

Housing Authority of the City of Pittsburgh
BOARD OF COMMISSIONERS
MEETING MINUTES
September 26, 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, September 26, 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 present.

Next, Ms. McDonald-Roberts noted that the Board members previously received a copy of the July 25, 2019 Board Meeting Minutes and asked for a motion to approve the minutes. Janet Evans made a motion to approve the minutes and Alex Laroco seconded the motion.

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

“AYES”: Enid Miller, Peter Kaplan 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 previously received Activity Reports for July and August 2019. Enid Miller made a motion to approve the Activity Reports and Peter Kaplan 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”: Enid Miller, Peter Kaplan Valerie McDonald-Roberts,
Janet Evans, Rev. Cheryl Gainey and Alex Laroco.

“NAYS”: None

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

At this time 10:45 a.m. Rev. Ricky Burgess joined the meeting.

Next, Valerie McDonald-Roberts introduced the Resolutions:

RESOLUTION No. 33 of 2019

A Resolution – Authorizing the Executive Director or his Designee to Enter Into an Intergovernmental Cooperation Agreement and the Commitment of Funds for Three (3) Scattered Sites Replacement Units (Larimer/East Liberty Choice Neighborhoods)

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is the lead grantee, and the City of Pittsburgh is the co-grantee, of the U.S. Department of Housing and Urban Development’s (HUD) Choice Neighborhoods Implementation Grant (CNIG) for Larimer/East Liberty neighborhoods, and the Urban Redevelopment Authority (URA) is the neighborhood implementation entity of the CNIG program; and

WHEREAS, pursuant to HUD approval of the CNIG housing plan revision, the HACP and the URA will enter into an intergovernmental cooperation Agreement (Agreement) using a conventional development method to develop three (3) CNIG scattered site replacement units (Off-Site Replacement Units) in Larimer neighborhood; and

WHEREAS, the HACP will acquire vacant land parcels owned by the City of Pittsburgh and the URA on which the URA will construct the Off-Site Replacement Units (Project); and

WHEREAS, the URA will use its wholly-controlled affiliate, Pittsburgh Housing Development Corporation (PHDC) to perform certain duties related to the Project under the Agreement; and

WHEREAS, the HACP will provide a total development budget in the amount of 1,000,000.00 for both pre-development and construction activities under the Agreement.

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 obligate and expend an amount of up to \$1,000,000.00 for the Project; and

Section 2. The Executive Director or his Designee is hereby authorized to enter into an Intergovernmental Cooperation Agreement with the URA to perform development services for the Project ; and

Section 3. The Executive Director or his Designee is hereby authorized and directed, in the name of and on behalf of the 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 Project and (ii) complete any and all additional actions that are legally permissible and necessary or advisable to carry out the activities contemplated herein.

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

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

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

“NAYS”: None

The Chair declared the motion carried and the Resolution passed.

RESOLUTION No. 34 of 2019

A Resolution – Authorizing the Executive Director or his Designee to Enter into Grant Agreements with Allies & Ross Management and Development Corporation (ARMDC) for ARMDC ’s Multiple Contracts for Development Professional and Advisory Services

WHEREAS, the Allies & Ross Management and Development Corporation (ARMDC), a non-profit corporation and instrumentality of the Housing Authority of the City of Pittsburgh (HACP), undertakes various affordable housing development projects for HACP and its clients throughout the City of Pittsburgh; and

WHEREAS, the ARMDC procured development professional and advisory services in the specialty areas of real estate accounting and investments, real estate project financing and self-development, HUD programmatic and regulatory advisory services, HUD Rental Assistance Demonstration (RAD) Program, rental property oversight advisory and consulting services, tax preparation and advisory services, FHEO/Site and Neighborhood Selection Standards advisory, State Historic Preservation Program (Section 106) and archaeological investigations through a Request for Proposal, RFP #2019-26; and

WHEREAS, the ARMDC Board Resolutions No. 2 and No. 7 of 2019 authorized the ARMDC to award task-order based, professional service contracts to selected firms set forth in Exhibit A (Selected Firms) to provide development professional and advisory services for the ARMDC’s various development projects (Professional Service Contracts) and established a not-to-exceed contract limit of \$5,000,000.00 for the Professional Service Contracts; and

WHEREAS, the HACP Board of Commissioners will review and authorize certain affordable housing development projects (Development Projects) undertaken by the ARMDC and grant up to \$5,000,000 of development funds for the Professional Service Contracts in support of the Development Projects.

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

Section 1. The Executive Director or his Designee is hereby authorized to enter into multiple grant agreements with the ARMDC for a maximum amount of up to \$5,000,000.00 for ARMDC’s Professional Service Contracts in support of the Development Projects; and

Section 2. The funding sources for the grant agreements shall be individually identified by the HACP Board for each of the Development Projects.

The Chair asked for a motion to approve the resolution. Rev. Burgess made a motion and Peter Kaplan seconded the motion. After a discussion:

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

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

“NAYS”: None

The Chair declared the motion carried and the Resolution passed.

RESOLUTION No. 35 of 2019

A Resolution – Authorizing the Executive Director or his Designee to Enter into a General Construction Contract with K. J. Johnston, Ltd for Homewood North Window Replacements at Homewood North, AMP-20

WHEREAS, The Housing Authority City of Pittsburgh (HACP) has determined through a Physical Needs Assessment that the obsolete and non-energy efficient residential windows and screens (except for the UFAS units) in Homewood North Community require replacement (Homewood North Windows Replacement); and

WHEREAS, the HACP has retained Tusick and Associates Architects, Inc. to define the appropriate Project scope for the Homewood North Window Replacements; and

WHEREAS, on June 2, 2019, the HACP advertised Invitation for Bids (IFB) #600-14-19 seeking qualified firms to perform general construction work, and on July 16, 2019, the HACP received two (2) bids for general construction work in response to the IFB; and

WHEREAS, K. J. Johnston, Ltd, is the lowest responsive and responsible general construction bidder with a bid amount of \$864,703.00 which is 99.86% of the Independent Cost Estimate (ICE) of \$865,880.74; and

WHEREAS, this procurement was conducted in accordance with applicable federal, state and local procurement rules and regulations, and the HACP’s 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 contracts in the total amount of \$864,703.00 with K. J. Johnston, Ltd for the Homewood North Window Replacements; and

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

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

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

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

“NAYS”: None

The Chair declared the motion carried and the Resolution passed.

RESOLUTION No. 36 of 2019

A Resolution - Authorizing the Executive Director to grant additional funds for Professional Environmental Services for Indefinite Quantity Contracts with Professional Service Industries, Inc. and Cosmos Technologies, Inc.

WHEREAS, Housing Authority of the City of Pittsburgh (HACP) will amend Resolution No. 38 of 2016 to reflect the HACP’s intent to increase the funds for the existing five (5) year professional environmental services contracts with Professional Environmental Services, Inc. (PSI) and Cosmos Technologies, Inc. (Cosmos) for an amount up to \$200,000; and

WHEREAS, the HACP utilizes PSI and Cosmos to perform services including hazardous material testing, abatement design, and monitoring, and environmental site assessments on an as-needed basis (Services); and

WHEREAS, the HACP has identified additional foreseeable needs for Services for the remainder of the contract; and

WHEREAS, the HACP’s Procurement and Disposition Policy requires cumulative change orders greater than \$50,000 or 20% of the original contract amount to be presented to the Board.

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 now authorized to increase the funding to the existing contracts with PSI and Cosmos for an additional \$200,000.00 to provide the Services as needed with a total not to exceed amount of \$400,000.00; and

Section 2. The increase for this contract 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 and Peter Kaplan seconded the motion. After a discussion:

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

“AYES”: Enid Miller, Peter Kaplan Valerie McDonald-Roberts,

Janet Evans, Rev. Ricky Burgess, Cheryl Gainey and Alex Laroco.

“NAYS”: None

The Chair declared the motion carried and the Resolution passed.

RESOLUTION No. 37 of 2019

A Resolution - Approving the HACP 2020 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 2020 Moving To Work Annual Plan was made available for public review and comment from August 23, 2019 until September 21, 2019 and public hearings were held on the proposed Annual Plan on Monday, September 23, 2019; and

WHEREAS, the HACP considered all comments received regarding the FY2020 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 Housing Authority of the City of Pittsburgh’s Fiscal Year 2020 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 HUD is hereby adopted and approved; and the Chairman is hereby authorized to sign the Certifications of Compliance on behalf of the Board.

The Chair asked for a motion to approve the resolution. Enid Miller made a motion and Alex LaRocco seconded the motion. After a discussion:

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

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

“NAYS”: None

The Chair declared the motion carried and the Resolution passed.

RESOLUTION No. 38 of 2019

A Resolution - Approving Amendment of the Housing Choice Voucher Program Administrative Plan

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) adopted its current Housing Choice Voucher (HCV) Program Administrative Plan (Admin Plan) on December 14, 2017; and

WHEREAS, the current HCV Program Admin Plan must to be amended to clarify policy and procedures and to maintain compliance with federal regulations as it pertains to the HCV Program; and

WHEREAS, the proposed amendments to the HCV Program Admin Plan will clarify and replace existing provisions under the current HCV Program Admin Plan; and

WHEREAS, the proposed amendments to the HCV Program Admin Plan were made available for public review and comment from August 1, 2019 through August 30, 2019 at the HACP administrative offices and on the website; and

WHEREAS, the HACP provided public notice regarding the availability of the proposed changes for review and comment, and the dates and times for two (2) public hearings on the proposed changes; and

WHEREAS, public hearings were held on August 20, 2019 at 10:00 AM and 5:00 PM regarding the proposed changes; and

WHEREAS, five (5) comments were received on the proposed changes to the HCV Program Admin Plan.

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

Section 1. The Amendments to the HCV Program Administrative Plan, attached hereto as Exhibit A, are hereby approved.

The Chair asked for a motion to approve the resolution. Peter Kaplan made a motion and Janet Evans seconded the motion. After a discussion:

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

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

“NAYS”: None

The Chair declared the motion carried and the Resolution passed.

RESOLUTION No. 39 of 2019

A Resolution - Approving Amendment of the Admissions and Continued Occupancy Policy

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) adopted its current Housing Admissions and Continued Occupancy Policy (ACOP) on December 14, 2017 to be effective January 1, 2018; and

WHEREAS, the current ACOP must to be amended to clarify policy and procedures as it pertains to the Low-Income Public Housing (LIPH) program; and

WHEREAS, the proposed amendment to the ACOP would clarify and replace the existing provisions under the current ACOP; and

WHEREAS, the proposed amendments to the ACOP were made available for public review and comment from August 1, 2019 through and including to August 31, 2019 at all HACP management and administrative offices and on the HACP website; and

WHEREAS, the HACP provided public notice regarding the availability of the proposed changes for review and comment, and the dates and times for two (2) public hearings on the proposed changes; and

WHEREAS, public hearings were held on August 20, 2019 at 10:00 a.m. and 5:00 p.m. regarding the proposed changes, and additional comments were received by the HACP; and

WHEREAS, all public comments received during the aforestated public comment period were reviewed and considered by the HACP; and

WHEREAS, the Board of Commissioners of the HACP have reviewed and given full consideration to the proposed amendments and comments received.

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

Section 1. The Amendments to the Admissions and Continued Occupancy Policy, attached hereto as Exhibit A, are hereby approved.

The Chair asked for a motion to approve the resolution. Rev. Burgess made a motion and Alex Larocco seconded the motion. After a discussion:

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

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

“NAYS”: None

The Chair declared the motion carried and the Resolution passed.

RESOLUTION No. 40 of 2019

A Resolution - Accepting the Audited Financial Statements as of and for the year ended December 31, 2018 and the related Independent Auditor's Reports for the Housing Authority of the City of Pittsburgh

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is required by the United States Department of Housing and Urban Development (HUD) to have its financial statements and programmatic compliance audited by Independent Certified Public Accountants; and

WHEREAS, Maher Duessel was properly procured and approved by the HACP Board of Commissioners to complete the required financial statement and compliance audits for the fiscal year ended December 31, 2018; and

BURGESS,

WHEREAS, Maher Duessel has completed its audit work and prepared an Independent Auditor's Report on the financial statements of the HACP, an Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*, as well as, an Independent Auditor's Report on Compliance for its Major Program and on Internal Control Over Compliance Required by OMB Circular A-133; and

WHEREAS, representatives of the Board of Commissioners have maintained regular direct contact with Maher Duessel during the planning, execution and review phases of the audit and recommends these reports for acceptance; and

WHEREAS, Maher Duessel has issued an unqualified opinion on the financial statements, thus indicating the financial statements present fairly, in all material respects, the financial position 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 Board of Commissioners formally accepts the aforementioned independent auditor reports for the year ending December 31, 2018.

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

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

"AYES": Enid Miller, Peter Kaplan Valerie McDonald-Roberts,
Janet Evans, Rev. Ricky Burgess, Cheryl Gainey and Alex Laroco.

"NAYS": None

The Chair declared the motion carried and the Resolution passed.

RESOLUTION No. 41 of 2019

A Resolution - Authorizing the Executive Director or his Designee to approve the Fiscal Year 2020 Budget for the Housing Authority of the City of Pittsburgh

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has prepared its Fiscal Year 2020 Budget; and

WHEREAS, the HACP finds the proposed total expenditures necessary for an efficient and economical operation, the provision of resident services, and the continuation of modernization and development activities; and

WHEREAS, the projected total revenue provides sufficient funds to support the Authority’s activities as follows:

2020 Total Budget Sources	\$	168,969,250
2020 Total Budget Uses	\$	168,969,250
2020 Net Surplus/(Deficit)	\$	0

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

Section 1. The Fiscal Year 2020 Budget in the amount of \$168,969,250 is hereby approved.

Section 2. The Executive Director is hereby authorized and shall take such measures as may be necessary to place the fiscal year 2020 Budget into effect.

The Chair asked for a motion to approve the resolution. Janet Evans made a motion and Cheryl Gainey seconded the motion. After a discussion:

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

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

“NAYS”: None

The Chair declared the motion carried and the Resolution passed.

There were no more resolutions.

EXECUTIVE REPORT: Board has previously received a copy of the Operations, Activity and Executive Report.

NEW BUSINESS There was no more new business.

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

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

The Meeting was Adjourned at 11:40 a.m.

Recording Secretary