

ALLEGHENY COUNTY HOUSING AUTHORITY

Board of Directors Meeting AGENDA

September 26, 2025 — 10:30 A.M.

Central Office Board Room

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Recognition / Proclamations
 - a. Chairman Mark Foerster will administer the Oath of Office to newly hired Police Officer, Joy Hugus.
5. Employee of the Month
 - a. Zamira Thornton
6. Public Comment on Agenda Items
7. Motion to Approve the July 18, 2025, Allegheny County Housing Authority Board of Directors Meeting Minutes
8. Motion to Approve the August 27, 2025, Allegheny County Housing Authority Board of Directors Phone Poll Minutes
9. Old Business
10. Resolution No. 36 of 2025 – Ratifying approval of the application to the Pennsylvania Department of Community and Economic Development for grant funds for affordable housing development in McKees Rocks, PA.
11. Resolution No. 37 of 2025 – Ratifying approval to renew the Software Maintenance Agreement with Emphasis Software for 2025–2026.
12. Resolution No. 38 of 2025 – Ratifying approval of Change Order GC11, Contract ACHA 1707 (Brackenridge Hall), \$35,835.94 for flooring and ADA-related improvements.
13. Resolution No. 39 of 2025 – Ratifying approval of Change Order MC5, Contract ACHA 1707 (Brackenridge Hall), \$27,597 for ductwork and bathroom venting.
14. Resolution No. 40 of 2025 – Ratifying approval of Change Order MC4, Contract ACHA 1710 (Millvue Acres), \$29,295.86 for boiler piping reconfiguration.
15. Resolution No. 41 of 2025 – Ratifying approval of Change Order MC5, Contract ACHA 1710 (Millvue Acres), \$22,450.20 for installation of four new hydronic insulated enclosures.

16. Resolution No. 42 of 2025 – Requesting approval for Employment and Income Verification Services with The Work Number
17. Resolution No. 43 of 2025 – Requesting the approval to write off Collection Losses in the amount of \$134,720.23 from Tenant Accounts Receivable for the month of July, August and September
18. Resolution No. 44 of 2025 – Renewal of Property and Liability Insurance for Meyers Ridge Phase 1
19. Resolution No. 45 of 2025 – Renewal of Property and Liability Insurance for Meyers Ridge Phase 2
20. Resolution No. 46 of 2025 –Requesting the approval of Change Order GC-13 to Moret Construction, Inc. for window replacement at Brackenridge Hall in the amount of \$197,868.64.
21. Resolution No. 47 of 2025 – Requesting the approval of Change Order MC-6 to R&B Mechanical for additional costs associated with schedule offsets, additional labor and material costs in the amount of \$141,028.68.
22. Resolution No. 48 of 2025 - Requesting the approval of Change Order MC-6 to R&B Mechanical, Inc. for Roof Exhaust Fan Replacement at Brackenridge Hall in the amount of \$28,671.00.
23. Comment on General Items
24. Adjournment

RESOLUTION NO. 36 OF 2025

A Resolution – Ratifying Approval of the Application to the Pennsylvania Department of Community and Economic Development for Grant Funds for Affordable Housing Development in McKees Rocks, Pennsylvania

WHEREAS, the Allegheny County Housing Authority (“**ACHA**”) intends to revitalize certain real property located in McKees Rocks, PA into 50 units of affordable residential rental housing known as Hays Manor (the “**Development**”);

WHEREAS, ACHA desires to apply to the Pennsylvania Department of Community and Economic Development (“**DCED**”) Main Street Matters program for grant funding in the amount of \$1,000,000 (the “**Grant**”) for the Development;

WHEREAS, the Grant, if received, will be used for site improvements, construction costs, and eligible soft costs associated with the Development;

WHEREAS, ACHA desires to adopt the resolutions herein to authorize ACHA to submit an application to DCED (the “**Application**”) for the Grant and to authorize the Executive Director of ACHA, Richard Stephenson, or his designee, and the officers of ACHA, or either or all of them (collectively, the “**Authorized Officers**”) to execute all documents related to the Grant; and

WHEREAS, the Board of Commissioners of ACHA believes it to be in the best interest of ACHA that ACHA ratify all lawful actions taken related to the Grant and the other actions contemplated by the foregoing “WHEREAS” clauses to date.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of ACHA:

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 Commissioners of ACHA hereby approves in all respects the Application contemplated thereby and hereby, and approves, authorizes, and directs the Authorized Officers to execute all documents and take such actions in connection with the Grant, as the Authorized Officers deem necessary, advisable, or appropriate.

Section 3. The Board of Commissioners of ACHA hereby ratifies, confirms, and approves all lawful actions taken by the Authorized Officers or other officers, employees or Commissioner of the ACHA, and all lawful papers and documents executed by any of the foregoing on behalf of ACHA where such actions, papers or documents effectuate the intent of these resolutions and the consummation of the matters set forth herein, including payment of any fees, costs, expenses, assessments and/or taxes in connection with the foregoing.

Board Meeting
September 26, 2025
Agenda Item Number 10 (continued)

NOW THEREFORE, be it resolved that after discussion of the foregoing Resolutions, Commissioner _____ moved that foregoing Resolutions be adopted 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: Mandy Steele _____

Commissioner: Derek Uber _____

Commissioner: Grant Gittlen _____

Chairperson _____ declared said motion carried and said Resolution was adopted during the Board of Commissioners' Special Session Meeting for the Allegheny County Housing Authority on August 27, 2025.

Date: August 27, 2025

**ALLEGHENY COUNTY HOUSING
AUTHORITY**

By: _____
Mark Foerster, Chairperson

RESOLUTION NO. 37 OF 2025

A Resolution – Ratifying approval to Renew the Software Maintenance Agreement with Emphasys Software for 2025-2026

WHEREAS, the Allegheny County Housing Authority (the "**Authority**") enters into a Software Maintenance Agreement (SMA) with Emphasys Software, to provide support on the proprietary software licensed to the Authority.

WHEREAS, Emphasys agrees to provide support services that enable its licensees to perform in accordance with ECS documentation as well as federal regulatory requirements.

WHEREAS, the fee for 2025-2026, based on the size of the Authority and the number of modules we are currently running, is \$253,047.

WHEREAS, the Authority now requests approval to pay said amount and enter into the Software Maintenance Agreement with Emphasys Software.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the ACHA:

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 Commissioners of the Authority hereby ratifies, confirms and approves in all respects the Authority's entrance into the 2025-2026 Software Maintenance Agreement with Emphasys Software for \$253,047.00

Section 3. The Executive Director of the Authority and such officers and employees of the Authority as the Acting Executive Director shall designate (each, an "**Authorized Officer**" and, together, 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 Acting Executive Director, be necessary, advisable or appropriate in connection with the foregoing resolutions.

Section 4. The Board of Commissioners of the Authority hereby ratifies, confirms and approves all lawful actions taken by the Authorized Officers or such other officers, employees or Commissioners 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.

Board Meeting
September 26, 2025
Agenda Item Number 11 (continued)

NOW THEREFORE, be it resolved that after discussion of said Resolution, Commissioner _____ moved that said Resolution be adopted 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: Mandy Steele _____

Commissioner: Derek Uber _____

Commissioner: Grant Gittlen _____

Chairperson _____ declared said motion carried and said Resolution was adopted during the Board of Commissioners' Special Session Meeting for the Allegheny County Housing Authority on August 27, 2025.

Date: August 27, 2025

**ALLEGHENY COUNTY HOUSING
AUTHORITY**

By: _____
Mark Foerster, Chairperson

RESOLUTION NO. 38 OF 2025

A Resolution – Ratifying Approval of Change Order for GC-11 Contract ACHA-1707 for Brackenridge Hall in the amount of \$35,835.94 for Additional Flooring Work

WHEREAS, the Allegheny County Housing Authority (“Authority”) previously awarded Contract No. ACHA-1707-GC, dated November 22, 2024, to Moret Construction Company, Inc., for Interior and Exterior Improvements at Brackenridge Hall; and

WHEREAS, during the course of the project, it was determined that certain modifications were necessary to the bathroom flooring, including patching and ADA sloping of existing concrete floors for drainage, furnishing and installing Forbo Marmoleum Real 2.5 sheet flooring, and removal/leveling of raised concrete areas at new ADA apartments; and

WHEREAS, the Contractor has submitted Change Order GC-11 in the net amount of **\$35,835.94**, reflecting the additional flooring work and a credit for deletion of the previously specified Armorseal floor coating; and

WHEREAS, this change has been reviewed by AE Works, Ltd., and has been found to be reasonable, necessary, and in the best interest of the Authority; and

WHEREAS, approval of Change Order GC-11 will result in a revised contract amount of **\$3,067,477.05**.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the ACHA:

1. That Change Order GC-11 to Contract No. ACHA-1707 with Moret Construction Company, Inc. is hereby approved in the amount of \$35,835.94.
2. That the Executive Director is authorized and directed to execute Change Order GC-11 and any other documents necessary to carry out the intent of this Resolution.

Approved as to form and content:

Richard Stephenson, Acting Executive Director

RESOLUTION NO. 39 OF 2025

**A Resolution – Ratifying Approval of Change Order for MC-5 Contract ACHA-1707
for Brackenridge Hall in the amount of \$27,597.00 for additional ductwork and
installation**

WHEREAS, the Allegheny County Housing Authority (“Authority”) previously awarded Contract No. ACHA-1707-MC, dated December 6, 2024, to R&B Mechanical, Inc., for Interior and Exterior Improvements at Brackenridge Hall; and

WHEREAS, during the course of the project, it was determined that additional work was necessary to provide proper bathroom exhaust ventilation for all new ADA apartments, including the fabrication and installation of new ductwork and grilles to connect existing exhaust risers to new grilles mounted in suspended ceilings; and

WHEREAS, the Contractor has submitted Change Order MC-5 in the amount of **\$27,597.00**, representing the cost of this additional ductwork and installation; and

WHEREAS, AE Works, Ltd. has reviewed the proposed Change Order and finds the scope of work and corresponding costs to be reasonable, necessary, and in the best interest of the Authority; and

WHEREAS, approval of Change Order MC-5 will result in a revised contract amount of **\$1,215,906.00**.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the ACHA:

1. That Change Order MC-5 to Contract No. ACHA-1707 with R&B Mechanical, Inc. is hereby approved in the amount of \$27,597.00.
2. That the Executive Director is authorized and directed to execute Change Order MC-5 and any other documents necessary to carry out the intent of this Resolution.

Approved as to form and content: _____

Richard Stephenson, Acting Executive Director

RESOLUTION NO. 40 OF 2025

A Resolution – Ratifying Approval of Change Order for MC-4 Contract ACHA - 1710 for Millvue Acres in the amount of 29,295.86 for Installation and Connect New Boiler Piping in Buildings 2 and 7

WHEREAS, the Allegheny County Housing Authority (“Authority”) previously awarded Contract No. ACHA-1710, dated November 26, 2024, to R&B Mechanical, Inc., for the Boiler System Replacement at Millvue Acres; and

WHEREAS, during the course of the project, it was determined that additional work was necessary in connection with the boiler rooms at Buildings 2 and 7, specifically the supply and installation of piping and the disconnection and capping of existing piping; and

WHEREAS, the Contractor has submitted Change Order MC-4 (RFCO #8) in the amount of \$29,295.86, representing the labor and materials required to complete this scope of work; and

WHEREAS, AE Works, Ltd. has reviewed the proposed Change Order, noting that much of the work reflects scope previously removed as a bid deduct for demolition of the existing boiler rooms, but has accepted the change order due to the additional work required; and

WHEREAS, approval of Change Order MC-4 will increase the contract price accordingly and is in the best interest of the Authority.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the ACHA:

1. That Change Order MC-4 (RFCO #8) to Contract No. ACHA-1710 with R&B Mechanical, Inc. is hereby approved in the amount of \$29,295.86.
2. That the Executive Director is authorized and directed to execute Change Order MC-4 and any other documents necessary to carry out the intent of this Resolution.

Approved as to form and content:

Richard Stephenson, Acting Executive Director

RESOLUTION NO. 41 OF 2025

A Resolution – Ratifying Approval of Change Order MC-5 Contract ACHA-1710 for Millvue Acres in the amount of \$22,450.20 for Installation of four (4) new Hydronic Insulated Enclosures (where the heating supply pipe enters the buildings above grade)

WHEREAS, the Allegheny County Housing Authority (“Authority”) previously awarded Contract No. ACHA-1710, dated November 26, 2024, to R&B Mechanical, Inc., for the Boiler System Replacement at Millvue Acres; and

WHEREAS, during the course of the project, it was determined that additional work was necessary to protect new hydronic piping connections located above grade, specifically the supply and installation of four (4) insulated utility enclosures (“doghouses”) attached to the exterior wall of the buildings; and

WHEREAS, the Contractor has submitted Change Order MC-5 (RFCO #10) in the amount of \$22,450.20, representing the labor, materials, and enclosures required to complete this work; and

WHEREAS, AE Works, Ltd. reviewed the proposed Change Order and found the scope of work and pricing to be generally reasonable, while recommending verification of shipping/freight costs prior to final acceptance; and

WHEREAS, approval of Change Order MC-5 will result in a revised contract amount of \$2,621,190.68.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the ACHA:

1. That Change Order MC-5 (RFCO #10) to Contract No. ACHA-1710 with R&B Mechanical, Inc. is hereby approved in the amount of \$22,450.20.
2. That the Executive Director is authorized and directed to execute Change Order MC-5 and any other documents necessary to carry out the intent of this Resolution.

Approved as to form and content: _____
Richard Stephenson, Acting Executive Director

RESOLUTION NO. 42 OF 2025

**A Resolution – Requesting approval of Employment and Income Verification Services
with The Work Number**

WHEREAS, the Allegheny County Housing Authority (ACHA) requires reliable and timely employment and income verification services to meet federal compliance standards and operational needs; and

WHEREAS, a market review was conducted to identify alternative vendors to The Work Number; however, no other providers were found to offer the same level of access, scope, and reliability; and

WHEREAS, The Work Number, owned by Equifax, currently holds a dominant position in this market, and is subject to an active antitrust class-action lawsuit alleging that its long-term exclusive contracts and market dominance have enabled it to charge inflated prices; and

WHEREAS, there are no viable alternatives to The Work Number at this time, and the lack of comparable providers necessitates the use of its services; and

WHEREAS, a sole source procurement is necessary to ensure compliance with HUD requirements and to maintain uninterrupted operations:

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

Section 1. That the approval of a sole source contract with The Work Number (Equifax) for employment and income verification services, for a one-year term, in an amount not to exceed \$113,400, is hereby approved.

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

Approved as to form and content: _____
Richard Stephenson, Acting Executive Director

RESOLUTION NO. 43 OF 2025

A Resolution – Requesting the approval to write off Collection Losses in the amount of \$134,720.23 from Tenant Accounts Receivable for the month of July, August and September

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 June is \$134,720.23; and

WHEREAS, a total of 49 residents are included in this write-off, 34 of whom were evicted through legal action; and

WHEREAS, all reasonable means of collection have been exhausted:

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

Section 1. That the approval to write off uncollectable rents in the amount of \$134,720.23 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, Acting Executive Director

RESOLUTION NO. 44 OF 2025

A Resolution – Renewal of Property and Liability Insurance for Meyers Ridge Phase 1

WHEREAS, the Allegheny County Housing Authority (ACHA) must maintain property and liability insurance coverage for Meyers Ridge 1; and

WHEREAS, an underwriting analysis indicated that the total building values were previously understated, resulting in an increase of approximately 5.06% (expiring TIV \$16,776,196; renewal TIV \$17,624,492); and

WHEREAS, as a result of the revised building values, the renewal property premium increased by 9.32%, with a renewal premium of \$73,567.93 (previously \$67,347); and

WHEREAS, the liability renewal premium rate increased by 4.31%, resulting in a renewal premium of \$7,328.19 (previously \$7,025);

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

Section 1. That the renewal of property and liability insurance for Meyers Ridge 1, with a total property premium of \$73,567.93 and a liability premium of \$7,328.19, is hereby approved.

Section 2. The Executive Director is hereby authorized and directed to execute all documents and take all actions necessary to implement this resolution.

Approved as to form and content: _____
Richard Stephenson, Acting Executive Director

RESOLUTION NO. 45 OF 2025

A Resolution – Renewal of Property and Liability Insurance for Meyers Ridge Phase 2

WHEREAS, the Allegheny County Housing Authority (ACHA) must maintain property and liability insurance coverage for Meyers Ridge 2; and

WHEREAS, an underwriting analysis indicated that the total building values were previously understated, resulting in an increase of approximately 4.32% (expiring TIV \$12,734,516; renewal TIV \$13,274,144); and

WHEREAS, as a result of the revised building values, the renewal property premium increased by 4.32%, with a renewal premium of \$49,488.02 (previously \$47,439); and

WHEREAS, the liability renewal premium rate increased by 4.98%, resulting in a renewal premium of \$5,599.29 (previously \$5,334);

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

Section 1. That the renewal of property and liability insurance for Meyers Ridge 2, with a total property premium of \$49,488.02 and a liability premium of \$5,599.29, is hereby approved.

Section 2. The Executive Director is hereby authorized and directed to execute all documents and take all actions necessary to implement this resolution.

Approved as to form and content: _____
Richard Stephenson, Acting Executive Director

RESOLUTION NO. 46 OF 2025

A Resolution - Requesting the Approval of Change Order GC-13 to Moret Construction, Inc. for Window Replacement at Brackenridge Hall in the Amount of \$197,868.64.

WHEREAS, window replacement work was not included in the modernization scope of work due to budget constraints. However, in March 2025, after work was underway, the ACHA received CDBG supplemental funding to offset costs of ongoing work allowing this work to now be considered; and

WHEREAS, replacing throughout the building includes demolition and disposal of all (140 total) original windows (circa 1970); to furnish and install new fiberglass Pella Impervia dual pane Low-E Argon windows; 10-year window warranty and 20-year glass warranty + 2-year service warranty; and to furnish and install new ¾" solid surface Corian DuPont window sills (117 total).

WHEREAS, window and sill replacements will boost energy performance and savings as well as provide a much-needed upgrade in appearance and operation. The new City-Multi HVAC system eliminates the need for window-mounted air conditioners. Many old windows have a missing panel which previously allowed window AC unit installation, these panels and all sills would require a change order to repair where money is better spent on replacing aged windows and related problems.

WHEREAS, the negotiated price of \$197,868.64 with Moret Construction, Inc. has been evaluated, reviewed and found to be satisfactory by ACHA;

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

Section 1. Change Order GC-13 Window Replacement at Brackenridge Hall 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 the resolution.

Approved as to form and content: _____
Richard Stephenson, Acting Executive Director

Board Meeting
September 26, 2025
Agenda Item Number 21

RESOLUTION NO. 47 OF 2025

A Resolution - Requesting the Approval of Change Order MC-6 to R&B Mechanical for Additional Costs Associated with Schedule Offsets, Additional Labor and Material Costs in the Amount of \$141,028.68.

WHEREAS, the Notice to Proceed of this contract was dated to begin work on November 1, 2024 and originally scheduled for completion by April 30, 2025 and during the submittal process in January 2025, the mechanical contractor discovered the production of specified insulated masonry block materials requires a 16-20-week lead time.

WHEREAS, in an effort to avoid delays, the ACHA opted for traditional concrete masonry unit (CMU) block for new boiler room construction; and

WHEREAS, The ACHA issued Addendum 1 to Task Order 10 (May 7, 2025), to AE Works in the amount of \$13,100 to redesign the stand-alone utility structure; and

WHEREAS, this delay and modification has set off a series of events altering the project schedule, labor costs, materials costs, and time costs for the months to follow; The Millvue Acres boiler system replacement is a time-sensitive issue requiring all new work to be complete before the 2025 heating season. The new substantially complete date will be October 31, 2025. Adjustments to the schedule, labor costs, and material costs are made by Change Order MC-6; and

WHEREAS, the negotiated price of \$141,028.68 with R&B Mechanical has been evaluated, reviewed and found to be satisfactory by the ACHA:

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

Section 1. Change Order MC-6 schedule offsets, additional labor and material costs at Millvue Acres 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 the resolution.

Approved as to form and content:

Richard Stephenson, Acting Executive Director

Board Meeting
September 26, 2025
Agenda Item Number 22

RESOLUTION NO. 48 OF 2025

A Resolution - Requesting the Approval of Change Order MC-6 to R&B Mechanical, Inc. for Roof Exhaust Fan Replacement at Brackenridge Hall in the amount of \$28,671.00.

WHEREAS, existing roof fans are likely original equipment (circa 1970), with 2 seized up, and inoperable. Note: Two (2) of the original roof exhaust fans were deleted as the result of efficiency unit conversions reducing the total from ten (10) roof exhaust fans replacements, to eight (8).

WHEREAS, Change Order MC-6 represents the cost associated with the replacement of eight (8) roof exhaust fans with associated roof curbs, speed controllers, backdraft dampers, balancing, and testing.

WHEREAS, the negotiated price of \$28,671.00 with R&B Mechanical, Inc. has been evaluated, reviewed by ACHA and our AE consultant, AE Works and found to be satisfactory;

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

Section 1. Change Order MC-6 Roof Exhaust Fan Replacement at Brackenridge Hall 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 the resolution.

Approved as to form and content: _____
Richard Stephenson, Acting Executive Director