACP will grant certain CNI Planning Grant funds to ARMDC to perform CNI Planning Services after the HACP enters into CNI Planning Grant Agreement with HUD and receives authorization to access the CNI Planning Grant funds through HUD's Line of Credit Control System; and

WHEREAS, HACP made a financial commitment of up to \$500,000 of Program Income ("**HACP Planning Leverage Fund**") as a financial leverage of the CNI Planning Grant application in Resolution No. 3 of 2016; and

WHEREAS, upon HACP's receipt of the Choice Planning grant funds, HACP desires to grant to ARMDC up to \$1,000,000.00 consisting of HACP's financial commitment and Choice grant funds to manage, administer and fund CNI Planning Grant activities including planning and early action activities.

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 enter into a CNI Planning Grant Agreement with HUD to receive \$500,000.00 CNI Planning Grant funds in order to develop Bedford Dwellings/Hill District Transformation Plan; and

Section 2. The Executive Director or his designee is hereby authorized to enter into a Grant Agreement with ARMDC to grant up to \$500,000.00 of the CNI Planning Grant funds upon receipt from HUD which ARMDC shall utilize to implement the Bedford Dwellings/Hill District CNI Planning Grant Activities; and

Section 3. The Executive Director or his designee is hereby authorized to enter into a Grant Agreement with ARMDC, providing an amount up to \$500,000.00 authorized in Resolution 3 of 2016, which the ARMDC shall utilize to manage, administer and leverage the CNI Planning Grant activities; and

Section 4. 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 Bedford Dwellings/Hill District CNI Planning Grant activities and (ii) complete any and all additional actions that are legally permissible and necessary or advisable to carry out the Bedford Dwellings/Hill District CNI Planning Grant activities; and

Section 5. The Executive Director is hereby authorized and directed to take such other actions, from time to time, that are necessary, advisable or proper in connection with the Bedford Dwellings/Hill District CNI Planning Grant activities including, without limitation, the execution and delivery of all agreements, writings and documents (and all amendments, changes, modifications and additions thereto).

Ms. Janet Evans asked for a motion to approve the resolution. Enid Miller made a motion to approve the resolution. Rev. Burgess seconded the motion.

After a brief discussion. A Vote being had thereon, the “Ayes and “Nays” were as follows:

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

“NAYS”: None

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

Next, Ms. Evans introduced Caster Binion:

EXECUTIVE REPORT: Mr. Binion addressed the board and spoke briefly regarding the reports that were previously provided to the board.

NEW BUSINESS: There was no new business.

AJOURNMENT:

Janet Evans asked for a motion to adjourn the meeting. Enid Miller made a motion to adjourn the meeting and Rev. Ricky Burgess seconded the motion. The “AYES” and “NAYS” were as follows:

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

“NAYS”: None.

Chair, Evans, declared the motion carried and the meeting adjourned.

The meeting adjourned at 11:00 a.m.

EXECUTIVE SESSION: 11:00 to 11:30 a.m.

Recording Secretary