

Housing Authority of the City of Pittsburgh
BOARD OF COMMISSIONERS
MEETING MINUTES
Thursday, October 22, 2015
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, October 22, 2015 at 200 Ross Street; 13th Floor, Wherrett Room, Pittsburgh, Pennsylvania 15219 at 10:30 p.m.

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

Next, the Chairwoman noted that the Board members had previously received a copy of the September 24, 2015 Board Meeting Minutes and asked for a motion to approve the minutes. Janet Evans made a motion to approve the minutes and Leroy Morgan seconded the motion.

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

“AYES”: Valerie McDonald-Roberts, Janet Evans,
Enid Miller and Leroy Morgan.

“NAYS”: None

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

Next, Ms. McDonald-Roberts, introduced the HACP Activity Report for September and asked if there was a motion to approve the Report. Enid Miller a motion to approve the Report and Janet Evans 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 and Leroy Morgan.

“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.

At this time, Olah Mandley addressed the board and presented her catering company and what it services, what they had to offer and brought boxed lunches for the board members.

Ms. McDonald-Roberts introduced the following resolutions:

RESOLUTION NO. 48 OF 2015

A Resolution – Establishing the 2016 Payment Standard for the Housing Choice Voucher Program at 110% of the Fair Market Rent (FMR)

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) adopt a Payment Standard Schedule that establishes maximum voucher Payment amounts that are used to calculate the monthly housing assistance payment for a family; and

WHEREAS, PHA's must establish a Payment Standard Schedule for each FMR area in the PHA jurisdiction and for each "unit size" in each FMR area.

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

Section 1. The Payment Standard for the Section 8 Housing Choice Voucher Program is hereby established as 110% of the HUD published FMR.

Section 2. The revised Payment Standard for the Housing Choice Voucher Program is effective January 1, 2016.

At this time, Ms. McDonald-Roberts asked for a motion to approve the resolution. Enid Miller made a motion to approve the resolution and Janet Evans seconded the motion. After a brief discussion the "AYES" and "NAY" were as follows:

"AYES": Valerie McDonald-Roberts, Ms. Janet Evans,
Enid Miller and Leroy Morgan.

"NAYS": None

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

RESOLUTION NO. 49 OF 2015

A Resolution – Approving the Housing Choice Voucher Utility Allowance Schedule for fiscal year 2016

WHEREAS, the U.S. Department of Housing and Development (HUD) requires that public housing authorities maintain up-to-date Utility Allowance Schedules in accordance with 24 CFR 982.517; 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

WHEREAS, public housing authorities 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’s Housing Choice Voucher Program must meet federal guidelines and requirements, contracts with a utility consultants and revises its allowances each year to reflect the most up-to-date cost; and

WHEREAS, staff recommends the adoption of proposed Housing Choice Voucher Program Utility Allowance Schedule, attached hereto as Exhibit A.

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 is hereby adopted.

Section 2. The Executive Director is hereby authorized to update the Housing Choice Voucher Program Utility Allowance Schedule effective January 1, 2016.

At this time, Ms. 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 “NAY” were as follows:

“AYES”: Valerie McDonald-Roberts, Janet Evans
Enid Miller and Leroy Morgan.

“NAYS”: None

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

RESOLUTION NO. 50 of 2015

A Resolution – Authorizing the Executive Director or his designee to Enter into an Intergovernmental Agreement with the Allegheny County Housing Authority for Housing Quality Standard Quality Control Inspections.

WHEREAS, the Housing Authority of the City of Pittsburgh (“HACP”) has a need for Quality Control (QC) Housing Quality Standard (HQS) Inspections as a means to ensure an approved standard is maintained regarding all HQS Inspections ; and

WHEREAS, the HACP requires the contractor selected to perform QC HQS Inspections to complete all associated and required activities, including scheduling inspections, all notifications to Housing Choice Voucher participant and landlords concerning quality control inspections and re-inspections, and all associative activities; and

WHEREAS, the HACP’s current contract for these services expired on May 23, 2015; and

WHEREAS, the HACP has identified the Allegheny County Housing Authority as an entity qualified to perform the QC HQS inspections as a competitive cost; and,

WHEREAS, the U.S Department of Housing and Urban Development (HUD) authorizes the use of Intergovernmental Agreements and has issued regulations governing such agreements.

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 authorized to enter into an Intergovernmental Agreement with the Allegheny County Housing Authority for QC HQS Inspections for a three (3) year period in the amount of \$109,050.00 with an option of two (2) additional years not to exceed \$79,235.00, for a total five year cost not to exceed an amount of \$188,285.00; and

Section 2. The Intergovernmental agreement cost will be paid from MTW funds.

At this time, Ms. McDonald-Roberts asked for a motion to approve the resolution. Enid Miller made a motion to approve the resolution and Leroy Morgan seconded the motion. After a brief discussion the “AYES” and “NAY” were as follows:

“AYES”: Valerie McDonald-Roberts, Janet Evans,
Enid Miller and Leroy Morgan.

“NAYS”: None

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

RESOLUTION NO. 51 OF 2015

A Resolution-Authorizing the Executive Director or his designee to execute a contract for Uniform Physical Condition Standards (UPCS) Inspections and Quality Control Inspections with Midwest Inspections.

WHEREAS, The Housing Authority of the City of Pittsburgh (HACP) is required to perform Uniform Physical Condition Standards (UPCS) inspections of all HACP owned and operated units, and conducts Quality Control Inspections to ensure the integrity of the inspection process; and

WHEREAS, on August 10, 2015, the HACP issued a request for proposals (RFP #250-21-15) for professional inspection services; and

WHEREAS, on September 9, 2015, the HACP received 3 proposals in response to the RFP; and

WHEREAS, Midwest Inspections received the highest score of the firms who submitted proposals, and was determined to be the highest ranked responsive and responsible bidder; and

WHEREAS, this procurement was conducted in accordance with applicable Federal and state 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 execute a contract with Midwest Inspections for professional inspection services.

Section 2. The contract shall be for a three (3) year period for a total amount not to exceed \$88,773.30, with the option to extend the contract for two (2) additional one (1) year terms at an amount not to exceed \$59,182.20, for a total not to exceed amount of \$147,955.50 over the five-year period.

Section 3. The cost of the contract shall be paid from MTW funds.

At this time, Ms. 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 “NAY” were as follows:

“AYES”: Valerie McDonald-Roberts, Ms. Janet Evans

Enid Miller and Leroy Morgan.

“NAYS”: None

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

RESOLUTION NO. 52 OF 2015

A Resolution – Authorizing the Commitment of Funds for NV Midrise Predevelopment & Development Activities

WHEREAS, the Housing Authority of the City of Pittsburgh (the **HACP**) has selected Allies & Ross Management and Development Corporation (the **ARMDC**) to develop a new midrise building with up to 87 dwelling units to replace the existing Northview Heights High-rise consisting of 87 rental dwelling units in the Northview Heights community at the northern boundary of the City of Pittsburgh, Allegheny County, Pennsylvania utilizing the mixed-finance development approach; and

WHEREAS, HACP is the owner of Northview View (hereinafter, NV) Heights Highrise located on a hilltop at the northern boundary of the City of Pittsburgh. It is a 9-story high rise with 87 apartment units and its residents consist of elderly and persons with disabilities. The dwelling units are currently occupied and operated as public housing units pursuant to the United States Housing Act of 1937, 42 U.S.C. §1401 *et seq.*, as amended from time to time, or any successor legislation, the regulations promulgated thereunder and the Consolidated Annual Contributions Contract dated January 16, 1998, as amended from time to time between the Authority and the United States Department of Housing and Urban Development (HUD); and

WHEREAS, the NV Highrise balcony is self-destructing and poses a serious financial risk to HACP and serious safety risk to HACP’s customers/residents and must be replaced; and

WHEREAS, HACP has determined that it in its best interests and the residents to develop a replacement Midrise building in the Northside Neighborhood of Pittsburgh (the **NV Midrise Development**), in one phase; and

WHEREAS, in Resolution 24 of 2015, HACP granted \$1,000,000.00 to ARMDC to be utilized to provide Predevelopment Services with the assistance of a Master Planner and other professionals to be selected competitively in order to implement the development of the NV Midrise; and the master planning process is ongoing; and

WHEREAS, ARMDC is developing a feasible plan for the development activities through resident involvement and community planning processes, raise development funds using tax credit financing and other public and private sources; competitively select a general contractor and other professionals to advance the NV Midrise Development; and

WHEREAS, a NV Midrise Investment of funds in the amount of **\$16,000,000.00** (hereinafter, the “**NV Midrise Development Investment**”) will be utilized to fund *inter alia*: (A) all other predevelopment Activities for NV Midrise development not funded under Resolution 24 of 2015

(hereinafter, collectively, the “**Predevelopment Activities**”) and (B) **NV Midrise Development Activities** including (i) NV Midrise construction/permanent financing; (ii) site preparation and infrastructure/public improvements for approximately 87 units, (iii) NV Midrise capital contributions, and (iv) other NV Midrise Development-related purposes (hereinafter, collectively, the “**NV Midrise Development Activities**”); and

WHEREAS, the sources of funds for the Investment may be HACP Program Income, Replacement Housing Factor (“RHF”) Funds and/or Moving to Work (MTW) Funds, and

WHEREAS, ARMDC will perform predevelopment services, prepare development schedule, apply for Low Income Housing Tax Credits (“LIHTC”) in accordance therewith for the development of approximately 87 units of low-income and LIHTC housing as NV Midrise Development; and

WHEREAS, HACP will grant the funds to ARMDC which ARMDC shall utilize to fund the Predevelopment and Development Activities in an amount not to exceed \$16,000,000.00.

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 designee is hereby authorized to obligate and expend an amount not to exceed \$16,000,000.00 to carry out the NV Midrise Predevelopment & Development Activities for the development of approximately 87 low-income public housing and LIHTC units.

Section 2. The Executive Director or his designee is hereby authorized to enter into a Grant Agreement with ARMDC for a not to exceed amount of \$16,000,000.00, which ARMDC shall utilize to fund the NV Midrise Predevelopment & Development Activities.

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 he shall determine to be necessary or desirable in order to effect the NV Midrise Predevelopment & Development Activities and (ii) complete any and all additional actions that are legally permissible and necessary or advisable to carry out the NV Midrise Predevelopment & Development Activities contemplated herein.

Section 4. The Executive Director or his designee is hereby authorized and directed to take such other actions, from time to time, that are necessary, advisable or proper in connection with the NV Midrise Development including, without limitation, the execution and delivery of all agreements, writings and documents (and all amendments, changes, modifications and additions thereto).

At this time, Ms. McDonald-Roberts asked for a motion to approve the resolution. Enid Miller made a motion to approve the resolution and Leroy Morgan seconded the motion. After a brief discussion the “AYES” and “NAY” were as follows:

“AYES”: Valerie McDonald-Roberts, Janet Evans, Enid Miller,

and Leroy Morgan.

“NAYS”: None

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

RESOLUTION NO. 53 OF 2015

A Resolution – Ratifying the Executive Director’s decision to write off Collection Losses in the amount of \$50,428.02 from the Tenant Accounts Receivable for the months July 2015 through September 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 July 1, 2015 through September 30, 2015 was \$50,428.02; and

WHEREAS, reasonable means of collection have been exhausted against these accounts; and

WHEREAS, the total collection losses to be written off from the tenant accounts receivable balance is \$50,428.02 which is 2.46% of the total rent and associated charges of \$2,053,477.86 for the 3rd 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 the collection losses of \$50,428.02 from the tenant accounts receivable balance for July 1, 2015 through September 30, 2015 is hereby ratified.

At this time, Ms. McDonald-Roberts 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 brief discussion the “AYES” and “NAY” were as follows:

“AYES”: Valerie McDonald-Roberts, Ms. Janet Evans, Enid Miller,
and Leroy Morgan.

“NAYS”: None

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

At this time Ms. McDonald Roberts announced that Rev. Ricky Burgess joined the meeting. (11:08 a.m.)

RESOLUTION NO. 54 OF 2015

A Resolution Authorizing the Executive Director or his designee to Award Contracts for Legal Services.

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) requires legal services in the practice areas of Construction Contracting & Claims Resolution; Equal Employment Opportunity & Employment Issues; General Litigation And Representation, Including Appellate Practice; Labor Relations & Human Resources; Pension, Employee Benefit and Tax; Worker's Compensation; Environmental Hazards; Tax Exemption Applications and Property Assessment For Real Estate; Public Sector Procurement; Land; Title Issues; Non Profits; Auditing and Compliance; Public, Affordable and Mixed Income Developments, Including Mixed-Financing Transactions; Other General Real Estate Issues, Including Acquisition, Disposition, Leasing and Development; and

WHEREAS, the HACP issued a Request for Proposals, RFP700-23-15 for legal services; and

WHEREAS, the HACP received proposals from eleven (11) firms; and

WHEREAS, the HACP desires to award contracts to various law firms on an as needed basis to perform services in the practice areas listed above; and

WHEREAS, each contract will have a dollar limitation for the expenditure of funds; and

WHEREAS, a senior level staff attorney will be assigned to monitor each contract, for a combined not to exceed total of \$2,300,000.00; and

WHEREAS, the procurement was conducted in accordance with the applicable federal, state and local 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 authorized to enter into contracts, to be effective beginning March 1, 2016, with the Law firms listed in the attached Exhibit A as needed for legal advice and assistance in the substantive areas referenced within Exhibit A; and

Section 2. The maximum amount approved by this resolution for the sum of all contracts entered into for a period of three (3) years, subject to the applicable time period in each firm's qualification contract, is not to exceed Two Million Three Hundred Thousand Dollars (\$2,300,000.00); and

Section 3. The funding source shall be individually identified for each contract.

At this time, Ms. McDonald-Roberts asked for a motion to approve the resolution. Janet Evans made a motion to approve the resolution and End Miller seconded the motion. After a brief discussion the “AYES” and “NAY” were as follows:

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

“NAYS”: None

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

Rev. Ricky V. Burgess stated that he would like to register “Aye” votes for the resolutions that have passed here today. He expressed his approval of all of the resolutions.

EXECUTIVE REPORT: Mr. Binion made several comments regarding the Executive Report that was given to the Board members prior to the meeting.

NEW BUSINESS: There was no new business.

AJOURNMENT:

Valerie McDonald-Roberts asked for a motion to adjourn the meeting. Janet Evans mad a motion to adjourn the meeting and Rev. Ricky Burgess seconded the motion. The “AYES” and “NAYS” were as follows:

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

“NAYS”: None

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

The meeting adjourned at 11:30 a.m.

Recording Secretary