

Housing Authority of the City of Pittsburgh
BOARD OF COMMISSIONERS
MEETING MINUTES
May 23, 2019
200 Ross Street
13th Floor Wherrett Room
Pittsburgh, PA 15219

The Housing Authority of the City of Pittsburgh (HACP) held a regularly scheduled Board meeting on Thursday, May 23, 2019 at 200 Ross Street; 13th Floor, Wherrett Room, Pittsburgh, Pennsylvania 15219 at 10:30 a.m.

Valerie McDonald-Roberts chaired the meeting and called the meeting to order. The Commissioners in attendance were: Peter Kaplan, Enid Miller, Janet Evans, Valerie McDonald-Roberts, Cheryl Gainey and Alex Laroco. Rev. Ricky Burgess was not in attendance.

Next, Ms. McDonald-Roberts noted that the Board members previously received a copy of the March 28, 2019, Board Meeting Minutes and asked for a motion to approve the minutes. Peter Kaplan made a motion to approve the minutes and Cheryl Gainey seconded the motion.

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

“AYES”: Peter Kaplan, Enid Miller, Valerie McDonald-Roberts
Janet Evans, Cheryl Gainey and Alex Laroco.

“NAYS”: None

The Chair declared the motion carried and the minutes approved.

Ms. McDonald-Roberts asked for a motion to approve the Activity Reports for March & April 2019. Janet Evans made a motion to approve the Activity Reports and Enid Miller seconded the motion.

Next Michelle Sandidge, Chief Communications Officer, spoke about the recent activities of the agency.

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

“AYES”: Peter Kaplan, Enid Miller, Valerie McDonald-Roberts
Janet Evans, Cheryl Gainey and Alex Laroco.

“NAYS”: None

The Chair declared the motion carried and the Activity Reports approved.

Ms. McDonald-Roberts announced that an Executive Session (regarding Human Resources) will be held at the conclusion of this board meeting.

Next, Ms. Valerie McDonald-Roberts asked if there were any public comments.

There were no public comments.

At this time Valerie McDonald-Roberts and Mr. Binion presented a plaque to Richard Butler, former commissioner, for his tenure at the HACP and thanked him for his service to the board.

The Chair introduced the following resolutions:

RESOLUTION No. 16 of 2019

A Resolution – Ratifying the Executive Director’s decision to write off Collection Losses in the amount of \$42,154.31 from Tenant Accounts Receivable for the months of January 2019 through March 2019

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 January 1, 2019 through March 31, 2019 was \$42,154.31; and

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

WHEREAS, the total collection losses written off from the Tenant Accounts Receivables (TARs) balance is \$42,154.31 which is 2.08% of the total rent and associated charges of \$2,021,806.47 for the 1st quarter of 2019.

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 \$42,154.31 from the tenant accounts receivable balance for January 1, 2019 through March 31, 2019 is hereby ratified.

The Chair asked for a motion to approve the resolution. Janet Evans made a motion to approve and Enid Miller seconded the motion. After a discussion: A Vote being had thereon:

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

“AYES”: Peter Kaplan, Enid Miller, Valerie McDonald-Roberts
Janet Evans, Cheryl Gainey and Alex Laroco.

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 17 of 2019

A Resolution - Authorizing the Executive Director or his Designee to Award Contracts to Mountain-Valley Services, LLC., Floriated Interpretation, & Pittsburgh Property Maintenance for clearing of Vegetation along Fence Lines Authority Wide for the Housing Authority of the City of Pittsburgh

WHEREAS, the Housing Authority City of Pittsburgh (HACP) when necessary, clears fence line vegetation at the HACP communities; and

WHEREAS, contracted companies are utilized to supplement HACP staff laborers to ensure timely completion of clearing fence lines authority-wide; and

WHEREAS, on February 8, 2018, the HACP issued Invitation for Bids (IFB) #300-05-19 seeking qualified firms for clearing of vegetation along fence lines authority-wide; and

WHEREAS, the HACP received four (4) bids in response to the IFB and (1) vendor withdrew the bid; and

WHEREAS, the HACP desires to award contracts to various contractors on an as-needed basis to perform services for clearing of vegetation along fence lines authority-wide; 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 contracts with Mountain-Valley Services, LLC., Floriated Interpretation, Pittsburgh Property Maintenance, for clearing of vegetation along fence lines authority-wide; and

Section 2. The maximum amount approved by this resolution for the sum of all contracts entered into for two (2) years, with a one (1) year extension option, for a total of three (3) years, is a not to exceed amount of \$280,000.00; and

Section 3. The amount shall be paid from Moving To Work (MTW) funds.

The Chair asked for a motion to approve the resolution. Enid Miller made a motion to approve and Peter Kaplan seconded the motion. After a discussion: A Vote being had thereon:

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

“AYES”: Peter Kaplan, Enid Miller, Valerie McDonald-Roberts
Janet Evans, Cheryl Gainey and Alex Laroco.

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 18 of 2019

A Resolution - Authorizing the Executive Director or his Designee to Award a Contract to Woltz-Wind Ford for Ford Fleet Vehicle Maintenance for the Housing Authority of the City of Pittsburgh

WHEREAS, the Housing Authority City of Pittsburgh (HACP) when necessary, has determined Vehicle Repair Work is necessary to provide continued, uninterrupted service to our residents; and

WHEREAS, Ford Fleet Contractors must be able to perform maintenance repairs on any Ford vehicle (passenger to F550); and including PA certified State/Emission Inspections; and

WHEREAS, on March 3, 2019, the HACP issued Invitation for Bids (IFB) #300-16-19 seeking qualified firms to provide HACP vehicle repairs; and

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

WHEREAS, Woltz-Wind Ford 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 or his Designee is hereby authorized to enter into a Vehicle Repair Service Contract with Woltz-Wind Ford in the amount not to exceed \$180,000 for the initial term of two (2) years with a one (1) year extension option, for a total of three (3) years; and

Section 2. The total three (3) year authorized amount of \$180,000 shall be payable from Moving To Work (MTW) funds.

The Chair asked for a motion to approve the resolution. Janet Evans made a motion to approve and Alex Larocco seconded the motion. After a discussion: A Vote being had thereon:

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

“AYES”: Peter Kaplan, Enid Miller, Valerie McDonald-Roberts
Janet Evans, Cheryl Gainey and Alex Laroco.

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 19 of 2019

A Resolution – Authoring the Executive Director or his Designee to execute a Contract amendment with Jordan Heating and Cooling LLC. to provide accessibility upgrades and ventilation to the Northview Public Safety Center in Northview Heights Community

WHEREAS, on May 22, 2018, the Housing Authority of the City of Pittsburgh (HACP) entered into a Professional Contract with Jordan Heating & Cooling, LLC. to perform the installation of the heating and cooling system at the Northview Public Safety Center; and

WHEREAS, the original contract was not to exceed \$18,000.00 for the term of (1) year; and

WHEREAS, this addendum is to add \$4,196.00 to the existing contract; and

WHEREAS, duct work needed to be relocated on the rear wall of the building, after opening the bathroom walls and discovering flue pipes running the length of the building which were not part of the original cost; and

WHEREAS, a contract amendment to increase the dollar amount of the existing contract by \$4,196.00 is needed to pay for the additional duct work and labor needed to complete the job.

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

Section 1. The Executive Director or his Designee is authorized to execute a contract amendment to the existing contract with Jordan Heating and Cooling LLC, for accessibility upgrades to the Northview Public Safety Center in an amount not to exceed of \$4,196.00. The amended total contract amount shall not exceed \$22,196.00; and

Section 2. The amount of the change order shall be paid from Moving To Work (MTW) funds.

The Chair asked for a motion to approve the resolution. Enid Miller made a motion to approve and Cheryl Gainey seconded the motion. After a discussion: A Vote being had thereon:

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

“AYES”: Peter Kaplan, Enid Miller, Valerie McDonald-Roberts
Janet Evans, Cheryl Gainey and Alex Laroco.

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 20 of 2019

A Resolution - Authorizing the Executive Director or his Designee to Award Contracts to Steel City Blade Runners, LLC / Keelen Bros. Inc. for Tree and Shrub Removal Authority Wide for the Housing Authority of the City of Pittsburgh

WHEREAS, when necessary, the Housing Authority City of Pittsburgh (HACP) removes trees and shrubs at HACP facilities; and to abate conditions such as removal of dead trees and shrubs, trim larger trees, abate branches touching buildings, clear views for all security and surveillance cameras, address fallen trees and branches, etc.; and

WHEREAS, contracted trees and shrub companies will abate tree and shrub issues at various HACP locations on a scheduled and emergency basis.

WHEREAS, on March 11, 2019, HACP issued Invitation for Bids (IFB) # 300-03-19 seeking qualified firms for tree and shrub removal; and

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

WHEREAS, Steel City Blade Runners, LLC/Keelen Bros, Inc. 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 or his Designee is hereby authorized enter into contracts in the amount of not to exceed \$275,000 each for a total of \$550,000 with Steel City Blade Runners, LLC / Keelen, Bros, for tree and shrub removal for one (1) year with two (2) one (1) year extension options, for a total of (3) years; and

Section 2. The total three (3) year authorized combined amount not to exceed of \$550,000 shall be payable from Moving To Work (MTW) funds.

The Chair asked for a motion to approve the resolution. Enid Miller made a motion to approve and Peter Kaplan seconded the motion. After a discussion: A Vote being had thereon:

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

“AYES”:
Peter Kaplan, Enid Miller, Valerie McDonald-Roberts
Janet Evans, Cheryl Gainey and Alex Laroco.

“NAYS”:
None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 21 of 2019

A Resolution - Authorizing the Executive Director or his Designee to execute an Addendum to the Existing Contract to provide Inspection, Testing & Maintenance of Fire Sprinkler Systems with Preferred Fire Protection (Contractor) for the Housing Authority of the City of Pittsburgh

WHEREAS, on December 11, 2017, the Housing Authority of the City of Pittsburgh (HACP) entered into a contract with Preferred Fire Protection for the Inspection, Testing, & Maintenance of Fire Sprinkler Systems; and

WHEREAS, the original contract was not to exceed \$18,000.00 for the initial term of (1) year with (2) two (1) year extensions; and

WHEREAS, this addendum is to add \$12,000.00 to the existing agreement; and

WHEREAS, fire sprinkler inspection, testing & maintenance is necessary to ensure the safety of the HACP residents and to meet the the City of Pittsburgh code requirements of third party, quarterly inspections while the HACP procures new services; and

WHEREAS, a contract amendment to increase the dollar amount of the contract by \$12,000.00 is needed to prevent interruption of services.

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 addendum to the existing contract with Preferred Fire Protection for the Inspection, Testing & Maintenance of Fire Sprinkler Systems in an amount not to exceed \$12,000.00. The amended total existing contract amount shall not exceed \$30,000.00.

Section 2. The amount shall be paid from Moving to Work Funds (MTW) funds.

The Chair asked for a motion to approve the resolution. Janet Evans made a motion to approve and Alex LaRocco seconded the motion. After a discussion: A Vote being had thereon:

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

“AYES”: Peter Kaplan, Enid Miller, Valerie McDonald-Roberts
Janet Evans, Cheryl Gainey and Alex Laroco.

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 22 of 2019

A Resolution – Authorizing the Executive Director or his Designee to enter into a General Construction Contract with 84 Lumber Company for Exterior Door and Hardware Replacements at Arlington Heights, AMP-04

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has determined that modernization of the exterior doors and hardware at Arlington Heights is necessary; and

WHEREAS, on March 4, 2019, the HACP advertised an Invitation for Bids (IFB) #600-12-19-REBID, and received three (3) bids for general construction on April 16, 2019; and

WHEREAS, 84 Lumber Company is the lowest responsive and responsible general construction bidder, with a bid amount of \$89,416.06, which is 84.29% of the Independent Cost Estimate (ICE) of \$106,079.68; and

WHEREAS, the procurement was conducted in accordance with applicable federal, state, local, and HACP procurement policies and procedures.

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 General Construction Contract in the total amount of \$89,416.06 with 84 Lumber Company for the Arlington Heights exterior door and hardware replacements.

The Chair asked for a motion to approve the resolution. Enid Miller made a motion to approve and Cheryl Gainey seconded the motion. After a discussion: A Vote being had thereon:

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

“AYES”: Peter Kaplan, Enid Miller, Valerie McDonald-Roberts
Janet Evans, Cheryl Gainey and Alex Laroco.

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

NEW BUSINESS: Ms. McDonald-Roberts addressed the Board to state that Leroy Morgan, also a former commissioner for HACP, could not attend the meeting today to receive his plaque for his service to the board; but on behalf of the board, she acknowledged his service to the Board of Commissioners.

AJOURNMENT: The Chair asked for a motion to adjourn the meeting. Enid Miller motion to adjourn and Janet Evans seconded the motion.

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

The Meeting was Adjourned at 11:30 a.m.

Recording Secretary