

Housing Authority of the City of Pittsburgh
BOARD OF COMMISSIONERS
MEETING MINUTES
January 23, 2020
200 Ross Street
9th Floor Board Room
Pittsburgh, PA 15219

The Housing Authority of the City of Pittsburgh (HACP) held a regularly scheduled Board meeting on Thursday, January 23, 2020 at 200 Ross Street; 9th Floor, Board 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 at that time were: Valerie McDonald-Roberts, Peter Kaplan, Cheryl Gainey, Alex Laroco and Janet Evans. Enid Miller and Rev. Ricky Burgess were not in attendance.

Next, the Chair noted that the Board members previously received a copy of the December 19, 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”: Peter Kaplan, Cheryl Gainey, Janet Evans
Valerie McDoanld-Roberts and Alex Laroco

“NAYS”: None

The Chair declared the motion carried and the minutes approved.

Valerie McDonald-Roberts asked for a motion to approve the previously received Activity Reports for December 2019. Peter Kaplan made a motion to approve the Activity Report and Cheryl Gainey seconded the motion.

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, Cheryl Gainey, Janet Evans
Valerie McDoanld-Roberts and Alex Laroco

“NAYS”: None

The Chair declared the motion carried and the Activity Report approved.
At this time 10:45 Rev. Ricky Burgess joined the board meeting.
Chair, Valerie McDonald-Roberts introduced the Resolutions:

RESOLUTION No. 1 of 2020

A Resolution – Ratifying the Housing Choice Voucher 2020 Payment Standard

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) establishes Fair Market Rents (FMR) for each market area in the United States; and

WHEREAS, public housing authorities (PHAs) are required to establish a Payment Standard for each Housing Choice Voucher (HCV) unit based on market rates, and are required to revise that schedule annually; and

WHEREAS, the HUD published 2020 Fair Market Rents in October of 2019; and

WHEREAS, the Housing Authority desires to apply the 2020 payment standards to activities of the Housing Choice Voucher Program as of January 1, 2020;

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

Section 1. The revised Payment Standard Schedule for the Housing Choice Voucher (HCV) program, attached hereto as Exhibit A, is hereby approved and ratified for activities from January 1, 2020; and

Section 2. The actions of the Executive Director and his Designees are ratified for using the 2020 revised Payment Standard Schedule for the HCV Program for activities on or after January 1, 2020.

The Chair asked for a motion to approve the resolution. Peter Kaplan made a motion to approve and Alex Laroco seconded the motion. After a discussion,

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

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

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 2 of 2020

A Resolution – Revising the Public Housing Flat Rent Schedule, as required by the Housing and Urban Development Authority

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) establishes Fair Market Rents (FMR) for each market area in the United States; and

WHEREAS, Public Housing Authorities (PHAs) are required to establish a Flat Rent Schedule for each public housing unit based on market rates, and are required to revise that schedule annually; and

WHEREAS, at recertification, PHA's must offer tenants the option of paying either the Flat Rent or the income-based Brooke Rent; and

WHEREAS, HUD Notice PIH 2015-13 requires public housing authorities to review the FMR's published annually, and to modify the previously approved flat rent schedule if the existing flat rents are less than 80% of the FMR; and

WHEREAS, HUD published 2020 Fair Market Rents increased for several unit sizes, requiring the Housing Authority for the City of Pittsburgh (HACP) to modify its Flat Rent Schedule for all unit sizes; and

WHEREAS, the revised Flat Rent Schedule was posted for public comment from November 15, 2019 until December 16, 2019, and public hearings were held on December 5, 2019 at 10 A.M. and 5:30 P.M.; and

WHEREAS, the HACP received no comments on the proposed revised Flat Rent Schedule.

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

Section 1. The revised Flat Rent Schedule for the Low-Income Public Housing program (LIPH), attached hereto as Exhibit A, is hereby approved; and

Section 2. The revised Flat Rent Schedule for the LIPH is effective February 1, 2020.

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

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

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

"NAYS": None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 3 of 2020

A Resolution – Ratifying Use of the Housing Choice Voucher Utility Allowance Schedule for Fiscal Year 2020

WHEREAS, the U.S. Department of Housing and Urban 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 (HACP), Housing Choice Voucher Program (HCV), 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, The HACP recommends ratification of proposed HCV Program Utility Allowance Schedule as of January 1, 2020 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 and ratified for use from January 1, 2020; and

Section 2. The actions of the Executive Director or his Designee are hereby authorized and ratified for use of the 2020 Housing Choice Voucher Program Utility Allowance Schedule that went into effect on January 1, 2020.

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

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

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

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 4 of 2020

A Resolution - Authorizing the Executive Director or his Designee to Award a Contract to Hadfield Elevator LLC. for Elevator Repair and Maintenance Authority Wide for the Housing Authority of the City of Pittsburgh

WHEREAS, elevator repair and maintenance shall be maintained in a preventative maintenance attitude anticipating failure from the effects of wear and fatigue and operate at optimal performance levels at all times. The elevator equipment, parts, materials and procedures shall comply with the requirements of the latest editions of The Pennsylvania Elevator Code (PA 34, Chapter 7) and the last, most up to date, ANSI/ASME A17.1 AND 17.2, as applicable and any other prevailing codes, rules, ordinances, regulations or laws. Any such deficiency or violation noted from a State inspection regarding these coded, rules, ordinances, regulations or laws shall be corrected immediately and within the time frames of such notice and ensure the safety of residents; and

WHEREAS, on November 18, 2019 the Housing Authority of the City of Pittsburgh (HACP) issued Invitations for Bids (IFB) #300-44-19-REBID seeking qualified companies to provide the HACP Elevator Repair and Maintenance Authority-Wide; and

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

WHEREAS, Hadfield Elevator LLC submitted the lowest responsive, 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 enter into contract in the amount not to exceed \$397,966.75 with Hadfield Elevator LLC for the Elevator Repair and Maintenance Authority Wide for the initial term of three (3) years with two (2) one (1) year options to extend, for a total of five (5) years; and

Section 2. The total five (5) year authorized amount of \$397,966.75 shall be payable from program income or MTW funds.

The Chair asked for a motion to approve the resolution. Janet Evans made a motion to approve and Alex Laroco seconded the motion. After a discussion,

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

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

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 5 of 2020

A Resolution - Authorizing the Executive Director or his Designee to Award a Contract to Woltz & Wind Ford, Inc. a COSTARS Program participant under State Government Contract # 025-032 for the purchase of a 2020 Ford Truck for the Housing Authority of the City of Pittsburgh

WHEREAS, when necessary, the Housing Authority City of Pittsburgh (HACP) purchases replacement vehicles as it is necessary to provide continued, uninterrupted service to our residents; and

WHEREAS, needs to provide a replacement truck for one of HACP's Trucks that has very high mileage and repair costs. Facility Services uses these Trucks to pickup/deliver supplies, appliances, special events, remove debris and snow removal Authority Wide; and

WHEREAS, on October 10, 2019 HACP received a Quote, ID PGHH-F3H20, for the purchase of a 2020 Ford F-350 XL 4x4 DRW Truck; and

WHEREAS, Woltz & Wind Ford, Inc. submitted an approved proposal; 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 for the purchase of a New 2020 Ford F-350 in the amount not to exceed \$67,676 with Woltz & Wind Ford, Inc ; and

Section 2. The total one time purchase in the amount of \$67,676 shall be payable from program income or MTW funds.

The Chair asked for a motion to approve the resolution. Alex Laroco made a motion to approve and Janet Evans seconded the motion. After a discussion,

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

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

"NAYS": None

The Chair declared the motion carried and the resolution approved.

There were no more resolutions.

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

NEW BUSINESS There was no more new business.

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

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

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

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

Recording Secretary