

**COUNTY HOUSING AUTHORITY**  
**Board of Directors Annual Meeting**  
**Tuesday, January 21, 2014**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held their Annual Meeting on Tuesday, January 21, 2014, at 10:30 a.m. in the board room at the Authority's offices located on the 12<sup>th</sup> floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:     Derek Uber  
              Austin Davis  
              Paul D'Alesandro

Absent: Evelyn Benzo  
          Vera Kelly

The Chair declared a quorum present, advised those attending that this day prior to the meeting the Board met in executive session to discuss matters involving litigation, property, and personnel, and called the meeting to order.

Paul D'Alesandro made a motion to approve the Minutes of the December 17, 2013 meeting, which motion was seconded by Austin David and carried.

**Attendance:** Frank Aggazio, George Janocsko, Beverly Moore, Deborah Breitenstein, Frank Magliocco, Pat Blackwell, Ken Heinecke, Bobby Gabbianelli, Jim Zapf, Paul Reiber, Jack McGraw, Kim Longwell, James Bulls, Jeannine Rose, Barbara Baulding, Ciara Catic

**Recognitions/Proclamations**

Mr. Aggazio advised that back on January 7<sup>th</sup>, we had several emergencies taking place at once, caused by the extreme cold; a boiler break at Homestead, a couple of heating line breaks at Pleasant Ridge, several heating line breaks at Millvue Acres, the power went out at Prospect Terrace due to a malfunctioning transformer. We had a lot of crew out dealing with these emergencies, and one person very instrumental in getting a lot of the work done, we rely heavily on his knowledge, was Ken Heinecke, also known as the "wizard" of the boilers. We want to recognize his extraordinary efforts and so the employee of the month is Ken Heinecke. Mr. Heinecke thanked Mr. Aggazio. He stated we had very responsive teams to the emergencies; a lot of the other trades and maintenance aides went above and beyond and did one heck of a job. Mr. Aggazio also wanted to recognize Ed Mogus, Jim Bulls, Barbara Baulding, and Paul Reiber, who were all out and responding to the emergencies throughout the County. Mr. Uber, on behalf of the Board, expressed appreciation of everyone chipping in and responding to the emergencies.

**Public Comment on Agenda Items**     None

**Old Business**     None.

**New Business**

A. Administration

1.     Motion by Austin Davis, second by Paul D'Alesandro, nominating and approving the following slate of officers for the Board of Directors:
  - Chair – Derek Uber
  - Vice Chair – Austin Davis
  - Secretary – Evelyn Benzo
  - Treasurer – Paul D'Alesandro
  - Assistant Secretary/Treasurer – Vera KellyMotion unanimously carried.
  
2.     Motion by Austin Davis, second by Paul D'Alesandro, approving amendment of the Waiver of Medical Coverage policy in the ACHA Employee Handbook. Motion carried.

3. Motion by Paul D'Alesandro, second by Austin Davis, approving addition of Employee Classification language to the ACHA Employee Handbook. Motion carried.

B. Procurement

1. Motion by Austin Davis, second by Paul D'Alesandro, approving a contract with Beardsley Mechanical, Inc. in the amount of \$12,400 for repair of a boiler at the Homestead Apts. Motion carried.

C. HMO

1. The following **Resolution #14-01** was introduced by the Chair, read in full and considered:

**RESOLUTION #14-01 APPROVING COLLECTION LOSS**

*BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$17,588.81 and referral for further action, if warranted.*

*Austin David 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 follows:*

AYES:	Derek Uber	NAYS:	None
	Austin Davis		
	Paul D'Alesandro		

*The Chair thereupon declared said Resolution carried and adopted*

**Comment on General Items**

Mr. Uber and Mr. Davis expressed their compliments on the new ACHA web site.

**Adjournment**

There being no further business to conduct, Austin Davis made a motion to adjourn the meeting, which was seconded by Paul D'Alesandro and unanimously approved.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Tuesday, February 18, 2014**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Tuesday, February 18, 2014 at 10:30 a.m. in the board room at the Authority's offices located on the 12<sup>th</sup> floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:     Derek Uber  
              Austin Davis  
              Evelyn Benzo

Absent: Vera Kelly  
           Paul D'Alesandro

The Chair declared a quorum present, advised those attending that this day prior to the meeting the Board met in executive session to discuss matters involving litigation, property, and personnel, and called the meeting to order.

Austin Davis made a motion to approve the Minutes of the January 21, 2014 meeting, which motion was seconded by Evelyn Benzo and carried.

**Attendance:** Frank Aggazio, George Janocsko, Beverly Moore, Deborah Breitenstein, Mike Vogel, Kim Longwell, Rich Stephenson, Dean Allen, Pat Blackwell, Paul Reiber, Russell Nix, Barbara Baulding, Jim Zapf, James Bulls, Jack McGraw, Jeannine Rose, Frank Magliocco, Linda Aliberti

**Recognitions/Proclamations**

Mr. Aggazio stated our employee of the month was nominated by the Property Manager at Hays Manor. Also this person was very instrumental in the ACHA receiving a REAC score of 91 at Hays Manor, which is very high. We were very pleased with that score; we never thought we would receive such a high score. It's a testament to the hard work and planning of our facilities management department. One sidelight to our employee of the month is a sports-related thing - his two sons played college football for the University of Pittsburgh, and his one son starts as guard for the Oakland Raiders. Our employee of the month is Russell Nix. Mr. Nix expressed his gratitude for receiving the award.

**Public Comment on Agenda Items**     None

**Old Business**     None.

**New Business**

A. Administration

1.     Motion by Evelyn Benzo, second by Austin Davis, to approve renewal of the flood insurance policies with the National Flood Insurance Program through American Bankers, in the total amount of \$47,822.00 for the term 02/26/14-02/26/15 for coverage on various buildings at Uansa Village, Hays Manor, Negley Gardens, Rachel Carson Hall and Golden Tower. Motion carried. Mr. Aggazio advised there was about a \$7,000 increase in premiums. As long as I have been here, we only had incidents during Hurricane Ivan – we had some water pumped out of the basements at Hays Manor and Uansa. Also, the creek at Negley Gardens in Tarentum rose 30-40 feet. Our buildings in flood plains have this coverage.
  
2.     Derek Uber requested a motion to hold the amendments to the Workplace Violence Prevention Policy; the I.D. Badge Policy; the Fraud Policy, and the Discipline Policy contained in the ACHA Employee Handbook, pending review by legal counsel. The motion to hold these items pending legal review was made by Austin Davis, seconded by Evelyn Benzo, and carried.

## B. Development

1. Motion by Evelyn Benzo, second by Austin Davis, to award RFP Contract ACHA-1504, Elevator Consulting Services, to American Testing and Inspection Services (ATIS), for a two-year term, with up two 1-year renewal options. Motion carried. Jack McGraw said this is for the elevator inspection work we are required to do annually. Bob Mierzwa performed it for a number a years. Then NEIS was awarded the contract, but they informed us approximately 6 months ago they no longer wanted to perform the work at the end of their contract but agreed to stay on until we could find another company. On the first round, we only received one proposal from a company in New Jersey but it was too expensive because of travel expenses reimbursement, so we went back out on the streets. This firm is a national firm with a local presence, they agreed to do the work on an hourly basis; it usually takes around 3-4 hours to perform an inspection. These inspections are required by the state; any issues discovered from the inspection are dealt with by our elevator maintenance contractor.
2. Motion by Evelyn Benzo, second by Austin Davis, to award IFB Contract ACHA-1495, Site Improvements at Forest Glen General Construction, in the amount of \$58,780, to Zotola Landscaping, Inc. Motion carried. Jack McGraw explained that we purchased Forest Glen a little over a year ago. After we closed on the deal, we needed to do accessibility improvements. As we were doing that work we had a chance to go around the property and identify some other deficiencies that existed that would probably result in REAC violations. We asked HUD if we could access our RHF money to correct these deficiencies, and they approved it. This contractor is going to do some concrete work, fencing, landscaping, etc. to improve the site.
3. Motion by Austin Davis, second by Evelyn Benzo, to award the following contracts for the Interior and Exterior Improvements at Truman Tower:
  - a. Contract ACHA-1475 1/GC – General Construction Contract in the amount of \$1,716,000 to Moret Construction Company
  - b. Contract AChA-1475 3/EC Electrical Contract in the amount of \$444,000 to Merit Electrical Group
  - c. Contract ACHA-1475 4/PC Plumbing Contract in the amount of \$285,410 to Merante Plumbing

Motion carried. Jack stated this is the long awaited modernization of Truman Tower. The building has fallen into disrepair; for years it has had severe plumbing issues with the sanitary stacks. We have also experienced over the years a lot of leakage. We decided to do a modernization, did some testing and in addition discovered we had asbestos floor tile and mastic and asbestos popcorn applied to the ceilings. We decided at that point to move everyone out of the building, which has been completed, and we are now ready to move forward. We looked at two alternatives on how to do it. This seems to be the most economical, it came back with a nice number, lower than expected. Mr. Uber wanted to know how long it would take to rehab the building. Jack estimated about 12 months, but advised we are allowing up to 15 months in case of unexpected problems that may arise.

4. Motion by Austin Davis, second by Evelyn Benzo, to approve amendment to Contract ACHA-1428, A/E Services for Interior and Exterior Improvements to Truman Tower, with McLean Architects in the amount of \$20,050 for additional design work to include conversion of efficiency units to 1-bedroom, as well as adding asbestos abatement work to the general contractor scope of work. Motion carried. Mr. McGraw stated, because we were not sure what the bidding climate would be until we saw some numbers, we asked the architects for some alternatives in efficiency unit design. We asked for one design to rehab the units as they exist, and we also asked for a design to put a wall between the bedroom and door, to make it a one bedroom. That comes with some work with the AC, etc. Then we came up with a third design, a half wall. The prices came back and we elected to go with the option of a 1 bedroom, so we had to pay for that additional design work. And also the asbestos, when we started the project we were going to make that a separate contract, but then we added that work to the general contract, and we added contract administration and oversight of that work to the architect.

C. HMO

1. The following **Resolution #14-02** was introduced by the Chair, read in full and considered:

**RESOLUTION #14-02 APPROVING COLLECTION LOSS**

*BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$21,028.78 and referral for further action, if warranted.*

*Evelyn Benzo moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Austin Davis, and upon roll call the 'Ayes' and 'Nays' were as follows:*

<i>AYES:</i>	<i>Derek Uber</i>	<i>NAYS:</i>	<i>None</i>
	<i>Austin Davis</i>		
	<i>Evelyn Benzo</i>		

*The Chair thereupon declared said Resolution carried and adopted*

**Comment on General Items**

Mr. Davis wanted to know who was responsible for salting the roads in Authority developments. Mr. Aggazio responded that the roads that are part of a municipality are plowed and salted by them; we handle the others. Most of the roads are handled by the municipalities.

**Adjournment**

Austin Davis made a motion to adjourn the meeting, which was seconded by Evelyn Benzo and carried. The meeting ended at 10:50 a.m.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Tuesday, March 18, 2014**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Tuesday, March 18, 2014 at 10:30 a.m. in the board room at the Authority's offices located on the 12<sup>th</sup> floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:	Derek Uber	Absent:	Vera Kelly
	Austin Davis		
	Evelyn Benzo		
	Paul D'Alesandro		

The Chair declared a quorum present, advised those attending that this day prior to the meeting the Board met in executive session to discuss matters involving real estate, personnel, and litigation, and called the meeting to order.

Austin Davis made a motion to approve the Minutes of the February 18, 2014 meeting, which motion was seconded by Evelyn Benzo and carried.

**Attendance:** Frank Aggazio, George Janocsko, Beverly Moore, Deborah Breitenstein, Bobby Gabbianelli, Kim Longwell, Paul Reiber, Pat Blackwell, Frank Magliocco, Dean Allen, Jack McGraw, Geno DiSilvio, Jeannine Rose, Ed Mogus, James Bulls, Barbara Baulding, Richard Stephenson

**Recognitions/Proclamations**

Executive Director Frank Aggazio stated that something that the Authority has been working on for a while is to go paperless. We generally send out on a monthly basis approximately 4300 §8 checks to landlords; right now we are down to about 200 and probably next month it will be none. That saves on postage, paper and man hours. Also the utility allowance checks that go to HACVP participants and the LIPH tenants that goes on debit cards, so there is no postage. The employee of the month quarterbacked the effort. I know he had other help, and he's going to talk a little bit about what he did. Our employee of the month, who spearheaded the debit card program and the Housing Authority going paperless, is Geno DiSilvio.

Geno thanked Mr. Aggazio for the recognition for quarterbacking this program, but stated, "he would be completely remiss if I didn't thank others who participated: Rich Stephenson gave me the opportunity to spearhead the program, but mainly I have to give credit to Jeff Kier of the MIS Department, if you ask anyone they can tell you that he was working at 1-2 a.m. sometimes to get us to the deadline that we set with J.P. Morgan Chase, and also Kim Longwell and Ellen Parker of the HCVP Department were absolutely fantastic, performing duties that were certainly far out of their normal duties, to get this done and moved along. I appreciate the recognition but honestly it goes to you guys more than me. But thank you again for this recognition."

**Public Comment on Agenda Items**     None

**Old Business**

1.     Motion by Austin Davis, second by Evelyn Benzo, to approve amendments to the following policies and procedures contained in the ACHA Employee Handbook:
  - a.     Workplace Violence Prevention Policy
  - b.     Identification Badge Policy
  - c.     Fraud Policy
  - d.     Discipline Policy

Motion unanimously carried. The Executive Director explained that there is always a need to review and update the various policies and procedures. We had outside counsel from Cohen & Grigsby review the

policies; she suggested some minor changes which we incorporated. These updated policies will be incorporated in the Employee Handbook and distributed to all employees at the employee meeting in May.

## **New Business**

### Development

1. Motion by Paul D'Alesandro, second by Austin Davis, to approve the Authority's application for grant funding through the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) offered through the Allegheny County Department of Economic Development and the City of Pittsburgh, Department of City Planning, via HUD's Emergency Solutions Grant (ESG) Program, to perform HQS inspections and Rent Reasonableness Services. Motion carried.

Jack McGraw, Director of Development, advised this is a program we have been participating in for a number of years now with the County. Bob Gabbianelli essentially heads up the services we provide. It was Rapid Rehousing for a number of years and now it is ESG; we came before in December for the 2013 grant and we are now applying for 2014 funding.

### Finance

1. Motion by Paul D'Alesandro, second by Austin Davis, to approve the opening of the following bank accounts for the Carnegie Apartments:
  - Tenant Security Deposit Account
  - Reserve for Replacements Account
  - Escrow Deposits Account
  - Operating Reserve Account
  - Supportive Services Escrow Account
  - ACC Reserve Account

Motion carried.

Rich Stephenson, CFO, explained that Carnegie came on line November 1<sup>st</sup>. It actually is a new partnership development but in HUD's eyes it is two separate AMPS, but for tax credit purposes it is a single development. Because of that, we have to set up the normal partnership accounts for the development.

### Purchasing

1. Motion by Evelyn Benzo, second by Austin Davis, to approve award of requirements Contract ACHA-1512 Appliance Supply Program to GE Appliances, for a two-year contract with up to three additional 1-year option periods. Motion carried.

Rich Stephenson stated the appliance contract expired and Guy put it out for bid. Mrs. Benzo asked what is done with the old appliances. Mr. Stephenson replied that many years ago we tried to refurbish them, but the cost of refurbishment was the same as purchasing a new appliance. We scrap or salvage the old appliance and the money is put back into the AMP. Mr. Uber wanted to know if we are eligible for the electric company rebate. Mr. McGraw responded we are; we take advantage of the program wherein if the replacement appliance is more energy efficient, than the utility company will take the old appliance and we get the rebate.

### HMO

1. The following **Resolution #14-03** was introduced by the Chair, read in full and considered:

**RESOLUTION #14-03 APPROVING COLLECTION LOSS**

*BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$10,600.41 and referral for further action, if warranted.*

*Evelyn Benzo moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Austin Davis, and upon roll call the 'Ayes' and 'Nays' were as follows:*

<i>AYES:</i>	<i>Derek Uber</i>	<i>NAYS:</i>	<i>None</i>
	<i>Austin Davis</i>		
	<i>Evelyn Benzo</i>		
	<i>Paul D' Alesandro</i>		

*The Chair thereupon declared said Resolution carried and adopted.*

Mr. Davis wanted to know where the accounts are transferred. Rich Stephenson responded that the Authority has been using Summit Collection Agency for several years. We just had discussions about putting that out for bid, which HACP just did. Collections are not very high, we usually don't get payments unless someone ones to move back in because they can't move in as long as they owe a debt to a PHA.

**Comment on General Items**    None.

**Adjournment**

Evelyn Benzo made a motion to adjourn the meeting, which motion was seconded by Austin Davis and unanimously approved. The meeting ended at 11:00 a.m.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Tuesday, February 18, 2014**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Tuesday, February 18, 2014 at 10:30 a.m. in the board room at the Authority's offices located on the 12<sup>th</sup> floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:     Derek Uber  
              Austin Davis  
              Evelyn Benzo

Absent: Vera Kelly  
           Paul D'Alesandro

The Chair declared a quorum present, advised those attending that this day prior to the meeting the Board met in executive session to discuss matters involving litigation, property, and personnel, and called the meeting to order.

Austin Davis made a motion to approve the Minutes of the January 21, 2014 meeting, which motion was seconded by Evelyn Benzo and carried.

**Attendance:** Frank Aggazio, George Janocsko, Beverly Moore, Deborah Breitenstein, Mike Vogel, Kim Longwell, Rich Stephenson, Dean Allen, Pat Blackwell, Paul Reiber, Russell Nix, Barbara Baulding, Jim Zapf, James Bulls, Jack McGraw, Jeannine Rose, Frank Magliocco, Linda Aliberti

**Recognitions/Proclamations**

Mr. Aggazio stated our employee of the month was nominated by the Property Manager at Hays Manor. Also this person was very instrumental in the ACHA receiving a REAC score of 91 at Hays Manor, which is very high. We were very pleased with that score; we never thought we would receive such a high score. It's a testament to the hard work and planning of our facilities management department. One sidelight to our employee of the month is a sports-related thing - his two sons played college football for the University of Pittsburgh, and his one son starts as guard for the Oakland Raiders. Our employee of the month is Russell Nix. Mr. Nix expressed his gratitude for receiving the award.

**Public Comment on Agenda Items**     None

**Old Business**     None.

**New Business**

A. Administration

1.     Motion by Evelyn Benzo, second by Austin Davis, to approve renewal of the flood insurance policies with the National Flood Insurance Program through American Bankers, in the total amount of \$47,822.00 for the term 02/26/14-02/26/15 for coverage on various buildings at Uansa Village, Hays Manor, Negley Gardens, Rachel Carson Hall and Golden Tower. Motion carried. Mr. Aggazio advised there was about a \$7,000 increase in premiums. As long as I have been here, we only had incidents during Hurricane Ivan – we had some water pumped out of the basements at Hays Manor and Uansa. Also, the creek at Negley Gardens in Tarentum rose 30-40 feet. Our buildings in flood plains have this coverage.
  
2.     Derek Uber requested a motion to hold the amendments to the Workplace Violence Prevention Policy; the I.D. Badge Policy; the Fraud Policy, and the Discipline Policy contained in the ACHA Employee Handbook, pending review by legal counsel. The motion to hold these items pending legal review was made by Austin Davis, seconded by Evelyn Benzo, and carried.

## B. Development

1. Motion by Evelyn Benzo, second by Austin Davis, to award RFP Contract ACHA-1504, Elevator Consulting Services, to American Testing and Inspection Services (ATIS), for a two-year term, with up two 1-year renewal options. Motion carried. Jack McGraw said this is for the elevator inspection work we are required to do annually. Bob Mierzwa performed it for a number a years. Then NEIS was awarded the contract, but they informed us approximately 6 months ago they no longer wanted to perform the work at the end of their contract but agreed to stay on until we could find another company. On the first round, we only received one proposal from a company in New Jersey but it was too expensive because of travel expenses reimbursement, so we went back out on the streets. This firm is a national firm with a local presence, they agreed to do the work on an hourly basis; it usually takes around 3-4 hours to perform an inspection. These inspections are required by the state; any issues discovered from the inspection are dealt with by our elevator maintenance contractor.
2. Motion by Evelyn Benzo, second by Austin Davis, to award IFB Contract ACHA-1495, Site Improvements at Forest Glen General Construction, in the amount of \$58,780, to Zotola Landscaping, Inc. Motion carried. Jack McGraw explained that we purchased Forest Glen a little over a year ago. After we closed on the deal, we needed to do accessibility improvements. As we were doing that work we had a chance to go around the property and identify some other deficiencies that existed that would probably result in REAC violations. We asked HUD if we could access our RHF money to correct these deficiencies, and they approved it. This contractor is going to do some concrete work, fencing, landscaping, etc. to improve the site.
3. Motion by Austin Davis, second by Evelyn Benzo, to award the following contracts for the Interior and Exterior Improvements at Truman Tower:
  - a. Contract ACHA-1475 1/GC – General Construction Contract in the amount of \$1,716,000 to Moret Construction Company
  - b. Contract AChA-1475 3/EC Electrical Contract in the amount of \$444,000 to Merit Electrical Group
  - c. Contract ACHA-1475 4/PC Plumbing Contract in the amount of \$285,410 to Merante Plumbing

Motion carried. Jack stated this is the long awaited modernization of Truman Tower. The building has fallen into disrepair; for years it has had severe plumbing issues with the sanitary stacks. We have also experienced over the years a lot of leakage. We decided to do a modernization, did some testing and in addition discovered we had asbestos floor tile and mastic and asbestos popcorn applied to the ceilings. We decided at that point to move everyone out of the building, which has been completed, and we are now ready to move forward. We looked at two alternatives on how to do it. This seems to be the most economical, it came back with a nice number, lower than expected. Mr. Uber wanted to know how long it would take to rehab the building. Jack estimated about 12 months, but advised we are allowing up to 15 months in case of unexpected problems that may arise.

4. Motion by Austin Davis, second by Evelyn Benzo, to approve amendment to Contract ACHA-1428, A/E Services for Interior and Exterior Improvements to Truman Tower, with McLean Architects in the amount of \$20,050 for additional design work to include conversion of efficiency units to 1-bedroom, as well as adding asbestos abatement work to the general contractor scope of work. Motion carried. Mr. McGraw stated, because we were not sure what the bidding climate would be until we saw some numbers, we asked the architects for some alternatives in efficiency unit design. We asked for one design to rehab the units as they exist, and we also asked for a design to put a wall between the bedroom and door, to make it a one bedroom. That comes with some work with the AC, etc. Then we came up with a third design, a half wall. The prices came back and we elected to go with the option of a 1 bedroom, so we had to pay for that additional design work. And also the asbestos, when we started the project we were going to make that a separate contract, but then we added that work to the general contract, and we added contract administration and oversight of that work to the architect.

C. HMO

1. The following **Resolution #14-02** was introduced by the Chair, read in full and considered:

**RESOLUTION #14-02 APPROVING COLLECTION LOSS**

*BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$21,028.78 and referral for further action, if warranted.*

*Evelyn Benzo moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Austin Davis, and upon roll call the 'Ayes' and 'Nays' were as follows:*

AYES:	Derek Uber	NAYS:	None
	Austin Davis		
	Evelyn Benzo		

*The Chair thereupon declared said Resolution carried and adopted*

**Comment on General Items**

Mr. Davis wanted to know who was responsible for salting the roads in Authority developments. Mr. Aggazio responded that the roads that are part of a municipality are plowed and salted by them; we handle the others. Most of the roads are handled by the municipalities.

**Adjournment**

Austin Davis made a motion to adjourn the meeting, which was seconded by Evelyn Benzo and carried. The meeting ended at 10:50 a.m.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Tuesday, March 18, 2014**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Tuesday, March 18, 2014 at 10:30 a.m. in the board room at the Authority's offices located on the 12<sup>th</sup> floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:     Derek Uber  
              Austin Davis  
              Evelyn Benzo  
              Paul D'Alesandro

Absent: Vera Kelly

The Chair declared a quorum present, advised those attending that this day prior to the meeting the Board met in executive session to discuss matters involving real estate, personnel, and litigation, and called the meeting to order.

Austin Davis made a motion to approve the Minutes of the February 18, 2014 meeting, which motion was seconded by Evelyn Benzo and carried.

**Attendance:** Frank Aggazio, George Janocsko, Beverly Moore, Deborah Breitenstein, Bobby Gabbianelli, Kim Longwell, Paul Reiber, Pat Blackwell, Frank Magliocco, Dean Allen, Jack McGraw, Geno DiSilvio, Jeannine Rose, Ed Mogus, James Bulls, Barbara Baulding, Richard Stephenson

**Recognitions/Proclamations**

Executive Director Frank Aggazio stated that something that the Authority has been working on for a while is to go paperless. We generally send out on a monthly basis approximately 4300 §8 checks to landlords; right now we are down to about 200 and probably next month it will be none. That saves on postage, paper and man hours. Also the utility allowance checks that go to HACVP participants and the LIPH tenants that goes on debit cards, so there is no postage. The employee of the month quarterbacked the effort. I know he had other help, and he's going to talk a little bit about what he did. Our employee of the month, who spearheaded the debit card program and the Housing Authority going paperless, is Geno DiSilvio.

Geno thanked Mr. Aggazio for the recognition for quarterbacking this program, but stated, "he would be completely remiss if I didn't thank others who participated: Rich Stephenson gave me the opportunity to spearhead the program, but mainly I have to give credit to Jeff Kier of the MIS Department, if you ask anyone they can tell you that he was working at 1-2 a.m. sometimes to get us to the deadline that we set with J.P. Morgan Chase, and also Kim Longwell and Ellen Parker of the HCVP Department were absolutely fantastic, performing duties that were certainly far out of their normal duties, to get this done and moved along. I appreciate the recognition but honestly it goes to you guys more than me. But thank you again for this recognition."

**Public Comment on Agenda Items**     None

**Old Business**

1.     Motion by Austin Davis, second by Evelyn Benzo, to approve amendments to the following policies and procedures contained in the ACHA Employee Handbook:
  - a.     Workplace Violence Prevention Policy
  - b.     Identification Badge Policy
  - c.     Fraud Policy
  - d.     Discipline Policy

Motion unanimously carried. The Executive Director explained that there is always a need to review and update the various policies and procedures. We had outside counsel from Cohen & Grigsby review the

policies; she suggested some minor changes which we incorporated. These updated policies will be incorporated in the Employee Handbook and distributed to all employees at the employee meeting in May.

## **New Business**

### Development

1. Motion by Paul D'Alesandro, second by Austin Davis, to approve the Authority's application for grant funding through the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) offered through the Allegheny County Department of Economic Development and the City of Pittsburgh, Department of City Planning, via HUD's Emergency Solutions Grant (ESG) Program, to perform HQS inspections and Rent Reasonableness Services. Motion carried.

Jack McGraw, Director of Development, advised this is a program we have been participating in for a number of years now with the County. Bob Gabbianelli essentially heads up the services we provide. It was Rapid Rehousing for a number of years and now it is ESG; we came before in December for the 2013 grant and we are now applying for 2014 funding.

### Finance

1. Motion by Paul D'Alesandro, second by Austin Davis, to approve the opening of the following bank accounts for the Carnegie Apartments:
  - Tenant Security Deposit Account
  - Reserve for Replacements Account
  - Escrow Deposits Account
  - Operating Reserve Account
  - Supportive Services Escrow Account
  - ACC Reserve Account

Motion carried.

Rich Stephenson, CFO, explained that Carnegie came on line November 1<sup>st</sup>. It actually is a new partnership development but in HUD's eyes it is two separate AMPS, but for tax credit purposes it is a single development. Because of that, we have to set up the normal partnership accounts for the development.

### Purchasing

1. Motion by Evelyn Benzo, second by Austin Davis, to approve award of requirements Contract ACHA-1512 Appliance Supply Program to GE Appliances, for a two-year contract with up to three additional 1-year option periods. Motion carried.

Rich Stephenson stated the appliance contract expired and Guy put it out for bid. Mrs. Benzo asked what is done with the old appliances. Mr. Stephenson replied that many years ago we tried to refurbish them, but the cost of refurbishment was the same as purchasing a new appliance. We scrap or salvage the old appliance and the money is put back into the AMP. Mr. Uber wanted to know if we are eligible for the electric company rebate. Mr. McGraw responded we are; we take advantage of the program wherein if the replacement appliance is more energy efficient, than the utility company will take the old appliance and we get the rebate.

### HMO

1. The following **Resolution #14-03** was introduced by the Chair, read in full and considered:

**RESOLUTION #14-03 APPROVING COLLECTION LOSS**

*BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$10,600.41 and referral for further action, if warranted.*

*Evelyn Benzo moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Austin Davis, and upon roll call the 'Ayes' and 'Nays' were as follows:*

<i>AYES:</i>	<i>Derek Uber</i>	<i>NAYS:</i>	<i>None</i>
	<i>Austin Davis</i>		
	<i>Evelyn Benzo</i>		
	<i>Paul D' Alesandro</i>		

*The Chair thereupon declared said Resolution carried and adopted.*

Mr. Davis wanted to know where the accounts are transferred. Rich Stephenson responded that the Authority has been using Summit Collection Agency for several years. We just had discussions about putting that out for bid, which HACP just did. Collections are not very high, we usually don't get payments unless someone ones to move back in because they can't move in as long as they owe a debt to a PHA.

**Comment on General Items**    None.

**Adjournment**

Evelyn Benzo made a motion to adjourn the meeting, which motion was seconded by Austin Davis and unanimously approved. The meeting ended at 11:00 a.m.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Tuesday, April 15, 2014**

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Tuesday, April 15, 2014 at 10:30 a.m. in the board room at the Authority's offices located on the 12<sup>th</sup> floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present: Austin Davis  
Evelyn Benzo  
Paul D'Alesandro

Absent: Derek Uber  
Vera Kelly

The Vice Chair declared a quorum present, advised those attending that this day prior to the meeting the Board met in executive session to discuss matters involving real estate, personnel, and litigation, and called the meeting to order.

**Attendance:** Frank Aggazio, George Janocsko, Beverly Moore, Deborah Breitenstein, Kim Longwell, Jack McGraw, Bobby Gabbianelli, Mike Vogel, Barbara Baulding, Linda Aliberti, Jeannine Rose, Frank Magliocco, Dean Allen, Jim Zapf, James Bulls, Marlene Sanders, Paul Reiber, Lou Sanchez, Pat Blackwell

**Recognitions/Proclamations**

Executive Director Frank Aggazio stated, our employee of the month is a special individual. He constantly helps who ever needs assistance, gives advice on maintenance issues to facilities management or the other managers; this winter on several occasions he picked up salt and delivered it to the various sites. He trains many of our assistance managers when they come in. I have to tell this story...several years ago when he came to the housing authority, he use to wear a tool belt to work; unfortunately I had to tell him he couldn't wear his tool belt. Our employee of the month, who is a proud Vietnam veteran, is Lou Sanchez.

Mr. Sanchez thanked Mr. Aggazio, the Board, and Ms. Moore for the award, stating he greatly appreciated this recognition.

Thereafter, Paul D'Alesandro made a motion to approve the Minutes of the March 18, 2014 meeting, which motion was seconded by Evelyn Benzo and carried.

**Public Comment on Agenda Items** None

**Old Business** None

**New Business**

A. Development

1. Motion by Evelyn Benzo, second by Paul D'Alesandro to award Contract ACHA-1475-5/EL, Elevator Contractor for the Interior and Exterior Improvements at Truman Tower, in the amount of \$44,970, to Eastern Elevator Service and Sales. Motion carried.

Jack McGraw, Director of Development, explained that this award is part of our Truman modernization project. It is a small contract, for elevator upgrades, basically cab upgrades at the end of construction, and any minor maintenance we need during construction. This is the second time we bid the project; the first time we received no bids. We went back out hoping to receive additional bids and received only two. If we didn't get these bids, we would have negotiated with our elevator maintenance contractor to do the work; for whatever reason, elevator companies don't want to do small projects like this. So we are glad we received these bids, we are happy with the contractor, they formerly were our maintenance contractor and performed very well.

2. Motion by Paul D'Alesandro, second by Evelyn Benzo, to award Contract ACHA-1475-2/MC, Mechanical Contract for the Interior and Exterior Improvements at Truman Tower, in the amount of \$93,050, to Controlled Climate Systems. Motion carried.

Jack McGraw explained that again, this is a rebid of the mechanical contract because we only received on bid the first time. This company submitted the only bid the first time, which we elected not to open. They asked to hold the original bid, we went back out for advertisement and received 3 bids the second time. The lowest bidder failed to supply information as requested to make an award; this company was the second lowest bidder. They have done a lot of work for us over the years, and I am recommending this award.

3. Motion by Paul D'Alesandro, second by Evelyn Benzo, approving piggyback of CoSTARS State Contract #4400010438 with SimplexGrinnell LP for purchase and installation of a new fire alarm system at Truman Tower for the amount of \$37,982.60. (PB-14-002) Motion carried.

Mr. McGraw stated the original scope of work for Truman did not contain a replacement of the fire alarm system; we thought we would work with the system as it existed, make any modifications needed. However, the bids came in low enough for the overall modernization and we had budget room left. When we got out there, we then considered replacing the entire fire alarm system so when we walk away from this project we have a brand new, state of the art fire alarm/smoke detection system. Costars contract with Simplex Grinnell was an easy way to do this; we looked at the price and it was fair and reasonable.

4. Motion by Evelyn Benzo, second by Paul D'Alesandro, to award 11 Project Based Housing Choice Vouchers to Orchard Park Housing Initiative, LP, which will assist in creating new affordable housing in the Duquesne area. Motion carried.

Jack McGraw stated that as part of the revitalization of Burns Heights and the PHFA tax credits application, we have to come up with development budgets; how much money you project to raise in rents, subsidy from HUD, etc. You can only have so many LIPH units in a development of this type. Typically they don't allow the budget to work the way you need to. Project based vouchers bring in a higher payment standard than the subsidy HUD would provide for public housing units. We had a developer put an application in; we have a scoring committee that evaluates all proposals that come in like this. We scored this proposal; it ranked high enough to award vouchers. Mr. Aggazio added that the County gave us HOME money, we can't combine HOME funds with public housing; it's a restriction with that particular funding.

5. Motion by Paul D'Alesandro, second by Evelyn Benzo approving Amendment 2 to Contract ACHA-1431 A/E Services for the Interior and Exterior Improvements at General Braddock Tower, with McLean Architects, LLC, in the amount of \$38,500 for additional mechanical and electrical engineering scope for new chiller, make-up air unit and electrical upgrades. Motion carried.

Mr. McGraw said this work dovetails into the Honeywell energy performance contract work being done at GBT and the couple of phases of modernization going on. We originally had this work in the Honeywell scope but for budgetary reasons they had to exclude work at various buildings. The chiller for this system was taken out and the rooftop make-up air unit was taken out. Since we decided to replace all the windows – if you are familiar with the building every unit has its own window AC in the living room. Through Honeywell we are putting in a new HVAC system. It's fan coil units so we need a chiller to provide the cold water for the AC. We are picking this up under our mod/capital fund instead of through the EPC.

## B. Finance

1. Motion by Evelyn Benzo, second by Paul D'Alesandro, approving the opening of Replacement Reserve bank accounts for Ohioview Housing Partnership, LP, and for Ohioview Housing Partnership, LP II. Motion carried. Patrick Blackwell stated that now that ACHA is the management agent of the development, it makes sense for ACHA to hold these accounts instead of Penrose.

C. HMO

1. The following **Resolution #14-04** was introduced by the Vice Chair, read in full and considered:

**RESOLUTION #14-04 APPROVING COLLECTION LOSS**

*BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$14,387.24 and referral for further action, if warranted.*

*Evelyn Benzo moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Austin Davis, and upon roll call the 'Ayes' and 'Nays' were as follows:*

AYES:	Austin Davis	NAYS:	None
	Evelyn Benzo		
	Paul D'Alesandro		

*The Vice Chair thereupon declared said Resolution carried and adopted.*

D. Purchasing

1. Motion by Paul D'Alesandro, second by Evelyn Benzo, to piggyback Central Westmoreland Council of Governments Cooperative Purchasing with Day Fleet Sales, Contract #13-MV-013-014 for the purchase of the following fleet vehicles for the Maintenance Department:

<u>Vehicle</u>	<u>Amount</u>	<u>Unit Price</u>
2014 Chevrolet Cargo Van	1	\$23,395
2015 Chevrolet Silverado Truck	1	\$26,311
2015 Chevrolet Silverado Truck	2	\$25,576
TOTAL		\$100,858

Motion carried. (PB-14-001)

Mr. Aggazio stated our fleet is old and some of our vehicles have needed to be replaced for some time; these are all site trucks. Guy Phillips, Purchasing Manager, added that all of the vehicles being replaced are old, and not worth repairing. The Central Westmoreland COG vehicle contract has excellent pricing. Mrs. Benzo wanted to know if there was any set time to replace vehicles. Mr. Aggazio responded that we try to replace a few vehicles every year, but some years we had to cut the replacements because of budget cuts. We do have a fleet replacement plan, but if vehicles are deemed unsafe and repairs are not feasible, then we have to replace them.

2. Motion by Evelyn Benzo, second by Paul D'Alesandro, to award firm-fixed price contract ACHA-1517, Battery Powered Carbon Monoxide Alarm Sensors for ACHA developments, to HD Supply, contract term for a two-year period, with three 1-year renewal options. Motion carried. The Executive Director stated that the state passed a law to have CO sensors in units with fossil fuel heating sources; basically it's every unit we have, one, if not more, sensors installed.

E. Travel

1. Motion by Evelyn Benzo, second by Paul D'Alesandro, approving travel for 6 staff to attend the Emphasys National Users Group Connect Conference from August 17-20, 2014, in Nashville, TN. Motion carried. Frank Magliocco stated this is the annual conference of PHAs from all over the country that use this particular public housing software. It's a great way to pick up some best practices; we always pick up something that we can utilize. I'm the current present of the user group so my registration is covered. Staff from MIS, HCVP, HMO and Finance will be attending the conference.
2. Motion by Paul D'Alesandro, second by Evelyn Benzo, approving travel for 1 staff person to attend the NAHRO Summer Conference from July 17-19, 2014 in Tampa, FL. Motion carried.

**Comment on General Items** None.

**Adjournment**

There being no further business to conduct, Paul D'Alesandro made a motion to adjourn the meeting, which motion was seconded by Evelyn Benzo, and unanimously approved.

The meeting ended at 11:00 a.m.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Tuesday, May 20, 2014**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Tuesday, May 20, 2014 at 11:10 a.m. in the board room at the Authority's offices located on the 12<sup>th</sup> floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:	Derek Uber	Absent:	Evelyn Benzo
	Austin Davis		Vera Kelly
	Paul D'Alesandro (via phone)		

The Chair declared a quorum present, advised those attending that this day prior to the meeting the Board met in executive session to discuss matters involving real estate, personnel, and litigation, and called the meeting to order.

**Attendance:** Frank Aggazio, George Janocsko, Beverly Moore, Deborah Breitenstein, Holly Hudson, Bobby Gabbianelli, Pat Blackwell, Mike Vogel, Paul Reiber, Ed Primm, Andy Jamrom, Frank Magliocco, James Bulls, Jeannine Rose, Rich Stephenson, Barbara Baulding, Linda Aliberti

**Recognitions/Proclamations**

Executive Director Frank Aggazio stated, this employee of the month over the years has received numerous comments by residents on how well they have been treated by her and the services she provides to them, and Rich Stephenson has told him that she does the work of 3 people – that's outstanding. Our employee of the month is Florence Davis. Ms. Davis graciously accepted this recognition.

Austin Davis made a motion to approve the Minutes of the April 15, 2014 meeting, which motion was seconded by Paul D'Alesandro and unanimously approved.

**Public Comment on Agenda Items**     None

**Old Business**     None

**New Business**

A. Development

1. Motion by Austin Davis, second by Paul D'Alesandro, accepting the ACHA's Fiscal Year 2013 Single Audit performed by Maher Duessel. Motion unanimously carried. Mr. Davis and Mr. Uber congratulated the staff on a good audit and thank the staff for all the hard work done.

B. Purchasing

1. Motion by Austin Davis, second by Paul D'Alesandro, approving an indefinite quantities Contract #PB-14-003 for Legal Services, piggybacking the Housing Authority of the City of Pittsburgh Contract #700-51-12, to the following firms, contract period for three years, total expenditures not to exceed \$100,000 per year:

Cohen & Grigsby	Tucker Arensberg
Pepper Hamilton	Campbell Durrant Beatty Palombo & Miller
Shnader Harrison Segal & Lewis	Grogan Graffam
Thomson Rhodes & Cowie	Reno & Cavanaugh
Berry & Associates	Ballard Spahr

Motion unanimously carried.

### C. Travel

1. Motion by Austin Davis, second by Paul D'Alesandro, approving travel for up to 6 staff to attend the PAHRA Spring Conference & Expo from June 8-11, 2014 in Hershey, PA. Motion carried.

### **IX. Comment on General Items**

Mr. Aggazio stated, many of you noticed today that Mrs. Benzo is not here. Our new board Mark Foerster, who has been appointed to replace Mrs. Benzo next month, is here today. Mrs. Benzo has served the Board and this Housing Authority with distinction and commitment. No one has been as great on attendance and dedication over the years as Mrs. Benzo. We will all miss her and hopefully she will be back next month – we have a special presentation for her. Speaking for myself, it was a joy to work with her, she always had great questions, a lot of good comments and help throughout the years, and I appreciated her support.

Mr. Uber echoed that, and also welcomed Mark Foerster. Mark has been in the insurance business for a while, he is also a former municipal elected official, so he brings that perspective to the Board, and I'm sure he is going to bring great insight in to this Board.

Mr. Davis stated that Mrs. Benzo was someone he was able to learn a lot from in the short time he has been on the Board and he will certainly miss her. Mr. Davis also welcomed Mark and stated he looks forward to working with him and doing some great work at the Authority.

### **X. Adjournment**

Motion by Austin Davis, second by Paul D'Alesandro, to adjourn the meeting. The meeting ended at approximate 11:25 a.m.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Tuesday, June 17, 2014**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Tuesday, June 17, 2014 at 10:35 a.m. in the board room at the Authority's offices located on the 12<sup>th</sup> floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:     Derek Uber  
              Austin Davis  
              Mark Foerster

Absent: Paul D'Alesandro  
          Vera Kelly

The Chair declared a quorum present, advised those attending that this day prior to the meeting the Board met in executive session to discuss matters involving real estate, personnel, and litigation, and called the meeting to order.

On May 21, 2014, Mark Foerster was appointed by the Allegheny County Council to replace Evelyn Benzo, and serve as a member of the Allegheny County Housing Authority Board for a term to expire December 31, 2018.

**Attendance:** Frank Aggazio, George Janocsko, Beverly Moore, Deborah Breitenstein, Nedra Wright, Mirella Vercillo, Erica Glenn, Leigh Michelle Anderson, Sydney Hayden, Bobby Gabbianelli, Barbara Baulding, Florence Powell, Kim Longwell, Rich Stephenson, Kathy Smiley, Chris Waugh, Jim Bulls, Kevin Bartko, Jeannine Rose, Frank Magliocco, Tanya Hunter, Dean Allen, Mable Johnson, Jack McGraw, Mike Vogel, and Evelyn Benzo

**Recognitions/Proclamations**

Executive Director Frank Aggazio presented the employee of the month award to ACHA Police Sgt. Ed Mogus, stating, Sgt. Mogus chaired our healthcare committee. We were initially presented with a 5% increase in healthcare premiums. Ed argued against it, met with our broker and healthcare provider, and the long and short of it was it resulted in a 7.5% rate decrease. I give a lot of credit to Ed Mogus for this. Also, he distinguished the ACHA recently in giving a presentation at a PAHRA Conference on disaster planning, going over our procedures, how we prepare, what we do when there is a catastrophe or disaster. He did a great job, and for these reasons he is getting the employee of the month award. Mike Vogel accepted the award on behalf of Ed, who was at a conference. Chief Vogel stated Ed wears many hats, as others do in this agency, and he does an outstanding job. He handles risk management, workers comp claims, and property insurance claims. We are glad to have him.

Mr. Aggazio stated, our next presentation is to Mrs. Benzo. We want to thank her for outstanding work, dedication and service for 19 years as a member of the Board of Directors of the Authority. She has served with distinction and commitment; her attendance at Board meetings was second to none. We will all miss Mrs. Benzo. Speaking for myself, it has been a joy to work with you, and I appreciate your support throughout the years. You came on board when we turned everything around at this agency and you deserve a lot of the credit for your guidance and leadership of the Housing Authority. I want to read this recognition for the minutes: "We at the Allegheny County Housing Authority present this certification of recognition in honor of your exceptional service and attendance. We appreciate your dedication and commitment as a member of the Allegheny County Housing Authority Board of Directors for 19 years of service". Thank you, Mrs. Benzo.

Mrs. Benzo stated, this has been a learning experience and I've enjoyed every bit of it. I have found everyone here to be dedicated and committed. When Debbie Booker and I came on, as Frank said, it was troubled times. I'm so glad I'm leaving with this agency as a high performer, and ask of all you to keep on, being dedicated and committed to the people. I certainly enjoyed all of those who were with me on the board; I will miss the third Tuesday of every month. Thank you.

Mr. Uber stated, thank you Mrs. Benzo, I really appreciate it, always reminding us to keep our eye on the ball and remember who we serve - the residents, and honoring our employees as well. You are a great example for me as a board member, I appreciate it, and hopefully we will see you on that side of the table....you can still come on the third Tuesday! Please don't be a stranger.

Mr. Davis stated, I've only served on the board a short time with you, but in that short time I have learned a lot from you. You have represented not only the people in Braddock, but the entire Mon Valley very well over the years, not only as a councilwoman but also as a commission here, and I hope that I am half as successful as you were her, so thank you.

**Public Comment on Agenda Items** None

**Approval of Minutes**

Austin Davis made a motion to approve the Minutes of the May 20, 2014 meeting, which motion was seconded by Mark Foerster and unanimously approved.

**Old Business** None

**New Business**

A. **Administration**

1. Motion by Austin David, second by Derek Uber, appointing Mark Foerster (replacing Evelyn Benzo) to the board of directors and/or as an officer of the following fully owned ACHA entities and their corresponding sub-entities:
  - a) Allegheny Composite Housing Development Corporation
  - b) Allegheny Housing Development Corporation
  - c) Allegheny Housing Partnership, Inc.
  - d) Fox Hill Management, Inc.
  - e) Leetsdale Housing Development Corporation
  - f) Ohio Valley Housing GP Corp.
  - g) Swissvale Housing Development Corporation
  - h) Three Rivers Communities, Inc.
  - i) Three Rivers GP Corp.
  - j) Waterfront Housing GP Corp.
  - k) West Pine Affordable Housing, Inc.

Motion carried.

2. The following **Resolution #14-05** was introduced by the Chair, read in full and considered:

**RESOLUTION #14-05 APPROVING AND AUTHORIZING SUBMISSION OF ACHA'S –YEAR PLAN AND 2014 ANNUAL PLAN**

***RESOLVED***, that the Board of Directors of the Allegheny County Housing Authority hereby approves and authorizes the submission to HUD of ACHA's new 5-Year Plan and the 2014 Annual Plan.

*Mark Foerster moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Austin Davis, and upon roll call the 'Ayes' and 'Nays' were as follows:*

AYES:	Derek Uber	NAYS:	None
	Austin Davis		
	Mark Foerster		

*The Chair thereupon declared said Resolution carried and adopted.*

3. Motion by Austin Davis, second by Mark Foerster, approving renewal of employee medical, dental and vision benefits effective July 1, 2014. Motion carried. Mr. Aggazio advised that we expect

a savings of approximately \$100,000 as a result of the reduced healthcare rates; the dental and vision rates basically remained the same.

4. Motion by Mark Foerster, second by Austin Davis, approving renewal of the Workers Compensation insurance coverage with the Housing and Redevelopment Insurance Exchange (HARIE) for the term 6/15/14-6/15/15, estimated annual premium of \$326,033. Motion unanimously carried.
5. Motion by Austin Davis, second by Mark Foerster, ratifying the following collective bargaining agreements for the 4 year term 10/1/13 to 9/30/17:
  - a. SEIU 32BJ (maintenance aides)
  - b. Teamsters Local 250Motion carried. Mr. Aggazio advised our main objective was to switch employee co-pays from a percentage of salary to a percentage of the healthcare premium over the 4 years of the contract, and wage increases of 2.5% per year of the contract. The Teamsters have ratified their contract, and the maintenance aides are voting today. There were some other minor language changes, but our main concern was employee co-pays, there was a little bit of a compromise..

#### B. Development

1. Motion by Mark Foerster, second by Austin Davis, awarding Contract ACHA-1520, Moving Services-ACHA Wide, to Metro Moving & Storage, Inc., and Don Farr Moving and Storage Company, for a two year term. Motion carried. Jack McGraw stated moving services are mainly required for tenant moves for modernization, and some other administrative moves. We have worked with these contractors before, and both companies do a good job.
2. Motion by Austin Davis, second by Mark Foerster, to ward RFQ Contract ACHA-1518, A/E Services for Exterior and Interior Improvements at Wilmerding Apartments, Phase 1, to Lami-Grubb Architects in the amount of \$27,000. Motion carried. Jack McGraw advised that this building has moved into the capital plan this year because of a water infiltration issue. The first phase of the work is on the exterior to identify where the water is coming in. A new roof will be put on the building, and we will address this water infiltration problem. We will have a better idea after we identify where the water is coming from – it is probably the windows and seals. We will come back for amendments for additional phases. In response to a question from Mr. Uber, Mr. McGraw stated that Lami-Grubb has done a lot of work for us over the years. We received a lot of responses to this RFQ, and the top 3 firms were very close but the committee scored Lami-Grubb highest.

#### C. Purchasing

1. Motion by Austin Davis, second by Mark Foerster, approving piggyback of Central Westmoreland Council of Governments Cooperative Purchasing with Day Ford, Inc., Contract #13-MV-013-012 for the purchase of a 2015 Ford Interceptor (Explorer) police car for the Public Safety Department, in the amount of \$26,688 (#PB-14-004). Motion carried. Chief Vogel advised this is a marked police car, replacing a 2007 car with high mileage that we are scrapping because the transmission blew out.

#### D. HMO

1. The following **Resolution #14-06** was introduced by the Chair, read in full and considered:

#### **RESOLUTION #14-06 APPROVING COLLECTION LOSS**

*BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$16,078.45 and referral for further action, if warranted.*

*Mark Foerster moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Austin Davis, and upon roll call the 'Ayes' and 'Nays' were as follows:*

AYES:           Derek Uber  
                  Austin Davis  
                  Mark Foerster

NAYS:           None

*The Chair thereupon declared said Resolution carried and adopted.*

2. Motion by Mark Foerster, second by Austin Davis, approving the opening and closing of the following LIPH Waiting Lists:

**Closing end of business day Monday, June 30, 2014:**

- Millvue Acres – 1 Bedroom
- Ohioview Tower – 1 Bedroom
- West View – 1 Bedroom
- Hays Manor – 3 Bedroom

**Opening start of business day Tuesday, July 1, 2014:**

- Prospect Terrace – 2 Bedroom
- Hays Manor – 2 Bedroom
- Pleasant Ridge – 1 Bedroom
- Pleasant Ridge – 2 Bedroom
- Orchard Park – 1, 2, 3, and 4 Bedroom
- Truman Tower - 1 Bedroom

Motion unanimously carried. In response to a question from Mr. Davis, Mr. Aggazio and Mr. Bulls advised that though the Orchard Park development will not be completed until 12-14 months from now, we are being proactive in getting a waiting list going.

3. Motion by Austin Davis, second by Mark Foerster, approving renewal the Allegheny County Department of Human Services contract in the amount of \$100,000 to fund the Deborah D. Booker Community Center for the program year 2014 -2015 effective July 1, 2014. Motion carried. Barbara Baulding advised this grant is to provide programs at the Booker center for teens of the Highlands School District between the ages of 13-17.

E. MIS

1. Motion by Austin Davis, second by Mark Foerster, approving renewal of the annual Software Maintenance Agreement for 2014 with Emphasys Software to provide support on the proprietary software licenses to the ACHA, in the amount of \$97,546.25. Motion carried. Mr. Magliocco advised we added no new modules this year, this is a slight increase in the license from last year.

F. Off-Agenda

1. The Board wants to call a special meeting for Tuesday, July 8, 2014 at 10:00 a.m.; the meeting will be advertised and open to the public. We have a couple new board members and we want to take the opportunity to have a workshop to bring everyone up to speed on the great work the Authority does. Austin Davis made a motion to approve the special meeting, which motion was seconded by Mark Foerster and unanimously carried.

**IX. Comment on General Items**   None.

**X. Adjournment**

Motion by Austin Davis, second by Mark Foerster, to adjourn the meeting. Motion carried.

The meeting ended at 11:00 a.m.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Special Meeting of the Board of Directors**  
**Tuesday, July 8, 2014**

The members of the Board of Directors of the Allegheny County Housing Authority held a special meeting on Tuesday, July 8, 2014 at 10:00 a.m. a.m. in the board room at the Authority's offices located on the 12<sup>th</sup> floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:     Derek Uber  
              Austin Davis  
              Mark Foerster

Absent: Paul D'Alesandro  
          Vera Kelly

The Chair declared a quorum was not present to conduct business, and that this meeting was being held to provide general information for the newer board members concerning the operations of the Authority.

**Attendance:** Frank Aggazio, George Janocsko, Beverly Moore, Bobby Gabbianelli, Barbara Baulding, Kim Longwell, Rich Stephenson, Kevin Bartko, Jeannine Rose, Paul Reiber, Frank Magliocco, Jack McGraw, Rich Stephenson, Mike Vogel

Mr. Aggazio gave a power point presentation on Authority developments that have undergone completed modernization in the past 15 years. Thereafter, staff in attendance gave a brief overview of their department's responsibilities and current activities.

The meeting ended at 11:30 a.m.

/db

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Tuesday, July 15, 2014**

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Tuesday, July 15, 2014 at 10:35 a.m. in the board room at the Authority's offices located on the 12<sup>th</sup> floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present: Austin Davis  
Mark Foerster  
Paul D'Alesandro

Absent: Derek Uber  
Vera Kelly

The Vice Chair declared a quorum present, advised those attending that this day prior to the meeting the Board met in executive session to discuss matters involving real estate, personnel, and litigation, and called the meeting to order.

**Attendance:** Frank Aggazio, George Janocsko, Beverly Moore, Deborah Breitenstein, Kim Longwell, Dean Allen, Frank Magliocco, Ed Mogus, Pat Blackwell, James Bulls, Jack McGraw, Barbara Baulding, Roy Benner, Rich Stephenson

**Recognitions/Proclamations**

The Executive Director stated that our Employee of the Month does an outstanding job with the homeownership program. He also serves on various committees throughout the County, to name a few – Breaking Silence on Youth Violence; Hoops for the Future. He also helps our residents by conducting financial literacy classes, and does an outstanding job of that also. Our Employee of the Month is Roy Banner. Mr. Banner thanked Mr. Aggazio and the Board for this recognition.

**Public Comment on Agenda Items** None

**Approval of Minutes**

Mark Foerster made a motion to approve the Minutes of the June 17, 2014 meeting, which motion was seconded by Paul D'Alesandro and unanimously approved.

**Old Business**

- A. Motion by Paul D'Alesandro, second by Mark Foerster, ratifying a poll of the Board by the Executive Director on June 30, 2014, wherein Derek Uber, Austin Davis, Mark Foerster, and Paul D'Alesandro approved:
1. Contracting with Quality Mechanical Services, Inc. to furnish and install a new compressor at the Robert J. Corbett Apts. in the amount of \$16,845.
  2. Migration of employee Life/STD/LTD coverage to the Lincoln Financial Group effective July 1, 2014.

Motion carried.

**New Business**

A. Development

1. Motion by Mark Foerster, second by Paul D'Alesandro, approving award of Letter Bid Contract ACHA-1523, Site Drainage and Restoration at Building 11 Prospect Terrace, in the amount of \$14,717.00, to Liokareas Construction. Jack McGraw explained that at the end of the

modernization period at Prospect, we started experiencing water runoff issues in proximity to building 11. There were several grade changes from the top of the site down through there, and at building 11 it was particularly difficult; we had some sidewalks that run into it from a parking area, and a sidewalk that runs down through a courtyard. Water runoff is causing problems with two of the units, water could actually run onto the porches, depositing silt and that sort of collection, and then there are some foundation drain vents where water is running up into that area. So we looked at it and decided to re-grade the entire area and add to the site drainage by swelling two areas and putting yard drains in to collect that water directly there and then re-establish the storm system in proximity to that building. Mr. Davis wanted to know if we have looked at using permeable pavement which absorbs the water. Mr. McGraw responded that we actually have, at Carnegie Apts. We acquired property from Columbia Gas to use as additional parking for the building, and we installed a permeable service on the lot, which is working very well. This is new, we have gone through one winter so far and are watching to see how well it performs. The motion was then unanimously approved.

2.. The following **Resolution #14-07** was introduced by the Vice Chair, read in full and considered:

**RESOLUTION #14-07 RATIFYING AND APPROVING ACTIONS RELATED TO THE CONSTRUCTION AND DEVELOPMENT OF ORCHARD PARK**

***WHEREAS***, the Allegheny County Housing Authority ("**ACHA**") plans to participate in the construction and operation of a 44-unit project to be known as Orchard Park (the "**Project**") on the former Burns Heights development site; and

***WHEREAS***, ACHA has engaged Falbo-Pennrose to assist in the development of the Project; and

***WHEREAS***, ACHA intends to submit a mixed finance proposal to the U.S. Department of Housing and Urban Development in connection with the Project; and

***WHEREAS***, ACHA desires to provide operating subsidy (the "**Operating Subsidy**") to 33 units of the Project and to enter into a Regulatory and Operating Agreement ("**R&O Agreement**") with Orchard Park Housing Initiative LP (the "**Partnership**") in connection therewith; and

***WHEREAS***, ACHA desires to provide project-based housing choice voucher assistance (the "**Section 8 Assistance**") to 11 units of the Project and desires to enter into an Agreement to Enter into Housing Assistance Payments Contract ("**AHAP**") and a Housing Assistance Payments Contract ("**HAP**") with the Partnership in connection therewith; and

***WHEREAS***, in furtherance of the Project, ACHA desires to ground lease certain real property to the Partnership and to license for the use of those at the Project certain other real property owned by ACHA, all pursuant to a Ground Lease and License Agreement between ACHA and the Partnership (the "**Ground Lease**"); and

***WHEREAS***, ACHA desires to make a loan of up to \$3,466,961 to the Partnership (the "**Loan**"); and

***WHEREAS***, ACHA desires to serve as management agent for the Project, and in connection therewith, desires to enter into a Management Agreement with the Partnership (the "**Management Agreement**"); and

***WHEREAS***, it has been determined that there is a coal seam on the Project site and the coal must be removed in order to facilitate the construction of the Project; and

***WHEREAS***, the Board of Directors of ACHA believes it to be in the best interest of ACHA that the Executive Director be authorized to execute all documents and take all actions necessary in order to close the construction and development of the Project, including without limitation those actions and documents specifically referenced in the foregoing "**WHEREAS**" clauses.

**NOW THEREFORE, BE IT RESOLVED** by 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 are hereby incorporated herein.

**Section 2.** The Board of Directors of ACHA hereby approves the construction of the Project and the Executive Director of ACHA is hereby authorized and directed to submit a Mixed Finance Proposal for the construction of the Project.

**Section 3.** The Board of Directors of ACHA hereby approves ACHA undertaking the removal of the coal from the Project site and authorizes and directs the Executive Director to negotiate and execute any documents necessary in connection therewith.

**Section 4.** The Board of Directors of ACHA hereby approves ACHA providing the Project with Operating Subsidy and Section 8 Assistance and authorizes and directs the Executive Director to negotiate and execute any documents necessary in connection therewith, including without limitation the R&O Agreement, the AHAP and the HAP.

**Section 5.** The Executive Director of ACHA is hereby authorized and directed to cause ACHA to make the Loan and to execute all agreements and documents relating to the Loan.

**Section 6.** The Executive Director of ACHA is hereby authorized and directed to execute all documents and agreements in connection with ACHA serving as management agent of the Project, including without limitation the Management Agreement.

**Section 7.** The Executive Director of ACHA is hereby authorized and directed to negotiate, execute, and deliver the Ground Lease and such other papers and documents as may be required in order to effectuate the intent of these resolutions and consummate all matters set forth in the "WHEREAS" clauses.

**Section 8.** The Executive Director of ACHA is hereby authorized and directed to execute all other documents, agreements, instruments, approvals or certifications, and to take all other lawful actions, in each case that may, in the reasonable discretion of the Executive Director, be necessary or appropriate in connection with the foregoing, including without limitation the execution and recording of any real estate instruments, including any plats, deeds, leases, easements, licenses, mortgages and the execution of any agreements, documents, certifications, consents, affidavits, instruments or papers as may be required by the U.S. Department of Housing and Urban Development, the Pennsylvania Housing Finance Agency, utility providers, Project lenders, Project investors and others in connection with the Project.

Paul D'Alesandro moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Mark Foerster, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Austin Davis	NAYS:	None
	Mark Foerster		
	Paul D'Alesandro		

The Vice Chair thereupon declared said Resolution carried and adopted.

The Executive Director stated this resolution identifies the entity created to do the Orchard Park development, which consists of 33 public housing units and 11 units that will be assisted under the Section 8 Program because of the funding we received, HOME dollars which can't be used for public housing. Mr. McGraw further explained this resolution basically describes everything we are doing for the redevelopment of Burns Heights and this will lead to the next meeting for Waterfront Housing. ACHA will work in conjunction with Waterfront Housing GP Corporation on this project.

## B. HCVP

1. Motion by Paul D'Alesandro, second by Mark Foerster, approving the opening of the Housing Choice Voucher Waiting List for the period September 15-30, 2014. Motion carried. Kim Longwell, Director of the HCVP Department, stated the current waiting list will be exhausted in about a month, so we are going to open up the list. We will take everything on-line – we will

have computers set up down here for persons who do not have access to a computer, if someone asks for a reasonable accommodation, we will mail them a paper application. We received 7700 applications the last time we opened the list.

C. Travel

1. Motion by Mark Foerster, second by Paul D'Alesandro, approving travel for up to 4 staff to attend the NAHRO National Conference in Baltimore, MD from October 16-18, 2014. Motion carried.

**Comment on General Items** None.

**Adjournment**

Motion by Paul D'Alesandro, second by Mark Foerster, to adjourn the meeting; motion carried.

The meeting ended at 10:55 a.m.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Tuesday, September 23, 2014**

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Tuesday, September 23, 2014 at 10:30 a.m. in the board room at the Authority's offices located on the 12<sup>th</sup> floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:     Derek Uber  
              Mark Foerster  
              Paul D'Alesandro

Absent: Austin Davis  
          Vera Kelly

The Chair declared a quorum present, advised those attending that this day prior to the meeting the Board met in executive session to discuss matters involving real estate, personnel, and litigation, and called the meeting to order.

**Attendance:** Frank Aggazio, George Janocsko, Deborah Breitenstein, Kim Longwell, Bobby Gabbianelli, Frank Magliocco, Mike Vogel, Pat Blackwell, Jack McGraw, Paul Reiber, Dean Allen, Kevin Bartko, Kara Williams, Paul Petrocelli, Jim Bulls, Michelle Fogle, Barbara Baulding, Rich Stephenson

**Recognitions/Proclamations**

The Executive Director stated that customer service is very important to the ACHA. I want to read an email I received from a resident at John Fraser Hall... "Dear Mr. Aggazio: I am a resident of the John Fraser community and I considered it my neighborhood. I find it to be safe and well maintained. When those who provide services to us are kind, compassionate and caring, and good at their work such as Paul, they deserve to be recognized. Often the administrators only hear complaints. Many times residents are satisfied but it doesn't occur to them to call and say so. I was an administrator at one time, and I recognize great work when I see it. Paul is always professional, but kind and caring." She goes on to say, "he takes good care of the needs of the residents while staying within the role set out for him." She also says, "Please make him aware of the respect we have for him. I speak for many residents when I say I don't know what we would do without Paul. Please see that a copy of this goes in his file." She goes on to thank the Housing Authority for providing a safe and clean and comfortable place for seniors.

Our September employee of the month for doing such an outstanding job, especially in customer service and treating the residents with respect is Paul Petrocelli. Mr. Petrocelli accepted the award, and thanked Mr. Aggazio and the Board for the recognition.

Mr. Aggazio then stated that on July 23<sup>rd</sup>, there was some gang activity occurring in Braddock, North Braddock and Rankin, and there were multiple shootings throughout the area in the morning and afternoon. In the evening our officers were on patrol by one of our developments, and they witnessed two cars approaching, shooting at each other. Our officers blocked the road and stopped the shooting, and had to issue a number of warnings to the occupants in the car. They used great restraint, and no one was injured, no one was hurt. They calmed the situation, the violence in those areas, whatever retaliation that was going to occur stopped with the arrest of the individuals. So our officers not only protected our community, they also protected the greater mon-valley area. I want to recognize as employees of the month for August, the two officers that were there that night – Vincent DiCenzo and Charles Rozzo. The Officers thanked the Executive Director for the award.

Mr. Aggazio stated we have one more presentation to make. PAHRA gives scholarships to public housing residents on an annual basis, and for the first time, one of our residents won a scholarship aware. LaShawna Triplett is here today; she is the second place winner of the Paul Pecharko Scholarship in the amount of \$1,000. She's studying nursing at the Community College of Beaver County. Mr. Aggazio then presented the \$1,000 award check to Ms. Triplett.

**Public Comment on Agenda Items**    None

**Approval of Minutes**

Mark Foerster made a motion to approve the Minutes of the July 15, 2014 meeting, which motion was seconded by Paul D'Alesandro and unanimously approved.

**Old Business**

- A.     Motion by Paul D'Alesandro, second by Mark Foerster, ratifying a poll of the Board by the Executive Director on September 2, 2014, wherein Derek Uber, Austin Davis, Mark Foerster, and Paul D'Alesandro approved:
1.     Award of Contract ACHA-1521, Roof Replacement at the Lloyd Hayden Center, in the amount of \$107,717, to Liokareas Construction Co., Inc.
  2.     Award of Contract ACHA-1522, Rooftop Unit Replacement at the Lloyd Hayden Center, in the amount of \$59,500, to Controlled Climate Systems.

Motion carried.

**New Business**

A. Development

1.     Motion by Mark Foerster, second by Paul D'Alesandro, to award IFB Contract ACHA-1524-1/MC, New Chiller and Electrical Upgrade at GBT, Mechanical Contract, in the amount of \$329,900, to East West Manufacturing. Motion carried.

Jack McGraw explained this is part of the ongoing work at General Braddock Tower. We have an Energy Performance Contract with Honeywell out there and a couple of other sites, but primarily at GBT, putting in a new HVAC system and other energy efficiency upgrades. As part of that, HUD would not allow us to put air conditioning per se in, we could have AC if it was geothermal for instance, but we are putting fan coil type system in now, which gives residents the ability to control their heat and AC, like systems in hotels. As part of that we are replacing 164 window AC units. We are getting new windows and as we put the new windows in they will no longer have the window units so we waited until the Fall, now is a good time to shut the system down, get new air conditioners and chillers, proving much improved conditions for the residents. We found we had maximized the power at the building, so we had to upgrade the electrical system along with the other work.

B. Finance

1.     The following **Resolution #14-08** was introduced by the Chair, read in full and considered:

**RESOLUTION #14-08 ADOPTING FISCAL YEAR 2015 OPERATION BUDGETS FOR THE ALLEGHENY COUNTY HOUSING AUTHORITY**

*WHEREAS, the Allegheny County Housing Authority ("ACHA") has prepared its Fiscal Year 2015 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 \$11,264,107 for the COCC and \$20,839,283 for the AMPs are necessary for an efficient and economical operation of the ACHA for the purpose of serving Allegheny County Housing Authority 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:

Section 1: That the Fiscal Year 2015 Operating Budgets are hereby approved;

Section 2: The Executive Director is hereby authorized and shall take such measures as may be necessary to place the Fiscal Year 2015 Operating Budgets into effect.

Mark Foerster 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 follows:

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

The Chair thereupon declared said Resolution carried and adopted.

CFO Rich Stephenson stated the 2015 budgets are based on anticipate revenues of HUD on the operating subsidy side of 85%. Based on industry groups and HUD personnel, estimated funding will be anywhere from 83% to 87%, so we projected 85%. Section 8 admin fees are another large source of our operating revenue and are estimated at a 75% proration. Based on those revenue numbers we have a realistic and conservative 2015 budget. We should have a better understanding of the HUD fiscal budget probably in March or April of next year – their fiscal year doesn't start until January 1<sup>st</sup>. A major difference from previous budget years on the Section 8 side is we use to always include the HAP payments to the landlords – that was a very large dollar amount, roughly \$2 million/month or around \$24 million per year. We believe internally that including the HAP was misleading in that it was not truly an operating expense, it was not money we could use for admin costs, it was only money we could pass on to the landlords, so we elected not to include it in our operating budget, which shows a significant decrease in our revenues and expenses from last year to this year, but it is a HAP related expense, not operating funds. Mr. Uber requested that this be noted on the Authority's web site since it is a significant difference from last year's budget.

2. Motion by Paul D'Alesandro, second by Mark Foerster, approving a \$300,000 owner's draw from the Harrison Hi-Rise reserves. Motion carried.

Mr. Stephenson stated that Harrison is a fully-owned entity of the ACHA. It is a source of non-federal funds. We have been doing an owner's draw, roughly starting 4 years ago when sequestration hit, to help subsidize the operations of the Authority. This draw was actually approved in the 2014 budget when we brought it before the Board, but we are now actually going to do the draw. We also have a similar proposal in the 2015 budget to do another draw. Until the funding from HUD is in the 90-95% range, we will continue the owner's draw from Harrison to help subsidize the operations of the Authority. Mr. Uber asked if this is for 2014; Mr. Stephenson replied this is actually for 2014 which was approved by the Board when we submitted the 2014 budgets last year. Mr. Uber thanked Mr. Stephenson and Mr. Blackwell for their work on the budgets.

#### C. HMO

1. The following **Resolution #14-09** was introduced by the Chair, read in full and considered:

#### **RESOLUTION #14-09 AUTHORIZING TRANSFER OF UNCOLLECTIBLE TENANT ACCOUNTS**

*BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts through September 30, 2014 (fiscal year end) and for referral for further action, if warranted.*

Mark Foerster 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 follows:

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

The Chair thereupon declared said Resolution carried and adopted.

Jim Bulls stated we do not have the actual dollar amount because it is for all move-outs that occur on or before 9/30/14. We won't know that number until the end of October.

#### D. Public Safety

1. Motion by Paul D'Alesandro, second by Mark Foerster, approving renewal of the contract to provide professional services, criminal background checks for applicants, to the Huntingdon County Housing Authority for the term 11/1/14 to 10/31/16. Motion carried.

Police Chief Mike Vogel explained this is a renewal of the contract. For the past two years we have conducted all criminal background checks for new applicants to the HCHA. It is the same terms and conditions as the previous contract. We perform the services at our offices; this contract is a revenue source for the ACHA.

2. Motion by Mark Foerster, second by Paul D'Alesandro, approving a contract to provide professional investigative services to the Housing Authority of the City of Pittsburgh, for a two-year term, in the amount of \$160,000/year. Motion carried.

Chief Vogel stated that we essentially will be mimicking for HACP what we have in place here. We have a fraud division, and we would be creating the same for HACP, I would have a detective assigned up there to conduct all the criminal investigations on all their tenant fraud, unreported income is the primary source of fraud. And on the front end, we will have to go up and train the staff, educate them on the system; our MIS Department will assist us with setup and access with the client. HACP will probably approve this contract today. Mr. Uber asked about the start date. Chief Vogel replied we are shooting for November 1<sup>st</sup>. They have not had a fraud unit in some time; services would be for both the LIPH and Section 8 programs. Vogel added that he also met with the District Attorney's office concerning jurisdictional issues, and there are no problems. Mr. Uber asked if there is a safety net built in, if we spent more time and this would not be a good source of funding. Mr. Aggazio replied there is a 60 day clause for both parties.

#### E. Purchasing

1. Motion by Paul D'Alesandro, second by Mark Foerster, approving piggyback of Pennsylvania State Contract #4400010438 with SimplexGrinnell, in the amount of \$91,220, for the inspection and maintenance of ACHA's fire protection systems. Motion carried. Rich Stephenson stated this is a yearly contract for required inspections of fire safety systems.

#### F. HCVF

1. Motion by Mark Foerster, second by Paul D'Alesandro, approving an amendment to the Section 8 Administrative Plan to enforce the new Pennsylvania law, Carbon Monoxide Alarm Standard Act of 2013; the following language will be added under §12.5 *Exceptions to the HQS Acceptable Criteria*:

*BB. The New Pennsylvania Law, Carbon Monoxide Standards Act of 2013, will not only be enforced in apartments and row houses as stated but will also be enforced in single family detached units.*

Motion carried. Bob Gabbianelli stated the law is very vague, that detectors are only required in multi-family units, but a lot of our units are single family detached units so we decided to enforce this in all units. The law requires alarms in the vicinity of the bedrooms, and in the vicinity of fossil

fuel burning units. We started enforcing this August 1<sup>st</sup> – everyone has to be in compliance by June 2015.

2. Motion by Paul D'Alesandro, second by Mark Foerster, approving an amendment the Section 8 Administrative Plan, §12.0 *Inspection Policies, Housing Quality Standards, and Damage Claims*, wherein annual HQS inspections of units on program will be conducted every other year (not annually), effective October 1, 2014. Motion carried.

Kim Longwell explained that HUD has recently given PHAs the option to do annual inspections every other year. We will still do initial inspections on any unit coming on to the program, and of course if we get any complaints from tenants, public officials or the public in general, we will do a complaint inspection. But this helps us with our inspectors; they have a quite a load, and this is a great relief to use.

**Comment on General Items** None.

### **Adjournment**

There being no further business to conduct, Mark Foerster made a motion to adjourn the meeting, which motion was seconded by Paul D'Alesandro and unanimously carried.

The meeting ended at approximately 11:10 a.m.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Tuesday, October 21, 2014**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Tuesday, October 21, 2014 at 10:30 a.m. in the board room at the Authority's offices located on the 12<sup>th</sup> floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:     Derek Uber  
              Austin Davis  
              Mark Foerster

Absent: Paul D'Alesandro  
          Vera Kelly

The Chair declared a quorum present, advised those attending that this day prior to the meeting the Board met in executive session to discuss matters involving real estate, personnel, and litigation, and called the meeting to order.

**Attendance:** Frank Aggazio, Beverly Moore, George Janocsko, Deborah Breitenstein, Mike Vogel, Barbara Baulding, Kevin Bartko, Holly Hudson, Dean Allen, James Bulls, Hope Vasy, Pat Blackwell, Rich Stephenson, Jack McGraw, Bobby Gabbianelli, Frank Magliocco, Paul Reiber

**Recognitions/Proclamations**

Presentation of the employee of the month award: Executive Director Frank Aggazio stated the employee of the month has sites that are consistently fully leased. This person scores the highest on her PHAS scores; and she recently volunteered to take on an additional site to manage. She is one of our best managers – the employee of the month for October is Hope Vasy. Ms. Vasy thanked Mr. Aggazio for the award.

**Public Comment on Agenda Items**     None

**Approval of Minutes**

Mark Foerster made a motion to approve the Minutes of the September 23, 2014 meeting, which motion was seconded by Austin Davis and unanimously approved.

**Old Business**     None

**New Business**

A.     Administration

1.     The following **Resolution #14-10** was introduced by the Chair, read in full and considered:

**RESOLUTION #14-10 APPROVING AND RATIFYING AN AMENDED AND RESTATED INTERGOVERNMENTAL COOPERATION AGREEMENT WITH THE CITY OF DUQUESNE**

*WHEREAS, the ACHA is the owner of certain real property located in the City of Duquesne, including Burs Heights, which formerly consisted of 26 two-story buildings containing a total of 174 units, all of which were operated as public housing rental units pursuant to the U.S. Housing Act of 1937, 42 USC §1401 et. Seq., as amended from time to time or any successor legislation; and*

*WHEREAS, ACHA planned to acquire additional real property in the City of Duquesne and Revitalization of the newly acquired property, Burns Heights and the Harry S. Truman Tower, into a mixed income community; and*

*IN ORDER to proceed with the Revitalization, ACHA and the City entered into an Intergovernmental Cooperation Agreement (“Original Agreement”) dated as of September 30, 2008; and*

WHEREAS, the funding necessary to undertake the Revitalization was not obtained and ACHA currently intends to develop and construct 44 rental units on three (3) lots formerly a part of Burns Heights ("Orchard Park"); and

ACHA and the City intend to work cooperatively in order to ensure the success of Orchard Park and desire to enter to an Amended and Restated Intergovernmental Cooperation Agreement in lieu of and superseding the Original Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Allegheny County Housing Authority hereby approve and ratify the Amended and Restated Intergovernmental Cooperation Agreement between the Authority and the City of Duquesne, Pennsylvania.

Austin Davis moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Mark Foerster, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Derek Uber	NAYS:	None
	Austin Davis		
	Mark Foerster		

The Chair thereupon declared said Resolution carried and adopted.

The Executive Director stated that this agreement is something that we have worked on for quite a while. We'd like to thank the County for their help in satisfying the needs of the City of Duquesne to get this agreement finished. HUD sent us a letter acknowledging the closing, and the contractor is mobilized to start putting foundations in for Orchard Park.

Austin Davis extended his thanks to Frank and his staff for working on this project. It is a very important project and I know it was a lot of work and we are happy to have it close and get it built for the people in the community.

2. The following **Resolution #14-11** was introduced by the Chair, read in full and considered:

**RESOLUTION #14-11 APPROVING SUBMISSION OF THE ELDERLY DESIGNATION RENEWAL TO HUD**

WHEREAS, the Allegheny County Housing Authority has previously designated the following developments as elderly developments to serve the 62+ population; and

Wilmderding Apartments	Blawnox Apartments
George Washington Carver Hall	Robert J. Corbett Apartments
John Fraser Hall	Jefferson Manor
Springdale Manor	West Mifflin Manor
Westview Tower	Lavender Heights
Homestead Apartments, D Building	Dalton's Edge Phase I
Homestead Apartments, A Building	Dalton's Edge Phase II
Homestead Apartments, C Building	

WHEREAS, the Allegheny County Housing Authority, through its occupancy percentages and waiting list applicants for the above mentioned sites continues to show a need for elderly designated housing developments within Allegheny County; and

WHEREAS, the Allegheny County Housing Authority, through the Elderly Designation Extension, will continue to have 1,112 units or 36.3% of the total Allegheny County Housing Authority inventory, specifically designated for the 62+ population.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Allegheny County Housing Authority, that it approves the submission to the U.S. Department of Housing and Urban Development for a Two-Year Extension of Elderly Designation as required by Notice PIH 2005-2 (HA).

Mark Foerster moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Austin Davis, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES: Derek Uber  
Austin Davis  
Mark Foerster

NAYS: None

The Chair thereupon declared said Resolution carried and adopted.

The Executive Director explained that we are only able to designate elderly buildings with HUD approval, and every so often we have to re-obtain HUD approve to get the elderly designation extended.

B. Development

1. Motion by Austin Davis, second by Mark Foerster, rescinding award of IFB Contract ACHA-1524-2/EC, New Chiller and Electrical Upgrade at GBT, Electrical Contract, to Merit Electrical Group, approved at the September 23, 2014 meeting. Motion carried.

Jack McGraw advised there was clerical error that was made; Merit was actually not the lowest bidder, and we realized the error right after the September board meeting. This motion is to correct that error.

2. Motion by Mark Foerster, second by Austin Davis, awarding IFB Contract ACHA-1524-2/EC, New Chiller and Electrical Upgrade at GBT, Electrical Contract, in the amount of \$65,890, to R. E. Yates Electrical, Inc. Motion carried.

3. The following **Resolution #14-12** was introduced by the Chair, read in full and considered:

**RESOLUTION #14-12 AUTHORIZING YEAR 41 CDBG APPLICATION SUBMISSION TO THE ALLEGHENY COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT FOR THE CONSTRUCTION OF A COMMUNITY CENTER AT PROSPECT TERRACE**

*WHEREAS, the Allegheny County Housing Authority is desirous of obtaining funds from the Department of Economic Development in the amount of \$500,000 under the Federal Housing and Community Development Act as amended.*

*NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby formally request a grant from the Allegheny County Department of Economic Development.*

*BE IT FURTHER RESOLVED that the Board of Directors does hereby designate Frank Aggazio as the official to file all applications, documents, and forms between the Allegheny County Housing Authority and the Allegheny County Department of Economic Development.*

*BE IT FURTHER RESOLVED that the Board of Directors will assure where applicable the provision of the full local share of the project costs.*

*BE IT FURTHER RESOLVED that the Board of Directors will assure that the project will be awarded or under construction within 180 days after contractual execution.*

Austin Davis moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Mark Foerster, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES: Derek Uber  
Austin Davis  
Mark Foerster

NAYS: None

The Chair thereupon declared said Resolution carried and adopted.

Jack McGraw stated we submit yearly for funding through the CDBG program. We have submitted for this project numerous times but have not yet received funding. We feel that Prospect could use a new community center/office complex to help that development and we need to CDBG dollars to go along with our capital dollars to make this happen.

4. Motion by Mark Foerster, second by Austin Davis, approving the submission of Allegheny Housing Development Fund Program (AHDF) Proposal Applications for FY 2015, administered by the Allegheny County Department of Economic Development (ACED) for the following projects:
  - a. \$1,000,000 for new kitchen and bathroom improvements at the following elderly hi-rises located throughout Allegheny County: Jefferson Manor, Springdale Manor, Westview Tower, Blawnox Apartments, Robert J. Corbett Apartments, and West Mifflin Manor.
  - b. \$1,000,000 for interior and exterior improvements (unit conversions, new kitchens and baths, entrance facades, roof, concrete, landscaping, remedial treatment for water infiltration) at the Wilmerding Apartments.
  - c. \$250,000 for the construction of a new parking lot at the Blawnox Apartments.
  - d. \$1,000,000 for interior improvements (new Kitchens and bathrooms, new flooring, painting, common area upgrades, accessible dwelling unit on the 2<sup>nd</sup> floor) at General Braddock Tower.

Motion carried.

Mr. Uber asked if this is a new program. Jack McGraw replied that it is a new way of administering CDBG monies. We could apply for the last item because it wasn't housing specific. If it is a housing-specific program, it goes under this new funding program. The other is for community development, such as a community building, storefront renovation, etc. We have been applying for some time for projects that we would like to do but don't have the resources to do; but if we receive assistance, along with some capital funds, we can get complete projects such as the parking lot. The others are on-going or upcoming rehabilitations.

C. Procurement

1. Motion by Austin Davis, second by Mark Foerster, approving and ratifying a contract with Talx Corporation for the provision of up-to-date employment data and income verification for HCVF applicants and participants, at approximate monthly fees of \$1,147.50/month, for the term 10/1/14 to 9/30/15. Motion carried.

Frank Aggazio explained that we use to be able to do income verifications for free, but now we need to pay to have the verifications performed.

2. Motion by Austin Davis, second by Mark Foerster, approving a purchase from Taser, Inc. of (10) Taser at \$10,185.50 with (4) one Taser Assurance plan annual payments of \$1,850, for a total of \$17,635.47. Motion carried.

Mike Vogel stated that our systems are beyond the warranty stage and they are not replacing them or repairing them. This is a type of lease program. We pay on the front end, and after that it's only \$1,850 per year; they will continue every 5 years to replace them free of charge, and they actually give us an extra one free of charges. All repairs are included. Mr. Davis asked if our officers carry Tasers, and Chief Vogel replied they do. Mr. Uber stated he believes the Authority has a Taser policy. Chief Vogel confirmed we do and that the officers attend training every other year.

3. Motion by Mark Foerster, second by Austin Davis, approving the purchase of 24 thru the wall air conditioners for the Harry S. Truman Apartments, in the amount of \$11,337.08 from Lowes Home Improvement store, through the TCPN Cooperative Purchasing Program. Motion carried.

Jack McGraw stated this is a part of our ongoing modernization project at Truman. All the units have through the wall AC units. We made modifications to 24 of the units; we had to change the location and put new windows in which require a different type of unit – this is the only company that can provide them and we found a contract we can purchased them through. Mr. Davis wanted to know why we couldn't put a whole system in as opposed to units. Mr. McGraw responded we would like to but it would have required an additional \$1.5 million, which we don't have right now. But going forward, this would be a project we would consider doing, like we are doing at GBT and Corbett. For this building, to get it back

on line, this started out to replace the plumbing stacks – the plumbing stacks were leaking into the apartments and we were not able to have those units occupied; this project was to bring those units back on line. Mr. Uber wanted to know if this is the first time we have used TCPN – he was not familiar with them. Mr. McGraw replied, yes.

D. HCVP

1. The following **Resolution #14-13** was introduced by the Chair, read in full and considered:

**RESOLUTION #14-13 APPROVED THE ANNUAL SEMAP CERTIFICATION FOR FYE 9/30/14**

*RESOLVED, that the Board of Directors of the Allegheny County Housing Authority hereby approve the annual Section 8 Management Assessment Program Certification submission to HUD for Fiscal Year Ending September 30, 2014.*

Austin Davis moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Mark Foerster, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Derek Uber	NAYS:	None
	Austin Davis		
	Mark Foerster		

The Chair thereupon declared said Resolution carried and adopted.

E. Finance

1. Motion by Austin Davis, second by Mark Foerster, approving the opening of a McKees Rocks Terrace Phase II Authority Reserve Account with PNC Bank. Motion carried.

Rich Stephenson explained that Meyers Ridge is not a property we manage; it's managed by TCB. But in the mixed financing agreement we were to hold the reserve account which is funded by tax credit equity. At this time the agreement calls for extra tax credit equity to be put into a reserve account. The reserve account is for – if we were unable to make our subsidy payment, they could pull from this account.

**Comment on General Items** None.

**Adjournment**

There being no further business to conduct, Austin Davis made a motion to adjourn the meeting; the motion was seconded by Mark Foerster and carried.

The meeting ended at approximately 11:05 a.m.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Tuesday, November 18, 2014**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Tuesday, November 18, 2014 at 10:30 a.m. in the board room at the Authority's offices located on the 12<sup>th</sup> floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:     Derek Uber  
              Austin Davis  
              Mark Foerster  
              Paul D'Alesandro

Absent: Vera Kelly

The Chair declared a quorum present, advised those attending that this day prior to the meeting the Board met in executive session to discuss matters involving real estate, personnel, and litigation, and called the meeting to order.

**Attendance:** Frank Aggazio, Beverly Moore, George Janocsko, Deborah Breitenstein, Kim Longwell, Andy Jamrom, Rich Stephenson, Alexis McConville, Dean Allen, Frank Magliocco, Maria Atkinson, Ed Mogus, Barbara Baulding, Linda Aliberti, Mike Peton, Kevin Bartko, Paul Reiber

**Recognitions/Proclamations**

Presentation of the employee of the month award: Executive Director Frank Aggazio stated our employee of the month was instrumental in creating a peer-to-peer team approach to quality control. This person manages our Homestead Apartments complex. He knows a couple words of Russian because of our population down there; he has excellent PHAS scores, and does an overall outstanding job. Our employee of the month is Mike Peton. Mr. Peton accepted the award, and thanked the Executive Director and the Board for the recognition.

**Public Comment on Agenda Items**     None

**Approval of Minutes**

Mark Foerster made a motion to approve the Minutes of the October 21, 2014 meeting, which motion was seconded by Austin Davis and unanimously approved.

**Old Business**     None

**New Business**

A. HMO

1. Motion by Austin Davis, second by Mark Foerster, approving the opening and closing of the following LIPH Waiting Lists:

**Closing end of business day Monday, December 22, 2014:**

Sheldon Park Apts. (1 Bedroom)  
Pleasant Ridge I & II (1 & 2 Bedrooms)  
Homestead Apts. Phase II – Bldg. A (1 & 2 Bedrooms, 62+)  
Homestead Apts. Phase I – Bldg. D (1 & 2 Bedrooms, 62+)  
Daltons Edge I & II (2 Bedrooms, 62+)

**Opening start of business day Monday, December 22, 2014:**

Brackenridge Apts. (0 & 1 Bedrooms)  
Philip Burtner Apts. (2 Bedroom)  
Rachel Carson Hall (0 & 1 Bedrooms)

Hawkins Village (2 Bedroom),  
Homestead Apts. Phase IV-Bldg. C (1 & 2 Bedrooms)

**Waiting Lists at the following sites will also open on December 22, 2014, but will close at the end of the business day on March 31, 2015:**

Sharps Terrace (3 Bedroom)  
Scattered Sites (3 & 4 Bedrooms)  
Groveton Village (3 Bedroom)

Motion carried.

**B. Procurement**

1. Motion by Mark Foerster, second by Paul D'Alesandro, approving piggyback of PA State CoStars Contract #003-364 with All Lines Technology, Inc., in the amount of \$14,462.36 for the purchase of 13 computers (pursuant to ACHA's computer upgrade replacement plan). (PB-14-006) Motion carried.

**C. Development**

1. Motion by Paul D'Alesandro, second by Mark Foerster, approving Amendment No. 3 to Contract ACHA-1431, A & E services for Interior and Exterior Improvements at General Braddock Tower, with McLean Architects, LLC, in the amount of \$82,400, for additional design scope for Phase 3 dealing with renovation of the dwelling units on floors 2-9 and common areas on floor 1. Motion carried.

Andy Jamrom stated we decided to provide equal amenities – upgrades -to the rest of the units as we had provided on the top three floors. Mr. Uber wanted to know if the work would require people to move out. Mr. Jamrom responded yes, in rolling phases, e.g. the tenants will relocate into the newly rehabbed units, which will free up floors for work.

**Comment on General Items.** None

**Adjournment**

There being no further business to conduct, Austin Davis made a motion to adjourn the meeting, which motion was seconded by Mark Foerster and unanimously approved.

The meeting ended at approximately 10:45 a.m.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Tuesday, December 16, 2014**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Tuesday, December 16, 2014 at 10:30 a.m. in the board room at the Authority's offices located on the 12<sup>th</sup> floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:     Derek Uber  
              Austin Davis  
              Mark Foerster  
              Paul D'Alesandro

Absent: Vera Kelly

The Chair declared a quorum present, advised those attending that this day prior to the meeting the Board met in executive session to discuss matters involving real estate, personnel, and litigation, and called the meeting to order.

**Attendance:** Frank Aggazio, Beverly Moore, George Janocsko, Deborah Breitenstein, Bobby Gabbianelli, Kim Longwell, Ava Johnson, Mike Vogel, Alexis McConville, Paul Reiber, Willie D. Prince, Kevin J. Bartko, James Bulls, Rich Stephenson, Jack McGraw, Dean Allen, Linda Aliberti, Pat Blackwell, Barbara Baulding

**Recognitions/Proclamations**

Presentation of the employee of the month award: The Executive Director stated our employee of the month was working at one of our hi-rises. He smelled gas in the hallway and started checking apartments. He checked this one apartment; there was an overwhelming smell of gas; the person who lived there had not turned off the gas properly to the stove and the tenant was passed out on the floor of the apartment. Our employee turned off the gas, ventilated the apartment and called 911. He abated the emergency, which could have been a lot worse if not discovered by this employee. He averted a disaster and we are giving the employee of the month award to Willie Prince.

**Public Comment on Agenda Items**     None

**Approval of Minutes**

Austin Davis made a motion to approve the Minutes of the November 18, 2014 meeting, which motion was seconded by Mark Foerster and unanimously approved.

**Old Business**     None

**New Business**

A. Administration

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

**RESOLUTION #14-14 APPROVING AMENDMENTS TO THE ALLEGHENY COUNTY HOUSING AUTHORITY BY-LAWS**

*RESOLVED, that the Board of Directors of the Allegheny County Housing Authority hereby amends the By-Laws of the Allegheny County Housing Authority wherein effective January 1, 2015, the annual and regular Board of Directors meetings will be held the third Wednesday of each month, at 10:30 a.m., except for the month of August, when no meeting will be held.*

Austin Davis moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Mark Foerster, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:           Derek Uber                   NAYS:           None  
                  Austin Davis  
                  Mark Foerster  
                  Paul D'Alesandro

The Chair thereupon declared said Resolution carried and adopted.

2. Motion by Austin Davis, second by Mark Foerster, approving the following policies for the ACHA Employee Handbook:
  - a. Family and Medical Leave Policy – policy updated pursuant to changes in the FMLA law.
  - b. Employee Bed Bug Policy – new policy addressing bed bug infestations in employee's homes (attributable to their ACHA employment).

Motion carried.

The Executive Director stated the change in the FMLA policy is to update the language, and also changes in how the Authority will track annual usage. The Bed Bug Policy is a new policy; if employee contracts bedbugs in their home and it can be shown that it was because of working at one of our sites, the Authority will reimburse an employee for treatment.

3. Motion by Mark Foerster, second by Paul Davis, approving negotiating the renewal of the agreement with the County of Allegheny for the provision of legal services to the Authority for the term 1/1/15 – 12/31/15. The Motion was carried by Derek Uber, Mark Foerster, and Paul D'Alesandro; Austin Davis abstained from the vote. Once the terms of the agreement are finalized, the agreement will be ratified at the next meeting.

#### B. Development

1. Motion by Austin Davis, second by Mark Foerster, approving Change Order E-1 to Contract ACHA-1475-3/EC, Interior/Exterior Improvements at Truman Tower, with Merit Electrical Group, in the amount of \$16,456.61, to provide and install all labor and material associated with the redesigned electrical service to the building. Motion carried.

Jack McGraw explained that with the coordination of electrical service with our electrical contract and Duquesne Light, the new electrical service exceeded the length and would have required a new pole closer to the building. Unfortunately, the pole would have been too close to the building, so it was necessary for the upgraded electrical service to enter the building underground, which resulted in this change order.

2. Motion by Mark Foerster, second by Paul D'Alesandro, approving Change Order G-3 to Contract ACHA-1496-1/GC, Exterior Improvements at Park Sheldon Phase 2, with Liokareas Construction Company, in the amount of \$125,803.35, to provide and install all labor and material associated with the stoop pad removal and installation of 94 concrete back patios. Motion carried.

Jack McGraw stated this is a change being driven by the Housing Authority, not the contractor. We put the project out to bid a year ago and the bids came back too high because of budgetary reasons. We repackaged the scope and awarded the contract. As we proceeded to do the work, we eliminated some of the stoops in Phase 1, and eliminated the stoop and patio replacement in the second phase. As we are out there we are seeing there are some problems – bad stoops that create REAC issues. We also realized that the residents like the stoops as well as management – essentially it is a 10' x 10' pad at the rear of the unit – nice for the residents and looks good. We think we can afford to do this now in the second phase; we know exactly the scope, though reduced, and we won't have to come back in the Phase III, disrupting the tenants, the landscaping, etc.

C. Purchasing

1. Motion by Austin Davis, second by Paul D'Alesandro, approving the piggyback of the Central Westmoreland Council of Governments Cooperative Purchasing Contract #MV-015 with Day Chevrolet, Inc., in the amount of \$24,481 for the purchase of a 2014 Chevrolet Cargo Van for the Maintenance Department. (PB-14-007). Motion carried.

D. HMO

1. Request approval of **Resolution #14-15** authorizing transfer of the uncollectible tenant accounts in the amount of \$13,370.71 and referral for further action, if warranted.

E. Finance

1. Motion by Paul D'Alesandro, second by Mark Foerster, approving the opening of a Tarentum II ACC Reserve Account with PNC Bank. Motion carried.

**Comment on General Items** None.

**Adjournment**

Motion by Austin Davis, second by Mark Foerster, to adjourn the meeting; motion carried.

The meeting ended at approximately 11:00 a.m.