

ALLEGHENY COUNTY HOUSING AUTHORITY

Board of Directors Meeting AGENDA

November 21, 2025 — 10:30 A.M.

Central Office Board Room

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Recognition / Proclamations
5. Employee of the Month
6. Public Comment on Agenda Items
7. Motion to Approve the October 17, 2025, Allegheny County Housing Authority Board of Directors Meeting Minutes
8. Old Business
9. Resolution No. 53 of 2025 – Approving the Award of Contract ACHA-1725 for Emergency Generator Preventative Maintenance to Penn Power Systems for \$51,197.00
10. Resolution No. 54 of 2025 – Requesting Approval of the Annual Section Management Assessment Program Certification for Fiscal Year ending September 30, 2025
11. Resolution No. 55 of 2025 – Requesting the approval to write off Collection Losses in the amount of \$30,783.05 from Tenant Accounts Receivable for the month of October
12. Resolution No. 56 of 2025 – Approving the Award of Contract ACHA-1727 to XYCOM Technology Group, Inc. for Comprehensive Surveillance & Security System at Pleasant Ridge in the Amount of \$248,030.00 – HUD ESSG Grant Funded
13. Resolution No. 57 of 2025 – Requesting the Approval to Renew Property and Liability Insurance – Ohioview Partnership LP I
14. Resolution No. 58 of 2025 – Requesting the Approval to Renew of Property, Liability, and Excess Liability Insurance – Ohioview Partnership LP II
15. Comment on General Items
16. Adjournment

RESOLUTION NO. 53 OF 2025

A Resolution – Approving the Award of Contract ACHA-1725 for Emergency Generator Preventative Maintenance to Penn Power Systems for \$51,197.00

WHEREAS, the Allegheny County Housing Authority (“Authority”) solicited bids from qualified, insured, and licensed contractors for the provision of preventative and remedial maintenance, inspection, and repair services for standby emergency generators located at various Authority sites throughout Allegheny County; and

WHEREAS, Penn Power Systems, established in 1993, has demonstrated extensive experience providing such services to federal, state, and local government agencies, correctional institutions, housing authorities, fire departments, utilities, healthcare providers, and various commercial and industrial clients; and

WHEREAS, Penn Power Systems maintains an experienced management team, employs certified technicians, and possesses the financial capacity necessary to perform the work required under the scope of this contract; and

WHEREAS, management recommends that Contract No. ACHA-1725 be awarded to Penn Power Systems in the initial amount of Fifty-One Thousand One Hundred Ninety-Seven Dollars (\$51,197.00) for a one-year term, with the option, at the Authority’s discretion, of up to four (4) additional one-year renewal periods, for a maximum contract term of five (5) years.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Allegheny County Housing Authority Hereby awards Contract No. ACHA-1725, Emergency Generator Preventative Maintenance, to Penn Power Systems, under the terms and conditions as set forth herein.

SECTION 1. The Executive Director is authorized and directed to execute all documents and take all actions necessary to implement this Resolution.

SECTION 2. This Resolution shall take effect immediately upon its adoption.

Approved as to form and content: _____



Richard Stephenson, Executive Director

RESOLUTION NO. 54 OF 2025

**A Resolution – Requesting Approval of the Annual Section Management Assessment
Program Certification for Fiscal Year ending September 30, 2025**

WHEREAS, the Quality Housing and Work Responsibility Act (QHWRA) of 1998 requires that public housing authorities certify their management performance as measured by standards established by the U.S. Department of Housing and Urban Development (HUD) under the Section 8 Management Assessment Program (SEMAP); and

WHEREAS, SEMAP provides a uniform and objective assessment of a housing authority's management of the Housing Choice Voucher Program; and

WHEREAS, all public housing authorities are required to certify their management performance through HUD's Public Housing Information Center (PIC) utilizing the electronic SEMAP template (OMB Form No. 2577-0215), and HUD utilizes this data along with information received through the annual independent audit to assess the Authority's management performance; and

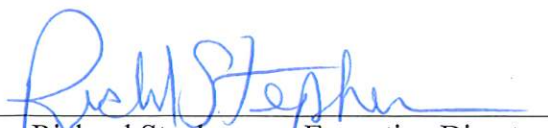
WHEREAS, as an October 1 Fiscal Year agency, the Allegheny County Housing Authority must submit its SEMAP certification to HUD no later than November 30, 2025.

NOW, THEREFORE, BE IT RESOLVED that the Allegheny County Housing Authority shall complete and submit the SEMAP certification electronic template, certifying to its management performance as measured by the SEMAP indicators; and approval of this certification ensures compliance with all applicable requirements of the Quality Housing and Work Responsibility Act (QHWRA) of 1998.

SECTION 1. This Resolution shall take effect immediately upon its adoption.

SECTION 2. The Executive Director is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution.

Approved as to form and content: _____


Richard Stephenson, Executive Director

RESOLUTION NO. 55 OF 2025

A Resolution – Requesting the approval to write off Collection Losses in the amount of \$30,783.05 from Tenant Accounts Receivable for the month of October

WHEREAS, the amount of past due accounts of tenant rent for residents who no longer reside or have been evicted from the Allegheny County Housing Authority for the month of October is \$30,783.05; and

WHEREAS, a total of 11 residents are included in this write-off, 7 of whom were evicted through legal action; and

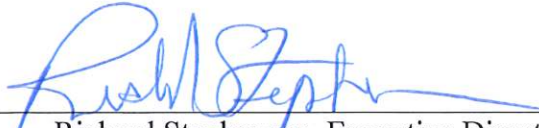
WHEREAS, all reasonable means of collection have been exhausted:

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Allegheny County Housing Authority:

Section 1. That the approval to write off uncollectable rents in the amount of \$30,783.05 is hereby approved.

Section 2. The Executive Director is hereby authorized and shall take such measures as may be necessary to implement the changes outlined in this resolution.

Approved as to form and content: _____


Richard Stephenson, Executive Director

RESOLUTION NO. 56 OF 2025

A Resolution – Approving the Award of Contract ACHA-1727 to XYCOM Technology Group, Inc. for Comprehensive Surveillance & Security System at Pleasant Ridge

WHEREAS, the Allegheny County Housing Authority (ACHA) places the highest importance on the safety and security of its residents, staff, and properties; and

WHEREAS, ACHA has determined the need for a comprehensive Surveillance and Security System at Pleasant Ridge, including all necessary network infrastructure to support the upgraded camera system; and

WHEREAS, ACHA intends to procure these services through COSTARS Contract #040-E23-244, the cooperative purchasing program of the Commonwealth of Pennsylvania, to ensure efficient and cost-effective procurement; and

WHEREAS, XYCOM Technology Group, Inc. has been identified as the contractor for this project at a total cost of \$248,030.00, and has demonstrated extensive experience in the design, installation, and maintenance of security and surveillance systems across residential, commercial, educational, and governmental facilities; and

WHEREAS, XYCOM Technology Group, Inc. provides the level of customization, technical proficiency, certifications, and continued support required to meet ACHA's long-term security and operational needs; and

WHEREAS, this cooperative agreement encompasses the Pleasant Ridge location and may be expanded to include additional ACHA properties as future needs arise;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority approves the procurement of a comprehensive Surveillance and Security System, including supporting network infrastructure, from XYCOM Technology Group, Inc. at a total cost of \$248,030.00; and

BE IT FURTHER RESOLVED that any future purchases, expansions, or repairs of the Surveillance and Security System shall be subject to ACHA's procurement policies and shall require additional Finance Committee and Board approval when applicable; and

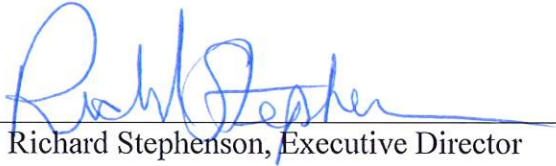
BE IT FURTHER RESOLVED that the Executive Director is authorized and directed to take all actions necessary to implement this Resolution, including the execution of all agreements, purchase documents, and related materials.

Board Meeting
November 21, 2025
Agenda Item Number 12 (continued)

SECTION 1. This Resolution shall take effect immediately upon its adoption.

SECTION 2. All Resolutions, or parts thereof, conflicting with this Resolution are hereby repealed to the extent of such conflict.

Approved as to form and content: _____


Richard Stephenson, Executive Director

RESOLUTION NO. 57 OF 2025

**A Resolution – Requesting the approval to Renew Property and Liability Insurance –
Ohioview Partnership LP I**

WHEREAS, the Allegheny County Housing Authority (ACHA) oversees and manages insurance coverages for Ohioview Partnership LP I; and

WHEREAS, underwriting analysis determined that prior building values were low, resulting in a 5.64% increase in total insured value (expiring TIV \$28,503,220; renewal TIV \$30,111,275); and

WHEREAS, due to the increased building values, the renewal property premium increased by 9.99%, resulting in a renewal premium of \$104,372.82; and

WHEREAS, liability insurance for Ohioview Partnership LP I is a flat renewal with a premium of \$12,146.33; and

WHEREAS, ACHA recommends renewal of these insurance coverages to ensure adequate protection of assets and continued compliance with partnership requirements;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approves the renewal of property insurance for Ohioview Partnership LP I at a premium of \$104,372.82 and liability insurance at a premium of \$12,146.33; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute all documents necessary to implement these insurance renewals.

SECTION 1. This Resolution shall take effect immediately upon adoption.

SECTION 2. All resolutions inconsistent with this Resolution are hereby repealed to the extent of such inconsistency.

Approved as to form and content: _____


Richard Stephenson, Executive Director

RESOLUTION NO. 58 OF 2025

A Resolution – Requesting the Approval to Renew of Property, Liability, and Excess Liability Insurance – Ohioview Partnership LP II

WHEREAS, the Allegheny County Housing Authority (ACHA) oversees and manages insurance coverages for Ohioview Partnership LP II; and

WHEREAS, underwriting analysis determined that prior building values were low, resulting in a 5.48% increase in total insured value (expiring TIV \$16,817,869; renewal TIV \$17,739,131); and

WHEREAS, due to the increased building values, the renewal property premium increased by 6.49%, resulting in a renewal premium of \$64,325.80; and

WHEREAS, the liability insurance renewal premium increased by 4.16%, resulting in a renewal premium of \$5,756.79; and

WHEREAS, excess liability coverage renewal premium is \$4,470.54; and

WHEREAS, ACHA recommends renewal of these insurance coverages to ensure adequate protection of assets and partnership compliance;

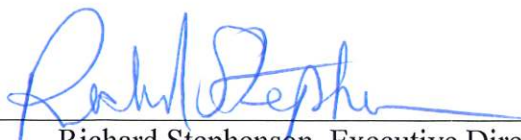
NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approves the renewal of property insurance for Ohioview Partnership LP II at a premium of \$64,325.80, liability insurance at a premium of \$5,756.79, and excess liability insurance at a premium of \$4,470.54; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute all documents necessary to implement these insurance renewals.

SECTION 1. This Resolution shall take effect immediately upon adoption.

SECTION 2. All resolutions inconsistent with this Resolution are hereby repealed to the extent of such inconsistency.

Approved as to form and content:


Richard Stephenson, Executive Director