

Housing Authority of the City of Pittsburgh
BOARD OF COMMISSIONERS
MEETING MINUTES
APRIL 22, 2021
VIA ZOOM WEBINAR

The Housing Authority of the City of Pittsburgh (HACP) held a regularly scheduled Board meeting on Thursday, April 22, 2021 via ZOOM Webinar conferencing. The meeting began @ 10:30 a.m.

Valerie McDonald-Roberts chaired the meeting and called the meeting to order. The Commissioners in attendance were: Mrs. Valerie McDonald-Roberts, Mr. Alex Laroco, Ms. Cheryl Gainey, Mr. Majestic Lane, Ms. Tammy Thompson and Ms. Janet Evans. Rev. Ricky Burgess was not in attendance.

Next, the Chair noted that the Board members previously received a copy of the March 25, 2021, Board Meeting Minutes and asked for a motion to approve the minutes. Tammy Thompson 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”: Valerie McDonald-Roberts, Alex Laroco,
Tammy Thompson, and Majestic Lane.

“NAYS”: None

The Chair declared the motion carried and the minutes approved.

ACTIVITY REPORT

Next the Chair introduced the Activity Report portion of the meeting. She asked for a motion to approve the Activity Report as previously provided to the Commissioners. Alex Laroco made a motion to approve and Tammy Thompson seconded the motion.

Michelle Sandidge presented the HACP Activity Report:

HACP and Comcast participated on panels at the Connect Homes Convening Conference hosted by us and HUD along with the ACHA to talk about our digital divide partnerships and creative methods to bridge divides digitally. Stellar coordination by Byron/Knowledge/Chuck and JP and rock star speaker Commissioner Gainey. See HACP on National Comcast Lift Zones commercial on YouTube.

Grant from RWJF with my alma mater “We are Penn State” for 243k HCV mobility study. This study will look @ reducing residential segregation and developing housing polices to provide housing opportunities. Congrats to Marsha, Amanda, Carolyn, Denise W. and Chuck.

Kudos for an awesome HACP job fair netting 20 new hires.

412Food Rescue/MurrayTowers mobile food truck soft launch. See Executive Director Binion and 412 CEO Leah Lizarondo talking about the project on YouTube. The are also pleased to

also announced that kosher meals will be provided by Jewish Family and Childrens Services food pantry.

Kim Detrick and Lloyd Wilson have been asked to speak and train ACHA on Procurement and Section 3.

Timely submission once again for 2020 MTW.

HUD MTW conference for all MTW agencies this month. HCV presentation on Landlord incentives. Shout out to Amanda and Aly.

Mod /Dev Northview Mid Rise group had a development meeting with Jerome Frank...Shout out Paster Hotmiski Union Project for his cooperation to use his social distanced church/learning hub homework center.

HACP received 250K HUD award for Emergency Safety and Security Improvements. Bedford and Allegheny cameras. 5 days to complete application. Kudos.

Another partnership report:

Mr. Binion and staff attended a tour of CVS Health's new 1.2 million training center housed in Ebenezer Church in the Hill District. Partnership will provide workforce development employment/training and wrap around services for HACP residents. CVS and Ebenezer Outreach ministries will work with RSS /Brandy and Lloyd on this rollout.

Chuck R. gave an awesome presentation to University of Pittsburgh Urban Housing Honors class. We are yearly regulars and this year local HUD spoke to the class several weeks earlier. HR plucks a lot of talented interns from our Univ partnerships. One former intern Kayla just got a job as the Rapid Response Director for the Democratic Party of Wisconsin. Our internship gives young people, interested in politics and public service, a career jump start. HR is rocking with our program. We are currently recruiting.

Vita Tax update @Envision Center as of end of March; 182 returns netting; 503k for low income residents of City of Pgh.

Covid 19update:

2nd shots today for residents in the 1A category @ NSCHC. 443 residents and 230 HACP Staff have been vaccinated. Look for a pop up vaccination clinic in May on the Northside with our partner for everyone who wants to get a vaccine.

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

"AYES": Valerie McDonald-Roberts, Alex Laroco,
Tammy Thompson, and Majestic Lane.

"NAYS": None

The Chair declared the motion carried and the minutes approved.

Janet Evans joined the meeting.

Next, Chair, Valerie McDonald-Roberts introduced the Resolutions:

RESOLUTION No. 15 of 2021

A Resolution – Approval of the Utility Allowance Schedule for 2021

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that Public Housing Authorities (PHAs) maintain up-to-date utility allowance schedules in accordance with 24 CFR 965.507; and

WHEREAS, PHAs 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, PHAs must appropriately classify utilities and services into categories defined by HUD; and

WHEREAS, PHAs must review their utility allowance schedule each year; and

WHEREAS, PHAs 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's (HACP), Low-Income Public Housing Program (LIPH) in order 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 the adoption of proposed 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 as follows:

Section 1. The proposed Utility Allowance Schedule is hereby adopted, subject to HUD approval, if required; and

Section 2. The Executive Director of the HACP is hereby authorized to update the Utility Allowance Schedule effective May 1, 2021.

Section 3. The amount designated shall be paid from program income and/or Moving To Work (MTW) funds.

EXHIBIT A: The effective date of the new allowance will be May 1, 2021.

Bedroom Size	Row/Town house	Detached House	New Construction All Gas*	New Construction All Electric*	Manchester Row/Town house	Manchester Apt. Ph 3	Manchester Row/Town house	East Liberty Scattered Sites Row/Town house	East Liberty Scattered Sites Detached
1	N/A	N/A	N/A	N/A	\$112	N/A	\$149	N/A	N/A
2	\$118	\$138	\$122	\$170	\$131	\$107	\$182	N/A	N/A
3	\$137	\$164	\$142	\$204	\$155	N/A	\$213	\$150	\$203
4	\$150	\$180	\$162	\$235	\$172	N/A	\$242	N/A	N/A
5	N/A	N/A	N/A	\$264	N/A	N/A	N/A	N/A	N/A

***Low-Income Public Housing (LIPH) Scattered Site units built from 2010 to present.**

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

“AYES”: Valerie McDonald-Roberts, Alex Laroco
Tammy Thompson, Janet Evans and Majestic Lane.

“NAYS”: None

The Chair declared the motion carried and the resolution approved. At this time the Chair had to leave the meeting for a moment. Vice Chair Janet Evans chaired the meeting.

RESOLUTION No. 16 of 2021

A Resolution - Authorizing the Executive Director or his Designee to Award Task Order-Based Contracts to Terminix International L.P., LWY & Associates LLC, Atmos Solutions and Modo Cleaning Services for Electrostatic Cleaning and Disinfection of all HACP properties for the Housing Authority of the City of Pittsburgh

WHEREAS, when necessary, the Housing Authority City of Pittsburgh (HACP) cleans and disinfects apartments as well as the HACP facilities in all of the HACP communities; and

WHEREAS, the contracted companies are utilized to perform Electrostatic Cleaning and disinfection of the HACP Properties; and

WHEREAS, on January 6, 2021, the HACP issued Invitation for Bids (IFB) #250-02-21 seeking qualified firms for Electrostatic Cleaning and Disinfection of all HACP property authority-wide; and

WHEREAS, the HACP received seven (7) bids in response to the IFB; and (1) vendor withdrew the bid; and

WHEREAS, the HACP desires to award contracts to various contractors on a task order basis to perform services for Electrostatic Cleaning and Disinfection of the HACP properties 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 task order-based contracts with Terminix International L.P., LWY & Associates LLC, Atmos Solutions and Modo Cleaning Services for Electrostatic Cleaning and Disinfection of all HACP properties; and

Section 2. The maximum amount approved by this resolution is for the sum of all contracts entered into for an initial term of three (3) years, with two (2) one (1) year extension options, for a total of five (5) years, is a not to exceed amount of \$400,000; and

Section 3. The amount shall be paid from program income and/or Moving to Work (MTW) funds.

The Chair asked for a motion to approve the resolution. Alex Laroco made a motion to approve the resolution and Majestic Lane seconded the motion. After a discussion:

“AYES”: Alex Laroco, Tammy Thompson, Janet Evans and Majestic Lane

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

Chair Valerie McDonald-Roberts re-joined the meeting.

RESOLUTION No. 17 of 2021

A Resolution – Ratifying the Executive Director’s decision to write off Collection Losses in the amount of \$24,087.49 from Tenant Accounts Receivable for the Months of January 2021 through March 2021

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 2021 through March 2021 is \$24,087.49, 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 \$24,087.49 which is 1.23% of the total rent and associated charges of \$1,951,594.83 for the 1st quarter of 2021.

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 \$24,087.49 from the Tenant Accounts Receivables (TARs) balance for January 1, 2021 through March 31, 2021 is hereby ratified.

The Chair asked for a motion to approve the resolution. Majestic Lane made a motion to approve the resolution and Alex Laroco seconded the motion. After a discussion:

“AYES”: Valerie McDonald-Roberts, Alex Laroco
Tammy Thompson, Janet Evans and Majestic Lane.

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 18 of 2021

A Resolution - Adopting an Updated Housing Authority of the City of Pittsburgh Employee Handbook

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is required to comply with all applicable federal, state and local laws, rules, regulations and guidelines; and

WHEREAS, the HACP has determined that certain updates to the current Employee Handbook, are necessary to improve clarity of the Employee Handbook and maintain continued compliance with applicable federal, state and local laws, rules, regulations and guidelines.

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

Section 1: The updated HACP Employee Handbook, referenced above, is hereby adopted in its entirety, and replaces the Employee Handbook which was previously approved pursuant to Resolution Number 30 of July, 2012.

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

“AYES”: Valerie McDonald-Roberts, Alex Laroco
Tammy Thompson, Janet Evans and Majestic Lane

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 19 of 2021

A Resolution - Authorizing the Executive Director or his Designee to increase the contract amount to AM-Gard, guard contract for the Housing Authority of the City of Pittsburgh

WHEREAS, AM-Gard was awarded a three (3) year contract in October of 2017 by the Housing Authority of the City of Pittsburgh (HACP) in the amount of \$3,581,139 to provide unarmed security for seven (7) high-rises; and

WHEREAS, as a result of COVID-19 pandemic, the HACP began remote work on or about March 17, 2020; and

WHEREAS, remote work caused a need for increased security services to monitor front and back doors in Murray Towers and Caligiuri Plaza high-rise communities. The standard guard service was increased from 16 to 24 hours each day, 7 days a week, in both of the stated buildings, which caused the HACP to exceed the above-stated budget; and

WHEREAS, as the invoice calculations were being prepared for close-out, seven (7) invoices were inadvertently not included in the projected calculations; and

WHEREAS, the current contract ended on February 28, 2021, and additional funds in an amount not to exceed \$30,000 are needed to pay the remaining invoices for this contract.

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 increase the current AM-Gard contract by an amount not to exceed \$30,000.00 for outstanding invoices to close-out the existing contract; and

Section 2. The authorized amount shall be payable from the Program Income, Moving to Work (MTW) funds and/or COVID funds.

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

“AYES”: Valerie McDonald-Roberts, Alex Laroco
Tammy Thompson, Janet Evans and Majestic Lane

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

Ms. Cheryl Gainey joined the meeting at this time.

RESOLUTION No. 20 of 2021

A Resolution – Authorizing the Executive Director or his Designee to Enter into a Plumbing Construction Contract with Wheels Mechanical Contracting & Supplier, Inc. for the Build-Out at 412 Boulevard of the Allies, AMP #99

WHEREAS, The Housing Authority of the City of Pittsburgh (HACP), the Urban Redevelopment Authority (URA) and the City of Pittsburgh (City), purchased the building located at 412 Boulevard of the Allies in Pittsburgh, Pennsylvania to be used as administrative office space; and

WHEREAS, The HACP has determined the need for plumbing construction to complete the build-out and eventual occupancy of 412 Boulevard of the Allies (Project); and

WHEREAS, The HACP has retained AE7 Pittsburgh, LLC to define the appropriate scope of work for the Project; and

WHEREAS, on January 3, 2021, the HACP advertised Invitation for Bids (IFB) #600-01-21 seeking qualified vendors for the Project, and on March 23, 2021, the HACP received four (4) bids in response to the IFB; and

WHEREAS, Wheels Mechanical Contracting & Supplier, Inc. is the lowest responsive and responsible plumbing construction bidder with a bid amount of \$270,900; 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 a Plumbing Construction contract in the total amount of \$270,900 with Wheels Mechanical Contracting & Supplier, Inc. for the Project; and

Section 2. The total amount of the contract shall be paid from Moving To Work (MTW) funds, proceeds from the City’s General Obligation Note, and/or program income.

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

“AYES”: Valerie McDonald-Roberts, Alex Laroco, Cheryl Gainey
Tammy Thompson, Janet Evans and Majestic Lane

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 21 of 2021

A Resolution – Authorizing the Executive Director or his Designee to Enter into a Mechanical Construction Contract with East West Manufacturing & Supply Co., Inc. for the Build-Out at 412 Boulevard of the Allies, AMP #99

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP), the Urban Redevelopment Authority (URA) and the City of Pittsburgh (City), purchased the building located at 412 Boulevard of the Allies in Pittsburgh, Pennsylvania to be used as administrative office space; and

WHEREAS, the HACP has determined the need for mechanical construction to complete the build-out and eventual occupancy of 412 Boulevard of the Allies (Project); and

WHEREAS, the HACP has retained AE7 Pittsburgh, LLC to define the appropriate scope of work for the Project; and

WHEREAS, on January 3, 2021, the HACP advertised Invitation for Bids (IFB) #600-01-21 seeking qualified vendors for the Project, and on March 23, 2021, the HACP received five (5) bids in response to the IFB; and

WHEREAS, East West Manufacturing & Supply Co., Inc. is the lowest responsive and responsible mechanical construction bidder with a bid amount of \$835,000; 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 a Mechanical Construction contract in the total amount of \$835,000 with East West Manufacturing & Supply Co., Inc. for the Project; and

Section 2. The total amount of the contract shall be paid from Moving To Work (MTW) funds, proceeds from the City’s General Obligation Note, and/or program income.

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

“AYES”: Valerie McDonald-Roberts, Alex Laroco, Cheryl Gainey,
Tammy Thompson, Janet Evans and Majestic Lane

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

At this time Chair McDonald-Roberts asked if the 4 Prime contractors were taken to the EORC. Kim Detrick responded and said the 4 prime contractors will go to the EORC May 20, 2021.

RESOLUTION No. 22 of 2021

A Resolution – Authorizing the Executive Director or his Designee to Enter into an Electrical Construction Contract with Bronder Technical Services, Inc. for the Build-Out at 412 Boulevard of the Allies, AMP #99

WHEREAS, The Housing Authority of the City of Pittsburgh (HACP), the Urban Redevelopment Authority (URA) and the City of Pittsburgh (City), purchased the building located at 412 Boulevard of the Allies in Pittsburgh, Pennsylvania to be used as administrative office space; and

WHEREAS, The HACP has determined the need for electrical construction to complete the build-out and eventual occupancy of 412 Boulevard of the Allies (Project); and

WHEREAS, the HACP has retained AE7 Pittsburgh, LLC to define the appropriate scope of work for the Project; and

WHEREAS, on January 3, 2021, the HACP advertised Invitation for Bids (IFB) #600-01-21 seeking qualified vendors for the Project, and on March 23, 2021, the HACP received six (6) bids in response to the IFB; and

WHEREAS, Bronder Technical Services, Inc. is the lowest responsive and responsible electrical construction bidder with a bid amount of \$1,372,557; 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 an Electrical Construction contract in the total amount of \$1,372,557 with Bronder Technical Services, Inc. for the Project; and

Section 2. The total amount of the contract shall be paid from Moving To Work (MTW) funds, proceeds from the City’s General Obligation Note, and/or program income.

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

“AYES”: Valerie McDonald-Roberts, Alex Laroco, Cheryl Gainey
Tammy Thompson, Janet Evans and Majestic Lane

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 23 of 2021

A Resolution – Authorizing the Executive Director or his Designee to Enter into a General Construction Contract with Liokareas Construction Company, Inc. for the Build-Out at 412 Boulevard of the Allies, AMP #99

WHEREAS, The Housing Authority of the City of Pittsburgh (HACP), the Urban Redevelopment Authority (URA) and the City of Pittsburgh (City), purchased the building located at 412 Boulevard of the Allies in Pittsburgh, Pennsylvania to be used as administrative office space; and

WHEREAS, the HACP has determined the need for general construction to complete the build-out and eventual occupancy of 412 Boulevard of the Allies (Project); and

WHEREAS, the HACP has retained AE7 Pittsburgh, LLC to define the appropriate scope of work for the Project; and

WHEREAS, on January 3, 2021, the HACP advertised Invitation for Bids (IFB) #600-01-21 seeking qualified vendors for the Project, and on March 23, 2021, the HACP received six (6) bids in response to the IFB; and

WHEREAS, Liokareas Construction Company, Inc. is the lowest responsive and responsible general construction bidder with a bid amount of \$1,694,000; 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 a General Construction contract in the total amount of \$1,694,000 with Liokareas Construction Company, Inc. for the Project; and

Section 2. The total amount of the contract shall be paid from Moving To Work (MTW) funds, proceeds from the City’s General Obligation Note, and/or program income.

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

“AYES”: Valerie McDonald-Roberts, Alex Laroco, Cheryl Gainey
Tammy Thompson, Janet Evans and Majestic Lane

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

There were no more resolutions.

EXECUTIVE REPORT: Mr. Binion stated the Board has previously received a copy of the Operations, Activity and Executive Reports. He said he is excited about 412 Building and that it is going to be state of the art with COVID 19 protocols & technology and thanked the BOC for their guidance and is excited for the grand opening. Hats off to the staff for all of their hard work to get this far.

NEW BUSINESS: Commissioner Thompson would like an audit of the HCV and Homeownership programs because the HACP needs to be transparent. Mr. Binion acknowledge the request.

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

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

“AYES”: Valerie McDonald-Roberts, Janet Evans, Majestic Lane,
Alex Laroco, Cheryl Gainey and Tammy Thompson.

“NAYS”: None

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

Recording Secretary

