

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Annual Meeting
Friday, January 15, 2021

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held its Annual Meeting on Friday, January 15, 2021 at 10:30 a.m. Due to the COVID-19 crisis and the Governor's Emergency Declaration, the meeting was held virtually via Zoom. Those present and absent were as follow:

Present:	Mark Foerster	Absent:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		
	Paul D'Alesandro		

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met virtually in executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a virtual meeting today at 9:15 a.m.

Attendance: Frank Aggazio, George Janocsko, Beverly Moore, Deborah Breitenstein, Katie Stohlberg, Richard Stephenson, Patrick Blackwell, Mike Vogel, Frank Magliocco, James Bulls, Kevin Bartko, Kim Longwell, Paul Reiber, Ed Mogus, Ellen Parker, T.J. Klisavage

Recognitions/Proclamations

The Executive Director then presented two employee of the month awards. The first award went to Sgt. Ed Mogus for the outstanding job he has been doing for the Authority, both residents and staff, of COVID management. It has been a 24/7 job and we appreciate his dedication in keeping residents and staff safe. The second award was presented to T.J. Klisavage, for doing an outstanding job in the HCVP Department. TJ does whatever is asked of him, volunteers for any job, and is always trying to come of with ways to make work easier for everyone in his department. Both Sgt. Mogus and Mr. Klisavage expressed their gratitude for the recognition.

Public Comment None.

Approval of Minutes

Sara Innamorato made a motion to approve the Minutes of the December 18, 2020 Board of Directors meeting; the motion was seconded by Sydney Hayden and carried.

Old Business None.

New Business

A. Administration

1. Motion by Derek Uber, second by Paul D'Alesandro, proposing and approving the following slate of officers for the Board of Directors:

Chair – Mark Foerster
Vice Chair – Sara Innamorato
Secretary – Derek Uber
Treasurer – Sydney Hayden
Asst. Secretary/Treasurer – Paul D'Alesandro

Motion unanimously carried.

2. Motion by Sara Innamorato, second by Sydney Hayden, approving and ratifying a new Collective Bargaining Agreement between the Authority and Teamsters Local 250 for the period effective 10/1/20 through 9/30/23. Motion unanimously carried.
3. Motion by Sydney Hayden, second by Derek Uber, approving renewal of the flood insurance policies with the National Flood Insurance Program for the term 02/26/21 to 02/26/22 for coverage on various buildings at Authority owned and/or management developments. Motion unanimously carried.

B. Purchasing

1. Motion by Derek Uber, second by Sydney Hayden, approving and ratifying Contract ACHA-1635 awarding 25 Project Based Vouchers to West Pine Associates, LP. After a brief discuss, the motion was unanimously carried.

C. Public Safety

1. Motion by Sydney Hayden, second by Sara Innamorato, approving renewal of an intergovernmental professional services contract to perform investigative services for the Housing Authority of the City of Pittsburgh, for a 1-year term, with up to two 1-year renewal options. Motion unanimously carried.

D. Development

1. Motion by Derek Uber, second by Sydney Hayden, approving Change Order E-7, Contract ACHA-1599-4/EC, Interior and Exterior Improvements Phase 2-Reconfiguration and Retrofit at Wilmerding Apts., in the amount of \$22,681.05 to Electrical Contract, Liokareas Construction Company, for work to correct non-code conforming electrical issues. After a brief discussion, the motion was unanimously carried.

E. Off Agenda

1. Motion by Derek Uber, second by Sydney Hayden to increase the Executive Director's salary by 3% effective 10/1/2020. Motion unanimously carried.

Comment on General Items None.

Adjournment

There being no further business to conduct, Paul D'Alesandro made a motion to adjourn the meeting; the motion was seconded by Sydney Hayden and carried.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, February 19, 2021

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, February 19, 2021 at 10:30 a.m. Due to the COVID-19 crisis and the Governor's Emergency Declaration, the meeting was held virtually via Zoom. Those present and absent were as follow:

Present:	Mark Foerster	Absent:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		
	Paul D'Alesandro		

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met virtually in executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a virtual meeting today at 9:15 a.m.

Attendance (virtually): Frank Aggazio, George Janocsko, Beverly Moore, Katie Stohlberg, Frank Magliocco, Patrick Blackwell, Jim Bulls, Nicole Knapp, Richard Stephenson, Beverly Moore, Kevin Bartko, Paul Reiber, Bob Gabbianelli,

Recognitions/Proclamations

The Executive Director presented the employee of the month award to property manager Nicole Knapp in recognition of her diligent work on behalf of her tenants in obtaining CARES act funding.

Public Comment None.

Approval of Minutes

Derek Uber made a motion to approve the Minutes of the January 15, 2021 Board of Directors meeting; the motion was seconded by Paul D'Alesandro and carried.

Old Business None.

New Business

A. Administration

1. Motion by Sydney Hayden, second by Paul D'Alesandro, approving renewal of a legal services contract with the Allegheny County Law Department in the amount of \$90,000 for the term 1/1/21 – 12/31/21. Motion carried.

B. HMO

1. The following **Resolution #21-01** was introduced by the Chair, read in full and considered:

RESOLUTION #21-01 AUTHORIZING TRANSFER OF COLLECTION LOSS

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby authorize transfer of uncollectible tenant accounts in the amount of \$6,364.16 and referral for further action, if warranted.

Sydney Hayden moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Paul D'Alesandro, and upon roll call the "Ayes" and "Nays" were as follow:

AYES: Mark Foerster
Sara Innamorato
Derek Uber
Sydney Hayden
Paul D'Alesandro

NAYS: None

The Chair thereupon declared said Resolution carried and adopted.

C. Public Safety

1. Motion by Sydney Hayden, second by Paul D'Alesandro, approving renewal of an intergovernmental professional services contract to perform applicant criminal background checks for the Westmoreland County Housing Authority for the term 2/1/21 – 1/31/24. Motion carried.

D. HCVP

1. Motion by Paul D'Alesandro, second by Sara Innamorato, ratifying and approving an intergovernmental professional services contract to perform HQS Inspection and rent reasonableness services for the Housing Authority of the County of Butler for a 2-year term, with up to three additional 1-year options. After a brief discussion, the motion was unanimously carried.

Comment on General Items None.

Adjournment

Sydney Hayden made a motion to adjourn the meeting; the motion was seconded by Paul D'Alesandro and carried. The meeting ended at approximately 10:45 p.m.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, April 16, 2021

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, April 16, 2021 at 10:30 a.m. Due to the COVID-19 crisis and the Governor's Emergency Declaration, the meeting was held virtually via Zoom. Those present and absent were as follow:

Present: Mark Foerster
Sara Innamorato
Derek Uber
Sydney Hayden

Absent: Paul D'Alesandro

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met virtually in executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a virtual meeting today at 9:15 a.m.

Attendance (virtually): Frank Aggazio, George Janocsko, Beverly Moore, Katie Stohlberg, Deborah Breitenstein, Frank Magliocco, Patrick Blackwell, Jim Bulls, Mike Vogel, Kim Longwell, Richard Stephenson, Beverly Moore, Kevin Bartko, Paul Reiber, Bob Gabbianelli, Terri Hinkofer, Mike Peton

Recognitions/Proclamations

The Executive Director presented the employee of the month award to Asst. Property Manager Terri Hinkofer in recognition of her extraordinary efforts in assisting and encouraging the six recent LIPH Family Self Sufficiency enrollees in graduating from the program. Ms. Hinkofer thanked Mr. Aggazio for the recognition.

Public Comment None.

Approval of Minutes

Sara Innamorato made a motion to approve the Minutes of the February 19, 2021 Board of Directors meeting; the motion was seconded by Sydney Hayden and carried.

Old Business None.

New Business

A. Administration

1. The following **Resolution #21-02** was introduced by the Chair, read in full and considered:

RESOLUTION #21-02 ADOPTING A REVISED FLEET MANAGEMENT AND MAINTENANCE MANUAL

NOW THEREFORE, be it resolved that the Board of Directors of the Allegheny County Housing Authority hereby adopt the following revised Fleet Management and Maintenance Manual for the Authority:

FLEET MANAGEMENT AND MAINTENANCE MANUAL

1. GENERAL POLICY. *The Allegheny County Housing Authority maintains a vehicle fleet of owned vehicles to enable employees to perform their job responsibilities within our housing communities and the Housing Choice Voucher Program (HCVP) neighborhoods which encompasses 730 square miles within Allegheny County. Vehicles are assigned to staff who are required to conduct ACHA business during the day and who are on call 24 hours a day. The same holds true for craftsmen, who are also required to attend to emergencies day or night and must have access to reliable transportation. The fleet includes HCVP cars, utility vehicles and police vehicles:*

- A. *HCVP cars are used primarily to transport housing inspectors in the ordinary function of their daily business activities.*
- B. *Utility vehicles consist basically of cargo vans, pick-up trucks, a bucket truck and a stake bed truck. They are primarily used to haul tools, supplies and other various commodities, in addition to hauling debris from housing sites.*
- C. *Police vehicles are used to conduct police business on a daily basis.*

2. TAXATION OF PERSONAL USAGE OF ACHA VEHICLES. *If applicable federal tax laws require that the value of personal usage of an employer provided vehicle be included in the employee's gross income and is subjected to tax withholding. Each employee using an Authority vehicle to commute to and from work will be assessed \$3.00 per day. This assessment of fringe benefit gross income and tax withholding will be done quarterly. Federal income tax will be withheld, as well as Social Security tax and Medicare tax.*

3. ASSIGNMENT OF ACHA VEHICLES. *ACHA vehicles are assigned to staff who are required to perform Housing Quality Standards (HQS) inspections and those who are on 24-hour call where an immediate response is required. Those employees who are required to visit sites and do not have an assigned ACHA vehicle, the employee will be required to use his/her own personal vehicle and the Authority will reimburse that employee at the current IRS rate.*

All requests for an ACHA vehicle shall be submitted to the Executive Director for review and approval. Requests must be accompanied by full justification.

4. RULES PERTAINING TO THOSE WHO OPERATE ACHA VEHICLES. *Operators of Authority owned vehicles must also abide by the following:*

- A. *The employee must have a current valid PA driver's license. Proof of a valid PA driver's license must be on file with the ACHA. It is the responsibility of the employee to make certain the ACHA has a copy of their renewed driver's license.*
- B. *Requests from the PA Department of Transportation will be made periodically to check on an employee's driving privileges. As a condition for driving an Authority vehicle, employees operating Authority vehicles agree to comply with such information requests. Failure to comply with such requests will result in an employee losing driving privileges of Authority vehicles.*
- C. *Authority vehicles are provided to facilitate ACHA business and as such are not for personal use unless so authorized. Anyone found abusing this privilege can be suspended from driving a vehicle and be subject to disciplinary action.*
- D. *Cleanliness of the vehicles will be checked periodically by the ACHA. It is the responsibility of the assigned driver to see that the vehicle is maintained in good condition and free of litter. Any problems must be reported in writing to the ACHA for corrective action.*
- E. *Due to the cost of repairs/damages to vehicle interiors there will be NO SMOKING permitted in ACHA vehicles.*

- F. *Any employee suspected and found using drugs on or off duty or alcohol while on duty or abusing a vehicle, will be banned from driving an Authority vehicle and will be subject to disciplinary action.*
- G. *Any individual found to have engaged in use of either a controlled substance and/or alcohol while in possession of an Authority vehicle will be subject to disciplinary action and will forfeit use of Authority vehicles.*
- H. *In the event of a vehicle breakdown, the driver must contact Shenandoah (see attached) who will make the arrangements to have the vehicle towed and serviced.*
- I. *Non-employees or employees that have not been assigned a vehicle are not permitted to drive Authority vehicles unless in an emergency situation.*
- J. *All drivers of Authority owned vehicles should operate these vehicles in the safest possible manner. Operators shall be thoroughly familiar with the safety guidelines as published in the Pennsylvania Driver's Manual. In addition, each operator shall be responsible for assuring that vehicle safety features are in working order, e.g. turn signals, windshield washers and wipers, tires maintained at the proper tire pressure and keeping windshields clean. If a problem is detected, it is the driver's responsibility to report any malfunctions to the ACHA and Shenandoah.*
- K. *At all times persons driving ACHA vehicles must:*
 - 1) *Wear seatbelts.*
 - 2) *Remove keys from the ignition when leaving the vehicle.*
 - 3) *Obey all traffic laws and signs.*
- J. *Employees are forbidden from using cellular phones or direct connect while driving any vehicle on ACHA time.*

5. PRIVATELY OWNED VEHICLES. *Privately owned vehicles are encouraged to be used to conduct Authority business. Authorization to use private vehicles regularly on Authority business must initially be approved by the ACHA. The driver must have a valid PA driver's license, auto liability insurance coverage and furnish copies of their driver's license and Certificate of Insurance to the ACHA. Mileage will be reimbursed on a monthly basis at the current IRS rate per mile for authorized travel to conduct Authority business. Mileage reimbursement logs must be received by the Finance Department on or before the tenth day of the following month, with a supervisor's signature of approval to be eligible for reimbursement (see attached). Parking must be documented on the mileage reimbursement log and will only be reimbursed based upon submission of receipts.*

Any individual cited by law enforcement for driving while intoxicated and/or under the influence of a controlled substance while operating their privately-owned vehicle to conduct Authority business will be subject to disciplinary action.

6. DRIVER & SAFETY POLICY. *This Policy establishes guidelines as to driver responsibility when operating an Authority owned vehicle. The provisions herein apply to those employees that are assigned a vehicle. Some provisions, however, apply to all operators of Authority vehicles and for employees required to use their own private vehicles. The objective of this policy is to assure that all operators of Authority vehicles are aware of the obligations that accompany their use.*

- A. **Responsibility.** *The ACHA shall be responsible for implementation of this policy. Compliance, of course, is the responsibility of the individual operator. The ACHA shall monitor adherence by reviewing such information as accident reports and traffic violations. In addition, review of maintenance expense data shall be used to determine where malfunctions have not been properly reported so that the ACHA may take corrective actions to preclude the necessity for major repairs where early attention to malfunctions would result in minimum repair expense. The specific criteria of this policy are presented in the following section.*

B. **Valid Operator's License.** *An Authority owned vehicle shall only be operated by those employees who possess a current and valid PA driver's license. Operators shall have their licenses with them while operating said vehicle. In addition, the vehicle registration, insurance identification and accident reporting procedures shall be kept with each vehicle. In the event an employee shall lose their license or have the license suspended, it shall be the responsibility of the employee to immediately inform the ACHA. Failure to do so will subject the employee to disciplinary action. This section also applies to employees who use their privately- owned vehicles for Authority business.*

C. **Maintenance and Cleanliness of Vehicles.** *All operators assigned an Authority vehicle shall be responsible for the maintenance and cleanliness of the vehicle. The assigned vehicle driver shall assure that vehicles are scheduled for preventive maintenance every 3,000 miles in accordance with the provisions of Shenandoah. Therefore, it is imperative that Monthly Fleet Vehicle Usage Logs are submitted no later than the first week of each month.*

In addition, to assuring that vehicles are properly maintained operators shall be responsible for keeping the exterior and interior of the vehicle clean. Vehicles shall be washed and interiors cleaned as often as necessary to maintain a consistently presentable appearance.

It shall be the responsibility of the ACHA to assure that license plates and updated registration stickers are placed on the vehicles when received. The ACHA shall be responsible for securing license plates and updated stickers and distributing them to the various drivers.

The operators shall be responsible for recognizing and ensuring that State inspections are performed in the proper time period. All vehicles shall be delivered to Shenandoah on the date and time established in accordance with the ACHA's agreement with Shenandoah.

D. **Vehicle Abuse.** *Operators are required to notify the ACHA of any problems regarding the operation of the vehicles. This will assist in identifying those vehicles that exhibit a high rate of maintenance expenses and if the problems are a result of any driver abuse. If it is determined that abuse is the case the vehicle will be withdrawn from the assigned driver and that employee will be responsible for paying for any damages as a result of the abuse.*

E. **Monthly Fleet Vehicle Usage Logs.** *It shall be the responsibility of the driver to submit their monthly fleet vehicle usage log to the ACHA no later than the first week of each month (see attached). Failure to adhere to this stipulation may result in suspension or revocation of driving privileges.*

F. **Accident Reporting.** *All accidents involving an Authority and personal vehicles while conducting ACHA business must be reported to the ACHA in writing within 24 hours. Accident Report forms must be kept in the glove compartment at all times (see attached). The ACHA will prepare and submit the final Accident/Claim Report to the insurance carrier.*

G. **Insurance.** *Operations of Authority owned vehicles shall be covered under ACHA's automobile insurance coverage. Employees operating privately owned vehicles for Authority business are required to maintain their own automobile insurance coverage on their vehicle. Such employee will tender to the ACHA proof of insurance coverage.*

H. **Documents.** *Before an Authority vehicle is operated, the driver shall assure that the following documents accompany the vehicle:*

1. *Registration Card*
2. *Insurance Card*
3. *Accident Reporting Instructions (see attached)*
4. *Monthly Fleet Vehicle Usage Log (see attached)*
5. *Shenandoah address and phone number (see attached)*

These documents are to be retained in the glove compartment of each vehicle.

7. MAINTENANCE & OPERATION POLICY. *This Policy provides a uniform and standard procedure for the operation of ACHA owned vehicles, in addition to providing all drivers with standard procedures for repair and maintaining the assigned vehicle. It is intended to assure efficient, effective and safe operation of the ACHA fleet.*

- A. **Gasoline and Oil Services.** *The Authority has an agreement with Voyager Fleet Services for gasoline and all ACHA fleet vehicles are assigned a Voyager gas card that is to remain in the vehicle. The driver shall assure that the oil, the battery, the radiator and the tire pressure are checked as often as necessary when purchasing gasoline. All gasoline receipts must be retained and attached to the Monthly Fleet Vehicle Usage Log upon submission each month.*
- B. **Vehicle Maintenance Procedures.** *In an effort to improve the turnaround time of maintenance on ACHA vehicles and to extend the life of the vehicles, the ACHA has entered into an agreement with Shenandoah to perform regular and preventive maintenance. The following steps must be taken to request service:*
1. *Contact Shenandoah for an appointment.*
 2. *Take vehicle to Shenandoah for schedule appointment.*
 3. *Complete necessary service paperwork at Shenandoah.*
 4. *Pick up vehicle at Shenandoah when service is completed.*
 5. *Complete and submit the Shenandoah quality control survey with the service invoice to the ACHA.*

The service will be performed by Shenandoah in accordance with the agreement between the Authority and Shenandoah. A test drive and/or visual inspection must be done before accepting service and vehicle. The detailed invoice must be signed by the assigned driver. The invoice must include the services performed, vehicle number, plate number and mileage.

The assigned vehicle drivers must submit the signed invoices to their supervisor and all invoices must then be submitted to the ACHA at 301 Chartiers Avenue, McKees Rocks, PA 15136.

- C. **Emergencies and Accidents.** *In the event a vehicle becomes inoperable the driver shall immediately notify Shenandoah so that arrangements can be made to have the vehicle towed if necessary. Additionally, the operator must notify the ACHA of the inoperable condition of the vehicle. If a driver is involved in an accident, the driver must obtain all relevant information necessary to complete the Vehicle Accident Report Form. At a minimum, the following information must be reported to the ACHA concerning the accident:*
1. *If there are any injuries.*
 2. *Brief description of the problem.*
 3. *Exact location of the vehicle and a telephone number where the operator can be reached.*

Arrangements will also be made to have the driver picked up and transported to their destination. In the event a replacement vehicle cannot be found, the driver will be required to use their personal vehicle and will be reimbursed at the current IRS rate.

Sydney Hayden moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Sara Innamorato, and upon roll call the "Ayes" and "Nays" were as follow:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

2. The following **Resolution #21-03** was introduced by the Chair, read in full and considered:

RESOLUTION #21-03 AUTHORIZING, AS THE CURRENT SOLE SHAREHOLDER OF GLENSHAW GARDENS, INC. THE CONVERSION OF GLENSHAW GARDENS, INC. FROM A FOR-PROFIT CORPORATION TO A NON-PROFIT CORPORATION

Allegheny County Housing Authority (the "**Authority**"), in its capacity as the sole shareholder of Glenshaw Gardens, Inc., a Pennsylvania for-profit corporation (the "**Corporation**"), does hereby take the following actions and adopts the following resolutions, effective as of the date above written at a meeting of the Authority.

WHEREAS, the Authority deems it to be in the best interest of the Authority and the Corporation to convert the Corporation from a Pennsylvania for-profit corporation to a Pennsylvania nonprofit, member corporation to be governed by the Pennsylvania Nonprofit Corporation Law, with the Authority serving as the Corporation's sole member (the "**Conversion**"); and

WHEREAS, to effectuate the Conversion, the Authority, in its capacity as sole shareholder, desires to approve those corporate actions of the Corporation set forth in the consent attached hereto as Exhibit A (the "**Consent**").

NOW THEREFORE BE IT RESOLVED, that the Authority hereby approves the Conversion; and be it further

RESOLVED, that the Authority hereby authorizes the Executive Director of the Authority, or his designee, or either or all of them (collectively, the "**Authorized Officers**"), to take such actions in connection with the Conversion as the Authorized Officers deem necessary, advisable or appropriate, including, without limitation, the execution and delivery, on behalf of the Authority, as sole shareholder, of the Statement of Conversion, the Amended and Restated Articles and the Consent; and be it further

RESOLVED, that the Authorized Officers are hereby further authorized, empowered and directed to execute and deliver such additional documentation and to take such other action, from time to time, in connection with the Conversion as contemplated by the foregoing resolutions as the Authorized Officers deem necessary, advisable or appropriate, including payment of any fees, costs, expenses, assessments and/or taxes in connection with the foregoing.

Sara Innamorato moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Derek Uber, and upon roll call the "Ayes" and "Nays" were as follow:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

3. The following **Resolution #21-04** was introduced by the Chair, read in full and considered:

RESOLUTION #21-04 APPROVING, AS SOLE MEMBER OF GLENSHAW GARDENS, INC., THE EXECUTION OF ALL DOCUMENTS RELATED TO COMPLETING THE CONVERSION OF GLNSHAW GARDENS, INC. TO A NON-PROFIT CORPORATION AND SUBSEQUENT APPLICATION TO THE IRS FOR FEDERAL TAX EXEMPTION

Allegheny County Housing Authority (the "**Member**"), the sole member of Glenshaw Gardens, Inc., a Pennsylvania nonprofit corporation (the "**Corporation**"), does hereby take the following actions and adopts the following resolutions as of the date above written at a meeting of the Member, to be effective as of the date of the Corporation's conversion from a for-profit corporation to a nonprofit Corporation (the "**Conversion**").

WHEREAS, the Member believes it to be in the best interests of the Member and the Corporation to approve those corporate actions of the Corporation set forth in the consent attached hereto as Exhibit A (the “Consent”).

RESOLVED, that, in connection with the Conversion, the Member hereby approves the corporate actions of the Corporation set forth in the Consent; and be it further

RESOLVED, that the Member hereby authorizes the Executive Director of the Member, or his designee, or either or all of them (collectively, the “Authorized Officers”), to take such actions in connection with the Conversions as the Authorized Officers deem necessary, advisable or appropriate, including, without limitation, the execution and deliver of the Consent, on behalf of the Member; and be it further

RESOLVED, that the Authorized Officers are hereby further authorized, empowered and directed to execute and deliver such additional documentation and to take such other action, from time to time, in connection with the Conversion as contemplated by the foregoing resolutions as the Authorized Officers deem necessary, advisable or appropriate, including payment of any fees, costs, expenses, assessments and/or taxes in connection with the foregoing.

Derek Uber moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Sara Innamorato, and upon roll call the “Ayes” and “Nays” were as follow:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

B. HMO

1. The following **Resolution #21-05** was introduced by the Chair, read in full and considered:

RESOLUTION #21-05 AUTHORIZING TRANSFER OF COLLECTION LOSS

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby authorize transfer of uncollectible tenant accounts in the amount of \$19,098.14 and referral for further action, if warranted.

Sydney Hayden moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Sara Innamorato, and upon roll call the “Ayes” and “Nays” were as follow:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

2. Motion by Derek Uber, second by Sara Innamorato, approving the opening and closing of the following LIPH Waiting Lists:

OPENING OF WAITING LISTS

Effective at the start of the business day **Monday, May 10, 2021**, the Allegheny County Housing Authority will be opening the waiting list for the following Low-Income Public Housing Sites:

- Andrew Carnegie Apartments (1 Bedrooms)-514 Lydia Drive, Carnegie, PA 15106

- Dumplin Hall (1 Bedrooms)-502 Hay Street, Wilkinsburg, PA 15221
- Groveton Village (1, 2, 3 & 4 Bedrooms)- 511 Groveton Drive, Coraopolis, PA 15108
- Homestead B (1 Bedrooms)- 481 East Eighth Avenue, Homestead, PA 15120
- Negley Gardens (1, 2, 3 & 4 Bedrooms)- 804 Creek Street Apt D, Tarentum, PA 15084
- Ohioview Towers (1 Bedrooms)- 250 Jefferson Drive, McKees Rocks, PA 15136
- Pleasant Ridge (1 & 2 Bedrooms)- 251 Jefferson Drive, McKees Rocks, PA 15136
- Sharpsburg Housing (1, 2 & 3 Bedrooms)- 300 Sisca Street, Sharpsburg, PA 15215
- Twin Oaks Scattered Sites (1 Bedrooms)- Sanlin Drive, Coraopolis, PA 15108

CLOSING OF WAITING LISTS

Effective at the start of the business day **Friday, May 7, 2021**, the Allegheny County Housing Authority will be closing the waiting list for the following Low-Income Public Housing Sites:

- Prospect Terrace (1, 2, 3, & 4 Bedrooms)- 29 Prospect Drive, East Pittsburgh, PA 15112
- Sheldon Park (1 & 3 Bedrooms)- 2008 Broadview Blvd. Natrona Heights, PA 15065

After a brief discussion, the motion was unanimously carried.

C. HCVF

1. Motion by Sara Innamorato, second by Derek Uber, approving the opening of the Housing Choice Voucher Waiting List for three days, May 5 – 7, 2021. After a brief discussion, the motion was unanimously carried.

D. Finance

1. The following **Resolution #21-06** was introduced by the Chair, read in full and considered:

RESOLUTION #21-06 ADOPTING AND RATIFYING CHANGES FOR DEPOSITORY ACCOUNTS, TREASURY MANAGEMENT SERVICES AND SIGNATURE AUTHORITY WITH PNC BANK FOR THE AUTHORITY AND ITS SUBSIDIARIES AND AFFILIATES' ACCOUNTS

A. Authorization of Depository. RESOLVED, that the Bank is hereby designated a depository of the Client and is hereby authorized to accept monies, wire and other electronic fund transfers, checks, drafts, notes, acceptances or other evidences of indebtedness for deposit, or for collection by the Bank and deposit upon receipt of payment therefore by the Bank, (including deposits and collections of payments in such foreign currencies as the Bank may accept from time to time), to the credit of the Client in such account or accounts as the Client may have with the Bank, without the endorsement of the Client appearing thereon, and Client promises to pay the Bank for any Items that are returned for lack of endorsement. The persons so indicated on Part C of the Attachments, are authorized to open or close deposit accounts with the Bank, and to instruct the Bank as to the disposition of funds in any account to be closed, all by written instruction to the Bank, (electronically or otherwise), by any one such person. The depository accounts to which these resolutions and authorizations apply include existing depository accounts of the Client and all future depository accounts opened by the Client with the Bank pursuant to this Section 3A and may include accounts denominated in one or more foreign currencies offered by the Bank from time to time.

B. Authorization to Sign Checks and Other Instruments and Withdrawal Orders and to Designate Other Persons Who Have Such Authority. RESOLVED, that any one of the persons so indicated on Part C of the Attachments is authorized to sign, execute, deliver and negotiate checks, drafts, bills of exchange, acceptances and other instruments or withdrawal orders from or drawn on the depository accounts of the Client with the Bank ("Items") and to designate other persons who are authorized to sign, execute, deliver and negotiate Items. The signatures of all authorized signers must appear on the account signature card for the applicable account. As confirmation of the authority of such persons, the account signature card shall be executed by an authorized person so indicated on Part C of the Attachments.

Authorization for Use of Facsimile Signature. If the Facsimile Signature section is completed on Part B of the Attachments, it authorizes the use of facsimile signatures in accordance with this Section 3B. Such facsimile signatures must be provided on account signature cards properly executed in accordance with these Resolutions.

RESOLVED, that if so indicated on Part B of the Attachments, the Bank is hereby requested, authorized and directed to honor any and all Items when bearing the facsimile signature made by machine or other mechanical device, or rubber stamp of any person whose facsimile signatures appear on signature cards given by Client to the Bank from time to time and executed in accordance with these Resolutions. The Client assumes full responsibility for all payments made by the Bank in good faith reliance upon such facsimile signature(s) of such person or persons and the Bank shall be entitled to pay and charge to the account of the Client any and all such Items, regardless of by whom or by what means such facsimile signature(s) thereon may have been affixed thereto.

The Bank is authorized to make payments from the funds of the Client on deposit with the Bank, upon and according to such Items and other written instructions, whether given by manual or facsimile signature, in each case regardless of whether payment is requested to be made to the order of or for the benefit of, or whether payment is to be deposited to the individual credit of or tendered in payment of the obligation to the Bank of, the person making the withdrawal or transfer or any person listed in Part C of the Attachments.

C. Authorization to Obtain Treasury Management Services and to Designate Other Persons Who Have Such Authority. RESOLVED, that any one of the persons so indicated in Part C of the Attachments is authorized from time to time (1) to obtain for the Client from the Bank such treasury management services as he or she so elects in his or her sole discretion including, without limitation, services for the initiation or origination of transfers or withdrawals of funds from the accounts of Client with the Bank, either in United States dollars or in such foreign currencies as Bank may make available from time to time; (2) to accept, execute and/or deliver, including to electronically accept, execute and/or deliver, such agreements, instruments and documents as may be required by the Bank in its sole discretion in connection with the furnishing of such services or transactions; and (3) to designate, in writing, other persons who are authorized to obtain for the Client such treasury management services or to enter into such transactions or to give instructions to the Bank with respect to such services or transactions and to accept, execute and/or deliver, including to electronically accept, execute and/or deliver, such agreements, instruments and documents, all without further action by the Client.

D. Authorization to Conduct Foreign Exchange Transactions and to Designate Other Persons Who Have Such Authority RESOLVED, that any one of the persons so indicated on Part C of the Attachments is also authorized from time to time (1) to obtain for the Client from the Bank services and products related to foreign exchange transactions (including spots, forwards, options and swaps or any other similar transaction) (2) to execute to and in favor of the Bank any and all agreements or documents, including amendments or modifications thereto, in connection with such foreign exchange transactions (3) to designate, in writing, any other person or persons to do any and all things which such person so indicated on Part C of the Attachments is authorized to do with respect to such foreign exchange transactions (4) to designate, in writing (in substantially the form attached hereto as Part D of the Attachments, or such other form acceptable to the Bank), those persons who are authorized to execute and/or confirm such transactions on behalf of the Client.

E. Authorization to Make Changes. RESOLVED, that any one of the persons so indicated on Part C of the Attachments is also authorized to (i) add or remove Subsidiaries from Part A of the Attachments and (ii) add or remove persons authorized to act hereunder from Part C of the Attachments; in each case as evidenced by written instructions executed by such authorized person and delivered to the Bank.

F. Requests Made by Facsimile or Other Means. RESOLVED, that the Bank is authorized, in its sole discretion, to take any action authorized hereunder based upon: (i) the telephone request of any person purporting to be a person authorized to act hereunder, (ii) the signature of any person

authorized to act hereunder that is delivered to the Bank by facsimile transmission, or (iii) electronic mail that Bank reasonably believes is from any person authorized to act hereunder.

G. Authorization for Subsidiaries, Divisions and Trade Names. RESOLVED, as to each entity (other than the Client) listed in Part A of the Attachments, all of which are direct or indirect subsidiaries of the Client and whose activities are controlled by Client and 51% or more of whose voting stock is owned directly or indirectly by the Client or whose interests are owned 51% percent or more by the Client in the case of non-stock subsidiaries (each a "Subsidiary") that (i) the Client hereby (a) adopts all of the preceding and following resolutions on behalf of each Subsidiary, and (b) instructs each Subsidiary to cause these resolutions to be filed with its corporate records, and to adopt all of these resolutions on behalf of Subsidiaries all of whose voting interests are owned by each Subsidiary.

H. General. RESOLVED, that a certified copy of these resolutions be delivered to the Bank and that they and the authority vested in the persons specified herein will remain in full force and effect until a certified copy of a resolution of the Client revoking or modifying these resolutions and such authority has been filed with the Bank and the Bank has had a reasonable time to act on it. These resolutions supersede any prior resolution of Client provided to the Bank.

4. Incumbency and Specimen Signatures: Each of the persons listed in Part C of the Attachments holds the office, title or status with the Client and/or its Subsidiaries specified therein and the actual signature of each such person appears on Part C of the Attachments.

5. Organizational Documents: Copies of any rganizational or other documents, including but not limited to the articles or certificate of incorporation, the by-laws or regulations, or other organizational documents of the Client or applicable Subsidiary, that the Client or any such Subsidiary may deliver to the Bank at the Bank's request with these Resolutions or from time to time, shall be, and the Bank shall be entitled to rely on such copies as, true, complete and correct copies thereof with all amendments thereto as in effect on the date of such delivery.

6. Additional Certifications of Secretary: These Master Resolutions and Authorizations now stand of record on the books of the Client, are in full force and effect and have not been modified or revoked in any manner whatsoever. Nothing in the foregoing resolutions of record on the books of the Client, are in full force and effect and have not been modified or revoked in any manner whatsoever. Nothing in the foregoing resolutions violates the articles or certificate of incorporation, the by-laws or regulations, or other organizational documents of the Client or applicable Subsidiary. The undersigned has taken all actions and made such notification as are required under section 3F above with respect to each Subsidiary:

Felix Negley LP
Tarentum Housing Limited Partnership II
Fraser Housing Limited Partnership
Sharpsburg Housing LP
Pine Ridge Heights Associates
Ohioview Housing Partnership LP
Ohioview Housing Partnership LP II
Allegheny County Housing Authority
Homestead Housing Development LP
Homestead Housing Development LP II

Homestead Housing Development LP III
Hays Manor Associates
Three Rivers Communities, Inc.
Dumplin Hall Housing Partnership LP
Homestead Housing Development Partnership
IV
514 Lydia Street LP
Tarentum Housing LP
Orchard Park Housing Initiative LP
Senior Apartments of Mt. Lebanon LP
Groveton Housing Partnership

PART B – Use of facsimile signatures is authorized in accordance with Section 3B.

PART C – Persons Authorized to Act: Frank Aggazio, Executive Director, and Richard Stephenson, CFO, are granted all of the authorities outlined in this Resolution including the authority to open and close deposit accounts; sign checks and other instruments and withdrawal orders and delegate such authority to others; obtain treasury management services and delegate such authority to others; obtain

services related to foreign exchange transaction and delegate such authority to others; and make changes to attachments.

Sydney Hayden moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Sara Innamorato, and upon roll call the “Ayes” and “Nays” were as follow:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

E. Purchasing

1. Motion by Derek Uber, second by Sydney Hayden, approving piggyback of OMNIA Partners Contract #R180903 with Tremco., and Contract #R18092 with RoofConnect, to provide turnkey roofing projects throughout all ACHA sites. After a brief discussion, the motion was carried.
2. Motion b Sydney Hayden, second by Derek Uber, approving piggyback of PEPPM Cooperative Agreement #528897-284 with Biztec in the amount of \$44,622.30 for installation of a video surveillance system at Uansa Village. Motion carried.
3. Motion by Sara Innamorato, second by Sydney Hayden, approving piggyback of Choice Partners national purchasing cooperative Contract #19/042MJ-01 with Blackmon Mooring/BMS CAT to provide turnkey cleaning, painting, flooring and general minor repairs for vacancy units throughout ACHA sites. Motion carried.
4. Motion by Sydney Hayden, second by Derek Uber, approving piggyback of OMNIA Partners Contract #R191606 with DKI Restoration to provide turnkey cleaning, painting, flooring and general minor repairs for vacancy units throughout ACHA sites. Motion carried.
5. Motion by Derek Uber, second by Sara Innamorato, approving piggyback of OMNIA Partners Contract #R151901 for Payroll Services with ADP for a three-year period. After a brief discussion, the motion was unanimously carried,.
6. Motion by Sydney Hayden, second by Derek Uber, approving piggyback of PA State CoStars Contract #040-032 with ABCO Fire Protection for the repair and upgrades to several ACHA properties’ fire pumps and future sprinkler system repairs and upgrades. Motion carried.

Comment on General Items

Mike Vogel thanked Sara Innamorato for her support for police officer training in Sharpsburg. Kim Longwell also thanked Sara Innamorato for her support for the mobility program grant.

Adjournment

There being no further business to conduct, Sara Innamorato made a motion to adjourn the meeting, the motion was seconded by Derek Uber and carried.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, May 21, 2021

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, May 21, 2021 at 10:30 a.m. Due to the COVID-19 crisis and the Governor's Emergency Declaration, the meeting was held virtually via Zoom. Those present and absent were as follow:

Present: Mark Foerster
Sara Innamorato
Sydney Hayden

Absent: Paul D'Alesandro
Derek Uber

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met virtually in executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a virtual meeting today at 9:15 a.m.

Attendance (virtually): Frank Aggazio, George Janocsko, Beverly Moore, Katie Stohlberg, Deborah Breitenstein, Frank Magliocco, Patrick Blackwell, Jim Bulls, Mike Vogel, Richard Stephenson, Kevin Bartko, Bob Gabbianelli, Paul Petrocelli, Carmella Messmer, Kasey Kennedy

Recognitions/Proclamations

The Executive Director presented the employee of the month award Paul Petrocelli, stating he wanted to recognize Paul for the consistent excellent condition his sites. Mr. Aggazio then presented an award of appreciation to Carmella Messmer, who retired in May after 38 years of working at the Authority as a maintenance aide.

Public Comment None.

Approval of Minutes

Sara Innamorato made a motion to approve the Minutes of the April 16, 2021 Board of Directors meeting; the motion was seconded by Sydney Hayden and carried.

Old Business None.

New Business

A. **Administration**

1. Motion by Sydney Hayden, second by Sara Innamorato, to renew the workers compensation insurance coverage with HARIE for the term 6/15/21 – 6/15/22, estimated premium of \$243,594. After a brief discussion, the motion was unanimously carried.
2. Motion by Sydney Hayden, second by Sara Innamorato, approving name change of Wilmerding Apartments to "Commerce Plaza Apartments" to support the designed repositioning of the building for marketing purposes after completion of modernization. After a brief discussion, the motion was unanimously carried.
3. Motion by Sara Innamorato, second by Sydney Hayden, approving renewal of employee medical coverage with Highmark (Performance Blue plan) for the term 7/1/21-7/1/22. Motion carried.
4. Motion by Sydney Hayden second by Sara Innamorato, approving a move of employee Life & ADD/STD/LTD/Voluntary Life coverages & EAP, to Met Life for the 3-year period 7/1/21-7/1/24. After a brief discussion, the motion was unanimously carried.

5. The following **Resolution #21-07** was introduced by the Chair, read in full and considered:

RESOLUTION #21-07 APPROVING THE ALLEGHENY COUNTY HOUSING AUTHORITY'S INCORPORATION OF AND PARTICIPATION AS SOLE MEMBER OF A PENNSYLVANIA NONPROFIT CORPORATION KNOWN AS AFFORDABLE HOUSING HOLDINGS, INC.

WHEREAS, the Allegheny County Housing Authority (the "**Authority**") desires to form a Pennsylvania nonprofit corporation named Affordable Housing Holdings, Inc. (the "**Corporation**") which will, among other things, endeavor to (a) create, own, develop, construct, operate, purchase and/or manage affordable and/or low-income and moderate-income housing in the Allegheny County, Pennsylvania area, the charges for such services predicated upon the provision, maintenance, and operation thereof on a nonprofit basis, (b) provide community and social services to the residents of such affordable housing and residents of the Allegheny County, Pennsylvania area, (c) purchase, build, acquire and redevelop property to encompass the stated purpose, and (d) develop and otherwise foster affordable and/or low-income and/or moderate-income housing; and

WHEREAS, the Board of Directors deems it to be in the Authority's best interest to approve, accept and ratify the Articles of Incorporation to be filed with the Pennsylvania Department of State attached hereto as Exhibit A (the "**Articles of Incorporation**") and the Bylaws of the Corporation attached hereto as Exhibit B (the "**Bylaws**"); and

WHEREAS, the Authority, as sole member of the Corporation, desires to elect the following five (5) individuals to the Board of Directors of the Corporation, to serve in accordance with the Bylaws until their successors are elected or until their earlier death, resignation or removal: **Mark Foerster, Sara Innamorato, Derek Uber, Sydney Hayden, and Paul D'Alesandro**; and

WHEREAS, the Authority desires that the Corporation be exempt from (i) state and local taxation under the laws of the Commonwealth of Pennsylvania; and (ii) Federal income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding section of any future United States Internal Revenue law.

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

Section 1. The foregoing "WHEREAS" clauses and the actions referenced therein are hereby ratified and confirmed as being true and correct and hereby incorporated herein.

Section 2. The Board of Directors of the Authority hereby ratifies, confirms and approves in all respects the Authority's participation in the incorporation and operation of the Corporation as sole member thereof.

Section 3. The Board of Directors of the Authority hereby approves and adopts the Corporation's Articles of Incorporation and Bylaws and hereby authorizes the Executive Director of the Authority and such officers and employees of the Authority as the Executive Director shall designate (each, an "**Authorized Officer**" and, together, the "**Authorized Officers**") to execute such documents and take such action as may be necessary, desirable or appropriate to file or cause to be filed the Articles of Incorporation with the Pennsylvania Department of State, including the payment of any taxes, assessments, costs or fees in connection therewith.

Section 4. Mark Foerster, Sara Innamorato, Derek Uber, Sydney Hayden and Paul D'Alesandro be and they hereby are elected as the Board of Directors of the Corporation, effective immediately, to serve in accordance with the Bylaws until their successors are elected or until their earlier death, resignation or removal.

Section 5. The Authorized Officers are hereby authorized and directed to execute and deliver on behalf of the Authority such other documents, instruments, assignments, certificates, affidavits and agreements in the name of or on behalf of the Authority that may, in the reasonable discretion of the Authorized Officers, be necessary, advisable or appropriate in connection with the incorporation of the Corporation and the Authority acting as sole member of the Corporation.

Section 6. *The Authorized Officers are hereby authorized and directed to take on behalf of the Authority all further actions that may, in the reasonable discretion of the Authorized Officers, be necessary, advisable or appropriate in connection with the incorporation of the Corporation and the Authority acting as sole member of the Corporation.*

Section 7. *The Authorized Officers are hereby authorized and directed to take such actions and to execute such documents as may be necessary, advisable or appropriate in connection with the Corporation applying for a tax exemption ruling with the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code of 1986 and seeking state and local tax exemption for the Corporation, including payment of any taxes, fees or other charges that may be due in connection with the foregoing.*

Section 8. *The Board of Directors of the Authority hereby ratifies, confirms, and approves all lawful actions taken by the Executive Director or other officers, employees or Director of the Authority, and all lawful papers and documents executed by any of the foregoing on behalf of the Authority where such actions, papers or documents effectuate the intent of this Resolution and the consummation of the transactions and matters set forth herein.*

Sara Innamorato moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Sydney Hayden, and upon roll call the "Ayes" and "Nays" were as follow:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

B. Purchasing

1. Motion by Sara Innamorato, second by Sydney Hayden, approving the piggyback of OMNIA Partners Contract R200901 (ACHA-1646) with Granite Telecommunication, for Unified Communications as a Service (UCaaS) for a two-year period with two 1-year options. Motion carried.
2. Motion by Sydney Hayden, second by Sara Innamorato, approving the piggyback of PEPPM Cooperative Agreement #528897-284 with Biztec, in the amount of \$108,966.42, to install a video surveillance system at the Hays Manor development. Motion carried.
3. Motion by Sara Innamorato, second by Sydney Hayden, approving the piggyback of PA CoSTARS Contract #006-176 with Carahsoft Technology Corporation, in the amount of \$40,150, for DocuSign software and other software needs. After a brief discussion, the motion was carried.

Comment on General Items

Mark Foerster advised that the June board meeting has been moved to June 25, 2021, as well as the public hearing on the Authority's Agency Plan. He also stated that starting in June the Board meetings would again be open to the public and held in person at the Authority's central office in McKees Rocks, PA. Such information would be advertised in the paper and would also be posted on the Authority's website at www.achsng.com.

Adjournment

With no further business to conduct a motion to adjourn was made by Sara Innamorato, seconded by Sydney Hayden, and carried.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, June 25, 2021

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, June 25, 2021 at 10:30 a.m., 10:30 a.m. in the board room at the Authority's offices located at 301 Chartiers Avenue, McKees Rocks, PA, 15136. The meeting was also streamed via Zoom. Those present and absent were as follow:

Present: Mark Foerster
Derek Uber
Sydney Hayden
Paul D'Alesandro

Absent: Sara Innamorato

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met virtually in executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a virtual meeting today at 9:15 a.m.

Attendance: Frank Aggazio, George Janocsko, Beverly Moore, Katie Stohlberg, Deborah Breitenstein, Nikki Walton, Francine Cameron, Frank Magliocco, Mike Vogel, Bobby Gabbianelli, Kevin J. Bartko, Patricia Wolford, Parker Long, James Bulls, Kate Vitek, Ed Prim, Peter Harvey

Recognitions/Proclamations

The Executive Director stated the employee of the month award goes to Larry Preston, who was not able to attend the meeting, for his extraordinary efforts assisting residents and staff during the fire that occurred at Carson Hall last month. Mr. Aggazio then presented an award of appreciation to Art Potts, who retired in June after 27 years of working at the Authority as a Plasterer.

Public Comment None.

Approval of Minutes

Sydney Hayden made a motion to approve the Minutes of the May 21, 2021 Board of Directors meeting; the motion was seconded by Paul D'Alesandro and carried.

Old Business None.

New Business

A. Administration

1. The following **Resolution #21-08** was introduced by the Chair, read in full and considered:

RESOLUTION #21-08 APPROVING SUBMISSION OF THE 2022-2026 AGENCY PLAN

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby adopted, and approve the submission to HUD of the 2022-2026 Agency Plan.

Derek Uber moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Paul D'Alesandro, and upon roll call the "Ayes" and "Nays" were as follow:

AYES:	Mark Foerster	NAYS:	None
	Derek Uber		
	Paul D'Alesandro		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

2. Motion by Sydney Hayden, second by Paul D'Alesandro, approving the addition of Juneteenth (June 19th) as an Authority observed paid holiday for all regular, full-time employees. The motion was unanimously carried.
3. The following **Resolution #21-09** was introduced by the Chair, read in full and considered:

RESOLUTION #21-10 APPROVING, AS SOLE MEMBER OF ALLEGHENY COUNTY AFFORDABLE HOUSING, LLC (“ACAH”) AN ASSIGNMENT AND ASSUMPTION AGREEMENT FOR THE TRANSFER TO ACAH OF THE LIMITED PARTNERSHIP INTERESTS IN GENERATIONS LIMITED PARTNERSHIP

WHEREAS, the Allegheny County Housing Authority (the “**Member**”) is the sole member of Allegheny County Affordable Housing, LLC, a Pennsylvania limited liability company, (the “**Company**”); and

WHEREAS, the Company desires to enter into an Assignment and Assumption Agreement (the “**Assignment Agreement**”) by and among 700 Wood Street LLC, a Pennsylvania limited liability company, National City Community Development 909, LLC, an Ohio limited liability company (the “**Limited Partner**”), Columbia Housing SLP Corporation, an Oregon corporation (the “**Special Limited Partner**” and together with the Limited Partner, the “**Withdrawing Limited Partners**”), Generation Limited Partnership, a Pennsylvania limited partnership, and the Company, in order for the Withdrawing Limited Partners to assign to the Company and the Company to assume the limited partner interests of the Withdrawing Limited Partners in Generation Limited Partnership (the “**Transaction**”).

NOW THEREFORE BE IT RESOLVED that the Member hereby approves the Assignment Agreement and the transactions contemplated thereby, and authorizes the Executive Director of the Member, or his designee, or either or all of them (collectively, the “**Authorized Officers**”), to take such actions in connection with the Transaction as the Authorized Officers deem necessary, advisable or appropriate, including, without limitation, the execution and delivery of the Assignment Agreement on behalf of the Company; and

BE IT FURTHER RESOLVED, that the Authorized Officers are hereby further authorized, empowered and directed to execute and deliver such additional documentation and to take such other action, from time to time, in connection with the Transaction as contemplated by the foregoing resolutions as the Authorized Officers deem necessary, advisable or appropriate, including payment of any fees, costs, expenses, assessments and/or taxes in connection with the foregoing.

Derek Uber moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Paul D'Alesandro, and upon roll call the “Ayes” and “Nays” were as follow:

AYES:	Mark Foerster Derek Uber Paul D'Alesandro Sydney Hayden	NAYS:	None
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The Chair thereupon declared said Resolution carried and adopted.

B. Finance

1. Motion by Sydney Hayden, second by Paul D'Alesandro, accepting the ACHA's Fiscal Year 2020 Single Audit performed by Maher Duessel; after a brief discussion; the motion was unanimously carried.

C. Development

1. Motion by Sydney Hayden, second by Paul D'Alesandro, approving Amendment #2 to A/E Contract ACHA-1579 with Sleighter Engineers and Architects in the amount of \$25,000, for extra design and construction administration work, due to COVID delays, for Interior and Exterior Improvements at Corbett Apartments. The motion was carried after a brief discussion.

2. Motion by Sydney Hayden, second by Paul D'Alesandro, approving the award of Contract ACHA-1637 Elevator Preventative Maintenance and Services, to Industrial Commercial Elevator in the amount of \$597,874 for a 5-year term effective 8/1/21. After a brief discussion, the motion was unanimously carried.

D. HMO

1. The following **Resolution #21-10** was introduced by the Chair, read in full and considered:

RESOLUTION #21-10 AUTHORIZING TRANSFER OF COLLECTION LOSS

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby authorize transfer of uncollectible tenant accounts in the amount of \$30,842.97

Derek Uber moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Paul D'Alesandro, and upon roll call the "Ayes" and "Nays" were as follow:

AYES:	Mark Foerster	NAYS:	None
	Derek Uber		
	Paul D'Alesandro		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

E. Procurement

1. Motion by Derek Uber, second by Paul D'Alesandro, approving the piggyback of Sourcewell Cooperative Purchasing Program with Mitel Business Systems, Inc. Contract #022719-MBS (ACHA-1651) for Voice-Over IP Telephone System & Services, in the amount of \$33,418.92 per year, for a 3-year contract period. After brief discussion, the motion was unanimously carried.

IX. Comment on General Items None.

X. Adjournment

There being no further business to conduct, Sydney Hayden made a motion to adjourn the meeting; the motion was seconded by Paul D'Alesandro and carried.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, July 16, 2021

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, July 16, 2021 at 10:30 a.m. in the boardroom at the Authority's offices located at 301 Chartiers Avenue, McKees Rocks, PA, 15136. The meeting was also streamed via Zoom. Those present and absent were as follow:

Present:	Mark Foerster	Absent:	Derek Uber
	Sara Innamorato (via telephone)		
	Sydney Hayden		
	Paul D'Alesandro		

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:15 a.m.

Attendance: Frank Aggazio, George Janocsko, Beverly Moore, Katie Stohlberg, Pat Blackwell, Rich Stephenson, Mike Vogel, Bobby Gabbianelli, Kevin Bartko, James Bulls, Frank Magliocco, Kim Longwell, Lee Meister

Recognitions/Proclamations

The Executive Director gave the employee of the month award to Lee Meister, in recognition of his work in maintaining his properties in excellent condition, and his extraordinary assistance in helping management of the properties.

Public Comment None.

Approval of Minutes

Sydney Hayden made a motion to approve the Minutes of the June 25, 2021 Board of Directors meeting; the motion was seconded by Paul D'Alesandro and carried.

Old Business None.

New Business

A. **Administration**

1. Motion by Paul D'Alesandro, second by Sydney Hayden, approving the purchase by ACHA or an affiliate of a LIHTC 40-unit apartment building for the elderly age 62 and older, known as West Deer Manor, located at 40 McKrell Road, West Deer Township, Russellton, PA, 15076, from Action Housing (AHI West Deer Inc.); purchase price of \$600,000. After brief discussion, the motion was unanimously carried.
2. Motion by Sydney Hayden, second by Paul D'Alesandro, approving and ratifying an intergovernmental cooperation agreement with the Philadelphia Housing Authority ("PHA") to piggyback PHA Contract #00426-H with Kitchen & Associates. After a brief discussion, the motion was unanimously carried.
3. Motion by Paul D'Alesandro, second by Sydney Hayden, approving and ratifying a piggyback of Philadelphia Housing Authority Contract #00426-H with Kitchen & Associates for professional services – Choice Planning Coordinator and Master Planning Services to support a 2021 Choice Neighborhoods grant application targeting the revitalization of the Hays Manor public housing property and surround McKees Rocks community. Motion carried.

4. Motion by Paul D'Alesandro, second by Sydney Hayden, approving an application for grant funding through the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 offered through Allegheny County Economic Development and the City of Pittsburgh, via HUD's Emergency Solutions Grant (ESG) Program. Motion carried.

B. HMO

1. The following **Resolution #21-10** was introduced by the Chair, read in full and considered:

RESOLUTION #21-11 AUTHORIZING TRANSFER OF COLLECTION LOSS

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby authorize transfer of uncollectible tenant accounts in the amount of \$27,715.95, and referral for further action if warranted.

Sydney Hayden moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Paul D'Alesandro, and upon roll call the "Ayes" and "Nays" were as follow:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Paul D'Alesandro		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

C. Procurement

1. Motion by Paul D'Alesandro, second by Sydney Hayden, awarding Contract ACHA-1638 On-Call HVAC Services for sites throughout Allegheny County to the following pool of contractors that the Authority may draw from, contract period of 1 year with the option of 4 additional 1-year periods:

- a. Hranec Sheet Metal, Inc.
- b. R & B Mechanical
- c. First American Industries, Inc.

After a brief discuss, the motion was unanimously approved.

2. Motion by Paul D'Alesandro, second by Sydney Hayden, approving renewal of a Software Maintenance Agreement with Emphasys Software for FY 21-22, in the amount of \$145,389.19, to provide support on the proprietary software licensed to ACHA; the motion was unanimously carried.

D. Public Safety

1. The following Resolution #21-12 was introduced by the Chair, read in full and considered:

RESOLUTION #21-12 ADOPTING A BODY WORN CAMERA POLICY FOR SWORN PERSONNEL

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby adopt the following Body Worn Camera Policy for all Sworn Personnel of the Authority's Public Safety Department:

MODEL BODY WORN CAMERA POLICY

I. PURPOSE

*The purpose of this policy is to provide law enforcement officers with guidelines on the use of Body Worn Cameras (BWC) as an effective tool to help audio/visually document events as they actually occur. Recent changes to **Pennsylvania Law** allow uniformed law enforcement officers or clearly identifiable law enforcement officers on official duty such usage. Future changes in law and procedure, technology (e.g., facial recognition), as well as training provided on this procedure, may give rise to modifications of this policy. Violations of this policy subjects the officer to the department disciplinary policy.*

2. POLICY

When permissible under **Pennsylvania Law**, officers shall activate the BWC to record contacts with citizens in the performance of their official duties, pursuant to this policy.

Officers and citizen safety shall be the primary consideration when interacting with citizens and/or suspects. There may be instances in which officers are unable to activate their BWC due to circumstances making it unsafe, impossible, or impractical to do so. In these exigent circumstances, officers shall begin recording with their BWC at the first reasonable opportunity to do so and document the reason for the delayed start in the incident report and/or as part of the recording.

The Department recognizes that video images cannot always show the full story nor do video images capture an entire scene. The Department also recognizes that the BWC video does not mirror the perspective of the officer at the time of an incident, nor does the video include other factors known to or perceived by the officer that could impact the officer's judgement and decision-making, such as events beyond the scope of the camera, the officer's "reactionary gap", or the difference between human vision and the camera's video recording abilities. Therefore, the use of body-worn cameras does not reduce the requirement to provide thorough written documentation of an incident.

3. DEFINITIONS

The following words and phrases when used in this chapter shall have the meanings given to them in this section unless the context clearly indicates otherwise:

Agency Administrator – Member of the Department who will be identified at the administrator level, with full access to user rights.

Body Worn Camera (BWC) System – A camera system worn on the person of a uniformed law enforcement officer, or clearly identifiable law enforcement officer on official duty, capable of recording events both audio and visually that is approved for use by the Pennsylvania State Police and published in the Pennsylvania Bulletin.

BWC Technician – Officers of the Department who are specifically trained in the maintenance and care of the BWC equipment, and who are trained to maintain and administer the storage of the recordings.

Confidential Information – Any of the following:

- (1) The identity of a confidential source.
- (2) The identity of a suspect or witness to whom confidentiality has been assured.
- (3) Information made confidential by law or court order.

Information Pertaining to an Investigation – An audio recording or video recording which contains any of the following:

- (1) Complaints or depictions of criminal conduct, including all actions or statements made before or after the criminal conduct that are part of or relate to the same incident or occurrence.
- (2) Upon disclosure, information that would:
 - (i) reveal the institution, progress or result of a criminal investigation;
 - (ii) deprive an individual of the right to a fair trial or an impartial adjudication;
 - (iii) impair the ability of the Attorney General, a district attorney or a law enforcement officer to locate a defendant or codefendant;
 - (iv) hinder the ability of the Attorney General, a district attorney or a law enforcement officer to secure an arrest, prosecution or conviction; or
 - (v) endanger the life or physical safety of an individual.
- (3) Upon disclosure, information that would:
 - (i) Reveal the institution, progress or result of an agency investigation.
 - (ii) Deprive a person of the right to an impartial administrative adjudication.
 - (iii) Constitute an unwarranted invasion of privacy.
 - (iv) Hinder an agency's ability to secure an administrative adjudication.
 - (v) Endanger the life or physical safety of an individual.

Digital Evidence – BWC files, including photographs, audio recordings and video footage, captured by a BWC and stored digitally.

End User – Officers of the Department who have been issued or assigned a BWC.

Evidence Transfer Manager (ETM) – A computer server with built-in, networked or wirelessly connected docking stations physically installed within the Department or a Department vehicle that simultaneously recharges the BWC equipment while digitally encrypting and uploading all data captured to the server.

Law Enforcement Agency – The Office of Attorney General, District Attorney's Office or an agency that employs a law enforcement officer.

Law Enforcement Officer – An officer of the United States, the Commonwealth or a political subdivision thereof, another state or political subdivision thereof or who is empowered by law to conduct investigations of or to make arrests for offenses enumerated in the Pennsylvania Consolidated Statutes or an equivalent crime in another jurisdiction, a sheriff or deputy sheriff

and any attorney authorized by law to prosecute or participate in the prosecution of the offense.

Oral Communication – Any oral communication uttered by a person possessing an expectation that such communication is not subject to interception under circumstances justifying such expectation. The term **does not** include the following:

- (1) An electronic communication.
- (2) A communication made in the presence of a law enforcement officer on official duty who is in uniform or otherwise clearly identifiable as a law enforcement officer and who is using an electronic, mechanical or other device which has been approved under section 5706(b)(4) (relating to exceptions to prohibitions in possession, sale, distribution, manufacture or advertisement of electronic, mechanical or other devices) to intercept the communication in the course of law enforcement duties.

Storage Server – Digital media storage that can be accessed by Authorized End Users and Administrators. This virtual evidence warehouse stores digitally encrypted data in a highly secure environment that is only accessible to approved personnel based upon their security clearance.

Victim – An individual who was subjected to an act that was committed by another individual, including a juvenile, which constitutes any of the following:

- (1) An offense committed under any of the following:
 - (i) The act of April 14, 1972 (P.L.233, No. 64), known as The Controlled Substance, Drug, Device & Cosmetic Act.
 - (ii) 18 Pa.C.S. (relating to crimes and offenses).
 - (iii) 30 Pa.C.S. § 5502 (relating to operating watercraft under influence of alcohol or controlled substance).
 - (iv) 30 Pa.C.S. § 5502.1 (relating to homicide by watercraft while operating under influence).
 - (v) 75 Pa.C.S. § 3732 (relating to homicide by vehicle).
 - (vi) 75 Pa.C.S. § 3735 (relating to homicide by vehicle while driving under influence).
 - (vii) 75 Pa.C.S. § 3735.1 (relating to aggravated assault by vehicle while driving under the influence).
 - (viii) 75 Pa.C.S. § 3742 (relating to accidents involving death or personal injury).
 - (ix) 75 Pa.C.S. Ch. 38 (relating to driving after imbibing alcohol or utilizing drugs).
 - (x) Any other Federal or State law.
- (2) An offense similar to an offense listed under paragraph (1) committed outside of this Commonwealth.
- (3) An offense which would constitute grounds for the issuance of relief under Chapter 62A (relating to protection of victims of sexual violence or intimidation) or 23 Pa.C.S. Ch. 61 (relating to protection from abuse).
- (4) An offense against a resident of this Commonwealth which is an act of international terrorism.

Victim Information - Information that would disclose the identity or jeopardize the safety of a victim.

4. PROCEDURES

A. Officer Responsibilities

1. Officers must successfully complete department BWC training.
2. Officers shall only use BWC equipment in the performance of their official duties.
3. Officers shall only use Department issued BWC equipment.
4. During BWC use, officers shall ensure that they are on official duty, in uniform or clearly identifiable as a law enforcement officer. This requirement is satisfied if the officer is in uniform and operating a properly equipped police vehicle, or is otherwise clearly identifiable as a Law Enforcement Officer.
5. Officers shall wear body-worn cameras in a manner consistent with department training.
6. The BWC shall be worn for the entire shift and maintained in a constant state of operational readiness.
7. When the BWC has been activated to record an incident, it shall not be deactivated until the incident has been completed, unless otherwise authorized per policy.
8. Although notice is not required by law, in certain circumstances it may prove beneficial to provide notice of the recording, using a phrase such as, “Our actions and words are being recorded,” or “Our interaction is being recorded on my Body Camera”. Such notice may assist an officer to deescalate confrontational situations.
9. When safe and practical to do so, officers may narrate the video recording contemporaneously (i.e., at the same time) with a recorded incident, to assist with accurate documentation of events.
10. Officers will note in the incident, arrest, and any related reports if BWC recordings were made during the incident in question.

B. Supervisor Responsibilities

1. Supervisors shall ensure officers use the body worn camera equipment.
2. Supervisors shall review the following recordings:
 - a. Recordings of any officer injury.
 - b. Recordings of any actor injury.
 - c. Recordings of any use of force incident.
 - d. Recordings of any vehicle pursuit and actions taken following the pursuit.
 - e. Recording of any citizen complaint.
 - f. Random recordings as designated by the Chief of Police.
3. Supervisors will utilize the information from the recordings during the completion of performance evaluations.
4. Supervisors shall take appropriate administrative action if an officer is found to have failed to properly use or

care for the body worn camera equipment.

5. *In a critical incident (such as an officer involved shooting, in-custody death or other officer involved incident that results in serious injury or death), a supervisor or their designee shall immediately take custody of involved BWC(s) and, in such case, will assume responsibility for the upload.*

C. Use and Maintenance

1. **BWC-equipped Officers**
 - a. *Are responsible for the proper use and care of their assigned BWC at all times and are reminded that BWC recordings do not replace written reports.*
2. **Prior to deployment, officers shall:**
 - a. *Inspect and test their BWCs to ensure that they are operational and functioning properly. If a BWC is damaged or inoperable, officers shall immediately notify a supervisor who will immediately test the camera and, if inoperable, place the camera out of service and notify the Chief or his/her designee.*
 - b. *Make every effort to ensure that they begin their shift with a fully charged BWC that does not contain data from a prior shift.*
3. **Lost or damaged BWC:**
 - a. *Officers who discover at any time during their shift that their BWC is lost, shall immediately notify a supervisor.*
 - b. *Officers who discover at any time during their shift that their BWC is damaged, malfunctioning, or that it contains data from a previous shift shall immediately notify a supervisor who will immediately test the camera and, if inoperable, place the camera out of service and notify the Chief or his/her designee.*
4. **Officers, including primary, secondary and assisting officers, shall start their BWC recordings as soon as a call is initiated via radio or communication from 911 on their mobile data computer (MDC), or at the beginning of any self-initiated police action.**
5. **In addition, when reasonable and safe to do so, officers operating the BWC equipment will ensure all dispatched and self-initiated calls-for-service are recorded including but not limited to the following:**
 - a. *all enforcement/investigation related citizen contacts (e.g. domestics, assaults, disturbances);*
 - b. *all stops (e.g., traffic and pedestrian), frisks and searches;*
 - c. *vehicle and foot pursuits;*
 - d. *all traffic crash scenes;*
 - e. *DUI investigations, to include Field Sobriety Testing;*
 - f. *high-risk encounters (e.g., barricade situations, active shooter);*
 - g. *mental health encounters;*
 - h. *suspicious activities;*
 - i. *use of force situations;*
 - j. *investigative detentions or arrests;*
 - k. *encounters that require the advising of Miranda rights;*
 - l. *all transports of prisoners and citizens (unless in a MVR equipped car);*
 - m. *any contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording;*
 - n. *any of the following searches of a person or property:*
 - 1) *consent searches (record consent);*
 - 2) *warrantless searches;*
 - 3) *vehicle searches;*
 - 4) *searches conducted incident to arrest;*
 - 5) *inventory searches;*
 - 6) *cursory searches;*
 - 7) *probable cause searches;*
 - 8) *execution of search or arrest warrants;*
 - 9) *frisks;*
 - 10) *field searches;*
 - 11) *full-custody searches;*
 - 12) *during initial inventorying of seized money/high value property;*
 - 13) *deployment of drug detection dogs;*
 - 14) *any incident when the member deems it appropriate to activate the BWC in accordance with this policy or upon direction from a supervisor.*
6. **Officers who are on the scene of an incident and are not the primary reporting officer shall inform the reporting officer of their BWC recording(s) so that the primary officer may include this information in his or her report.**
7. **BWCs may also be used to record initial interviews of victims, complainants and witnesses.**
8. **Once activated in accordance with this policy, officers shall not deactivate their BWC until:**
 - a. *they have cleared the assignment or, in the case of arrest, have transferred custody of the arrestee to another member;*
 - b. *their involvement in the citizen contact or detention has concluded;*
 - c. *they receive an order from a supervisor (in these cases, officers shall document the order via a BWC recording prior to deactivation);*
 - d. *the incident requiring activation has concluded, and the officer has returned to service.*
9. **Exceptions:**

- a. *In situations when community members, witnesses, crime victims or other parties wish to share information related to criminal activity, but refuse to do so while being recorded, officers will have the discretion to turn off their BWC during the interview. In such situation, the officer must record a brief verbal explanation for the deactivation prior to turning off the recording.*
 - b. *The BWC may be deactivated during conversations among/with officers or supervisors during information sharing sessions or discussing tactics and strategy. The same notification of cessation shall be noted as in #8.*
 - c. *Officers shall use appropriate discretion when recording confidential informants or undercover officers.*
10. *When officers activate their BWCs and such activation was not required by policy, and the circumstances no longer need to be recorded, they may deactivate their BWC.*
11. *After officers deactivate their BWCs, it is their responsibility to ensure they reactivate their BWC should circumstances require.*
12. *Any delay or failure to activate their BWC required by this policy, as well as any interruption of a BWC recording required by this policy, shall be documented in the narrative section of any related report and shall be reported to a supervisor.*
13. *At the completion of their shift, officers shall:*
- a. *Inspect his/her BWC and ensure that it is operational and functioning properly, and that the battery is recharged. If the camera is damaged or inoperable, officers shall immediately notify a supervisor who will immediately test the camera and, if inoperable, shall place the camera out of service and notify the Chief of Police or his/her designee.*
 - b. *BWC recordings shall only be stored on a Department approved server or on a Department approved storage device. Officers shall ensure all BWC data is uploaded at the end of their shift, and when necessary, during their shift, to ensure storage capacity is not exceeded.*
 - c. *Charge the camera in an approved BWC charging device.*
 - d. *Officers will ensure BWC devices are securely stored in authorized locations when devices are not in use.*
14. *Officers shall not:*
- a. *Remove, dismantle, or tamper with any hardware or software component or part associated with BWCs.*
 - b. *Erase, destroy, disseminate, edit, alter, or otherwise use BWC recordings without the written permission of the Chief of Police, except for approved annotation in accordance with the training and capabilities of the BWC system (e.g., flagging a location in the retrieval video for use in court at a later date).*
 - c. *Copy, convert, record, or disclose the contents of a BWC recording including posting to any public and/or social media site without written approval of the Chief of Police. BWC recordings shall only be shared for official law enforcement purposes.*
 - d. *Allow unauthorized personnel to view the BWC recordings without permission from his/her immediate supervisor. Governmental employees who are directly involved in the investigation and/or prosecution of a criminal case related to the digital evidence, or who are previously authorized to interact with Department evidence, are exempt from this restriction.*
 - e. *Delete any BWC recording except as specified in Section D, Accidental Recordings.*
 - f. *Download or convert any BWC recording for personal use.*
 - g. *Use Department-issued BWCs while off-duty.*
 - h. *Record images or conversations of officers without their knowledge during routine, non-enforcement related activities such as in Department locker rooms, restrooms or any other place where there would be a reasonable expectation of privacy.*
 - i. *Record gratuitously violent or obscene images, unless necessary for evidentiary documentation or required by this policy.*
 - j. *Record a particular person based solely on the person's race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, physical disability status, or political affiliation.*
 - k. *Record strip searches*
 - l. *Use any other electronic device or other means in order to intentionally interfere with the capability of the BWC.*
 - m. *End a recording based solely on a citizen's request/demand.*
 - n. *View recordings for other than official law enforcement purposes.*
15. *Facial Recognition Software or Programs*
If Facial Recognition Software or Programs are developed which interface with BWCs, their use will be utilized in accordance with applicable law and approved by the Chief of Police or his designee.

D. Officer Access and Review

- 1. *Officers may review BWC recordings prior to documenting an incident, arrest, search, interview, or other enforcement or investigative activity to ensure that their reports, statements, and documentation are accurate and complete.*
- 2. *Deadly Force or In-Custody Death/Near Death Incident:* *In an attempt to determine the unadulterated thought process and feelings perceived by the officer at the time of the incident, the officer shall not be provided, nor shall they review BWC recordings of the incident prior to giving an initial statement to an investigator. Once the initial*

statement is provided, the involved officer may view BWC recordings of the incident prior to providing any additional statements to investigators.

E. BWC Technician Responsibilities

1. BWC Technicians shall be responsible for the retention, duplication and purging of BWC recordings. BWC Technicians shall also ensure recordings of incidents are maintained in accordance with this policy and department evidence retention procedures.
2. BWC Technicians shall ensure that the recordings are identified and retained in accordance with this policy. Electronically retained recordings shall be retained until the case is adjudicated or there is a court order, unless otherwise indicated.

F. Duplication/Retention of BWC Recordings

1. The recordings produced on the BWC equipment are property of the Department, and will be subject to applicable law and Department policies regarding the viewing, release, retention and destruction of such recordings.
2. **Mandatory Retention:** The following types of incidents recorded on BWC equipment shall be retained and processed as evidence:
 - a. Incidents which may result or have resulted in the filing of criminal charges.
 - b. Incidents which are likely to become the subject of civil litigation against the Department or its personnel, including but not limited to, patrol vehicle crashes, pursuits, critical incidents, incidents involving the use of force, and incidents involving verbal complaint(s) against the Department or its personnel.
 - c. Incident involving injuries to officers and injuries incurred or alleged to have been incurred as the result of police actions.
 - d. Recordings which have been properly requested shall be retained pursuant to the Act.
 - e. Recording shall be retained for no less than 75 days to accommodate any delays in processing a request.
 - f. If a request is denied additional retention time is necessary.
3. **Other Requests for Retention:**
 - a. Any member who believes that the retention of a recording not specifically required by this regulation is advisable (e.g., for use in a summary proceeding involving a traffic violation or training), shall notify the BWC Technician as soon as possible. The BWC Technician shall evaluate each request in accordance with this regulation. Officers are advised, per this regulation, that all recordings collected by the BWC equipment which are not regulated by a regular retention schedule will be purged no later than 120 days from the date of the last recording. All requests for duplication/retention are to be requested on a Department Form, "BWC Video/Audio Recording /Request Form." The completed form must be sent to the BWC Technician.
 - b. When properly requested and approved, the BWC Technician will duplicate the recording of the incident from the Storage Server system and ensure its delivery to the requesting officer in a timely manner. The Department BWC Request Form will specify the reason that the recording is requested (e.g., court), and the date that the recording is needed.
 - c. Additional requests for retention of BWC recordings may be made of the evidence custodian:
 - 1) Recordings requested to be preserved by an officer on the recording, a supervisor, or the Office of the Chief, where the recording may be necessary for use in any criminal or forfeiture proceeding. The recording shall be retained until destruction is authorized by the Office of the Chief.
 - 2) Recordings requested to be preserved by an officer on the recording or a supervisor, where the recording may be necessary for use in any summary proceeding involving a traffic violation. The retained recording shall be purged no later than 120 days from the conclusion of all proceedings related to the citation.
 - 3) Recordings requested to be preserved by a supervisor or solicitor where the recording may be necessary for use in any civil, administrative, or disciplinary proceeding. The recording shall be retained until destruction is authorized by the Chief of Police.
 - 4) Recordings that are the subject of a subpoena or court order shall be retained until destruction is authorized by the Chief of Police.
 - 5) **In criminal cases, notice shall be provided to the prosecuting attorney of any request for BWC recordings.**
 - 6) BWC Evidence Custodians shall ensure that all recordings are purged no later than 120 days from the date of the last recorded incident, after all properly requested and approved duplications have been made, unless otherwise regulated by this policy.

G. BWC Media Categorization, Notation and Use in Reports

1. Each event must be categorized according to event type, to ensure proper retention periods are applied.
2. The use of the BWC shall be recorded in the appropriate section of Department reports, and in the remarks section of citations.
3. Officers may use media captured via the BWC to assist with investigations and the completion of required reports. Officers may also use the media captured by the BWC to assist investigators and supervisors in evaluating on-going situations.
4. Using the capabilities of the storage server, officers may add markers and/or create clips in order to assist investigators and/or prosecutors.
5. Officers may use media captured on the BWC for training purposes, with proper authorization from the Chief of Police. Additionally, Field Training Officers may use media captured via the BWC to provide immediate training

to recruits and to assist with the completion of the Daily Observation Report (DOR).

H. Storage and Erasure

1. Storage and Erasure of audio and video recordings will be in accordance with Pennsylvania law and will be the responsibility of the Supervisor in charge of Property and Evidence.

I. Dissemination

Dissemination of audio and video recordings shall be in accordance with Pennsylvania Law.

Paul D'Alesandro moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Sydney Hayden, and upon roll call the "Ayes" and "Nays" were as follow:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Paul D'Alesandro		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

E. HCVP

1. Motion by Paul D'Alesandro, second by Sydney Haden, approving establishment of a preference to the Housing Choice Voucher waiting list for Emergency Housing Vouchers. After a brief discussion, the motion was unanimously carried.

Comment on General Items None.

Adjournment

Sydney Hayden made a motion to adjourn the meeting; the motion was seconded by Paul D'Alesandro and carried.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, September 24, 2021

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, September 24, 2021 at 10:30 a.m. in the boardroom at the Authority's offices located at 301 Chartiers Avenue, McKees Rocks, PA, 15136. The meeting was also streamed via Zoom. Those present and absent were as follow:

Present:	Mark Foerster	Absent:	Derek Uber
	Sara Innamorato		Sydney Hayden
	Paul D'Alesandro (via telephone)		

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:15 a.m.

Attendance: Frank Aggazio, Allan Opsitnick, Esq., Katie Stohlberg, Bobby Gabbianelli, Kim Longwell, Mike Vogel, Paul Reiber, Todd Avigliano, James Bulls, Kevin Bartko, Pat Blackwell (via phone), Serean Manatta

Recognitions/Proclamations

The Executive Director presented the employee of the month award to Todd Avigliano in recognition of his extraordinary efforts with tenants and the building when a fire occurred on the 3rd floor of a building in Hays Manor.

Public Comment None.

Approval of Minutes

Sara Innamorato made a motion to approve the Minutes of the July 16, 2021 Board of Directors meeting; the motion was seconded by Paul D'Alesandro and carried.

Old Business

Motion by Sara Innamorato, second by Paul D'Alesandro, ratifying a telephone pool of the Board of Directors conducted by the Executive Director on August 26, 2021, wherein Mark Foerster, Sara Innamorato, Derek Uber, Paul D'Alesandro, and Sydney Hayden:

1. Approved award of 31 Project Based Vouchers based on responses to the Request for Proposal issued for Contract No. ACHA-1645, to:
 - a. Penn Hills Housing LP – 8 vouchers consisting of (6) 1-bedroom, and (2) 2-bedrooms
 - b. Penn Hills Housing LP II – 6 vouchers consisting of (5) 1-bedroom, and (1) 2-bedrooms
 - c. Churchill Senior Housing – 8 vouchers consisting of (6) 1-bedroom, and (2) 2-bedroom
 - d. Castlegate (Mt. Lebanon) Housing – (9) 1-bedroom vouchers
2. Approved award of IFB ACHA-1652, Rachel Carson Hall & Brackenridge Hall Traction Elevator Modernization, in the amount of \$1,236,200, to Industrial Commercial Elevator.
3. Approved award of Contract ACHA-1650, Architectural/Engineering Services to the following identified and ranked firms, on an as-needed basis for various projects the Authority will require over the next few years, contract period of 3-years with two additional 1-year options:

Rank	Firm
1	Sleighter Design
2	LGA Partners
3	AI Works
4	Thrasher Group

4. Approved travel for 3 staff to attend the NAHRO 2021 National Conference & Exhibition October 7-9, 2021 in Phoenix, AZ
5. Approved a piggyback of PA CoStars Cooperative Purchasing Contract #013-056 with Laurel Ford for the purchase of a 2021 Ford Interceptor SUV 4 Door AWD Police vehicle for the Public Safety Department, in the amount of \$27,235.
6. Adopted **Resolution #21-13** approving, as Sole Member of **Allegheny County Affordable Housing, LLC** (the “**Company**”):

McKees Rocks Terrace One

- a. Assignment and assumption of the limited partner interests and Fourth Amendment to the First Amended and Restated Agreement of Limited Partnership (the “**Meyers Ridge I Assignment Agreement**”) by and among McKees Rocks Terrace Phase One Limited Partnership, TCB Interest Owner LLC (the “**Phase One Withdrawing Limited Partner**”), McKees Rocks Terrace One, Inc., and the Company, in order for the Company to assume the limited partner interest of the Phase One Withdrawing Limited Partner in McKees Rocks Terrace Phase One Limited Partnership; and

McKees Rocks Terrace Two

- b. Assignment and assumption of the limited partner interests and Second Amendment to the First Amended and Restated Agreement of Limited Partnership (the “**Meyers Ridge II Assignment Agreement**”) by and among McKees Rocks Terrace Phase Two Limited Partnership, TCB Interest Owner LLC, (the “**Phase Two Withdrawing Limited Partner**”), McKees Rocks Terrace Two GP, LLC, and the Company, in order for the Company to assume the limited partner interest of the Phase Two Withdrawing Limited Partner in McKees Rocks Terrace Phase Two Limited Partnership.

The motion was unanimously carried.

New Business

A. Finance

1. The following **Resolution #21-14** was introduced by the Chair, read in full and considered:

RESOLUTION #21-14 APPROVING FISCAL YEAR 2022 OPERATING BUDGETS

WHEREAS, the Allegheny County Housing Authority (ACHA) has prepared its Fiscal Year 2022 Operating Budgets; and

WHEREAS, the Department of Housing and Urban Development (HUD) has implemented asset based management rules necessitating the creation of a Central Office Cost Center (COCC) budget as well as an Asset Management Project (AMP) budget; and

WHEREAS, the ACHA finds that the proposed total expenditures of \$13,596,95 for the COCC and \$24,742,436 for the AMPS are necessary for an efficient and economical operation of the ACHA for the purpose of serving the ACHA’s residents; and

WHEREAS, the ACHA finds that the Budget is reasonable in that it indicates a source of funding adequate to cover all proposed expenditures.

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

1. That the Fiscal Year 2022 Operating Budgets are hereby approved; and
2. The Executive Director is hereby authorized and shall take such measures as may be necessary to place the Fiscal Year 2022 Operating Budgets into effect.

Sara Innamorato moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Paul D'Alesandro, and upon roll call the "Ayes" and "Nays" were as follow:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Paul D'Alesandro		

The Chair thereupon declared said Resolution carried and adopted.

2. Motion by Sara Innamorato, second by Paul D'Alesandro, approving an owner's draw in the amount of \$300,000 from the Harrison Hi-Rise reserves. After brief discussion, the motion was unanimously carried..

B. Purchasing

1. Motion by Sara Innamorato, second by Paul D'Alesandro, approving a piggyback of NASPO ValuePoint Co-Op Agreement #AR2472 to engage Google through Carahsoft Technology Corp. (the reseller) for the development of a Section 8 virtual agent to handle FAQs, maintenance requests, and other informational inquiries. (ACHA-1658). After a brief discuss, the motion was unanimously carried.
2. Motion by Sara Innamorato, second by Paul D'Alesandro, approving a piggyback of the PA CoStarts Contract #4400023962 with Johnson Controls Fire Protection, LP, in the total amount of \$130,879.77, for the maintenance, repair and testing of surveillance, security and fire systems at Authority properties. Motion carried.
3. Motion by Sara Innamorato, second by Paul D'Alesandro, approving a piggyback of PEPPM Cooperative Agreement #528897-284 with Reliant Enterprise IT Solutions, in the total amount of \$106,018.81, for installation of video surveillance systems at General Braddock Tower and Harry S. Truman Apartments. After a brief discussion, the motion was carried.

C. HMO

1. The following **Resolution #21-15** was introduced by the Chair, read in full and considered:

RESOLUTION #21-15 AUTHORIZING TRANSFER OF COLLECTION LOSS

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby authorize transfer of uncollectible tenant accounts for Fiscal Year ending 9/30/21 and referral for further action if warranted.

Sara Innamorato moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Paul D'Alesandro, and upon roll call the "Ayes" and "Nays" were as follow:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Paul D'Alesandro		

The Chair thereupon declared said Resolution carried and adopted.

D. Development

1. Motion by Sara Innamorato, second by Paul D'Alesandro, approving award of IFB Contract ACHA-1656-1/GC, Emergency Generator Installation at ACHA Central Office Building, in the amount of \$98,300, to Uzmack Electric, Inc. After brief discussion, the motion was unanimously carried.

2. Motion by Sara Innamorato, second by Paul D'Alesandro approving award of IFB Contract ACHA-1653-1/GC, Traction Elevator Modernization for Commerce Plaza Apartments & West Mifflin Manor, in the amount of \$1,220,800, to Otis Elevator Company. After a brief discussion, the motion was unanimously carried.

Comment on General Items None.

Adjournment

With no further business to conduct, a motion to adjourn the meeting was made by Sara Innamorato, seconded by Paul D'Alesandro, and carried.