

# ALLEGHENY COUNTY HOUSING AUTHORITY

## Board of Directors Meeting AGENDA

June 26, 2026 — 10:30 A.M.

Central Office Board Room

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1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Recognition / Proclamations
5. Employee of the Month
6. Public Comment on Agenda Items
7. Motion to Approve the May 22, 2026 Allegheny County Housing Authority Board of Directors Meeting Minutes
8. Old Business
9. New Business
10. **Resolution No. 25 of 2026** – Requesting Approval and Authorization for Submission to HUD of the 2026-2027 Agency Plan
11. **Resolution No. 26 of 2026** – Requesting Approval of Intergovernmental Agreement (ACHA-1732 – Bedbug & Pest Control Services) with the Housing Authority of the City of Pittsburgh
12. **Resolution No. 27 of 2026** - Request for Approval to Write Off Tenant Accounts Receivable Collection Losses in the Amount of \$38,494.25 for May 2026
13. **Resolution No. 28 of 2026** – Requesting Approval and Adoption of the Revised Transitional Procurement Policy in Compliance with The Dual Pennsylvania Municipal Codes and U.S. Department of Housing and Urban Development (HUD) Regulations for Year 2026.
14. **Resolution No. 29 of 2026** – Authorizing the Execution of an Intergovernmental Agreement for Professional Services with The Housing Authority of The County of McKean, The Redevelopment Authority of The County of McKean, and A Partnership in Housing, Inc. for July 1, 2026 through June 30, 2029
15. **Resolution No. 30 of 2026** – Requesting Approval for the Fiscal Year 2025 Single Audit
16. Comment on General Items
17. Adjournment

Board Meeting  
June 26, 2026  
Agenda Item Number 10

**RESOLUTION NO. 25 OF 2026**

**A Resolution – Requesting the Approval and Authorization for Submission to HUD of the 2026-2027 Agency Plan**

*WHEREAS*, HUD requires Public Housing Authorities to submit Agency Plans annually; and

*WHEREAS*, the ACHA has contracted with MaryAnn Russ to assist in the creation of said Agency Plan; and

*WHEREAS*, the ACHA has completed the necessary requirements to submit the plan;

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

***Section 1.*** The 2026-2027 Agency Plan will be submitted to HUD prior to the July 18, 2026 deadline.

***Section 2.*** The Executive Director is hereby authorized to execute all documents and take such actions as may be necessary to carry out the intent of this Resolution.

Approved as to form and content:



Richard Stephenson, Executive Director

**RESOLUTION NO. 26 OF 2026**

**A Resolution – Requesting Approval of Intergovernmental Agreement (ACHA-1732 – Bedbug & Pest Control Services) with the Housing Authority of the City of Pittsburgh**

*WHEREAS*, the Allegheny County Housing Authority (“ACHA”) is committed to providing safe, sanitary, and decent housing for its residents and maintaining its properties in a condition that promotes resident health and well-being; and

*WHEREAS*, the Housing Authority of the City of Pittsburgh (“HACP”) maintains trained and licensed personnel capable of providing bed bug inspection and treatment, extermination, pest control, and related services for residential and administrative facilities; and

*WHEREAS*, ACHA and HACP desire to enter into an Intergovernmental Agreement (Contract No. ACHA-1732 – Bedbug & Pest Control Services) (“IGA”), whereby HACP will provide bed bug inspection, treatment, extermination, pest control, and related services at various ACHA properties on an as-needed basis; and

*WHEREAS*, the Board of Commissioners finds that entering into the IGA will provide ACHA with a cost-effective means of obtaining licensed pest control and bed bug treatment services while promoting intergovernmental cooperation between public housing agencies; and

*WHEREAS*, all services performed under the IGA shall be conducted in compliance with applicable federal, state, and local laws and regulations and shall be performed by appropriately licensed personnel authorized to perform such services within the Commonwealth of Pennsylvania; and

*WHEREAS*, the initial term of the IGA shall commence on July 1, 2026 and shall continue through June 30, 2027; and the IGA may be extended at the sole discretion of ACHA through up to four (4) additional one (1) year option periods, for a maximum total term not to exceed five (5) years;

*WHEREAS*, expenditures under the IGA shall not exceed One Hundred Thousand Dollars (\$100,000.00) per year, subject to annual budget appropriations and the availability of funding.

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

***Section 1.*** The Executive Director and/or his designee is hereby authorized to execute and administer Intergovernmental Agreement ACHA-1732 – Bedbug & Pest Control Services with the Housing Authority of the City of Pittsburgh for bed bug inspection, treatment, extermination, and pest control services for the period commencing July 1, 2026 and continuing through June 30, 2027.

**Board Meeting**  
**June 26, 2026**  
**Agenda Item Number 11 (continued)**

*Section 2.* The Executive Director and/or his designee is further authorized to exercise up to four (4) additional one (1) year option periods at the sole discretion of ACHA, provided that the total contract term shall not exceed five (5) years and expenditures shall not exceed One Hundred Thousand Dollars (\$100,000.00) per year, subject to annual budget appropriations and the availability of funding.

*Section 3.* The Executive Director and/or his designee is further authorized to execute such additional documents and take such actions as may be necessary to carry out the intent of this Resolution.

*Be it Further Resolved,* that after discussion of said Resolution, Commissioner \_\_\_\_\_ moved for adoption of the Resolution as presented. Commissioner \_\_\_\_\_ seconded this motion. The question being put upon the final adoption of said Resolution, the roll was called and vote was as follows:

Chairperson: Mark Foerster \_\_\_\_\_  
Vice-Chairperson: Sydney Hayden \_\_\_\_\_  
Commissioner: Derek Uber \_\_\_\_\_  
Commissioner: Grant Gittlen \_\_\_\_\_  
Commissioner: Brandon Markosek \_\_\_\_\_

The Chairperson declared said motion carried and said Resolution was adopted during the Board of Commissioners' Regular Meeting for the Allegheny County Housing Authority on \_\_\_\_\_, 2026.

Date: \_\_\_\_\_, 2026

**ALLEGHENY COUNTY HOUSING AUTHORITY**

By: \_\_\_\_\_

Mark Foerster, Chairperson

Approved as to form and content: \_\_\_\_\_

  
Richard Stephenson, Executive Director

Board Meeting  
June 26, 2026  
Agenda Item Number 12

**RESOLUTION NO. 27 OF 2026**

**A Resolution - Request for Approval to Write Off Tenant Accounts Receivable  
Collection Losses in the Amount of \$38,494.25 for May 2026**

*WHEREAS*, the amount of past due accounts of tenant rent for residents who no longer reside or have been evicted from the Allegheny County Housing Authority for the month of May is \$38,494.25; and

*WHEREAS*, a total of 21 residents are included in this write-off, 9 of whom were evicted through legal action; and

*WHEREAS*, all reasonable means of collection have been exhausted:

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

*Section 1.* That the approval to write off uncollectible rents in the amount of \$38,494.25 is hereby approved.

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

Approved as to form and content: \_\_\_\_\_



Richard Stephenson, Executive Director

**RESOLUTION NO. 28 OF 2026**

**A Resolution – Requesting Approval and Adoption of the Revised Transitional Procurement Policy in Compliance with The Dual Pennsylvania Municipal Codes and U.S. Department of Housing and Urban Development (HUD) Regulations for Year 2026**

*WHEREAS*, the Allegheny County Housing Authority (ACHA) requires an updated, comprehensive Procurement Policy to govern the purchase of goods, supplies, equipment, construction, and professional services; and

*WHEREAS*, the internal operations of ACHA must balance and conform strictly to both federal regulations at 2 CFR § 200.317-327 and the annual statutory bidding thresholds published by the Commonwealth of Pennsylvania Department of Labor and Industry; and

*WHEREAS*, the revised Procurement Policy formally incorporates the 2026 Pennsylvania statutory base thresholds, capping Micro-purchases at \$13,200, requiring written quotes up to \$24,500, and mandating formal competitive advertising (RFPs/IFBs) for any expenditure exceeding \$24,500; and

*WHEREAS*, this policy update explicitly codifies the fiscal boundaries of the Board of Commissioners, clarifying that any contract transaction, purchase, or lease exceeding \$24,500 mandates explicit approval via Board Resolution;

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

*Section 1.* The Procurement Policy dated June 9, 2026, attached hereto and incorporated by reference, is hereby formally approved and adopted as the official procurement standard of the Authority.

*Section 2.* This Policy shall apply to all procurement activities initiated on or after the official date of adoption, automatically superseding all previous internal purchasing guidelines or contradictory procedures.

*Section 3.* The Executive Director, serving as Chief Procurement Officer, or his designated representatives, are authorized to implement and enforce all sections of this policy and execute necessary contracts within their explicitly delegated limits.

**Board Meeting**  
**June 26, 2026**  
**Agenda Item Number 13 (continued)**

*Be it Further Resolved*, that after discussion of said Resolution, Commissioner \_\_\_\_\_ moved for adoption of the Resolution as presented. Commissioner \_\_\_\_\_ seconded this motion. The question being put upon the final adoption of said Resolution, the roll was called and vote was as follows:

Chairperson: Mark Foerster \_\_\_\_\_  
Vice-Chairperson: Sydney Hayden \_\_\_\_\_  
Commissioner: Derek Uber \_\_\_\_\_  
Commissioner: Grant Gittlen \_\_\_\_\_  
Commissioner: Brandon Markosek \_\_\_\_\_

The Chairperson declared said motion carried and said Resolution was adopted during the Board of Commissioners' Regular Meeting for the Allegheny County Housing Authority on \_\_\_\_\_, 2026.


Date: \_\_\_\_\_, 2026

**ALLEGHENY COUNTY HOUSING AUTHORITY**

By: \_\_\_\_\_

Mark Foerster, Chairperson

Approved as to form and content: \_\_\_\_\_

  
Richard Stephenson, Executive Director

**RESOLUTION NO. 29 OF 2026**

**A Resolution – Authorizing Execution of an Intergovernmental Agreement for Professional Services with the Housing Authority of the County of McKean, Redevelopment Authority of the County of McKean, and A Partnership in Housing, Inc**

*WHEREAS*, the Allegheny County Housing Authority ("ACHA") maintains a Department of Public Safety and Criminal Records Division with the expertise and resources necessary to conduct criminal history, sex offender, landlord-tenant, and related background screening services for housing agencies; and

*WHEREAS*, the Housing Authority of the County of McKean, the Redevelopment Authority of the County of McKean, and A Partnership in Housing, Inc. (collectively, "MCRHAANDAPIH") have requested that ACHA provide criminal history and financial background screening services for applicants, participants, and tenants of their housing programs; and

*WHEREAS*, ACHA and MCRHAANDAPIH desire to enter into an Intergovernmental Agreement for Professional Services for the period July 1, 2026 through June 30, 2029, whereby ACHA will perform criminal background investigations and related screening services in accordance with the terms set forth in the Agreement; and

*WHEREAS*, the Agreement establishes compensation to ACHA for services rendered and provides terms and conditions governing the performance of such services, including reporting requirements, indemnification provisions, insurance requirements, and other contractual obligations; and

*WHEREAS*, the Board of Commissioners has reviewed the proposed Intergovernmental Agreement and finds that entering into the Agreement is in the best interests of the Allegheny County Housing Authority and supports the efficient utilization of Authority resources and expertise.

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

***Section 1.*** The Executive Director is hereby authorized to execute the Intergovernmental Agreement for Professional Services between the Allegheny County Housing Authority and the Housing Authority of the County of McKean, the Redevelopment Authority of the County of McKean, and A Partnership in Housing, Inc., in substantially the form presented to the Board.

**Board Meeting**  
**June 26, 2026**  
**Agenda Item Number 14 (continued)**

*Section 2.* The Executive Director and such other officers and employees of the Authority as may be necessary are hereby authorized and directed to take any and all actions necessary to carry out the intent and purpose of this Resolution and the Agreement authorized herein.

*Section 3.* This Resolution shall take effect immediately upon its adoption.

*Be it Further Resolved,* that after discussion of said Resolution, Commissioner \_\_\_\_\_ moved for adoption of the Resolution as presented. Commissioner \_\_\_\_\_ seconded this motion. The question being put upon the final adoption of said Resolution, the roll was called and vote was as follows:

Chairperson: Mark Foerster \_\_\_\_\_  
Vice-Chairperson: Sydney Hayden \_\_\_\_\_  
Commissioner: Derek Uber \_\_\_\_\_  
Commissioner: Grant Gittlen \_\_\_\_\_  
Commissioner: Brandon Markosek \_\_\_\_\_

The Chairperson declared said motion carried and said Resolution was adopted during the Board of Commissioners' Regular Meeting for the Allegheny County Housing Authority on \_\_\_\_\_, 2026.


Date: \_\_\_\_\_, 2026

**ALLEGHENY COUNTY HOUSING AUTHORITY**

By: \_\_\_\_\_

Mark Foerster, Chairperson

Approved as to form and content: \_\_\_\_\_

  
Richard Stephenson, Executive Director

**RESOLUTION NO. 30 OF 2026**

**Resolution No. 30 of 2026 – Requesting Approval for the Fiscal Year 2025 Single Audit**

*WHEREAS*, The Department of Housing and Urban Development requires all Housing Authorities to undergo an annual audit in accordance with Single Audit Act; and

*WHEREAS*, The Allegheny County Housing Authority has engaged the Independent Public Accounting firm of Maher Duessel to conduct that audit; and

*WHEREAS*, Maher Dussel has provided a completed audit and a management letter to the Board of Commissioners and executive staff of the Allegheny County Housing Authority; and

*WHEREAS*, The Department of Housing and Urban Development requires the Board of Commissioners to accept the Fiscal Year Audit via Resolution;

*NOW, THEREFORE, BE IT RESOLVED*, by the Allegheny County Housing Authority:

*Section 1.* That the Fiscal Year 2025 Audit is hereby accepted.

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

Approved as to form and content:



Richard Stephenson, Executive Director