

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Annual Meeting**  
**Wednesday, January 18, 2017**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held their Annual Meeting on Wednesday, January 18, 2017 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:	Mark Foerster	Absent:	Vera Kelly
	Austin Davis		
	Derek Uber		
	Paul D'Alesandro (via phone)		

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

**Attendance:** Frank Aggazio, George Janocsko, Deborah Breitenstein, Jack McGraw, Richard Stephenson, Frank Magliocco, Pat Blackwell, Kevin J. Bartko, Bobby Gabbianelli, Kim Longwell, James bulls, Guy Phillips, Mike Vogel, Dean Allen, Paul Reiber, Rich Rush

**Recognitions/Proclamations**

Employee of the Month: Today we are honoring a long time employee; he's been with the Authority for 38 years. He is someone who always did more than his job as an electrician; he's installed our security cameras, which has saved the Authority thousands of dollars. He pitches in whenever he could – plowing snow, cutting grass, tree limbs, etc. It is my honor to present Rich Rush with this Employee of the Month award. Mr. Rush thanked the Executive Director for the recognition.

**Public Comment** None.

**Approval of Minutes**

Derek Uber made a motion to approve the Minutes of the December 21, 2016 Board of Directors meeting; the motion was seconded by Paul D'Alesandro and carried.

**Old Business** None.

**New Business**

A. Administration

1. Austin Davis made a motion to nominate he following slate for the Authority's Board of Directors:

Chair – Mark Foerster  
Vice Chair – Austin Davis  
Secretary – Paul D'Alesandro  
Treasurer – Derek Uber  
Assistant Secretary/Treasurer – Vera Kelly

Derek Uber seconded the slate as presented, and the motion was unanimously carried.

2. Motion by Derek Uber, second by Paul D'Alesandro, approving renewal of a contract for legal services with the County of Allegheny Law Department for the term 1/1/17-12/31/17, in the amount of \$80,000. Motion carried. Austin Davis abstained from the vote because of his employment with the County of Allegheny.

3. Motion by Austin David, second by Derek Uber, approving renewal of flood insurance policies with the National Flood Insurance Program through American Bankers, in the total amount of \$60,350 for the term 02/26/17 to 02/26/18 for coverage on various buildings at Uansa Village, Hays Manor, Negley Gardens, Rachel Carson Hall and Golden Tower. Motion carried.
4. Motion by Austin Davis, second by Paul D'Alesandro, approving and ratifying of a Conflict of Interest Code of Conduct Policy. Motion carried.

Mr. Aggazio advised that HUD requires this conflict of interest policy to be on file to apply for future funding and competitive applications. We have something mirroring this in our Procurement Policy and our Ethics Policy, but we wanted to make sure we adopted the language HUD wanted.

**B. Development**

1. Motion by Derek Uber, second by Austin Davis, awarding IFB Contract ACHA-1562-1/GC, Interior Improvements at Westview Tower General Construction Contract, in the amount of \$694,000, to Liokareas Construction Company, Inc. Motion carried.

Jack McGraw explained that we are doing small kitchen and bath repairs in the 100 dwelling units, but the primary focus and difficult part is that we have to replace the water system in the building. Liokareas has worked on numerous projects over the past several years and we are confident they could do the project. They were a couple hundred of thousand under the next bid. We went through the bid with them; we are confident they can do the work for that number. They are looking at some efficiencies once they get through the first couple of stacks and they run pretty well. They understand the project and we feel comfortable awarding to them.

2. Motion by Austin Davis, second by Derek Uber, awarding IIFB Contract ACHA-1562-2/PC, Interior Improvements at Westview Tower Plumbing Contract, in the amount of \$389,000, to East End Plumbing. Motion carried.

Mr. McGraw advised East End Plumbing is a company that has not done large modernization work for us; their references check out well and after reviewing we believe they can do the job. The difficult part of this job is we have to be able to replace the old water system with a new water system. We are going to have to relocate the tenants out of their units for a couple of weeks. Once we shut down the system and start to work with it, we can't turn it back on at the end of the work day because the likelihood is that other pieces along that stack will start to leak. This job has to run very well, move people out, do the stack, move them back in and then move to another stack. We believe this is a quality company that can do the job.

**C. HMO**

1. The following **Resolution #17-01** was introduced by the Chair, read in full and considered:

**RESOLUTION #17-01 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 in the amount of \$25,278.35 and referral for further action, if warranted.*

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

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

D. Purchasing

1. Motion by Derek Uber, second by Austin Davis, approving piggyback of PA CoStar Contract #025-246 with Tri Star Motors for the purchase of a 2017 Ram 1500 Quad Cab Truck in the amount of \$26,394 for the Facility Maintenance Department. Motion carried.

E. Travel

1. Motion by Austin Davis, second by Derek Uber, approving travel for 1 staff person to attend the PHADA conference from April 30 – May 3, 2017 in Chicago, IL. Motion carried.

**Comment on General Items** None.

**Adjournment**

Motion by Austin Davis, second by Derek Uber, to adjourn the meeting; motion carried.

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

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Wednesday, February 15, 2017**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Wednesday, February 15, 2017 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: Mark Foerster  
Austin Davis  
Derek Uber

Absent: Paul D'Alesandro  
Vera Kelly

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

**Attendance:** Frank Aggazio, George Janocsko, Deborah Breitenstein, Jack McGraw, Bobby Gabbianelli, Pat Blackwell, Frank Magliocco, Kim Longwell, Mike Vogel, Kevin Bartko, Rich Stephenson, Jim Bulls, William Keith Davis, Lamar Miller, Kara Williams, Dean Allen, Paul Reiber, Ron Yates, Marlene Sanders

**Recognitions/Proclamations**

Mr. Aggazio presented the Employee of the Month award to Ron Yates; it was his contribution in working behind the scenes to obtain necessary certifications and inspections that enabled the Authority to timely close on the sale the Penn Hills homes to Habitat for Humanity.

The Executive Director then presented two awards of appreciation to two long-time employees who were leaving the Authority; one to William Keith Davis, who is retiring at the end of this week from his position as a maintenance aide after 40 years, and one to Lamar Miller, who resigned last week after working as a maintenance aide for 23 years.

**Public Comment** None.

**Approval of Minutes**

Austin Davis made a motion to approve the Minutes of the January 18, 2017 Board of Directors meeting; the motion was seconded by Derek Uber and carried.

**Old Business** None.

**New Business**

1. Motion by Austin Davis, second by Derek Uber, approving negotiating with McKees Rocks Borough and/or its representatives for the purpose of securing a location for the Authority's Central Office. Motion carried.

The Executive Director stated that McKees Rocks Borough was aware we were looking for office space. Two weeks ago we visited the Borough, received a warm welcome and a presentation of three possible sites to us. One was in their industrial park; one was to construct a 3-story office building in the parking lot of the shopping center, and the third was in the parking lot of Eat'n Park. Each location has advantages and drawbacks. The plan is for McKees Rocks to apply for an RCAP application with the Commonwealth. This presentation was two days before the deadline for the application. I gave them our approval to put us into the application. We will perform our due diligence, but I have to say, it's nice to be wanted, and we look forward to being a part of the revitalization of McKees Rocks, and hopefully this will work out.

**HMO**

1. The following **Resolution #17-02** was introduced by the Chair, read in full and considered:

**RESOLUTION #17-01 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 in the amount of \$21,730.03 and referral for further action, if warranted.*

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

AYES:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

**Comment on General Items** None.

**Adjournment**

There being no further business to conduct, Austin Davis moved to adjourn the meeting; the motion was seconded by Derek Uber and unanimously carried.

The meeting ended at approximately 10:50 a.m.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Wednesday, March 15, 2017**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Wednesday, March 15, 2017 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: Mark Foerster  
Austin Davis  
Derek Uber

Absent: Paul D'Alesandro  
Vera Kelly

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

**Attendance:** Frank Aggazio, George Janocsko, Beverly Moore, Deborah Breitenstein, Patrick Blackwell, Rich Stephenson, James Bulls, Bobby Gabbianelli, Mike Vogel, Kim Longwell, Kevin Bartko, Ed Primm, Mike Peton, Charles Davis, Frank Magliocco, Dean Allen

**Recognitions/Proclamations**

Mr. Aggazio presented the Employee of the Month award to Joe Simon, HVAC Mechanic, recognizing generally his work, and specifically for troubleshooting and repairing the complicated heating and cooling systems at the Deborah Booker Center.

The Executive Director then presented an award of appreciation to Charles Davis, who is retiring on March 24<sup>th</sup> from his position as a maintenance aide almost exactly 24 years after the day he started working at the Authority.

**Public Comment** None.

**Approval of Minutes**

Austin Davis made a motion to approve the Minutes of the February 15, 2017 Board of Directors meeting; the motion was seconded by Derek Uber and carried.

**Old Business** None.

**New Business**

1. Motion by Austin Davis, second by Derek Uber, approving renewal of the lease for central office space at 625 Stanwix Street, for a period not to exceed two years. Motion unanimously carried.

Mr. Aggazio stated the rates are reasonable; and we have the ability to terminate the lease upon 6 months advance notice.

**HMO**

1. The following **Resolution #17-03** was introduced by the Chair, read in full and considered:

**RESOLUTION #17-03 AUTHORIZING TRANSFER OF UNCOLLECTABLE TENANT ACCOUNTS**

*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 \$20,131.42 and referral for further action, if warranted.*

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

AYES:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

### **OFF AGENDA**

1. Motion by Austin Davis, second by Derek Uber, approving submission of an 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 Program, to perform HQS Inspections and Rent Reasonableness Services to provide homelessness prevention assistance. Motion carried.

**Comment on General Items** None.

### **Adjournment**

There being no further business to conduct, Austin Davis moved to adjourn the meeting; the motion was seconded by Derek Uber and unanimously carried.

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

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Wednesday, April 19, 2017**

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Wednesday, April 19, 2017 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: Mark Foerster  
Austin Davis  
Derek Uber

Absent: Paul D'Alesandro  
Vera Kelly

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

**Attendance:** Frank Aggazio, George Janocsko, Deborah Breitenstein, Patrick Blackwell, Jack McGraw, Paul Reiber, Frank Magliocco, Richard Stephenson, Mike Vogel, Kim Longwell, James Bulls, Kevin Bartko

**Recognitions/Proclamations**

Let the Minutes show that on April 4, 2017, the Allegheny County Council reappointed Austin Davis to serve as a member of the Allegheny County Housing Authority Board of Directors for a term to expire December 31, 2021.

**Public Comment** None.

**Approval of Minutes**

Derek Uber made a motion to approve the Minutes of the March 15, 2017 Board of Directors meeting; the motion was seconded by Austin Davis and carried.

**Old Business** None.

**New Business**

A. Development

1. Motion by Austin Davis, second by Derek Uber, approving an agreement with Home 2 Suites by Hilton, 863 Duncan Avenue, Pittsburgh, PA, for an amount not to exceed \$120,000 (rate of \$84/room night) for the relocation of West View Tower tenants due to modernization activities at the high rise. Motion carried.

Jack McGraw stated we need 19 room nights for construction of a stack of units. We need to move the residents out, shut the water down and do the work, which is estimated to take 2 weeks. To be safe we use 19 nights, to move and back again. This was the best deal we could get. Home2 Suites is new, and the tenants love it. We looked at a couple of other places, but we just weren't comfortable that they were the right accommodations for the senior citizens. Hilton met all of our needs. They provide transportation back and forth to the building, if they want to come back for their mail, or anything like that. And the rate, although more than say the In Town Suites, or one of the extended stay hotels, there's a world of difference. And outside of this, we are providing a \$25 per diem/day per resident for meals, which is required by the Uniform Relocation Act. Home2 provides breakfast with the hotel, so we deducted that out of the per diem rate. We talked to the residents about it and they felt the per diem was sufficient.



B. HMO

1. The following **Resolution #17-04** was introduced by the Chair, read in full and considered:

**RESOLUTION #17-04 AUTHORIZING TRANSFER OF UNCOLLECTABLE TENANT ACCOUNTS**

*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 \$18,790.44 and referral for further action, if warranted.*

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

AYES:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

**Off Agenda**

1. Motion by Austin Davis, second by Derek Uber, approving Change Order G-1 to Contract ACHA-1562-1/GC, Interior Improvements at West View Tower, in the amount of \$44,750.44 to Liokareas Construction Company, for electrical upgrades in the kitchen areas of 90 units at the building. Motion carried.

Jack McGraw explained we discovered that we had a lack of power into the kitchen. Everything on there was connected, and we need GFI receptacles in that area along the sink. It turns out that the only available plug for the refrigerator was above the sink. We need to plug the refrigerator into a GFI, so if the power kicks out, tenants don't lose all their food. We weren't able to pick up the next line down because it would be overpowered. When this building was designed, people didn't have numerous electrical appliances, microwaves, Keurig's, etc. So we discovered the easiest way was to add it to the bathroom circuit, which is on the other side of the wall from the refrigerator. We're adding that to the lighting circuit and we're changing the lighting fixtures to 2 LED fixtures

**Comment on General Items** None.

**Adjournment**

There being no further business to conduct, Austin Davis moved to adjourn the meeting; the motion was seconded by Derek Uber and carried.

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

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Wednesday, May 17, 2017**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Wednesday, May 17, 2017 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: Mark Foerster  
Austin Davis  
Derek Uber

Absent: Paul D'Alesandro  
Vera Kelly

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

**Attendance:** Frank Aggazio, George Janocsko, Beverly Moore, Deborah Breitenstein, Mike Vogel, Bobby Gabbianelli, Frank Magliocco, Paul Reiber, Kim Longwell, James Bulls, Rich Stephenson, Pat Blackwell, Kevin Bartko, Dean Allen

**Recognitions/Proclamations**

The Executive Director declared the Housing Choice Voucher Program Department is receiving the "Employee of the Month" award. Once again the Department has been named a HUD High Performer; they received all of the points for which they were eligible, and some extra credit points. They do a great job and we want to recognize the extraordinary efforts it takes to continuously be a HUD high performer.

Mr. Aggazio then presented John Donley with an Award of Appreciation, recognizing and thanking him for his 10 years of dedicated service as a Plasterer with the Authority, and wishing him the best on his retirement.

**Public Comment** None.

**Approval of Minutes**

Austin Davis made a motion to approve the Minutes of the April 19, 2017 Board of Directors meeting; the motion was seconded by Derek Uber and carried.

**Old Business** None.

**New Business**

A. Administration

1. Motion by Austin Davis, second by Derek Uber, approving renewal of the Workers Compensation Insurance coverage with Housing and Redevelopment Insurance Exchange (HARIE) for the term 06/15/17 – 06/15/18, estimated annual premium of \$232,880. Motion carried.

B. Development

1. The following IFB Contracts under ACHA-1574, Interior and Exterior Improvements at West Mifflin Manor, were awarded:
  - a. Motion by Derek Uber; second by Austin Davis, to award the General Construction Contract ACHA-1574-1/GC in the amount of \$1,474,000 to Air Technology, Inc. Motion carried.

Jack McGraw stated Air Technology has been submitting bids for some time. This is the first time that Air Technology has been successful. References came back well; their project manager used to work for a company called Reginella, a firm that previously did several jobs for us. We went over his bid to make sure he is comfortable with his bid and making sure he had all of the work covered. He stated he went back out to the site with his construction manager to make sure they had all of the work and were comfortable with their bid and didn't miss anything. So we are recommending this award.

- b. Motion by Derek Uber, second by Austin Davis, to award the Plumbing Contract ACHA-1574-2/PC in the amount of \$242,000 to Liokareas Construction Co., Inc. Motion carried.

Mr. McGraw stated this is Liokareas making an attempt to get all of the contracts. He felt that the job would be easier to do if they had control and all of the prime contracts. They also went after the general contract, but did not get it. They did go after the plumbing and electrical and were successful with those contracts. They have staff that will supervise the job and will do a large amount of subcontracting, bringing in a plumbing subcontractor and an electrical subcontractor, to perform most of the work. We have seen them do this type of project before and they brought the project in successfully.

- c. Motion by Derek Uber, second by Austin Davis, to award the Mechanical Contract ACHA-1574-3/MC in the amount of \$83,800 to Controlled Climate Systems, Inc. Motion carried.

Jack stated we have a log of experience with Controlled Climate. They are a mechanical contractor that has been working with us for as long as I have been here. They understand the project and do quality work.

- d. Motion by Derek Uber, second by Austin Davis, to award the Electrical Contract ACHA-1574-4/EC in the amount of \$247,000 to Liokareas Construction Co., Inc. Motion carried.

C. HMO

- 1. The following **Resolution #17-05** was introduced by the Chair, read in full and considered:

**RESOLUTION #17-05 AUTHORIZING TRANSFER OF UNCOLLECTABLE TENANT ACCOUNTS**

*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 \$4,699.48 and referral for further action, if warranted.*

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

AYES:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

- 2. The following **Resolution #17-06** was introduced by the Chair, read in full and considered:

**RESOLUTION #17-06 ADOPTING A REVISED PROTECTION FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING PROCEDURES**

*BE IT RESOLVED, that the Board of Directors of the Allegheny County Housing Authority hereby adopt a revised Protection for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking procedures for applicants and tenants, as required by HUD's VAWA (Violence Against Women Act) Final Rule published in the Federal Register on 11/16/16.*

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

AYES:	Mark Foerster	NAYS:	None
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Austin Davis  
Derek Uber

The Chair thereupon declared said Resolution carried and adopted.

Jim Bulls advised this is an updated requirement of HUD that all PHAs must adopt revised procedures to comply with the Final Rule by May 2017.

#### D. Public Safety

1. The following **Resolution #17-07** was introduced by the Chair, read in full and considered:

#### **RESOLUTION #17-07 ADOPTING AN ADMINISTRATION OF NASAL NALOXONE POLICY**

BE IT RESOLVED, that the Board of Directors of the Allegheny County Housing Authority hereby adopt the following Administration of Nasal Naloxone Policy for sworn police officers of the Authority.

#### **ADMINISTRATION OF NASAL NALOXONE POLICY**

**BACKGROUND:** *Fatal and nonfatal overdose can result from the abuse of opiates such as morphine, heroin, fentanyl, oxycodone as found in OxyContin®, Percocet® and Percodan®, and hydrocodone as found in Vicodin®.*

*Naloxone, commonly known by the brand-name Narcan®, is an opioid antagonist which means it displaces the opioid from receptors in the brain and can therefore reverse an opiate overdose. It is a scheduled drug, but it has no euphoric properties and minimal side effects. If it is administered to a person who is not suffering an opiate overdose, it will do no harm. Naloxone has been available as an injectable since the 1960s, but was recently developed as a nasal spray.*

*To reduce the number of fatalities which can result from opiate overdoses, the Allegheny County Housing Police will train its officers in the proper pre-hospital administration of nasal naloxone. In order to implement a safe and responsible nasal naloxone plan, the Department will establish and maintain a professional affiliation with a Medical Control Physician (MCP), through Forbes Hospital Emergency Medical Services, who will provide medical oversight over its use and administration. The Medical Control Physician shall be licensed to practice medicine within the Commonwealth of Pennsylvania. At his or her discretion, he or she may make recommendations regarding the policy, oversight, and administration of the nasal naloxone program developed and implemented by the Department.*

*In order to implement this policy the Allegheny County Housing Police relies upon the following statutes:*

#### **Act 139 of 2014**

*Senate Bill 1164 was signed into law by Governor Tom Corbett in late Sept. as Act 139 of 2014. This legislation allows first responders including law enforcement, fire fighters, EMS or other organizations the ability to administer a medication known as naloxone, a life-saving opioid reversal medication, to individuals experiencing an opioid overdose. The law also allows individuals such as friends or family members that may be in a position to assist a person at risk of experiencing an opioid related overdose to obtain a prescription for naloxone. Additionally, Act 139 provides immunity from prosecution for those responding to and reporting overdoses.*

*First responder organizations, including EMS agencies, may now obtain, carry, and administer naloxone in the event of an opioid overdose. In order to do so, any first responder agency that is not currently licensed by the Department of Health, must first enter into a written agreement with an Emergency Medical Services (EMS) agency. This written agreement is valid only under the consent of the EMS Medical Director or another physician. Additionally, those non-licensed first responder agencies must also complete Department of Health approved training and obtain a prescription or standing order to obtain and administer naloxone.*

*Members of the community, family members and friends may be prescribed naloxone and can lawfully administer the drug to someone who is experiencing an overdose. This was included in the law because often times when an overdose occurs, friends and family are the first on the scene. A prescription for naloxone may be obtained through a physician. Before administering naloxone, you should first complete Department of Health approved naloxone training. Additionally, Act 139 provides immunity to those individuals who acting in good faith and with reasonable*

care administer naloxone to someone they believe is experiencing an opioid overdose, as long as they have taken the approved training and seek prompt medical care.

Through the Good Samaritan provision of Act 139, friends and loved ones are encouraged to call 911 for emergency medical services in the event an overdose is witnessed. The provision offers certain criminal and civil protections and provides reassurance to the caller that they are immune from prosecution, in most instances, for being present, witnessing and reporting an overdose.

### **DEFINITIONS:**

***Opiate:*** An opiate is a medication or drug that is derived from the opium poppy or that mimics the effect of an opiate (a synthetic opiate). Opiate drugs are narcotic sedatives that depress activity of the central nervous system, reduce pain, and induce [sleep](#). Police officers often encounter opiates in the form of morphine, methadone, codeine, heroin, fentanyl, oxycodone (OxyContin®, Percocet® and Percodan®) and hydrocodone (Vicodin®).

***Naloxone:*** Naloxone is an [opioid antagonist](#) that can be used to counter the effects of [opiate overdose](#). Specifically, it can displace opioids from the receptors in the brain that control the central nervous system and respiratory system. It is marketed under various trademarks including Narcan®.

***Medical Control Physician:*** The Medical Control Physician, herein after referred to as MCP, shall be a designated Medical Doctor who is licensed to practice medicine in Pennsylvania. The Allegheny County Housing Police shall maintain an affiliation with the MCP through Forbes Hospital Emergency Medical Services.

### **POLICY:**

Naloxone will be deployed to individual officers for carrying in their duty bag for the treatment of drug overdose victims. A patrol unit shall be dispatched to any call that relates to a drug overdose. The goal of the responding officers shall be to provide immediate assistance via the use of naloxone where appropriate, to provide any treatment commensurate with their training as first responders, to assist other EMS personal on scene, and to handle any criminal investigations that may arise.

### **PROCEDURE:**

When an officer of the Allegheny County Housing Police has arrived at the scene of a medical emergency prior to the arrival of EMS, and has made a determination that the patient is suffering from an opiate overdose, the responding officer should administer two milligrams of naloxone to the patient by way of the nasal passages. One milligram should be administered to each nostril.

The following steps should be taken:

1. Officers shall use universal precautions. (Gloves, avoiding bodily fluids, etc...)
2. Officers should conduct a medical assessment of the patient insofar as First Responder First Aid Training (CAB's), to include take into account statements from witnesses and/or family members regarding drug use.
3. If the officer suspects that there has been an opiate overdose, the naloxone kit should be utilized, provided that arrival by Paramedics is not imminent (less than 60 seconds ETA).
4. The officer shall use the nasal mist adapter that is pre-attached to the naloxone to administer a one milligram intra-nasal dose of naloxone to each nostril for a complete dosage of two milligrams (approximately ½ the dosage into each nostril). Officers should be aware that a rapid reversal of an opiate overdose may cause projectile vomiting by the patient and/or violent behavior. (Patient should be placed in the "rescue position.")
5. The patient should continue to be observed and treated as the situation dictates.
6. The treating officer shall inform incoming EMS about the treatment and condition of the patient, and shall not relinquish care of the patient until relieved by a person with a higher level of training.

### **Reporting**

An offense report of the event shall be completed by the treating officer, or the primary responding officer, prior to the end of his shift.

*Additionally, a Naloxone administration form developed by FORBES HOSPITAL EMERGENCY MEDICAL SERVICES shall be utilized and submitted to the ACHA Police Chief.*

***Equipment and maintenance***

*It shall be the responsibility of officers to inspect naloxone kits prior to the start of each shift to ensure that the kits are intact. Naloxone kits shall be safely secured either in an officer's locker or duty bag when not in use.*

*Damaged equipment shall be reported to a shift supervisor immediately.*

*The ACHA Police Chief will maintain a written inventory documenting the quantities and expirations of naloxone replacement supplies, and a log documenting the issuance of replacement units. Officers shall comply with any requests for documentation, inspection with respect to this responsibility.*

*Note that extreme heat and extreme cold could nullify the properties of Naloxone, making the substance unusable. Proper care should be taken to prevent exposure of the kits to extreme temperatures.*

***Replacement***

*Supervisor shall immediately replace naloxone kits that have been used during the course of a shift or direct that they be replaced (Forbes Hospital Emergency Medical Services will have replacements kits available)*

***Training***

*Officers shall receive a standard course of training developed and administered by Forbes Hospital Emergency Medical Services and approved by Medic Command and the agency specified in Act 139, prior to being allowed to carry and use naloxone. The Department shall provide refresher training every two years, in conjunction with AED/First Aid/CPR certification.*

*Approved training by video (Forbes Hospital Emergency Medical Services developed and/or PAVTN) may be substituted for in-person training upon approval of the Chief of Police.*

***Prosecution***

*Officers shall familiarize themselves with Act 139 with respect to specific immunities that attach to the "person experiencing a drug overdose" and the "person who transported or reported and remained with the person(s) experiencing an overdose" and any possible exceptions to this immunity.*

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

AYES:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

Mike Vogel stated that as public service employees, we are first responders. We see a lot of overdoses and we will now be able to render aide. Additionally, we can also administer Narcan to fellow officers in case they are affected. The naloxone is prescribed through West Penn Allegheny Health System, and we also received our training from them.

**E. Travel**

1. Motion by Austin Davis, second by Derek Uber, approving travel for up to 2 staff to attend the 2017 NAHRO Summer Conference from July 16-18, 2017 in Indianapolis, IN. Motion carried.

**Comment on General Items** None.

**Adjournment**

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

The meeting ended at approximately 11:00 A.M.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Wednesday, June 21, 2017**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Wednesday, June 21, 2017 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: Mark Foerster  
Austin Davis  
Derek Uber

Absent: Paul D'Alesandro  
Vera Kelly

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

**Attendance:** Frank Aggazio, George Janocsko, Beverly Moore, Deborah Breitenstein, Sydney Hayden, Jerome Johnson, Cynthia King, Kate Giammanse, Barbara Caruso, Richard Stephenson, Mike Vogel, James Bulls, Phil Walsh, Kevin Bartko, Bobby Gabbianelli, Guy Phillips, Kim Longwell, Frank Magliocco, Jack McGraw

**Recognitions/Proclamations**

The Executive Director stated he was recently out in the field to check on some of the properties, and was very impressed with the condition of Uansa Village. I want to present this Employee of the Month award to Maintenance Aide Phil Walsh; he is a long-time employee, and we want to recognize the great job he is doing in keeping Uansa in impeccable shape.

**Public Comment** None.

**Approval of Minutes**

Derek Uber made a motion to approve the Minutes of the May 17, 2017 Board of Directors meeting; the motion was seconded by Austin Davis and carried.

**Old Business**

- A. Motion by Austin Davis, second by Derek Uber, ratifying an email/telephone poll of the Board by the Executive Director on May 30, 2017, wherein Mark Foerster, Austin Davis, Derek Uber, and Paul D'Alesandro, approved acceptance of the Authority's Fiscal Year 2016 Single Audit performed by Maher Duessel. Motion carried.
  
- B. Motion by Austin Davis, second by Mark Foerster, ratifying an email/telephone poll of the Board by the Executive Director on June 13, 2017, wherein Mark Foerster, Austin Davis, and Paul D'Alesandro approved renewal of employee medical coverage through Highmark, for up to three years effective 7/1/17; Derek Uber abstained from the vote in that he is an employee of Highmark Health and participation in the vote would be a conflict of interest. Motion carried. Mr. Uber abstained from the ratification.

**New Business**

A. Administration

- 1. The following **Resolution #17-08** was introduced by the Chair, read in full and considered:



**RESOLUTION #17-08 APPROVING THE 2017 ANNUAL PLAN**

BE IT RESOLVED, that the Board of Directors of the Allegheny County Housing Authority hereby approve submission of the 2017 Annual Plan to the U.S. Department of Housing and Urban Development.

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

AYES:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

2. Motion by Austin Davis, second by Derek Uber, approving an intergovernmental agreement with the Housing Authority of the City of Pittsburgh (HACP) for ACHA to provide development management services to HACP for a 6-month term ending 12/31/17; total compensation not to exceed \$49,500. Motion unanimously carried.

Mr. Aggazio stated that he had received a request from the Executive director of the Housing Authority of the City of Pittsburgh requesting assistance in trying to close a 4% tax credit deal. Our staff met with them to go over the project, and we determined we were able to assist with the deal. HACP will approve this contract at their next Board meeting.

B. HMO

The following **Resolution #17-09** was introduced by the Chair, read in full and considered:

**RESOLUTION #17-09 AUTHORIZING TRANSFER OF UNCOLLECTABLE TENANT ACCOUNTS**

*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 \$45,037.56 and referral for further action, if warranted.*

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

AYES:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

B. Purchasing

1. Motion by Derek Uber, second by Austin Davis, approving piggyback of PA State Contract #4400004480 with Three Rivers Telecom Consulting, for a two-year period, to provide complete telecommunication audit services (ACHA-1581/PB-17-002). Motion carried.

Guy Phillips stated this company will review and audit all telecommunication invoices/contracts, both for services and equipment configuration. Payment for the services will be 50% of any savings realized from the reviews.

**Comment on General Items** None.

**Adjournment**

Derek Uber made a motion to adjourn the meeting, which motion was seconded by Austin Davis and approved.

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

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Wednesday, July 19, 2017**

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Wednesday, July 19, 2017 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:	Mark Foerster	Absent:	Paul D'Alesandro
	Austin Davis		Vera Kelly
	Derek Uber		

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

**Attendance:** Frank Aggazio, John Daley, Beverly Moore, Deborah Breitenstein, Richard Stephenson, Pat Blackwell, Frank Magliocco, Kim Longwell, Bobby Gabbianelli, Dean Allen, Kevin Bartko, James Bulls, Jack McGraw

**Recognitions/Proclamations** None.

**Public Comment** None.

**Approval of Minutes**

Austin Davis made a motion to approve the Minutes of the June 21, 2017 Board of Directors meeting; the motion was seconded by Derek Uber and carried.

**Old Business** None.

**New Business**

A. HMO

1. The following **Resolution #17-10** was introduced by the Chair, read in full and considered:

**RESOLUTION #17-10 AUTHORIZING TRANSFER OF UNCOLLECTABLE TENANT ACCOUNTS**

*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 \$24,973.62 and referral for further action, if warranted.*

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

AYES:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

2. Motion by Austin Davis, second by Derek Uber, approving the opening and closing of the following LIPH Waiting Lists effective Monday, August 14, 2017:

**OPENING:**

- Daltons Edge (1 Bedroom) 700 Second Avenue, Tarentum, PA 15084
- Homestead Bldg. "C" (2 Bedroom) 441 East Eighth Avenue, Homestead, PA 15120
- Negley Gardens (2 & 3 Bedroom) 804 Creek Street, Apt "D", Tarentum, PA 15084
- Orchard Park (1, 2, & 3 Bedroom) 1001 Ridge Street, Duquesne, PA 15110
- Prospect Terrace (3 & 4 Bedroom) 29 Prospect Drive, East Pittsburgh, PA 15112
- Scattered Sites (1 Bedroom) 511 Groveton Drive, Coraopolis, PA 15108
- Sharpsburg (1, 2 & 3 Bedroom) 300 Sisca Street, Sharpsburg, PA 15215
- Sheldon Park (1 Bedroom) 2008 Broadview Blvd., Natrona Heights, PA 15065

**CLOSING:**

- Andrew Carnegie (1 Bedroom) 514 Lydia Street, Carnegie, PA 15106
- Dumplin Hall (1 Bedroom): 502 Hay Street, Wilkinsburg, PA 15221
- Groveton Village (1, 2, 3 & 4 Bedroom) 511 Groveton Drive, Coraopolis, PA 15108
- Ohioview Towers (Efficiencies & 1 Bedroom) 250 Jefferson Drive, McKees Rocks, PA 15136
- Pleasant Ridge (1 & 2 Bedroom): 251 Jefferson Dr., McKees Rocks, PA 15136
- Scattered Sites (2 & 3 Bedroom) 511 Groveton Drive, Coraopolis, PA 15108

Motion carried.

**B. MIS**

1. Motion by Derek Uber, second by Austin Davis, approving renewal of the annual Software Maintenance Agreement with Emphasys Software, in the amount of \$118,183.54, for 2017-2018. Motion carried.

Frank Magliocco stated this is a slight increase over last year. They provide us with regular updates, enhancements based on regulatory requirements. They are also intimately involved in the next generation of PIC database.

2. The following **Resolution #17-11** was introduced by the Chair, read in full and considered:

**RESOLUTION #17-11 ADOPTING AN ADDENDUM TO THE MANAGEMENT INFORMATION SYSTEMS POLICY**

*BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve the following Addendum to the Authority's Management Information Systems Policy concerning policy and procedure for disposal of FBI Criminal Justice information and media:*

**Management Information Systems Policy**  
**Disposal of Media Policy and Procedures Addendum**  
 Revised July 19, 2017

**Purpose**

*The purpose of this Addendum to the Management Information Systems ("MIS") Policy is to outline the proper disposal of media (physical or electronic) at the Allegheny County Housing Authority ("ACHA"). These policies and procedures are in place to protect sensitive and classified information, employees, and the Allegheny County Housing Authority. Inappropriate disposal of ACHA and FBI Criminal Justice Information (CJI) and media may put employees, the ACHA, and the FBI at risk.*

**Scope**

*This policy addendum applies to all ACHA employees, contractors, temporary staff, and other workers at the ACHA with access to FBI CJIS systems and/or data, sensitive and classified data, and media. This policy applies to all equipment that processes, stores, and/or transmits FBI CJI and classified and sensitive data that is owned or leased by the ACHA.*

**Policy and Procedures**

1. *When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store and/or transmit FBI CJI and classified and sensitive data shall be properly disposed of in accordance with measures established by the ACHA.*

2. *Physical media (print-outs and other physical media) shall be disposed of by one of the following methods:*
  - *Shredding using ACHA-issued shredders.*
  - *Placed in locked shredding bins for TBD Contractor to come on-site and shred, witnessed by ACHA personnel throughout the entire process.*
  - *Incineration using ACHA incinerators or witnessed by ACHA personnel onsite at agency or at contractor incineration site, if conducted by non-authorized personnel.*
3. *Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier hard drives, etc.) shall be disposed of by one of the following methods:*
  - **Overwriting (at least 3 times)** - *an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.*
  - **Degaussing** - *a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.*
  - **Destruction** - *a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.*
4. *IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from ACHA's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.*

**Enforcement**

*Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination.*

Derek Uber 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:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

Frank Magliocco stated this policy amendment is made in order to comply with recommendations made by the Pennsylvania State Police after performing a review of protocols. This is a standardized policy throughout the Commonwealth and complies with the FBI's criminal justice information systems protocols and safeguards.

**C. Development**

1. Motion by Austin Davis, second by Derek Uber, approving Change Order G-11 under Contract ACHA-1562-1/GC, General Construction, Interior Improvements at Westview Tower, in the amount of \$58,188.75, to Liokareas Construction Co., for kitchen door modifications and upgrades for the 90 units at Westview Tower. Motion carried.

Jack McGraw explained the hardware on the doors, after 35 years of wear and tear, need to be replaced. The doors are in good repair, but the hardware needs to be replaced. Replacing the doors is very expensive, but because the doors are in good shape, we can just replace the hardware.

**Comment on General Items**    None.

**Adjournment**

There being no further business to conduct, Austin Davis moved to adjourn the meeting; which was seconded by Derek Uber and carried.

The meeting ended at approximately 10:47 a.m.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Wednesday, September 20, 2017**

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Wednesday, September 20, 2017 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:	Mark Foerster	Absent:	Vera Kelly
	Austin Davis		
	Derek Uber		
	Paul D'Alesandro (via telephone)		

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

**Attendance:** Frank Aggazio, George Janocsko, Beverly Moore, Deborah Breitenstein, Bobby Gabbianelli, James Bulls, Kim Longwell, Kate Giammarise, Mike Vogel, Rich Stephenson, Guy Phillips, Diane Lancaster, Clinton Rhodes, Harry Manly, Frank Magliocco, Paul Reiber, Dean Allen, Jack McGraw, Pat Blackwell

**Recognitions/Proclamations**

The Executive Director stated our employee of the month, Diane Lancaster, has been with us for about 17 years; she does an exceptional job of monitoring expenditures in the field and their budgets. She has done an outstanding job and was wish her well for her retirement. Diane thanked Mr. Aggazio and the Board for the recognition and stated it has been her honor and privilege to work at the agency.

Mr. Aggazio then presented an Award of Recognition to Gateway Health. Gateway Health is a great partner with the Authority; they financed the reading room at Sheldon Park, which has been very popular and extremely successful with the children; they partnered with us on the 412 food program, volunteers to deliver the food. They also partnered with us to do readings for the children throughout the communities. We want to recognize their contribution to enhancing the quality of life for our residents.

**Public Comment** None.

**Approval of Minutes**

Derek Uber made a motion to approve the Minutes of the July 19, 2017 Board of Directors meeting; the motion was seconded by Austin Davis and carried.

**Old Business** None.

**New Business**

A. Finance

1. The following **Resolution #17-12** was introduced by the Chair, read in full and considered:

**RESOLUTION #17-12 APPROVING THE FIRSCAL YEAR 2018 OPERATING BUDGETS**

*WHEREAS, the Allegheny County Housing Authority has prepared its Fiscal Year 2018 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 Allegheny County Housing Authority finds that the proposed total expenditures of \$11,854,422 for the COCC and \$22,202,360 for the AMPs are necessary for an efficient and economical operation of the Authority for the purpose of serving the Allegheny County Housing Authority residents; and

WHEREAS, the Allegheny County Housing Authority 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 Commissioners of the Allegheny County Housing Authority:

Section 1. That the Fiscal Year 2018 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 2018 Operating Budgets into effect.

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

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

The Chair thereupon declared said Resolution carried and adopted.

2. Motion by Derek Uber, second by Austin Davis, approving an owner's draw in an amount not to exceed \$300,000 from Harrison Hi-Rise reserves for FYE 2017. Motion carried.

CFO Rich Stephenson stated that we use these non-federal funds to help subsidize the limited operating funding from HUD. Every year, it's in the budget but we always wait until the end of the year to see what we actually need. This draw is for the fiscal year ending September 30<sup>th</sup>; we will not know the actual amount until after year end and we close the books.

#### B. Resident Services

1. Motion by Austin Davis, Second by Derek Uber, approving the ACHA's participation in the Workforce Innovation and Opportunity Act (WIOA) as a PA CareerLink system partner under governance of the Partners4work development board of Pittsburgh and Allegheny County, for the benefit of our residents. Motion carried.

Beverly Moore stated this is a process where this housing authority is one of several entities that are required to be a part of the process called OneStop under the Partners4Work; what we are doing is pulling together businesses and job seekers.

2. Motion by Derek Uber, second by Austin Davis, approving the ACHA's participation in the HUD focused ConnectHome Reduce Digital Divide program, with the purpose to reduce and eliminate the digital divide in public housing and other underserved communities. Motion carried.

Ms. Moore explained that HUD has joined forces with other entities to reduce and eliminate the digital divide between the have and have nots, and our housing authority is being allowed to join the ConnectHome nation and our residents can benefit from that with computer literacy programs and equipment.

#### C. HMO

1. The following **Resolution #17-13** was introduced by the Chair, read in full and considered:

**RESOLUTION #17-13 AUTHORIZING TRANSFER OF UNCOLLECTABLE TENANT ACCOUNTS**

*BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of all uncollectible tenant accounts for FYE 9/30/17 and referral for further action, if warranted.*

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

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

The Chair thereupon declared said Resolution carried and adopted.

2. Motion by Austin Davis, second by Derek Uber, approving and ratifying agreements with YouthPlaces for its use of space at (a) Millvue Acres PA; (b) Pleasant Ridge; and (c) The Waverly Building in Duquesne, to provide programs that promote positive development for teens ages 13-18 residing within the respective public housing site and surrounding community. Motion carried.

Mr. Bulls stated we have been partnering with YouthPlaces for years; these are renewal of the agreements.

D. Purchasing

1. Motion by Derek Uber, second by Frank Aggazio, awarding RPF Contract ACHA-1515, ACOP/AP Services, to The Schiff Group, Inc. for a three-year period, with up to two 1-year options. Motion carried.

Mr. Aggazio stated the Schiff Group has been assisting the Authority with its annual and 5 year plans; those costs have been under \$10,000 a year. And this is in case that anything else arises related to that, we can use their services.

2. Motion by Derek Uber, second by Austin Davis, approving the piggyback of PA State Contract #4400015469 with SimplexGrinnell for the inspection and maintenance of ACHA's fire protection systems, for a total amount of \$93,260 (PB-17-003) Motion carried.
3. Motion by Derek Uber, second by Austin Davis, approving the piggyback of PA State Costar Contract #001-032 with Ford Business Machines, Inc., for the upgrade of multi-function devices at all ACHA locations and the elimination of desktop printers. (PB-17-004). Motion carried.

Rich Stephenson stated in an effort to identify and reduce operation costs, copier costs were looked at. We went to Ford and asked them what they could come up with, and the plan is to eliminate individual printers and centralize state of the art modern copiers, scanners, etc. It will be confidential. We anticipate this will save us between \$30 - \$35,000/year. Frank Magliocco added that at our sites, we now have 3 separate machines – a scanner, a copier, and a fax. There will now be one machine, less maintenance and less cost, and the machines will be standardized.

E. Development

1. The following **Resolution #17-14** was introduced by the Chair, read in full and considered:

**RESOLUTION #17-14 AUTHORIZING THE CONSTRUCTION AND OPERATION OF 60 RENTAL DWELLING UNITS AND ANY APPURTENANCES THERETO TO BE KNOWN AS MT. LEBANON SENIOR HOUSING APARTMENTS (THE "DEVELOPMENT"), INCLUDING (I) APPROVAL OF DEVELOPMENT PLANS, (II) AUTHORIZATION OF A LOAN TO SENIOR APARTMENTS OF MT. LEBANON, LP (THE "OWNER") FROM REPLACEMENT HOUSING FACTOR FUNDS, (III) SUBMISSION OF A MIXED-FINANCE DEVELOPMENT**

**PROPOSAL TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, (IV) THE PURCHASE OF REAL PROPERTY AND THE GROUND LEASE OF THE REAL PROPERTY; (V) THE PROVISION OF OPERATING SUBSIDY; (VI) SERVING AS MANAGEMENT AGENT; (VII) ENTERING INTO VARIOUS DOCUMENTS IN ORDER TO INDUCE THE BANK OF NEW YORK MELLON TO PROVIDE A CONSTRUCTION LOAN; (VIII) ENTERING INTO A DOCUMENT REQUIRED IN ORDER TO INDUCE THE LIMITED PARTNER AND SPECIAL LIMITED PARTNER TO BE ADMITTED TO THE OWNER AND THE MAKING OF THE EQUITY CONTRIBUTION BY THE LIMITED PARTNER; (IX) ACTING AS GRANTEE UNDER A PURCHASE OPTION AND RIGHT OF FIRST REFUSAL; AND (X) EXECUTION OF AGREEMENTS AND DOCUMENTS IN CONNECTION THEREWITH**

WHEREAS, by Resolution 15-02, the Allegheny County Housing Authority (“ACHA”) ratified the selection of Green Development, Inc., a Pennsylvania corporation (“Green”), and Oxford Development Company, a Pennsylvania corporation (“Oxford” and collectively with Green, the “Developer”) for the Development as contemplated by that certain Master Development Agreement made April 18, 2016 but effective as of March 18, 2015 (the “MDA”); and

WHEREAS, the MDA recognizes that in certain specified circumstances, Related Parties (as defined therein) may be involved in the Development, and the parties to the MDA desire to amend the MDA in order to reflect additional circumstances when Related Parties may be involved in the Development pursuant to that certain Amendment to Master Development Agreement; and

WHEREAS, Three Rivers Communities, Inc., an instrumentality of ACHA, is serving as a developer of the Development and controls (as its sole member) the administrative general partner of the Owner, Mt. Lebanon Senior Housing Apartments, LLC, a Pennsylvania limited liability company (“Administrative General Partner”), such that ACHA shall substantially benefit, directly or indirectly from the Development, including the loans, capital contributions and the like to make the Development possible; and

WHEREAS, Three Rivers Communities, Inc. plans to construct and develop the Development with the Developer and Related Parties, which development plans include ACHA’s purchase of real property from Residential Resources, Inc. known as Parcel B-1 in the Toner Plan Revision No. 2 as recorded in Plan Book Volume 292, page 191 (the “Property”), and the ground lease of said Property to the Owner; and

WHEREAS, ACHA submitted a Mixed-Finance Development Proposal to the U.S. Department of Housing and Urban Development; and

WHEREAS, ACHA desires to provide operating subsidy and capital funds for the operation and construction of 16 units of the Development to be used as “public housing” as defined in Section 3(b) of the United States Housing Act of 1937 (42 U.S.C. § 1437, et seq., as amended), and desires to enter into a Regulatory and Operating Agreement between ACHA and the Owner, a Declaration of Restrictive Covenants by and between ACHA and the Owner for the benefit of the United States of America, acting by and through the Secretary of Housing and Urban Development and a Mixed-Finance Amendment to the Consolidated Annual Contributions Contract between ACHA and United States of America (collectively, the “Public Housing Documents”); and

WHEREAS, ACHA desires to make a loan in the approximate amount of \$1,779,849 (not to exceed \$2,000,000) to the Owner from Replacement Housing Factor Funds (the “ACHA Loan”) pursuant to a Commitment Letter last updated on January 31, 2017, a Loan Agreement, an Authority Note, an Assignment of Rents and Leases, an Open-End Leasehold Mortgage and Security Agreement, an Assignment of Construction and Development Documents, and a Completion and Development Deficiency Guaranty (collectively, the “ACHA Loan Documents”); and

WHEREAS, ACHA desires to serve as management agent, and in connection therewith, desires to enter into a Management Agreement with the Owner; and

WHEREAS, the Owner is obtaining a construction loan from The Bank of New York Mellon for the Development (the “Construction Loan”); and

WHEREAS, in order to induce The Bank of New York Mellon to provide the Construction Loan, ACHA desires to enter into (a) the Ground Lessor’s Recognition Agreement and Estoppel Certificate, (b) limited to eligible non-public housing assets (assets not subject to a Declaration of Trust or Declaration of Restrictive Covenants for the benefit of the United States of America, acting by and through the Secretary of Housing and Urban Development and not acquired or merged with assets acquired with public housing funding under the United States Housing Act of 1937), the Guaranty of Completion, Guaranty of Payment, ADA Indemnification Agreement, and Environmental Indemnity Agreement, and (c) the Property Management Agreement Termination Letter (collectively, the “BNYM Loan Documents”); and



WHEREAS, the Owner has received an allocation of federal low-income housing tax credits from the Pennsylvania Housing Finance Agency, and the Owner intends to admit RBC Tax Credit Equity, LLC, an Illinois limited liability company (the "Limited Partner"), and RBC Tax Credit Manager II, Inc., a Delaware corporation (the "Special Limited Partner"), in consideration for the Limited Partner making Capital Contributions to the Owner in the aggregate amount of approximately \$11,334,257, subject to underwriting (the "Equity Contribution"); and

WHEREAS, in order to induce the Limited Partner and the Special Limited Partner to be admitted to the Owner and the Limited Partner making the Equity Contribution, ACHA desires to enter a Guaranty for the benefit of the Limited Partner, limited such that the Limited Partner has no legal right of recourse under against (i) any public housing project of ACHA, including the Development, (ii) any operating receipts of ACHA (as the term "operating receipts" is defined in the Consolidated Annual Contributions Contract Number P-03-1-1503, dated November 13, 1996 between the United States Department of Housing and Urban Development and ACHA ("ACC")), or (iii) any public housing operating reserve of ACHA reflected in ACHA's annual operating budget and required under the ACC (the "RBC Guaranty"); and

WHEREAS, ACHA, desires to act as Grantee under the Purchase Option and Right of First Refusal Agreement by and between the Owner, Oxford Mt. Lebanon LLC, a Pennsylvania limited liability company, the Administrative General Partner and ACHA, as consented to by the Limited Partner (the "Purchase Option and Right of First Refusal Agreement"); and

WHEREAS, the Board of Directors of ACHA believes it to be in the best interest of ACHA and the Development that the Executive Director be authorized to execute all documents and take all actions necessary in order to finance, construct and operate the Development.

NOW THEREFORE, BE IT RESOLVED by the ACHA:

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

**Section 2.** The Board of Directors of ACHA hereby approves the construction and operation of the Development.

**Section 3.** The form, terms and provisions of the Amendment to Master Development Agreement between ACHA, Green and Oxford, and any other document related to the Amendment to Master Development Agreement are hereby in each and every respect approved, ratified and confirmed, and each and every transaction effected or to be effected pursuant to, and in substantial accordance with, the terms of the Amendment to Master Development Agreement and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified and confirmed. The authorization of ACHA to enter into the Amendment to Master Development Agreement and the execution and delivery in the name and on behalf of ACHA, by the Executive Director of the Amendment to Master Development Agreement, in the form as so executed and delivered, is hereby approved, ratified and confirmed.

**Section 4.** The form, terms and provisions of the Mixed-Finance Development Proposal submitted to the U.S. Department of Housing and Urban Development for the development of the Development and any other document related to the Mixed-Finance Development Proposal are hereby in each and every respect approved, ratified and confirmed, and each and every transaction effected or to be effected pursuant to, and in substantial accordance with, the terms of the Mixed-Finance Development Proposal and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified and confirmed.

**Section 5.** The Board of Directors of ACHA hereby approves the provision of operating subsidy to the public housing units of the Development. The form, terms and provisions of any documents necessary in connection with the provision of operating subsidy and capital funds to the public housing units of the Development, including but not limited to the Public Housing Documents are hereby in each and every respect approved, ratified and confirmed, and each and every transaction effected or to be effected pursuant to, and in substantial accordance with, the terms of the Public Housing Documents and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified and confirmed. The authorization of ACHA to enter into the Public Housing Documents and the execution and delivery in the name and on behalf of ACHA, by the Executive Director of the Public Housing Documents, in the form as so executed and delivered, are hereby approved, ratified and confirmed.

**Section 6.** The Board of Directors of ACHA hereby approves the purchase of the Property and the ground lease of the Property to the Owner for the Development. The form, terms and provisions of any documents necessary in connection with the sale and ground lease of the Property, including but not limited to that certain Agreement of

*Sale by and between Residential Resources, Inc. and Castlegate Partners dated February 6, 2014, as subsequently amended and assigned, Special Warranty Deed between Residential Resources, Inc. and ACHA, the Ground Lease between ACHA and the Owner and Memorandum of Ground Lease between ACHA and the Owner (collectively, the "Site Control Documents") are hereby in each and every respect approved, ratified and confirmed, and each and every transaction effected or to be effected pursuant to, and in substantial accordance with, the terms of the Site Control Documents and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified and confirmed. The authorization of ACHA to enter into the Site Control Documents and the execution and delivery in the name and on behalf of ACHA, by the Executive Director of the Site Control Documents, in the form as so executed and delivered, are hereby approved, ratified and confirmed.*

**Section 7.** *The Board of Directors of ACHA hereby approves ACHA serving as the management agent for the Development. The form, terms and provisions of any documents necessary in connection with ACHA serving as the management agent for the Development, including but not limited to that certain Management Agreement between ACHA and Owner, including all addenda thereto, the Management Plan, **Resident Selection Plan, and form of Residential Lease Agreement** (collectively, the "Management Documents") are hereby in each and every respect approved, ratified and confirmed, and each and every transaction effected or to be effected pursuant to, and in substantial accordance with, the terms of the Management Documents and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified and confirmed. The authorization of ACHA to enter into the Management Documents and the execution and delivery in the name and on behalf of ACHA, by the Executive Director of the Management Documents, in the form as so executed and delivered, are hereby approved, ratified and confirmed.*

**Section 8.** *The Board of Directors of ACHA hereby approves ACHA making the ACHA Loan. The form, terms and provisions of any documents necessary in connection with ACHA making the ACHA Loan, including but not limited to the ACHA Loan Documents are hereby in each and every respect approved, ratified and confirmed, and each and every transaction effected or to be effected pursuant to, and in substantial accordance with, the terms of the ACHA Loan Documents and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified and confirmed. The authorization of ACHA to enter into the ACHA Loan Documents and the execution and delivery in the name and on behalf of ACHA, by the Executive Director of the ACHA Loan Documents, in the form as so executed and delivered, are hereby approved, ratified and confirmed.*

**Section 9.** *The Board of Directors of ACHA hereby approves ACHA executing the documents required by The Bank of New York Mellon in connection with the Construction Loan for the Development. The form, terms and provisions of any documents necessary in connection therewith, including but not limited to the BNYM Loan Documents are hereby in each and every respect approved, ratified and confirmed, and each and every transaction effected or to be effected pursuant to, and in substantial accordance with, the terms of the BNYM Loan Documents and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified and confirmed. The authorization of ACHA to enter into the BNYM Loan Documents and the execution and delivery in the name and on behalf of ACHA, by the Executive Director of the BNYM Loan Documents, in the form as so executed and delivered, are hereby approved, ratified and confirmed.*

**Section 10.** *The Board of Directors of ACHA hereby approves ACHA executing the document required by the Limited Partner and the Special Limited Partner in connection with being admitted to the Owner and the Limited Partner making the Equity Contribution. The form, terms and provisions of any documents necessary in connection with the Limited Partner and the Special Limited Partner being admitted to the Owner, including but not limited to the RBC Guaranty are hereby in each and every respect approved, ratified and confirmed, and each and every transaction effected or to be effected pursuant to, and in substantial accordance with, the terms of the RBC Guaranty and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified and confirmed. The authorization of ACHA to enter into the RBC Guaranty and the execution and delivery in the name and on behalf of ACHA, by the Executive Director of the RBC Guaranty, in the form as so executed and delivered, are hereby approved, ratified and confirmed.*

**Section 11.** *The Board of Directors of ACHA hereby approves ACHA entering into the Purchase Option and Right of First Refusal Agreement as Grantee. The form, terms and provisions of any documents necessary in connection with ACHA entering into the Purchase Option and Right of First Refusal Agreement as Grantee are hereby in each and every respect approved, ratified and confirmed, and each and every transaction effected or to be effected pursuant to, and in substantial accordance with, the terms of the Purchase Option and Right of First Refusal Agreement and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified and confirmed. The authorization of ACHA to enter into the Purchase Option and Right of First Refusal Agreement and the execution and delivery in the name and on behalf of ACHA, by the Executive Director of the Purchase Option and Right of First Refusal Agreement, in the form as so executed and delivered, are hereby approved, ratified and confirmed.*

**Section 12.** *The Board of Directors of ACHA hereby resolves that the Executive Director, acting alone, be and hereby is authorized and empowered to execute all such additional instruments and documents in the name and on behalf of the ACHA, to effectuate the foregoing resolutions, and to pay all such costs and expenses as in his judgment shall be necessary, proper or advisable in order to carry out the intent and accomplish the purposes of these resolutions, and to take all such further action as shall, in his judgment, be necessary or appropriate in order to carry out the intent and accomplish the purposes of these resolutions, the approval thereof to be conclusively evidenced by the taking of such action.*

**Section 13.** *The Board of Directors of ACHA hereby resolves that that all actions previously taken by any director, officer, employee or agent of ACHA in connection with or related to the matters set forth in or reasonably contemplated or implied by the foregoing resolutions be, and each of them hereby is, adopted, ratified, confirmed and approved in all respects as the acts and deeds of ACHA.*

**Section 14.** *The Board of Directors of ACHA hereby resolves that the foregoing resolutions are intended to be as broad as legally permissible so that no further resolutions shall be necessary to carry out the transactions and matters contemplated herein.*

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

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

The Chair thereupon declared said Resolution carried and adopted.

Jack McGraw stated that this resolution codifies all of the resolutions that the board has already granted, and approves the tax credit closing, and allows us to act in our role as a partner in the partnership.

2. Motion by Austin Davis, second by Derek Uber, awarding RFQ Contract No. ACHA-1579, A/E/ Services for Interior and Exterior Improvements at Robert J. Corbett Apartments, in the amount of \$95,000 to Sleighter Engineers and Architects. Motion carried.

Mr. McGraw advised that we were awarded some money by economic development and we decided to bring Corbett into the group of high rises for improvements – kitchens, bathrooms, etc.. Sleighter Engineers and Architects scored highest; he has done other work and has performed very well.

#### F. Public Safety

1. The following **Resolution #17-15** was introduced by the Chair, read in full and considered:

#### **RESOLUTION #17-15 ADOPTING A MOBILE FINGERPRINTING IDENTIFICATION DEVICE POLICY FOR ALL SWORN PERSONNEL OF THE ACHA PUBLIC SAFETY DEPARTMENT**

**1. PURPOSE.** *The purpose of this policy is to provide guidelines of the control, use, maintenance and accountability of Mobile Fingerprint Identification Device. The use of the Device is intended to provide law enforcement personnel with automated methods of identifying persons who cannot provide other means of identification or to provide verification of the presented identification documents. The search is directed against criminal justice fingerprint databases.*

**2. POLICY.** *It is the policy of the Department that the use of the Device shall be for law enforcement purposes only and done in a manner consistent with local, state and federal laws, training and this policy. Use of the Device will increase efficiency and enhance the ability to identify individual(s) who are not properly identified during an encounter with law enforcement.*

### **3. DEFINITIONS.**

**Mobile Fingerprint Identification Device** — A mobile device which can capture an individual's fingerprint and compare that print against files contained in the Automated Fingerprint Identification System (AFIS) database or the Criminal Justice Information System (CJIS) database. Regardless of their design or brand names, the unit will be identified as "the Device" throughout this policy.

**Device Administrator** — An Officer designated by the Chief of Police who provides training, maintenance, and accountability of the Device.

### **4. PROCEDURES.**

**A. Training.** The use of the Device is limited to trained personnel. The use of the Device shall be consistent with the training received and the guidance of this policy. Detailed instructions will be located on the Resource NET.

**B. Restrictions preventing the use of the Device.**

- 1.) The use of the Device is based on consent as outlined in Procedures for Warrantless Searches. Consent to submitting to the taking of a subject's fingerprint is implied when the subject is deceased or unconscious. The unconscious person(s) identification could assist in their medical treatment. Under these circumstances, Officers must receive supervisor approval prior to taking the fingerprints. The reason for taking the fingerprints shall be documented.
- 2.) The use of the Device will not unreasonably extend the duration of the encounter.
- 3.) Officers shall not use physical force to cause the submission of the person to be fingerprinted by the Device.
- 4.) The Device shall not be used when there is no reasonable suspicion of criminal activity.
- 5.) The Device shall not be used when during an encounter based on reasonable suspicion, the individual rescinds their compliance with the fingerprint process and consent is withdrawn.

**C. Consent is obtained; the Device can be utilized under the following conditions:**

- 1) To identify person(s) needing assistance whose identification is unknown and who cannot be identified through any other reasonable means.
- 2) During an encounter where an Officer has a lawful right to inquire about the individual's identity due to the reasonable suspicion of criminal activity.
- 3) To verify the identification of a suspect wanted on a warrant if in the warrant his identification information is sufficient to establish reasonable suspicion that the individual is the suspect identified in the warrant: (e.g., a name, address, DOB, physical description or photograph)
- 4) If during a reasonable suspicion encounter, the basis for the encounter is lost or eliminated before an Officer request, attempts, or finishes the fingerprint procedure, the suspect shall no longer be detained.
- 5) The use of a mobile video recorder or other Device shall be utilized. If this is not practical and a Supervisor is working, he shall be contacted and informed of the circumstances of the encounter.

**D. Documentation.**

- 1) To assess the effectiveness of the Device and to maintain relevant data, the use or attempted use of the Device will be documented.
- 2) The Device administrator and the Lieutenant shall be notified by an email of the usage, circumstances of usage and maintenance issues of the Device.

- 3) *The administrator shall maintain a log of the usage, circumstances and maintenance issues of the Device.*

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

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

The Chair thereupon declared said Resolution carried and adopted.

Mike Vogel stated he applied and received a grant for these devices; one condition of receiving the device, free of charge, is adopting this policy outlining use of the device.

2. Motion by Austin Davis, second by Derek Uber, approving an extension option of the contract (Addendum #2 to Management #7450) with the Housing Authority of the City of Pittsburgh for the provision of professional investigative services, for the terms 11/19/17-11/18/18, in an amount not to exceed \$160,000/year. Motion carried.

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

#### **X. Adjournment**

A motion to adjourn the meeting was proposed by Austin Davis, seconded by Derek Uber, and unanimously approved. The meeting ended at approximately 11:00 a.m.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Wednesday, October 18, 2017**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Wednesday, October 18, 2017 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:	Mark Foerster	Absent:	Vera Kelly
	Austin Davis		Derek Uber
	Paul D'Alesandro (via telephone)		

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

**Attendance:** Frank Aggazio, George Janocsko, Beverly Moore, Deborah Breitenstein, Richard Stephenson, Kevin Bartko, Mike Vogel, Bobby Gabbianelli, Guy Phillips, Shawnese Gadsden, Carolyn Bowman, Tom Smith, Jim Bulls, Dean Allen, Frank Magliocco

**Recognitions/Proclamations**

The Executive Director recently he was at a resident meeting at Carver Hall, and it became apparent at the meeting how much the residents appreciate their maintenance person. They couldn't say enough nice things about him, and I always like to recognize excellent customer service. Our employee of the month is Tom Smith, our maintenance aide at Carver Hall.

Mr. Aggazio then presented an Award of Appreciation to Carolyn Bowman, who retired on August 31st after 18 years of service as a property manager and assistant manager. Thank you for your contribution to the agency and our residents.

**Public Comment** None.

**Approval of Minutes**

Austin Davis made a motion to approve the Minutes of the September 20, 2017 Board of Directors meeting; the motion was seconded by Paul D'Alesandro and carried.

**Old Business**

Motion by Austin Davis, second by Paul D'Alesandro, ratifying an email/telephone poll of the Board by the Executive Director on October 4, 2017, wherein Mark Foerster, Austin Davis, Derek Uber, and Paul D'Alesandro (1) approved a motion to strike Resolution #17-14 adopted on September 20, 2017; and (2) adopted **Resolution #17-16** authorizing the construction and operation of 60 rental dwelling units and any appurtenances thereto to be known as Mt. Lebanon Senior Housing Apartments. Motion carried.

**RESOLUTION #17-16 AUTHORIZING THE CONSTRUCTION AND OPERATION OF 60 RENTAL DWELLING UNITS AND ANY APPURTENANCES THERETO TO BE KNOWN AS MT. LEBANON SENIOR HOUSING APARTMENTS (THE "DEVELOPMENT"), INCLUDING (I) APPROVAL OF DEVELOPMENT PLANS, (II) AUTHORIZATION OF A LOAN TO SENIOR APARTMENTS OF MT. LEBANON, LP (THE "OWNER") FROM REPLACEMENT HOUSING FACTOR FUNDS, (III) SUBMISSION OF A MIXED-FINANCE DEVELOPMENT PROPOSAL TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, (IV) THE PURCHASE OF REAL PROPERTY AND THE GROUND LEASE OF THE REAL PROPERTY; (V) THE PROVISION OF OPERATING SUBSIDY; (VI) SERVING AS MANAGEMENT AGENT; (VII) ENTERING INTO VARIOUS DOCUMENTS IN ORDER TO INDUCE THE BANK OF NEW YORK MELLON TO PROVIDE A CONSTRUCTION LOAN; (VIII) ENTERING INTO A DOCUMENT REQUIRED IN ORDER TO INDUCE THE LIMITED PARTNER AND SPECIAL LIMITED PARTNER TO BE ADMITTED TO THE OWNER AND THE MAKING OF THE EQUITY CONTRIBUTION BY THE**

**LIMITED PARTNER; (IX) ACTING AS GRANTEE UNDER A PURCHASE OPTION AND RIGHT OF FIRST REFUSAL; AND (X) EXECUTION OF AGREEMENTS AND DOCUMENTS IN CONNECTION THEREWITH**

WHEREAS, by Resolution 15-02, the Allegheny County Housing Authority (“ACHA”) ratified the selection of Green Development, Inc., a Pennsylvania corporation (“Green”), and Oxford Development Company, a Pennsylvania corporation (“Oxford” and collectively with Green, the “Developer”) for the Development as contemplated by that certain Master Development Agreement made April 18, 2016 but effective as of March 18, 2015 (the “MDA”); and

WHEREAS, the MDA recognizes that in certain specified circumstances, Related Parties (as defined therein) may be involved in the Development, and the parties to the MDA desire to amend the MDA in order to reflect additional circumstances when Related Parties may be involved in the Development pursuant to that certain Amendment to Master Development Agreement; and

WHEREAS, Three Rivers Communities, Inc., an instrumentality of ACHA, is serving as a developer of the Development and controls (as its sole member) the administrative general partner of the Owner, Mt. Lebanon Senior Housing Apartments, LLC, a Pennsylvania limited liability company (“Administrative General Partner”), such that ACHA shall substantially benefit, directly or indirectly from the Development, including the loans, capital contributions and the like to make the Development possible; and

WHEREAS, Three Rivers Communities, Inc. plans to construct and develop the Development with the Developer and Related Parties, which development plans include ACHA’s purchase of real property from Residential Resources, Inc. known as Parcel B-1 in the Toner Plan Revision No. 2 as recorded in Plan Book Volume 292, page 191 (the “Property”), and the ground lease of said Property to the Owner; and

WHEREAS, ACHA submitted a Mixed-Finance Development Proposal to the U.S. Department of Housing and Urban Development; and

WHEREAS, ACHA desires to provide operating subsidy and capital funds for the operation and construction of 16 units of the Development to be used as “public housing” as defined in Section 3(b) of the United States Housing Act of 1937 (42 U.S.C. § 1437, et seq., as amended), and desires to enter into a Regulatory and Operating Agreement between ACHA and the Owner, a Declaration of Restrictive Covenants by and between ACHA and the Owner for the benefit of the United States of America, acting by and through the Secretary of Housing and Urban Development and a Mixed-Finance Amendment to the Consolidated Annual Contributions Contract between ACHA and United States of America (collectively, the “Public Housing Documents”); and

WHEREAS, ACHA desires to make a loan in the approximate amount of \$2,131,865 (not to exceed \$2,500,000) to the Owner from Replacement Housing Factor Funds (the “ACHA Loan”) pursuant to a Commitment Letter last updated on January 31, 2017, a Loan Agreement, an Authority Note, an Assignment of Rents and Leases, an Open-End Leasehold Mortgage and Security Agreement, an Assignment of Construction and Development Documents, and a Completion and Development Deficiency Guaranty (collectively, the “ACHA Loan Documents”); and

WHEREAS, ACHA desires to serve as management agent, and in connection therewith, desires to enter into a Management Agreement with the Owner; and

WHEREAS, the Owner is obtaining a construction loan from The Bank of New York Mellon for the Development (the “Construction Loan”); and

WHEREAS, in order to induce The Bank of New York Mellon to provide the Construction Loan, ACHA desires to enter into (a) the Ground Lessor’s Recognition Agreement and Estoppel Certificate, (b) limited to eligible non-public housing assets (assets not subject to a Declaration of Trust or Declaration of Restrictive Covenants for the benefit of the United States of America, acting by and through the Secretary of Housing and Urban Development and not acquired or merged with assets acquired with public housing funding under the United States Housing Act of 1937), the Guaranty of Completion, Guaranty of Payment, ADA Indemnification Agreement, and Environmental Indemnity Agreement, and (c) the Property Management Agreement Termination Letter (collectively, the “BNYM Loan Documents”); and

WHEREAS, the Owner has received an allocation of federal low-income housing tax credits from the Pennsylvania Housing Finance Agency, and the Owner intends to admit RBC Tax Credit Equity, LLC, an Illinois limited liability company (the “Limited Partner”), and RBC Tax Credit Manager II, Inc., a Delaware corporation (the “Special Limited Partner”), in consideration for the Limited Partner making Capital Contributions to the Owner in the aggregate amount of approximately \$11,334,257, subject to underwriting (the “Equity Contribution”); and

*WHEREAS, in order to induce the Limited Partner and the Special Limited Partner to be admitted to the Owner and the Limited Partner making the Equity Contribution, ACHA desires to enter a Guaranty for the benefit of the Limited Partner, limited such that the Limited Partner has no legal right of recourse under against (i) any public housing project of ACHA, including the Development, (ii) any operating receipts of ACHA (as the term “operating receipts” is defined in the Consolidated Annual Contributions Contract Number P-03-1-1503, dated November 13, 1996 between the United States Department of Housing and Urban Development and ACHA (“ACC”)), or (iii) any public housing operating reserve of ACHA reflected in ACHA’s annual operating budget and required under the ACC (the “RBC Guaranty”); and*

*WHEREAS, ACHA, desires to act as Grantee under the Purchase Option and Right of First Refusal Agreement by and between the Owner, Oxford Mt. Lebanon LLC, a Pennsylvania limited liability company, the Administrative General Partner and ACHA, as consented to by the Limited Partner (the “Purchase Option and Right of First Refusal Agreement”); and*

*WHEREAS, the Board of Directors of ACHA believes it to be in the best interest of ACHA and the Development that the Executive Director be authorized to execute all documents and take all actions necessary in order to finance, construct and operate the Development.*

*NOW THEREFORE, BE IT RESOLVED by the ACHA:*

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

***Section 2.*** *The Board of Directors of ACHA hereby approves the construction and operation of the Development.*

***Section 3.*** *The form, terms and provisions of the Amendment to Master Development Agreement between ACHA, Green and Oxford, and any other document related to the Amendment to Master Development Agreement are hereby in each and every respect approved, ratified and confirmed, and each and every transaction effected or to be effected pursuant to, and in substantial accordance with, the terms of the Amendment to Master Development Agreement and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified and confirmed, The authorization of ACHA to enter into the Amendment to Master Development Agreement and the execution and delivery in the name and on behalf of ACHA, by the Executive Director of the Amendment to Master Development Agreement, in the form as so executed and delivered, is hereby approved, ratified and confirmed.*

***Section 4.*** *The form, terms and provisions of the Mixed-Finance Development Proposal submitted to the U.S. Department of Housing and Urban Development for the development of the Development and any other document related to the Mixed-Finance Development Proposal are hereby in each and every respect approved, ratified and confirmed, and each and every transaction effected or to be effected pursuant to, and in substantial accordance with, the terms of the Mixed-Finance Development Proposal and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified and confirmed.*

***Section 5.*** *The Board of Directors of ACHA hereby approves the provision of operating subsidy to the public housing units of the Development. The form, terms and provisions of any documents necessary in connection with the provision of operating subsidy and capital funds to the public housing units of the Development, including but not limited to the Public Housing Documents are hereby in each and every respect approved, ratified and confirmed, and each and every transaction effected or to be effected pursuant to, and in substantial accordance with, the terms of the Public Housing Documents and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified and confirmed. The authorization of ACHA to enter into the Public Housing Documents and the execution and delivery in the name and on behalf of ACHA, by the Executive Director of the Public Housing Documents, in the form as so executed and delivered, are hereby approved, ratified and confirmed.*

***Section 6.*** *The Board of Directors of ACHA hereby approves the purchase of the Property and the ground lease of the Property to the Owner for the Development. The form, terms and provisions of any documents necessary in connection with the sale and ground lease of the Property, including but not limited to that certain Agreement of Sale by and between Residential Resources, Inc. and Castlegate Partners dated February 6, 2014, as subsequently amended and assigned, Special Warranty Deed between Residential Resources, Inc. and ACHA, the Ground Lease between ACHA and the Owner and Memorandum of Ground Lease between ACHA and the Owner (collectively, the “Site Control Documents”) are hereby in each and every respect approved, ratified and confirmed, and each and every transaction effected or to be effected pursuant to, and in substantial accordance with, the terms of the Site Control Documents and such other documents as contemplated thereby are hereby in each and every respect*



authorized, approved, ratified and confirmed. The authorization of ACHA to enter into the Site Control Documents and the execution and delivery in the name and on behalf of ACHA, by the Executive Director of the Site Control Documents, in the form as so executed and delivered, are hereby approved, ratified and confirmed.

**Section 7.** The Board of Directors of ACHA hereby approves ACHA serving as the management agent for the Development. The form, terms and provisions of any documents necessary in connection with ACHA serving as the management agent for the Development, including but not limited to that certain Management Agreement between ACHA and Owner, including all addenda thereto, the Management Plan, **Resident Selection Plan, and form of Residential Lease Agreement** (collectively, the “Management Documents”) are hereby in each and every respect approved, ratified and confirmed, and each and every transaction effected or to be effected pursuant to, and in substantial accordance with, the terms of the Management Documents and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified and confirmed. The authorization of ACHA to enter into the Management Documents and the execution and delivery in the name and on behalf of ACHA, by the Executive Director of the Management Documents, in the form as so executed and delivered, are hereby approved, ratified and confirmed.

**Section 8.** The Board of Directors of ACHA hereby approves ACHA making the ACHA Loan. The form, terms and provisions of any documents necessary in connection with ACHA making the ACHA Loan, including but not limited to the ACHA Loan Documents are hereby in each and every respect approved, ratified and confirmed, and each and every transaction effected or to be effected pursuant to, and in substantial accordance with, the terms of the ACHA Loan Documents and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified and confirmed. The authorization of ACHA to enter into the ACHA Loan Documents and the execution and delivery in the name and on behalf of ACHA, by the Executive Director of the ACHA Loan Documents, in the form as so executed and delivered, are hereby approved, ratified and confirmed.

**Section 9.** The Board of Directors of ACHA hereby approves ACHA executing the documents required by The Bank of New York Mellon in connection with the Construction Loan for the Development. The form, terms and provisions of any documents necessary in connection therewith, including but not limited to the BNYM Loan Documents are hereby in each and every respect approved, ratified and confirmed, and each and every transaction effected or to be effected pursuant to, and in substantial accordance with, the terms of the BNYM Loan Documents and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified and confirmed. The authorization of ACHA to enter into the BNYM Loan Documents and the execution and delivery in the name and on behalf of ACHA, by the Executive Director of the BNYM Loan Documents, in the form as so executed and delivered, are hereby approved, ratified and confirmed.

**Section 10.** The Board of Directors of ACHA hereby approves ACHA executing the document required by the Limited Partner and the Special Limited Partner in connection with being admitted to the Owner and the Limited Partner making the Equity Contribution. The form, terms and provisions of any documents necessary in connection with the Limited Partner and the Special Limited Partner being admitted to the Owner, including but not limited to the RBC Guaranty are hereby in each and every respect approved, ratified and confirmed, and each and every transaction effected or to be effected pursuant to, and in substantial accordance with, the terms of the RBC Guaranty and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified and confirmed. The authorization of ACHA to enter into the RBC Guaranty and the execution and delivery in the name and on behalf of ACHA, by the Executive Director of the RBC Guaranty, in the form as so executed and delivered, are hereby approved, ratified and confirmed.

**Section 11.** The Board of Directors of ACHA hereby approves ACHA entering into the Purchase Option and Right of First Refusal Agreement as Grantee. The form, terms and provisions of any documents necessary in connection with ACHA entering into the Purchase Option and Right of First Refusal Agreement as Grantee are hereby in each and every respect approved, ratified and confirmed, and each and every transaction effected or to be effected pursuant to, and in substantial accordance with, the terms of the Purchase Option and Right of First Refusal Agreement and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified and confirmed. The authorization of ACHA to enter into the Purchase Option and Right of First Refusal Agreement and the execution and delivery in the name and on behalf of ACHA, by the Executive Director of the Purchase Option and Right of First Refusal Agreement, in the form as so executed and delivered, are hereby approved, ratified and confirmed.

**Section 12.** The Board of Directors of ACHA hereby resolves that the Executive Director, acting alone, be and hereby is authorized and empowered to execute all such additional instruments and documents in the name and on behalf of the ACHA, to effectuate the foregoing resolutions, and to pay all such costs and expenses as in his judgment shall be necessary, proper or advisable in order to carry out the intent and accomplish the purposes of these resolutions, and to take all such further action as shall, in his judgment, be necessary or appropriate in order

to carry out the intent and accomplish the purposes of these resolutions, the approval thereof to be conclusively evidenced by the taking of such action.

**Section 13.** *The Board of Directors of ACHA hereby resolves that that all actions previously taken by any director, officer, employee or agent of ACHA in connection with or related to the matters set forth in or reasonably contemplated or implied by the foregoing resolutions be, and each of them hereby is, adopted, ratified, confirmed and approved in all respects as the acts and deeds of ACHA.*

**Section 14.** *The Board of Directors of ACHA hereby resolves that the foregoing resolutions are intended to be as broad as legally permissible so that no further resolutions shall be necessary to carry out the transactions and matters contemplated herein.*

## **VIII. New Business**

### **A. Development**

1. Motion by Austin Davis, Second by Paul D'Alesandro, approving an amendment to General Construction Contract ACHA-1574-1/GC, Interior and Exterior Improvements at West Mifflin Manor, with Air Technology, Inc., to increase the total contract amount to \$1,487,039 to add the previous deduct alternates back to the scope of work with additional administrative overhead costs added. Motion carried.

Jack McGraw stated we did this contract originally and the bids came in at \$1.47 million. We had planned to award at that dollar value, but then we looked at all of the available funds and other projects that were going on, so we decided to take the deducts. We had 4 deducts in order primarily the roof, some patio work, case work in the community room the south wall. We took the deducts and made the award. About a month later, Allegheny County DOED called us; they had some unobligated funds that they needed to get obligated immediately. Of course, we are always looking for additional capital funding. They asked if we had anywhere we could obligate those funds quickly and we could, the deducts on this job. So the County gave us about the additional funding and we elected at that point to bring those deducts right back because they had been bid competitively. The only thing we had to do was recognize the general contractor had to bring that back, the roof was \$176,000 and renegotiate with the roofing sub. We recognized that original amount plus 5% general conditions to bring that back to the contract and the bond increase.

### **B. Purchasing**

1. Motion by Austin Davis, second by Paul D'Alesandro, awarding RFP Contract ACHA-1582, Telephone Answering Services, to Allegheny Answering Service, Inc., for a three-year period, in the amount of \$53,758 per year; with up to two additional 1-year option periods. Motion carried.

### **C. Finance**

1. Motion by Austin Davis, second by Paul D'Alesandro, approving the opening of the following new bank accounts with PNC Bank for Senior Apartments of Mt. Lebanon:
  - Transformation Account
  - Construction AccountMotion carried.

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

## **X. Adjournment**

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

The meeting ended at 11:50 a.m.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Wednesday, November 15, 2017**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Wednesday, November 15, 2017 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: Mark Foerster  
Austin Davis  
Derek Uber

Absent: Vera Kelly  
Paul D'Alesandro

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

**Attendance:** Frank Aggazio, Beverly Moore, George Janocsko, Deborah Breitenstein, Kevin Bartko, Bobby Gabbianelli, Ed Primm, Dean Allen, Mike Vogel, Pat Blackwell, Jack McGraw, Kim Longwell, Rich Stephenson

**Recognitions/Proclamations**

The Executive Director stated our Employee of the Month worked very hard and did an outstanding job in closing Castlegate; he also does a great job on the development contract with the HACF. Our employee of the month is Ed Primm.

**Public Comment** None.

**Approval of Minutes**

Derek Uber made a motion to approve the Minutes of the October 18, 2017 Board of Directors meeting; the motion was seconded by Austin Davis and carried.

**Old Business** None.

**New Business**

A. HCVP

1. The following **Resolution #17-17** was introduced by the Chair, read in full and considered:

**RESOLUTION #17-17 APPROVING ANNUAL SEMAP CERTIFICATION**

*NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve the annual Section 8 Management Assessment Program Certification and submission to HUD for Fiscal Year Ending September 20, 2017.*

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

AYES:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

B. HMO

1. The following **Resolution #17-18** was introduced by the Chair, read in full and considered:

**RESOLUTION #17-18 AUTHORIZING TRANSFER OF UNCOLLECTABLE TENANT ACCOUNTS**

*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 \$5,689.32 and referral for further action, if warranted.*

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

AYES:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

C. Off Agenda

1. Motion by Austin Davis, second by Derek Uber, to change the date of the annual and monthly Board of Directors meeting to the third Friday of each month at 10:30 a.m., except for the month of August when no meeting will be held, with respective changes in meeting times to the third Friday of each month at 9:15 a.m. for Finance & Audit Committee meetings, and 9:30 a.m. for Executive Sessions. The motion was unanimously approved.

**Comment on General Items.** None

**Adjournment**

Austin Davis made a motion to adjourn the meeting, which motion was seconded by Derek Uber and carried. The meeting adjourned at approximately 10:45 a.m.

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Wednesday, December 20, 2017**

**MINUTES**

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Wednesday, December 20, 2017 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: Mark Foerster  
Austin Davis  
Derek Uber

Absent: Vera Kelly  
Paul D'Alesandro

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

**Attendance:** Frank Aggazio, Beverly Moore, George Janocsko, Deborah Breitenstein, Pat Blackwell, Richard Stephenson, Mike Vogel, Bobby Gabbianelli, Kim Longwell, Frank Magliocco, Dean Allen, Jack McGraw

**Recognitions/Proclamations**

The Executive Director presented the employee of the month award to Debbie Breitenstein in recognition of her extra efforts in assisting other departments who have missing staff.

**Public Comment** None.

**Approval of Minutes**

Derek Uber made a motion to approve the Minutes of the November 15, 2017 Board of Directors meeting; the motion was seconded by Austin Davis and carried.

**Old Business** None.

**New Business**

A. **Administration**

1. Motion by Austin Davis, second by Derek Uber, Request approving renewal of the contract for legal services with the Allegheny County Law Department, in the amount of \$85,000 for the term 1/1/18-12/31/18. Motion carried.
2. Motion by Austin Davis, second by Derek Uber, approving renewal of the following insurance coverages for the Authority for the term 1/1/18-1/1/19:

Coverage	Annual Premium	Insurer
Commercial General Liability, including Law Enforcement, Mold & Pesticide	\$167,624	HAI
Property, Equipment Breakdown & Inland Marine	\$686,942	HAI
Auto	\$37,955	HAI
EPL/POL/Fiduciary	\$62,420	Western World/Stratford

Motion carried.

3. The following **Resolution #17-19** was introduced by the Chair, read in full and considered:

**RESOLUTION #17-19 AUTHORIZING A DECLARATION ODF TRUST TO HUD FOR THE MEADOWS AT FOREST GLEN**

**HUD Office of Public and Indian Housing  
DECLARATION OF TRUST  
(Development Grant Projects)**

**WHEREAS**, the **Allegheny County Housing Authority** (herein called the **Public Housing Authority (PHA)**), a public body corporate and politic, duly created and organized pursuant to and in accordance with the provisions of the laws or ordinances of the **Commonwealth of Pennsylvania**, and the **United States of America**, **Secretary of Housing and Urban Development** (hereinafter called **HUD**) pursuant to the **United States Housing Act of 1937 (42 U.S.C. 1437, et seq.)** and the **Department of Housing and Urban Development Act (5 U.S.C. 624)** entered into a certain contract with effective date as of **11/13/1996** (hereinafter called the **Annual Contributions Contract (ACC)**) and a certain **Development Project Grant Amendment to the ACC** with the effective date of **11/05/2012**, providing for a grant to be made by **HUD** to assist the **PHA** in financing a lower income housing project; and

**WHEREAS**, as of the date of the execution of this **Declaration of Trust**, the **Development Project Grant Amendment** and the **Annual Contribution Contract** cover the lower income housing project located in **Forest Hills Borough, Allegheny County, Commonwealth of Pennsylvania**, which will provide approximately **20** dwelling units; and which lower income housing project will be known as **Project No. PA005000823 Meadows at Forest Glenn**; and

**WHEREAS**, the **Project** and acquisition of the site or sites thereof will have been financed with grant assistance provided by **HUD**,

**NOW THEREFORE**, to assure **HUD** of the performance by the **PHA** of the covenants contained in the **Declaration Project Grant Amendment** and **ACC**, the **PHA** does hereby acknowledge and declare that it is possessed of and holds in trust for the benefit of **HUD**, for the purposes hereinafter stated, the following described real property situated in **Forest Hills Borough, Allegheny County, Pennsylvania**,

**To Wit: ALL THOSE CERTAIN lots or piece4s of ground situate in the Borough of Forest Hills, County of Allegheny and Commonwealth of Pennsylvania, being designated as Lots 1 through 10, Parcel A, Parcel B and Avenue M in The Meadows at Forest Glen Plan, recorded on July 15, 1999, in the Recorder of Deeds (now Department of Real Estate) of Allegheny County, Pennsylvania in Plan Book Volume 215, pages 156 and 157.**

**TOGETHER WITH** and subject to easements of record.

**BEING DESIGNATED** as **Block and Lot No. 373-J-50.**

**BEING** the same premises which **Forest Glen Associates, L.P., a Pennsylvania limited partnership**, by its deed dated **September 22, 2012** and recorded on **September 28, 2012** in the **Allegheny County, Pennsylvania Department of Real Estate in Deed Book Volume 15023, page 344**, granted and conveyed unto the **Allegheny County Housing Authority, a public housing authority organized under the laws of the Commonwealth of Pennsylvania.**

and all buildings and fixtures erected or to be erected thereon or appurtenant thereto.

The **PHA** hereby declares and acknowledges that during the existence of the trust hereby created, **HUD** has been granted and is possessed of an interest in the above described **Project** property, **To Wit:**

The right to require the **PHA** to remain seized of the title to said property and to refrain from transferring, conveying and assigning, leasing, mortgaging, pledging, or otherwise encumbering or permitting or suffering any transfer, conveyance, assignment, lease, mortgage, pledge or other encumbrance of said property or any part thereof, appurtenances thereto, or any rent, revenues, income, or receipts therefrom or in connection therewith, or any of the benefits or contributions granted to it by or pursuant to the **ACC**, or any interest in any of the same except that the **PHA** may (1) to the extent and in the manner provided in the **ACC** (a) lease dwellings and other spaces and facilities in the **Project**, or (b) convey or otherwise dispose of any real or personal property which is determined to be excess to the needs of the **Project**, or (c) convey or dedicate land for use as streets, alleys, or other public right-of-way, and grant easements for the establishment, operation, and maintenance of public utilities; or (d) enter into and perform contracts for the sale of dwelling units to members of tenant families, as authorized by the **United States Housing Act of 1937, 42 U.S.C. 1437, et seq.**, or (2), with the approval of **HUD**, release the **Project** from the trust hereby created; **Provided**, That nothing herein contained shall be construed as prohibiting the conveyance of title to or the delivery of possession of the project to **HUD** pursuant to the **ACC**.

The endorsement by a duly authorized officer of **HUD** (1) upon any conveyance or transfer made by the **PHA** or any real or personal property which is determined to be excess to the needs of the **Project**, or (2) upon any instrument of conveyance or dedication of property, or any interest therein, for use as streets, alleys, or other public right-of-way, or for the establishment, operation and maintenance of public utilities, or (3) upon any instrument transferring or conveying a dwelling unit, or an interest therein, to a member of a tenant family, or (4) upon any instrument of release made by the **PHA** of the **Project** shall be effective to release such property from the trust hereby created.

*Upon expiration of the period during which the PHA is obligated to operate the Project in accordance with the ACC, the trust hereby created shall terminate and no longer be effective.*

Derek Uber 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:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

**B. Purchasing**

1. Motion by Austin Davis, second by Derek Uber, awarding IFB Contract ACHA-1583, Dwelling Unit Painting Services for sites throughout Allegheny County to the following pool of contractors that the HA may draw from; contract period of 2 years with up to three additional 1-year option periods:
  - a. Better Maintenance
  - b. J & S HandymanMotion carried.
2. Motion by Derek Uber, second by Austin Davis, approving the piggyback of the Central Westmoreland Area Council of Governments joint purchasing program MV-016-17 with Day Chevrolet, Inc. for the purchase of the following two fleet vehicles for use by Public Safety staff:

2018 Dodge Charger police package	\$26,046
2017 Ford PI Utility police package	\$27,531

Motion carried.

**C. HMO**

1. The following **Resolution #17-20** was introduced by the Chair, read in full and considered:

**RESOLUTION #17-20 TRANSFER OF UNCOLLECTABLE TENANT ACCOUNTS**

*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 \$28,192.57 and referral for further action, if warranted.*

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

AYES:	Mark Foerster	NAYS:	None
	Austin Davis		
	Derek Uber		

The Chair thereupon declared said Resolution carried and adopted.

**Off Agenda**

1. Motion by Derek Uber, second by Austin Davis, approving an increase for FY 2018 of the Executive Director's salary by 2% from 2017; motion unanimously carried.

**Comment on General Items.** None.

**Adjournment.**

The meeting adjourned at approximately 10:50 a.m. upon motion made by Derek Uber, seconded by Austin Davis, and carried.