

Housing Authority of the City of Pittsburgh
BOARD OF COMMISSIONERS
MEETING MINUTES
Thursday, June 25, 2015
200 Ross Street
9TH Floor Board Room
Pittsburgh, PA 15219

The Housing Authority of the City of Pittsburgh (the “HACP”) held a regular Board meeting on Thursday, June 25, 2015 at 200 Ross Street; 13th Floor, Wherrett Room, Pittsburgh, Pennsylvania 15219 at 10:30 a.m.

Ms. Janet Evans, Vice-Chairperson, called the meeting to order. The Commissioners in attendance were: Ms. Enid Miller. Ms. Janet Evans, Peter Kaplan and Rev. Ricky Burgess. Commissioner Leroy Morgan was not in attendance. Ms. Valerie McDonald Roberts will arrive at a later time.

Next, the Vice-Chairman, Ms. Evans noted that the Board members had previously received a copy of the May 28, 2015 Board Meeting Minutes and asked for a motion to approve the minutes. Rev. Ricky Burgess made a motion to approve the minutes and Enid Miller seconded the motion. There were no comments regarding the May minutes.

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

“AYES”: Ms. Janet Evans, Enid Miller, Mr. Peter Kaplan
and Rev. Ricky Burgess.

“NAYS”: None

Vice-Chair, Evans then declared the motion carried and the minutes approved.

Vice-Chair, Janet Evans introduced the HACP Activity Report for May (“the Report”) and asked if there was a motion to approve the Report. Peter Kaplan made a motion to approve the Report and Rev. Burgess 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”: Ms. Janet Evans, Rev. Ricky Burgess, Peter Kaplan
and Enid Miller.

“NAYS”: None

Vice-Chair Evans then declared the motion carried and the report approved.

Ms. McDonald Roberts joined the meeting at this time. Ms. Janet Evans continued to chair the meeting.

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

There were no public comments.

Vice-Chair, Ms. Janet Evans, introduced the resolutions as read by Ms. McDonald Roberts.

RESOLUTION NO. 27 OF 2015

A Resolution – Authorizing the Executive Director or his designee to enter into a Contract with Allegheny Answering Service to provide answering services, Authority wide.

WHEREAS, the Housing Authority of the City of Pittsburgh (“HACP”) is in need of after hours emergency answering services to answer tenant related maintenance calls; and

WHEREAS, on March 23rd, 2015, the Housing Authority of the City of Pittsburgh advertised IFB 300-10-15, Answering Services, Authority Wide; and

WHEREAS, HACP received four (4) bids in response to the IFB; and

WHEREAS, Allegheny Answering Service submitted the lowest responsive and responsible bid to provide these services; and

WHEREAS, Allegheny Answering Service bid of \$151,200 is 128 % of the Independent Cost Estimate, outside the cost reasonableness range of 75% to 110% of the Independent Cost Estimate; and

WHEREAS, an assessment of the Independent Cost Estimate and Allegheny Answering Service’s bid determined that the bid price was fair and reasonable; and

WHEREAS, this procurement was performed in accordance with applicable federal, state and local procurement rules and 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 his designee is hereby authorized to enter into a contract for Answering Services Authority Wide for three (3) years, with two (2) one (1) year extension options, for a total five (5) year not to exceed amount of \$151,200.

Section 2. The total amount of the contract shall be paid from Moving To Work funds.

Vice-Chair, Janet Evans, 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 regarding the resolution:

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

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

"NAYS": None

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

RESOLUTION NO. 28 OF 2015

A Resolution-Authorizing the Executive Director or his designee to enter into a contract with Hydro Technical Services, Inc. to provide Sewer Cleaning and Maintenance services for HACP.

WHEREAS, the Housing Authority of the City of Pittsburgh is responsible for sewer and catch basin cleaning and maintenance at several HACP properties; and

WHEREAS, on May 4, 2015 the Housing Authority of the City of Pittsburgh issued an Invitation for Bids (IFB 300-08-15 Rebid) for Sewer and Catch Basin Cleaning and Maintenance; and

WHEREAS, the Housing Authority of the City of Pittsburgh received three (3) bids in response to the Invitation For Bids; and

WHEREAS, Hydro Technical Services Inc. submitted the lowest responsive and responsible bid; and

WHEREAS, Hydro Technical Services Inc.'s bid of \$350,560 was 108.8% of the Independent Cost Estimate of \$322,208 within the cost reasonableness range of 75% to 110% of the Independent Cost Estimate; 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 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 his designee is hereby authorized to enter into a three (3) - year contract with Hydro Technical Services Inc. to provide sewer and catch basin cleaning and maintenance services to Housing Authority of the City of Pittsburgh properties, with two (2) one (1)-year extension options, for a total five (5)-year not to exceed amount of \$350,560.

Section 2. The total amount of the contract shall be paid from Moving To Work funds.

Vice Chair Janet Evans asked for a motion to approve the resolution.

Ms. Enid Miller made a motion to approve the resolution and Peter Kaplan seconded the motion. After a brief discussion regarding the resolution:

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

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

“NAYS”: None

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

RESOLUTION NO. 29 OF 2015

A Resolution – Authorizing the Executive Director or his designee to enter in to a Contract with Pittsburgh Property Maintenance, LLC to provide grass cutting at scattered sites and vacant lots.

WHEREAS, the Housing Authority of the City of Pittsburgh is in need of grass cutting at scattered sites and vacant lots to provide enhanced beautification and curb appeal, and to ensure responsible ownership and maintenance of such scattered site properties, including vacant lots, owned by the HACP; and

WHEREAS, on April 20th, 2015, the Housing Authority of the City of Pittsburgh advertised RFP 300-14-15, grass cutting at scattered sites and vacant lots; and

WHEREAS, the Housing Authority received five (5) proposals in response to the Request For Proposals; and

WHEREAS, Pittsburgh Property Maintenance, LLC submitted the highest scoring responsive and responsible proposal; and

WHEREAS, Pittsburgh Property Maintenance, LLC submitted a proposal of \$1,001,104 which is 110.88% of the Independent Cost Estimate of \$902,850; and

WHEREAS, this procurement was performed in accordance with applicable federal, state and local procurement rules and 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 his designee is hereby authorized to enter into a contract with Pittsburgh Property Maintenance LLC for grass cutting at scattered sites and vacant lots for (1) year, plus two (2) one (1) year extension options, for a three (3) year total not to exceed amount of **\$1,001,104**.

Section 2. The total amount of the contract shall be paid from MTW funds.

Vice-Chair Janet Evans asked for a motion to approve the resolution.

Rev. Ricky Burgess made a motion to approve the resolution and Ms. Enid Miller seconded the motion. After a brief discussion regarding the resolution:

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

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

“NAYS”: None

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

RESOLUTION NO. 30 OF 2015

A Resolution – Authorizing the Executive Director or his designee to enter into a Contract with Vaughan Brothers, Inc. for Roof Repair Authority Wide.

WHEREAS, the Housing Authority of the City of Pittsburgh is in need of Authority Wide roof and siding repair and maintenance services due to weather damage, leaks, age, fire and other causes; and

WHEREAS, on May 19th, 2015, the Housing Authority of the City of Pittsburgh advertised IFB 300-11-15 Roof Repair Authority Wide 2015 Rebid; and

WHEREAS, Vaughan Brothers, Inc. submitted the lowest responsive and responsible bid to provide these services; and

WHEREAS, Vaughan Brothers, Inc. bid was within the cost reasonableness range of 75% to 110% of the Independent Cost Estimate; and

WHEREAS, the Housing Authority of the City of Pittsburgh has performed responsiveness and responsibility determinations for Vaughan Brothers, Inc., and they were determined to be a responsive, responsible, and qualified firm; and

WHEREAS, this procurement was performed in accordance with applicable federal, state, and local procurement rules and 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 his designee is hereby authorized to enter into a contract with Vaughan Brothers, Inc. for roof and siding repair and maintenance services for three (3) years with two (2) one (1) year extension options for a five (5) year total not to exceed amount of \$500,000.

Section 2. The total amount of the contract shall be paid from MTW funds.

Vice-Chair Janet Evans asked for a motion to approve the resolution.

Mr. Peter Kaplan made a motion to approve the resolution, Enid Miller seconded the motion. After a brief discussion regarding the resolution:

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

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

"NAYS": None

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

RESOLUTION NO. 31 OF 2015

A Resolution – Amending Resolution No. 47 of 2014 for the Purpose of Rescinding the Addison Phase 2 Construction/Permanent Loan of \$3,825,000 and Authorizing \$2,800,000 for the purpose of Making a 1st Mortgage Loan for the Addison Phase 3 Development.

WHEREAS, in Resolution 47 of 2014, the Board of Commissioners authorized the Executive Director to amend the 2015 Budget to add \$3,825,000 from Reserves and Authorizing the Executive Director to Grant the funds to Allies and Ross Management and Development Corporation ("ARMDC") for the purpose of making a Construction Loan that Converts to a Permanent Loan for the Addison Phase 2 Development; and

WHEREAS, the \$3,825,000 authorized for the Addison Phase 2 Construction/Permanent Loan has resulted in the Addison Phase 2 development budget exceeding the established HUD Total Development Cost (“TDC”) limits, due in part to the reduced amount of tax credit equity as a result of utilizing a 4% Low Income Housing Tax Credit (LIHTC); and

WHEREAS, in order to address the Addison Phase 2 TDC issue, HACP now desires to; 1) reduce the amount of funds authorized from Reserves from \$3,825,000 to \$2,800,000 and 2) make \$2,800,000 available to Addison Phase 3 Development for a 1st Mortgage Loan; and

WHEREAS, HACP has determined that it is in its best interest to make an investment in Addison Phase 3 in the amount of \$2,800,000 to be granted to ARMDC, which ARMDC will utilize to provide funding for the 1st mortgage loan for Phase 3; and

WHEREAS, ARMDC will submit a monthly grants report to HACP’s Board of Commissioners indicating summary disbursements to date of the grant funds authorized in this resolution.

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 rescind the previously authorized Addison Phase 2 Construction/Permanent Loan of \$3,825,000 and is hereby authorized to make a \$2,800,000 investment, which ARMDC shall use for a first mortgage loan for Addison Phase 3.

Section 2. The Executive Director or his designee is hereby authorized to grant the \$2,800,000 to ARMDC, which ARMDC will utilize to provide construction period financing for a period up to 24 months with interest at commercial rates currently estimated to be approximately 4.5 %, and will utilize the same \$2,800,000 as a Permanent Loan at the end of the 24 month construction period with interest at commercial rates currently estimated to be approximately 4.5% for a term of not less than 40 years for the Addison Phase 3 development.

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 determined to be necessary or desirable in order to effect the grant to ARMDC to carry out the Addison Phase 3 Development Activities and (ii) complete any and all additional actions that are legally permissible and necessary or advisable to effect the grant to ARMDC to carry out the Addison Phase 3 Development activities contemplated herein.

Vice Chair Janet Evans asked for a motion to approve the resolution.

Ms. Enid Miller made a motion to approve the resolution and Peter Kaplan seconded the motion. After a brief discussion regarding the resolution:

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

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

“NAYS”: None

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

EXECUTIVE REPORT: Executive Director Binion thanked his staff for all their hard work as the HACP was acknowledged for their efforts for the United Way.

There being no further discussion, Vice-Chair, Evans, asked for a motion to adjourn the meeting. Peter Kaplan made a motion to adjourn the meeting and Enid Miller seconded the motion.

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

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

“NAYS”: None

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

The meeting was adjourned at 10:55 a.m.

Recording Secretary