

Housing Authority of the City of Pittsburgh
BOARD OF COMMISSIONERS MEETING MINUTES
Thursday, October 23, 2014
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, October 23, 2014 at 200 Ross Street; 9th Floor Board Room, Pittsburgh, Pennsylvania 15219 at 10:30 a.m.

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

At this time, the Chairman, Valerie McDonald-Roberts, noted that the Board members had previously received a copy of the September 24, 2014 Board Meeting Minutes and asked for a motion to approve the minutes. Peter Kaplan made a motion to approve the minutes and Janet Evans seconded the motion.

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

"AYES": Ms. Janet Evans, Mr. Peter Kaplan, Ms. Lena Andrews,
Mr. Leroy Morgan, Ms. Valerie McDonald-Roberts and Rev. Ricky Burgess.

"NAYS": None

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

Chairman Valerie McDonald-Roberts introduced the HACP Activity Report for September 2014 ("the Report") and asked if there was a motion to approve the Report (after a brief oral report by Ms. Joy Miller). Janet Evans made a motion to approve the Report and Lena Andrews seconded the motion.

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

"AYES": Ms. Valerie McDonald Roberts, Ms. Lena Andrews, Mr. Peter Kaplan, Mr. Leroy Morgan, Ms. Janet Evans and Rev. Ricky Burgess.

"NAYS": None

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

Chairman Valerie McDonald-Roberts asked if there were any comments or questions from Tenant Council Presidents, Section 8 Representatives or other public comments.

Mr. Kent Bey is a resident and asked if HACP could have positive activities with the children such as an African heritage cultural event.

Cheryl Mosley of Bedford Dwellings asked why the tenant council elections were delayed. Ms. Mosley had a petition and asked for a copy of the 76 page investigation.

End of Public Comments.

Ms. Valerie McDonald-Roberts introduced the resolutions:

RESOLUTION NO. 44 OF 2014

A Resolution – Ratifying the Executive Director’s decision to write off Collection Losses in the amount of \$81,856.06 from the Tenant Accounts Receivable for the months July 2014 through September 2014.

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, 2014 through September 30, 2014 was \$81,856.06; 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 \$81,856.06 which is 4.21% of the total rent and associated charges of \$1,944,027.63 for the 3rd quarter of 2014.

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 \$81,856.06 from the tenant accounts receivable balance for July 1, 2014 through September 30, 2014 is hereby ratified.

After a brief discussion, Chairperson, Valerie McDonald-Roberts asked for a motion to approve the resolution. Rev. Ricky Burgess made a motion to approve the resolution and Mr. Leroy Morgan seconded the Motion.

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

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

“NAYS”: None

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

RESOLUTION NO. 45 OF 2014

A Resolution Authorizing the Executive Director or His Designee To Enter into a Choice Neighborhoods Implementation Grant Agreement with the U.S. Department of Housing and Urban Development

WHEREAS, on September 10, 2013, the Housing Authority of the City of Pittsburgh (the "**Authority**") along with its co-applicant, City of Pittsburgh (the "**City**"), submitted a FY2013 Choice Neighborhoods Implementation Grant ("**CNIG**") application to the U.S. Department of Housing and Urban Development ("**HUD**") requesting \$30,000,000 in grant funds to be used to help implement the Larimer/East Liberty Transformation Plan ("Choice Neighborhoods Transformation Plan"); and

WHEREAS, on June 30, 2014 HUD awarded the Authority a FY2013 CNIG grant in the amount of \$30 million; and

WHEREAS, the Authority is one of four applicants nationwide to receive a FY2013 CNI Grant; and

WHEREAS, the Authority will enter into CNIG Grant Agreement with HUD to receive the \$30,000,000 of CNI grant funds under the Grant Number PA3E001CNG113 ("**CNIG Funds**") in order to implement the Choice Neighborhoods Transformation Plan and memorialize the agreements made between the Grantee (i.e., the Authority and the City) and HUD, and incorporates all documents relating to the CNI Grant; and

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 the CNIG Grant Agreement with HUD to receive the CNIG Funds in order to implement the Choice Neighborhoods Transformation Plan.

Section 2. The Executive Director or his designee is hereby authorized and directed, in the name of and on behalf of the Authority to (i) negotiate, execute and deliver all such agreements, documents and instruments and take all such other actions as the Executive Director or his designee shall determine to be necessary or desirable in order to effect the CNIG grant and (ii) take any and all additional actions that are legally permissible and necessary or advisable to carry out the CNIG grant.

Section 3. 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 CNIG grant.

After a brief discussion, Chairperson, Valerie McDonald-Roberts asked for a motion to approve the resolution. Ms. Janet Evans made a motion to approve the resolution and Ms. Lena Andrews seconded the Motion.

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

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

“NAYS”: None

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

RESOLUTION NO. 46 of 2014

A Resolution –Authorizing the Executive Director or his Designee to enter Into the following Contracts for the Corrective Action for Water Infiltration/Drainage Related Deficiencies at Arlington Heights, PA-04: General Construction with Three Rivers Dismantlement LLC and Plumbing Construction with Iron City Contracting

WHEREAS, the Housing Authority of the City of Pittsburgh (“HACP”) has determined that correcting deficiencies related to water infiltration and drainage elements existing at Arlington Heights, PA-04 is warranted; and

WHEREAS, HACP tasked the firm of Fukui Architects, PC to design the Corrective Action for Water Infiltration/Drainage Related Deficiencies required and to provide the bidding documents necessary to procure contractors to perform the work; and

WHEREAS, on July 7, 2014, HACP issued an Invitation for Bids (IFB 600-26-14) for Corrective Action for Water Infiltration/Drainage Related Deficiencies at Arlington Heights; and

WHEREAS, on September 2, 2014, HACP received two (2) bids for the general construction, and two (2) bids for the plumbing construction work in response to the Invitation for Bids; and

WHEREAS, Three Rivers Dismantlement LLC is the lowest responsive and responsible bidder with a bid amount of \$243,000.00 which is 88% of the independent cost estimate of \$275,421.00 for the general construction and Iron City Contracting is the lowest responsive and responsible bidder with a bid amount of \$75,000.00 which is 113% of the independent cost estimate of \$65,957.00 for the plumbing construction; and

WHEREAS, this procurement was performed in accordance with applicable Federal regulations and the procurement policies and procedures of HACP.

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

Section 1. That the Executive Director or his designee is hereby authorized to enter into a General Construction Contract with Three Rivers Dismantlement LLC in the amount of \$243,000.00 and Plumbing Construction Contract with Iron City Contracting in the amount of \$75,000.00 for the Corrective Action for Water Infiltration/Drainage Related Deficiencies at Arlington Heights, PA-04, and

Section 2. That the contracts will be paid from MTW Funds.

After a brief discussion, Chairperson, Valerie McDonald-Roberts asked for a motion to approve the resolution. Peter Kaplan made a motion to approve the resolution and Ms. Reverend Ricky Burgess seconded the Motion.

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

"AYES": Ms. Valerie McDonald Roberts, Ms. Lena Andrews, Mr. Peter Kaplan, Mr. Leroy Morgan, Ms. Janet Evans and Rev. Ricky Burgess.

"NAYS": None

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

RESOLUTION NO. 47 OF 2014

A Resolution – Amending the 2015 Budget to add \$3,825,000.00 from Reserves and Authorizing the Executive Director to Grant the funds to Allies and Ross Management and Development Corporation for the purpose of making a Construction Loan that Converts to a Permanent Loan for the Addison Phase II Development

WHEREAS, in Resolution 3 of 2014, the Board of Commissioners authorized the Executive Director or his designee to obligate and expend a not to exceed amount of \$36,500,000.00 to carry out the Addison Phase II Predevelopment Investment and the Addison Phase II Investment for Addison Phase II Development Activities consisting of 214 mix-finance units; and

WHEREAS, Addison Phase II with 214 units has been subdivided into Addison Phase II with 90 units; Phase III with 57 units; Phase IV with 14 home ownership units and Phase V with 53 units for a total of 214 units of mixed-finance units; and

WHEREAS, HACP's investment in Addison Phase II on Bentley Drive with 90 units is projected to be \$24,100,000 consisting of \$6 million for demolition/site and infrastructure and \$18,100,000.00 for vertical construction; and

WHEREAS, HACP desires to grant an additional Addison Phase II Investment in the amount of \$3,825,000.00 to ARMDC, which ARMDC will utilize to provide funding for the 1st mortgage loan; and

WHEREAS, upon reaching property stabilization, the same \$3,825,000.00 will convert to a Permanent Loan; and

WHEREAS, HACP will require ARMDC to reevaluate the outstanding loan after seven (7) years of repayment to determine if the debt should be privately placed so as to recapture the remaining principal for utilization in the future development and maintenance of affordable housing at that time; and

WHEREAS, it is necessary to amend the HACP 2015 Budget approved in Resolution 33 of 2014 to add \$3,825,000.00 from HACP's reserves and authorize the Executive Director to grant the \$3,825,000.00 to ARMDC which ARMDC will utilize as a 1st mortgage for Addison Phase II with 90 units; 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 HACP 2015 Budget approved in Resolution 33 of 2014 is hereby amended to add \$3,825,000.00 from HACP’s reserves to be utilized for Addison Phase II Development.

Section 2. The Executive Director or his designee is hereby authorized to grant the \$3,825,000.00 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 \$3,825,000.00 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.

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 Grant to ARMDC to carry out the Addison Phase II 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 II Development activities contemplated herein.

After a brief discussion, Chairperson, Valerie McDonald-Roberts asked for a motion to approve the resolution. Reverend Ricky Burgess made a motion to approve the resolution and Mr. Peter Kaplan seconded the Motion.

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

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

“NAYS”: None

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

RESOLUTION NO. 48 OF 2014

A Resolution – Establishing the 2015 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 (“PHA”s) 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 (“HACP”):

Section 1. The Payment Standard for the Section 8/Housing Choice Voucher (HCV) Program is hereby established as 110% of the HUD published FMR; and

Section 2. The revised Payment Standard for the Housing Choice Voucher Program is effective January 1, 2015.

After a brief discussion, Chairperson, Valerie McDonald-Roberts asked for a motion to approve the resolution. Janet Evans made a motion to approve the resolution and Ms. Lena Andrews seconded the Motion.

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

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

“NAYS”: None

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

RESOLUTION NO. 49 OF 2014

A Resolution – Approving the Housing Choice Voucher Utility Allowance Schedule for fiscal year 2015

WHEREAS, the U.S. Department of Housing and Urban Development (“HUD”) requires public housing authorities to maintain up-to-date Utility Allowance Schedules in accordance to 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 (HACP), Section 8/Housing Choice Voucher (HCV) Program, to meet federal guidelines and requirements, contracts with a utility consultant and revises its allowances each year to reflect the most up-to-date cost; and

WHEREAS, staff recommends the adoption of the proposed HCV 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:

Section 1. The proposed Utility Allowance Schedule is hereby adopted; and

Section 2. The Executive Director of the Housing Authority of the City of Pittsburgh or his designee is hereby authorized to update the Housing Choice Voucher Program Utility Allowance Schedule effective January 1, 2015.

After a brief discussion, Chairperson, Valerie McDonald-Roberts asked for a motion to approve the resolution. Ms. Janet Evans made a motion to approve the resolution and Mr. Peter Kaplan seconded the Motion.

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

"AYES": Ms. Valerie McDonald Roberts, Ms. Lena Andrews, Mr. Peter Kaplan, Mr. Leroy Morgan, Ms. Janet Evans and Rev. Ricky Burgess.

"NAYS": None

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

RESOLUTION NO. 50 OF 2014

A Resolution—Authorizing the Executive Director or other Authorized Officer to purchase twenty (20) vehicles and one (1) tractor loading backhoe.

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has determined that it is necessary to replace fourteen (14) vehicles in its fleet and add six (6) additional vehicles, and to replace one (1) tractor loading backhoe, 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 twenty (20) vehicles and associated installed equipment specified by HACP can be purchased for a cost of \$532,124, and the one (1) tractor loading backhoe and associated equipment for a cost of \$103,378; and

WHEREAS, this procurement was conducted in accordance with applicable Federal, state and local 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 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 \$532,124, and to award a contract for the purchase of a tractor loading backhoe to Groff, Tractor and Equipment, Inc. procured under Pennsylvania State Contract #2420-02 in the amount of \$103,378; and

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

After a brief discussion, Chairperson, Valerie McDonald-Roberts asked for a motion to approve the resolution. Janet Evans made a motion to approve the resolution and Ricky Burgess seconded the Motion.

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

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

“NAYS”: None

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

RESOLUTION NO. 51 OF 2014

A Resolution- Approving the HACP 2015 Moving to Work Annual Plan, and authorizing the Executive Director or his designee to submit the Annual Plan to the U.S. Department of Housing and Urban Development

WHEREAS, on November 17, 2000, the Housing Authority of the City of Pittsburgh (“HACP”) and the United States Department of Housing and Urban Development (“HUD”) executed an agreement authorizing the HACP to participate in the Moving to Work (“MTW”) Demonstration; and

WHEREAS, as a participant in the MTW demonstration, the HACP is required to submit an Annual Plan for review and approval by HUD; and

WHEREAS, the HACP’s FY 2015 Moving To Work Annual Plan was made available for public review and comment from September 15, 2014 until October 21, 2014, and public hearings were held on the proposed Annual Plan on October 6, 2014; and

WHEREAS, the HACP gave consideration to all comments received regarding the revised FY2015 Moving to Work Annual Plan.

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

Section 1. The Housing Authority of the City of Pittsburgh’s Fiscal Year 2015 Moving to Work Annual Plan is approved and the Executive Director or his designee is authorized to submit the plan to HUD; and

Section 2. The attached Certifications of Compliance, as required by the Department of Housing and Urban Development, is hereby adopted and approved; and the Chairman is hereby authorized to sign the Certifications of Compliance on behalf of the Board.

After a brief discussion, Chairperson, Valerie McDonald-Roberts asked for a motion to approve the resolution. Ms. Lena Andrews made a motion to approve the resolution and Ms. Janet Evans seconded the Motion.

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

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

“NAYS”: None

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

RESOLUTION 52 of 2014

A Resolution – Authorizing the Executive Director or his designee to Enter Into an Intergovernmental Agreement with the Allegheny County Housing Authority for Professional Investigative Services.

WHEREAS, the Housing Authority of the City of Pittsburgh (“HACP”) has a need for Professional Investigative Services; and

WHEREAS, these investigative services include, tenant fraud, workers compensation, and employee fraud which would entail internal investigations and surveillance; and

WHEREAS, the HACP’s current contract for these services expired on October 20, 2013; and

WHEREAS, the HACP has identified the need for investigative services to identify and prosecute tenant fraud such as unauthorized occupants living in their units or failure to report their income in the Low Income Public Housing (“LIPH”) and the Housing Choice Voucher (“HCV”) Program; and

WHEREAS, the HACP has determined that the use of investigative services in workers compensation cases can assist the HACP in document fraud and reduce workers compensation costs; and

WHEREAS, the HACP has determined that the use of investigative services in internal investigations of HACP employees that are not abiding by the HACP Employee Code of Conduct and other requirements of employment can reduce liability exposure and risk to tenants resulting from employee violations of policy; and

WHEREAS, the U.S Department of Housing and Urban Development 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 professional investigative services for a one (1) year period in the amount of \$160,000.00 with an option of

two (2) additional years not to exceed \$320,000.00, for a total three year cost not to exceed an amount of \$480,000; and

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

After a brief discussion, Chairperson, Valerie McDonald-Roberts asked for a motion to approve the resolution. Janet Evans made a motion to approve the resolution and Rev. Ricky Burgess seconded the Motion.

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

"AYES": Ms. Valerie McDonald Roberts, Ms. Lena Andrews, Mr. Peter Kaplan, Mr. Leroy Morgan, Ms. Janet Evans and Rev. Ricky Burgess.

"NAYS": None

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

EXECUTIVE REPORT: Executive Director Binion stated that the Commissioners had previously received a copy of the Executive Report. He also spoke about the Addison transition and that some residents are starting to move in to the new development. Also at Addison there are 56-60 residents working on the Addison redevelopment.

Chairman McDonald-Roberts asked for a motion to adjourn the meeting. Janet Evans made a motion to adjourn the meeting and Rev. Burgess seconded the motion.

The meeting was adjourned at 11:30 a.m.

Recording Secretary