

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH
BOARD OF COMMISSIONERS
MEETING MINUTES
July 28, 2022
VIA ZOOM WEBINAR

The Housing Authority of the City of Pittsburgh (HACP) held a regularly scheduled Board of Commissioners meeting on Thursday, July 28, 2022 via ZOOM Webinar conferencing. The meeting began at 10:30 a.m.

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

Next, the Chair noted that the Board members previously received a copy of the June 23, 2022, HACP Board Meeting Minutes and asked for a motion to approve the minutes. Rev. Burgess made a motion to approve the minutes and Janet Evans seconded the motion.

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

“AYES”: Janet Evans, Tammy Thompson, Alex Laroco,
Valerie McDonald-Roberts and Rev. Ricky Burgess

“NAYS”: None

The Chair declared the motion carried and the minutes approved.

ACTIVITY REPORT:

Michelle Sandidge presented the 2022 Clean Slate E3 Scholarship Winners (23).

The Chair asked for a motion to approve the Activity Report. Alex Laroco 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”: Janet Evans, Rev. Ricky Burgess, Tammy Thompson,
Valerie McDonald-Roberts and Alex Laroco.

“NAYS”: None

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

PUBLIC COMMENTS: There were two public comments submitted.

1.

Name: Meshelle Woods

Phone: 1-412-808-6057

Email: meshellewoids@gmail.com

Want Response: Yes

Want Read: Yes

Comment: I believe that the vouchers should be able to extend to the county I've been looking on all the sites and more and can't find one apartment in the city that accept section 8 but in the county there are numerous ones I guess I will be ending up getting extensions until someone move out their place in the city I've been looking from morning to evening every day and can't find one in the city I believe one and three bedrooms or the hardest to find my daughter is looking for three bedroom and I'm looking for one bedroom and we're having the same problems I can see waiting a year to move out of town but at least let us be able to move to the county where there's more availability of housing for us I started looking before I even received my voucher and came up with no results yet God willing something opens up please just consider extending the vouchers to the county at least thank you

2.

Name: Na Teari Ingram

Phone: 412-923-8212

Email: TIWJDD24@gmail.com

Want Response: Yes

Want Read: Yes

Comment: I been trying to get in touch with my housing specialist by phone and email I called plenty of times and nobody is responding for 3 weeks straight. Also I had questions about my paperwork because I received a 30 day notice of getting removed off section 8. Please someone assist me asap. Thank you.

Next, Ms. McDonald-Roberts introduced the Resolutions:

RESOLUTION No. 33 of 2022

A Resolution – Ratifying the Executive Director’s decision to Write off Collection Losses in the amount of \$58,194.60 from Tenant Accounts Receivable for the Months of April 2022 through June 2022

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 April 2022 through June 2022 is \$58,194.60, 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 \$58,194.60 which is 2.76% of the total rent and associated charges of \$2,110,954.29 for the 2nd quarter of 2022.

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 \$58,194.60 from the Tenant Accounts Receivables (TARs) balance for April 2022 through June 2022 is hereby ratified.

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

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

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

“NAYS”: None

The Chair declared the motion carried and the Resolution approved.

RESOLUTION No. 34 of 2022

A Resolution - Accepting the Audited Financial Statements as of and for the Year Ended December 31, 2021, 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 Board of Commissioners to complete the required financial statement and compliance audits for the fiscal year ended December 31, 2021; and

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, 2021.

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

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

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

“NAYS”: None

The Chair declared the motion carried and the Resolution approved.

RESOLUTION No. 35 of 2022

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

WHEREAS, The Housing Authority of the City of Pittsburgh (HACP) retains a vehicle maintenance vendor to service the Ford fleet vehicles in order to support operational needs across the Authority; and

WHEREAS, on April 24, 2022, the HACP issued an Invitation for Bid (IFB) #300-09-22 seeking qualified companies to provide Ford Fleet Vehicle Maintenance; and

WHEREAS, the IFB #300-09-22 was procured in accordance with applicable federal, state, and local procurement rules and regulations, as well as the procurement policies and procedures of the HACP; and

WHEREAS, two (2) companies responded to the IFB #300-09-22 for Ford Fleet Vehicle Maintenance, specifically: Tom’s Fleet and Woltz and Wind Ford; and

WHEREAS, Woltz and Wind Ford was determined to be the most responsive and responsible bidder.

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 Designee is hereby authorized to enter into a contract in the amount not to exceed \$174,500.00 with Woltz and Wind Ford for Ford Fleet Vehicle Maintenance for the initial term of three (3) years with two (2) one (1) year extension options, for a total of five (5) years; and

Section 2. The total five (5) year authorized amount of \$174,500.00 shall made payable from the program income and/or Moving to Work (MtW) 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:

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

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

“NAYS”: None

The Chair declared the motion carried and the Resolution approved.

RESOLUTION No. 36 of 2022

A Resolution - Authorizing the Executive Director or Designee to Award a Contract to Certa Site LLC for Fire Hose Inspections Authority-Wide for the Housing Authority of the City of Pittsburgh

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) utilizes a 3rd Party to perform Fire Hose Inspections across all HACP locations to maintain local and federal safety compliance; and

WHEREAS, on April 24, 2022, the HACP issued an Invitation for Bid (IFB)#300-07-22 seeking qualified companies to provide Fire Hose Inspections Authority-Wide; and

WHEREAS, IFB #300-07-22 was procured in accordance with applicable federal, state, and local procurement rules and regulations, as well as the procurement policies and procedures of the HACP.

WHEREAS, one (1) company responded to the IFB #300-07-22 for Fire Hose Inspections, specifically: Certa Site LLC; and

WHEREAS, Certa Site LLC was determined to be a responsive and responsible bidder.

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 Designee is hereby authorized to enter into a contract in the amount not to exceed \$156,469.50.00 with Certa Site LLC for Fire Hose Inspections Authority-Wide for the initial term of three (3) years with two (2) one (1) year extension options, for a total of five (5) years; and

Section 2 The total five (5) year authorized amount of \$156,469.50 shall be payable from program income and /or Moving to Work (MTW) funds.

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

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

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

“NAYS”: None

The Chair declared the motion carried and the Resolution approved.

RESOLUTION No. 37 of 2022

A Resolution - Authorizing the Executive Director or Designee to Award a Contract to Marshall Electric and Tri-River Holdings LLC for Electrical Support Authority-Wide for the Housing Authority of the City of Pittsburgh

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) utilizes Electrical Services across all HACP locations for Electrical Support; and

WHEREAS, on May 24, 2022, the HACP issued an Invitation for Bid (IFB) #300-11-22 seeking qualified companies to provide Electrical Support Authority-Wide; and

WHEREAS, the IFB #300-11-22 was procured in accordance with applicable federal, state, and local procurement rules and regulations, as well as the procurement policies and procedures of the HACP; and

WHEREAS, three (3) companies responded to the IFB #300-11-22 for Electrical Support, specifically: Marshall Electric and Tri-River Holdings LLC; and

WHEREAS, Marshall Electric and Tri-River Holdings LLC were determined to be the most responsive and responsible bidders.

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 Designee is hereby authorized to enter into a contract in the amount not to exceed \$500,000.00 with Marshall Electric and Tri-River Holdings LLC for Electrical Support Authority-Wide for the initial term of three (3) years with two (2) one (1) year extension options, for a total of five (5) years; and

Section 2 The total five (5) year authorized amount of \$500,000 shall be split amongst the two (2) winning vendors and made payable from program income and/or Moving to Work (MTW) funds.

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

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

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

“NAYS”: None

The Chair declared the motion carried and the Resolution approved.

RESOLUTION No. 38 of 2022

A Resolution - Authorizing the Executive Director or Designee to Award a Contract to Tobey-Karg Service Agency, Inc. and Tri-Rivers Property Maintenance for Refrigeration, Heating, Ventilation, and Air Conditioning Support Authority-Wide for the Housing Authority of the City of Pittsburgh

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) utilizes Refrigeration, Heating, Ventilation, and Air Conditioning (RHVAC) Support Services across all HACP locations; and

WHEREAS, on May 31, 2022, the HACP issued an Invitation for Bid (IFB) #300-03-22 seeking qualified companies to provide RHVAC Support Authority-Wide; and

WHEREAS, the IFB #300-03-22 was procured in accordance with applicable federal, state, and local procurement rules and regulations, as well as the procurement policies and procedures of the HACP; and

WHEREAS, two (2) companies responded to the IFB #300-03-22 for RHVAC Support: Tobey-Karg Service Agency, Inc., and Tri-Rivers Property Maintenance; and

WHEREAS, Tobey-Karg Service Agency, Inc. and Tri-Rivers Property Maintenance were both determined to be responsive and responsible bidders.

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 Designee is hereby authorized to enter into a contract in the amount not to exceed \$201,746.00 with Tobey-Karg Service Agency, Inc., and Tri-Rivers Property Maintenance for RHVAC Support Authority-Wide for the initial term of three (3) years with two (2) one (1) year extension options, for a total of five (5) years; and

Section 2 The total five (5) year authorized amount of \$201,746.00 shall be split amongst the two (2) winning vendors (each being awarded \$100,873.00) and made payable from program income and/or Moving to Work (MTW) funds.

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

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

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

“NAYS”: None

The Chair declared the motion carried and the Resolution approved.

RESOLUTION No. 39 of 2022

A Resolution – To Set Aside 25 Housing Choice Vouchers for the 811 Program for Persons with Mental Health Disabilities

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) partnered with various entities to create housing opportunities for a diverse group of families, to include and not limited to families with diverse special needs, to include physical and mental health needs; and

WHEREAS, on or about May 8, 2017 the HACP entered into a Memorandum of Understanding (MOU) with the Pennsylvania Housing Finance Agency (PHFA) to set aside 25 vouchers awarded by the Department of Housing And Urban Development (HUD), under the Section 811 Project Rental Program to assist persons with mental health disabilities who are ages 18-61; and

WHEREAS, the HACP agreed to allocate 25 vouchers with a preference for adults with serious mental disabilities and, as a targeted population of persons who are 18-61 years of age; and

WHEREAS, the HACP pursuant to the MOU agreed to use the Allegheny Department of Human Services as the referral source for the 25 vouchers for the stated population.

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 set aside 25 vouchers awarded by HUD under the Section 811 Project Rental Program to assist persons with mental health disabilities who are ages 18-61; and

Section II. The expense of the 25 vouchers will be paid for with 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 Rev. Burgess seconded the motion. After a discussion:

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

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

“NAYS”: None

The Chair declared the motion carried and the Resolution approved.

RESOLUTION No. 40 of 2022

A Resolution - Authorizing the Executive Director or his Designee to Enter Into An Emergency Contract with Reliant IT to Provide a Security Camera System for the Mazza Pavilion Hi-Rise.

WHEREAS, a fire occurred at the Mazza Pavilion Hi-Rise on June 10, 2022, causing sprinkler systems throughout the building to be activated; and

WHEREAS, the water from the activated sprinkler systems destroyed the installed security cameras and caused them to be damaged and inoperable; and

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has a continuing need for security cameras at the Mazza Hi-Rise as a part of its plan to synthesize resources from law

enforcement, private security, and technology to enhance the safety and security of the HACP communities; and

WHEREAS, when the residents return to their units, as they were relocated based on the conditions after the referenced fire, the HACP will need to have security cameras in place for the security of the residents; and

WHEREAS, on March 24, 2022, Reliant IT was authorized through Board Resolution 16 of 222, to install security cameras at the Allegheny Dwellings and Bedford Dwellings family communities; and

WHEREAS, Reliant IT has performed the work at the referenced sites to the satisfaction of the HACP to include meeting the timeline deadlines; and

WHEREAS, as time is of the essence to restore the security system cameras at the Mazza Pavilion Hi-Rise when the residents return to their units, the HACP selected Reliant IT to provide the services and equipment; and

WHEREAS, the term of the emergency contract is for one (1) year with the option to extend four (4) one-year contracts; and

WHEREAS, this procurement was conducted in accordance with applicable State and Federal 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 emergency contract with Reliant IT, to install security cameras at the Mazza Pavilion Hi-Rise, for a one (1) year term with an option to extend four (4) one-year contracts, for a five (5) year combined total not to exceed \$70,000.00; and

Section 2. The contract shall be payable 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 Rev. Burgess seconded the motion. After a discussion:

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

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

“NAYS”: None

The Chair declared the motion carried and the Resolution approved.

End of Resolutions.

EXECUTIVE REPORT:

Executive Director Binion addressed the Board. He stated that the BOC received a copy of the Executive Report. He thanked the Board for their support and the staff for their hard work. Mr. Binion stated there are many development deals in progress right now including Phase 3 and 4 of Larimer. We are working on Gap financing projects and Choice projects for the Hill and Northside. The HACP has addressed the staff shortages with very skilled workers in order to continue to assist the residents of Pittsburgh. We are revving up to move to 412 BoA. HACP's reputation in D.C. continues to be great. There is no August Board meeting. The HACP will see everyone in September.

NEW BUSINESS: No New Business

AJOURNMENT: The Chair asked for a motion to adjourn the meeting. Janet Evans Made a motion to adjourn and Alex Laroco seconded the motion.

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

"AYES": Janet Evans, Alex Laroco, Rev. Burgess,
Tammy Thompson and Valerie McDonald-Roberts.

"NAYS": None

The Chair declared the motion carried and the meeting adjourned.

Recording Secretary

