

Housing Authority of the City of Pittsburgh
BOARD OF COMMISSIONERS
MEETING MINUTES
Thursday, October 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, October 28, 2016 at 200 Ross Street; 13th Floor, Wherrett Room, Pittsburgh, Pennsylvania 15219 at 10:30 a.m.

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

Next, the Chairwoman noted that the Board members had previously received a copy of the September 29, 2016 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”: Enid Miller, Peter Kaplan, Valerie McDonald-Roberts
Richard Butler, Leroy Morgan, Rev. Ricky Burgess and Janet Evans.

“NAYS”: None

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

Next the Chair noted that the board received a copy of the Activity Report.

Ms. McDonald-Roberts asked for a motion to approve the Activity Report. Enid Miller made a motion and Peter Kaplan seconded the motion to approve the Activity Report, Joy Pekar Miller, Director of Public Safety, gave a brief statement on the activity report, after which a vote being had thereon, the “Ayes and “Nays” were as follows:

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

“NAYS”: None

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

There being no speakers or comments, Ms. McDonald-Roberts introduced the following resolutions:

RESOLUTION No. 43 of 2016

A Resolution - Approving the HACP 2017 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 2017 MTW Annual Plan was made available for public review and comment from August 17, 2016 until September 15, 2016, and public hearings were held on the proposed Annual Plan on September 8, 2016; and

WHEREAS, the HACP gave consideration to all comments received regarding the revised FY2017 MTW Annual Plan.

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

Section 1. The HACP's Fiscal Year 2017 MTW 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 HUD is hereby adopted and approved; and the Chairman is hereby authorized to sign the Certifications of Compliance on behalf of the Board.

Valerie McDonald-Roberts asked for a motion to approve the resolution. Janet Evans made a motion to approve and Peter Kaplan seconded the motion. Ms. McDonald-Roberts asked if there was any discussion. As there was no discussion:

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

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

"NAYS": None

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

RESOLUTION No. 44 of 2016

A Resolution - Authorizing the Executive Director or his Designee to enter into an Intergovernmental Agreement with the Allegheny County Housing Authority to conduct Criminal Background Checks and Landlord Reference Checks

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) conducts criminal background checks on adults applying for housing assistance and on landlords seeking to participate in the Housing Choice Voucher (HCV) Program; and

WHEREAS, conducting criminal background and landlord reference checks on all adult family members of applicants to the HCV Program and the Low Income Public Housing (LIPH) Program, and criminal background checks on all landlords and persons who are seeking to be landlords in the HCV Program is pursuant to the HCV Program Administrative Plan (Admin Plan), the LIPH Program Admissions and Continued Occupancy Policy (ACOP), and the Moving To Work (MTW) Annual Plan of the HACP; and

WHEREAS, on August 15, 2016 the HACP issued Requests for Proposals (RFP) number 450-37-16 seeking qualified firms to provide criminal background and landlord reference check services; and

WHEREAS, on September 2, 2016, HACP received five (5) proposals in response to the RFP; and

WHEREAS, HACP also received information from the Allegheny County Housing Authority (ACHA) on their experience, capacity, cost and interest in providing criminal background and landlord reference check services to the HACP; and

WHEREAS, the U. S. Department of Housing and Urban Development (HUD) encourages and authorizes public housing authorities to utilize intergovernmental agreements in securing goods and services under the procurement regulations of 2 CFR 200; and

WHEREAS, the HACP has determined that it is cost and operationally effective and in its best interests to enter into an Intergovernmental Agreement with the ACHA to provide the referenced services; 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 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 enter into an Intergovernmental Agreement with the ACHA for Criminal Background and Landlord Reference Check Services for a period of up to three (3) years with two (2), one (1) year extension options for a five (5) year total amount not-to-exceed \$556,500.00; and

Section 2. The Intergovernmental Agreement authorized in Section 1 shall conform to the requirements of 2 CFR 200 governing intergovernmental agreements; and

Section 3. The contract is to be paid from MTW funds.

Valerie McDonald-Roberts asked for a motion to approve the resolution. Enid Miller made a motion to approve and Leroy Morgan seconded the motion. Ms. McDonald-Roberts asked if there was any discussion. As there was no discussion:

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

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

“NAYS”: None

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

RESOLUTION No. 45 of 2016

A Resolution - Authorizing the Executive Director or his Designee to enter into a contract to BFI Waste Services of PA, LLC d/b/a Republic Services of Pittsburgh to provide Roll Off Refuse Container Services to HACP

WHEREAS, the Housing Authority City of Pittsburgh (HACP) utilizes roll off refuse container services at designated HACP locations for removal of bulk waste items from HACP properties; and

WHEREAS, on July 18, 2016, HACP issued Invitation for Bids (IFB) #300-36-16 seeking qualified firms to provide roll off refuse container services at HACP, and received no bids; and

WHEREAS, after conducting significant outreach to firms to solicit interest from potential bidders, on August 15, 2016, the HACP advertised IFB 300-36-16R seeking qualified firms to provide roll off refuse container services at HACP; and

WHEREAS, the HACP received two (2) bids in response to the IFB; and

WHEREAS, BFI Waste Services of PA, LLC d/b/a Republic Services of Pittsburgh submitted the lowest responsive and responsible bid; 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 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 enter into a three (3) year contract with BFI Waste Services of PA, LLC d/b/a Republic Services of Pittsburgh to provide roll off refuse container services to HACP, with two (2) one (1) year extension options; and

Section 2. The total five (5) year amount of the contract shall not exceed \$405,948 to be paid by Moving To Work (MTW) funds.

Valerie McDonald-Roberts asked for a motion to approve the resolution. Janet Evans made a motion to approve and Leroy Morgan seconded the motion. Ms. McDonald-Roberts asked if there was any discussion. As there was no discussion:

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

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

“NAYS”: None

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

RESOLUTION No. 46 of 2016

A Resolution - Authorizing the Executive Director to Award Contracts to J&S Handyman Services and Dream Chasers Painting LLC for the priming and painting of occupied units and common areas for the Housing Authority of the City of Pittsburgh

WHEREAS, when necessary, the Housing Authority City of Pittsburgh (HACP) paints occupied units and common areas in HACP facilities; and

WHEREAS, contracted painting companies are utilized to supplement HACP staff painters to ensure timely completion of routine and as needed painting authority-wide; and

WHEREAS, on August 15, 2016 HACP issued Invitation for Bids (IFB) #300-39-16 seeking qualified firms for the priming and painting of occupied units and common areas; and

WHEREAS, the HACP received two (2) bids in response to the IFB; and

WHEREAS, J&S Handyman Services and Dream Chasers Painting LLC submitted the lowest responsive, responsible bids; 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 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 is hereby authorized to enter into a contract in the amount of \$375,000 with J&S Handyman Services, and to enter into an additional contract in the amount of \$375,000 with Dream Chasers Painting LLC. Each Contract is for the priming and painting of occupied units and common areas. Each contract shall be for a term of three (3) years with two (2) one (1) year extension options; and

Section 2. The total five (5) year authorized amount for the two contracts of of \$750,000 shall be payable from the operating budgets of the sites and departments who utilize the services.

Valerie McDonald-Roberts asked for a motion to approve the resolution. Enid Miller made a motion to approve and Janet Evans seconded the motion. Ms. McDonald-Roberts asked if there was any discussion. As there was no discussion:

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

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

“NAYS”: None

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

RESOLUTION No. 47 of 2016

A Resolution - Authorizing the Executive Director to Award Contracts to J&S Handyman Services and Dream Chasers Painting LLC for the priming and painting of occupied units and common areas for the Housing Authority of the City of Pittsburgh

WHEREAS, when necessary, the Housing Authority City of Pittsburgh (HACP) paints occupied units and common areas in HACP facilities; and

WHEREAS, contracted painting companies are utilized to supplement HACP staff painters to ensure timely completion of routine and as needed painting authority-wide; and

WHEREAS, on August 15, 2016 HACP issued Invitation for Bids (IFB) #300-39-16 seeking qualified firms for the priming and painting of occupied units and common areas; and

WHEREAS, the HACP received two (2) bids in response to the IFB; and

WHEREAS, J&S Handyman Services and Dream Chasers Painting LLC submitted the lowest responsive, responsible bids; 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 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 is hereby authorized to enter into a contract in the amount of \$375,000 with J&S Handyman Services, and to enter into an additional contract in the amount of \$375,000 with Dream Chasers Painting LLC. Each Contract is for the priming and painting of occupied units and common areas. Each contract shall be for a term of three (3) years with two (2) one (1) year extension options; and

Section 2. The total five (5) year authorized amount for the two contracts of of \$750,000 shall be payable from the operating budgets of the sites and departments who utilize the services.

Valerie McDonald-Roberts asked for a motion to approve the resolution. Enid Miller made a motion to approve and Janet Evans seconded the motion. Ms. McDonald-Roberts asked if there was any discussion. As there was no discussion:

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

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

“NAYS”: None

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

RESOLUTION No. 48 of 2016

A Resolution – Authorizing the Commitment of Funds for Turnkey Development of Twenty-Two (22) Scattered Sites Units in the Middle Hill Neighborhood by Amani Christian Community Development Corporation

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) desires to work with community partners in establishing a neighborhood and community revitalization strategy by investing in the development of affordable housing throughout the City of Pittsburgh; and

WHEREAS, over the next five (5) years, HACP intends to utilize Moving To Work (MTW) funds, 4% Low Income Housing Tax Credit (LIHTC) equity, 221(d)(4) loans supported by project based vouchers and other funding sources amounting to approximately \$13.7 million, to effectuate the acquisition/rehab, turnkey development and/or co-development of up to fifty-(50) scattered sites units; and

WHEREAS, in furtherance of this goal, on December 10, 2014, HACP advertised a Request for Proposals (RFP) #600-32-14 seeking qualified community partners to provide services for Acquisition/Rehabilitation and Turnkey Development of Scattered Sites Units; and

WHEREAS, preference was given to Community Development Organizations (CDO), Community Based Organizations, (CBO) and Faith-Based Organizations (FBO), and/or those working in collaboration with partners that have the capacity to produce and sell to HACP scattered sites units and/or further co-develop scattered sites units in partnership with HACP's instrumentality Allies and Ross Management and Development Corporation (ARMDC) throughout the City of Pittsburgh over the next five (5) years; and

WHEREAS, in Resolution 16 of 2015, the Board approved the selection of the highest ranked firms East Liberty Development Inc. (ELDI) and Amani Christian Community Development Corporation (ACCD), based on evaluation criteria that included among others, experience, capacity and proposed total development cost per unit; and

WHEREAS, HACP has worked with the first-ranked ELDI on the turnkey development of twenty (20) scattered sites which is pending HUD's final approval; and HACP continues to work with ACCD, on the development of 22 turnkey units constituting two-(2) and/or three (3) bedroom unit mix on scattered sites located within the Middle Hill neighborhood; and

WHEREAS, ACCD identified various sites, some of which are owned by HACP, which were evaluated against selection criteria that promotes livability and mobility, accessibility to public transportation, community amenities and facilities, and other similar criteria that would empower and encourage our clients to thrive and prosper in such environmental settings; and

WHEREAS, HACP has vetted and selected scattered sites that meets the identified criteria which will yield up to approximately twenty-two (22) scattered sites units with cost estimates not to exceed \$6,300,111.00 and \$286,369.00 Total Development Cost (TDC) per unit; and

WHEREAS, HACP has identified MTW funds in the amount of \$6,300,111.00 in the 2017 Budget for the turnkey development of twenty-two (22) scattered sites units in the Middle Hill neighborhood.

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 commit a not-to-exceed amount of \$6,300,111.00 by entering into a Task Order contract with Amani Christian Community Development Corporation for the turnkey development of twenty-two (22) new construction units on scattered sites in the Middle Hill District Neighborhoods over a period of two-(2) years; and

Section 2. HACP hereby commits a not-to-exceed amount of \$6,300,111.00 approved in HACP's 2017 Capital Budget to effectuate the turnkey development of twenty-two (22) new construction units as authorized herein subject to HUD's approval under 24 CFR Part 905 Subpart F; and

Section 3. The amount of the contract shall be paid from MTW Funds; 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 development of the twenty-two (22) turnkey units and (ii) complete any and all additional actions that are legally permissible and necessary or advisable to carry out the development of the twenty-two (22) turnkey units contemplated herein.

Valerie McDonald-Roberts asked for a motion to approve the resolution. Rev. Burgess made a motion to approve and Peter Kaplan seconded the motion. Ms. McDonald-Roberts asked if there was any discussion. As there was no discussion:

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

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

“NAYS”: None

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

There were no further resolutions.

EXECUTIVE REPORT: Mr. Binion addressed the board and spoke briefly regarding the reports that were previously provided to the board. Also, Mr. Binion advised the Board of the HACP twitter account @hacp1.

NEW BUSINESS: There was no new business.

AJOURNMENT: Valerie McDonald-Roberts asked for a motion to adjourn the meeting. Janet Evans made a motion to approve and Rev. Burgess seconded the motion.

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

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

“NAYS”: None

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

Recording Secretary