

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, January 17, 2025

Minutes

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, January 17, 2025 at the Authority's Central Office located at 301 Chartiers Avenue, McKees Rocks, PA, 15136. The meeting was held in office. Those present and absent were as follows:

Present: Sydney Hayden
Mandy Steele
Mark Foerster
Derek Uber
Paul D'Alessandro (via telephone)
Sara Innamorato

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in-person for an 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 9:00 a.m.

Attendance:

Staff and Guests: Grant Gittlen, Ed Nutting, Deron Gabriel, Frank Aggazio, Dr. Beverly Moore, Pat Blackwell, Jenn Jackson, Rich Stephenson, Ellen Parker, Kim Longwell, Frank Magliocco, Luke Lewis, Jenna Robin, Katie Sauer, Nicole Lovato, Kim Evans, Paul Reiber, Tamara Johnson, Rena Peddicord, Joe Simon, Steve Landis and Katie Stohlberg

Off Agenda Item

Mark Foerster introduced an off-agenda item, welcoming Allegheny County Executive Sara Innamorato to the room. Mark shared kind words about Sara, highlighting her dedication and hard work in addressing housing issues.

Sara Innamorato expressed her gratitude and stopped by to thank the Allegheny County Housing Authority for its impactful work. She shared her excitement about the ongoing partnerships between county housing and other county departments, emphasizing the significant successes achieved so far.

She highlighted several examples, including the collaboration with Chief Vogel on the alternative 911 response program and the Housing Authority's integral role in the 500/500 initiative. Sara also noted that since her announcement in June 2024, the Housing Authority has housed 209 individuals, brought 164 previously offline units back online, and reaffirmed that housing remains a top priority for her administration.

Recognitions/Proclamations

Frank Aggazio presented Steve Landis with the Employee of the Month award for his outstanding work at Millvue Acres. When a broken line needed urgent attention, Steve went straight into the ditch alongside others to assist. Thanks to Steve's efforts, the ACHA avoided contracting external services, ultimately saving money.

Mandy Steele had the honor of presenting a proclamation from Lieutenant Governor Austin Davis in recognition of Frank Aggazio's extraordinary career. The proclamation celebrated Frank's 38 years of service, with 28 of those years spent as the executive director. Mandy highlighted his unwavering dedication, hard work, and leadership throughout his tenure, underscoring the significant impact Frank has had on the organization. His retirement marks the end of an era, and his legacy of commitment and excellence will be remembered for years to come.

A Legacy Award was also presented by Mark Foerster to Frank Aggazio in recognition of his 38 years of dedicated service to the Allegheny County Housing Authority. Mark briefly mentioned his attempts to persuade Frank to delay retirement but expressed deep gratitude for Frank's role as Executive Director and wished him well as he transitions into retirement. On behalf of the Board and the employees of the ACHA, Mark expressed sincere thanks for Frank's dedication and years of service.

Frank Aggazio accepted his award with gratitude and reflected on his impactful career, starting as a program manager in 1989 and progressing to Executive Director. He highlighted achievements such as securing three HOPE VI awards, dozens of tax credit awards, and maintaining 19 years with no audit findings. Frank emphasized that these accomplishments were a result of teamwork and thanked everyone for their support.

Public Comment

None

Approval of Minutes

Mandy Steele made a motion to approve the Minutes of the December 20, 2024 Board of Directors meeting; the motion was seconded by Derek Uber and carried.

Old Business

None

New Business

Board

1. Motion by Derek Uber, second by Sydney Hayden, accepting the formal retirement resignation of Executive Director Frank Aggazio, effective February 3, 2025.

2. Motion by Derek Uber, second by Sydney Hayden, awarding a longevity bonus to Frank Aggazio in the amount of \$60,000.
3. Motion by Derek Uber, second by Paul D'Alessandro, promoting Chief Financial Officer/Operations Officer Rich Stephenson to the position of Interim Executive Director, effective February 4, 2025.

Administration

1. Motion by Mandy Steele, second by Sydney Hayden, approving the renewal of flood insurance policies with National Flood Insurance Program through Philadelphia Indemnity/HAO for one-year term 02/26/2025 – 02/26/2026. Luke Lewis noted that coverage has remained unchanged for five years, with a slight premium increase. Motion carried.
2. Motion by Derek Uber, second by Paul D'Alessandro, approving the Allegheny County Housing Authority to act as Receiver of Bry-Mard Apartments. Motion carried.

Finance

1. Motion by Mandy Steele, second by Derek Uber, approving **Resolution #25-01** authorizing transfer of uncollectible tenant accounts in the amount of \$64,909.45. Rich Stephenson explained the issue of nonpayment since COVID-19 and noted Dr. Moore's suggestion to collaborate with Wave Financial to support tenants. Motion carried
2. Motion by Sydney Hayden, second by Derek Uber, authorizing Allegheny County Housing Authority to submit funding application for a Community Development Block Grant in the amount of \$1,500,000. Pat Blackwell explained the funds would be used to replace the trash chute at General Braddock Towers. Motion carried.

Comment on General Items

None

Adjournment

Mark Foerster thanked everyone, especially Frank Aggazio. With no further business to conduct, Mandy Steele made a motion to adjourn the meeting; the motion was seconded by Derek Uber and carried.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, February 21, 2025

Minutes

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, February 21, 2025 at the Authority's Central Office located at 301 Chartiers Avenue, McKees Rocks, PA, 15136. The meeting was held in office. Those present and absent were as follows:

Present: Sydney Hayden
Mandy Steele
Mark Foerster
Derek Uber

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in-person for an 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 9:00 a.m.

Attendance:

Staff and Guests: Rich Stephenson, Deron Gabriel, Dr. Beverly Moore, Pat Blackwell, Jennifer Jackson, Ellen Parker, Kim Longwell, Frank Magliocco, Luke Lewis, Jenna Robin, Katie Sauer, Nicole Lovato, Kim Evans, Paul Reiber, Mike Vogel, Kate Giammarise and Sarthak Karki

Public Comment

None

Approval of Minutes

Derek Uber made a motion to approve the Minutes of the January 17, 2025 Board of Directors meeting; the motion was seconded by Mandy Steele and carried.

Old Business

Jennifer Jackson noted that the minutes from the September 27, 2024, meeting required corrections.

A motion by Derek Uber, seconded by Paul D'Alesandro, was approved to renew the agreement with the Allegheny County Law Department for the term 01/01/2025 – 12/31/2025, in the amount of \$90,000, for the provision of legal services to the Authority. The contract originally stated the term as 01/01/2024 – 12/31/2024.

A separate motion by Mandy Steele, seconded by Sydney Hayden, approved the correction.
Motion carried.

New Business

Administration

1. Rich Stephenson provided an update on the **Hearth Mary's Project**, a program assisting families affected by domestic violence. On Sunday, February 16, 2025, a family moved into a new home in Plum Borough. Dr. Beverly Moore, Kim Evans, and Rich Stephenson attended the celebration. Additional families are scheduled to move into areas such as Mt. Lebanon, Sewickley, and West Mifflin.

Purchasing

1. A motion by Sydney Hayden, seconded by Mark Foerster, authorized the **Allegheny County Housing Authority** to continue utilizing the **Sourcewell Cooperative Contract #070924-SCC** with **Staples Business** for the procurement of office supplies and workplace solutions. Pat Blackwell noted that this is a five-year contract. Motion carried.

Finance

3. Motion by Derek Uber, second by Mandy, approving **Resolution #25-02** authorizing transfer of uncollectible tenant accounts in the amount of \$133,898.66. Rich Stephenson explained Dr. Moore's suggestion to collaborate with Wave Financial has been set in motion and Dr. Moore's team will work with tenants who struggle paying rent or finding employment. Motion carried

Development

1. Motion by Mandy Steele, second by Sydney Hayden, approving the request for change order GC-1 for contract ACHA-1707-GC in the amount of \$31,370.00 for additional abatement work at Brackenridge Hall. Pat Blackwell explained that eight additional units were found to contain **black mastic**, a glue-like adhesive used for flooring. These units were occupied during the original assessment, so the issue was not initially identified. Motion carried
2. Motion by Mandy Steele, second by Sydney Hayden, approving the request for change order PC-2 for contract ACHA-1707-PC in the amount of \$55,660.00 to replace sanitary piping in crawl space at Brackenridge Hall. Pat Blackwell explained several crawl spaces had broken or cracked pipes. Motion carried

Comment on General Items

None

Adjournment

With no further business to conduct, Derek Uber made a motion to adjourn the meeting; the motion was seconded by Mandy Steele and carried.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Thursday, April 17, 2025

Minutes

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Thursday, April 17, 2025 at the Authority's Central Office located at 301 Chartiers Avenue, McKees Rocks, PA, 15136. The meeting was held in office. Those present and absent were as follows:

Present: Mark Foerster
Derek Uber
Sydney Hayden (telephone)

Absent: Mandy Steele
Grant Gittlen

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in-person for an 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 9:00 a.m.

Attendance:

Staff and Guests: Rich Stephenson, Mike Vogel, Jennifer Jackson, Pat Blackwell, Kimberly Longwell, Ellen Parker, Jenna Robin, Luke Lewis, Kim Evans, Paul Reiber, Nicole Lovato, Katie Sauer, Deron Gabriel

Recognitions/Proclamations

Rich Stephenson recognized Jennifer Beresford as Employee of the Month, highlighting her outstanding contributions to the Resident Services Department. Although her position was part-time and could not be expanded due to funding limitations, Jennifer—who needed full-time work—reluctantly submitted her resignation. She loved her job and the residents deeply. Her departure sparked a strong response from residents, especially seniors, who praised her dedication and the positive impact she had. Moved by this outpouring of support, the Community Care Department was able to offer Jennifer a full-time position. Rich emphasized that Jennifer's passion and commitment went far beyond her job description, making her a truly exceptional employee.

Public Comment

None

Approval of Minutes

Derek Uber made a motion to approve the Minutes of the March 21, 2025 Board of Directors meeting; the motion was seconded by Sydney Hayden and carried.

Old Business

None

New Business

Administration

1. A motion was made by Derek Uber, seconded by Sydney Hayden, to authorize the resolution for the renewal of property and liability insurance for the Senior Apartments of Mt. Lebanon. Luke Lewis provided an update, noting that these are standard insurance policies required for all our properties. The renewal rates are favorable: property insurance increased by \$967.00, general liability by \$153.00, while excess liability decreased by \$65.00

Finance

4. Motion by Sydney Hayden, second by Derek Uber, approving **Resolution #25-04** authorizing transfer of uncollectible tenant accounts in the amount of \$83,929.66. Rich Stephenson explained that this amount represents standard write-offs related to tenant evictions with outstanding balances.
5. **Mediation Program Status Overview** – No motion was required. This item provided context on the past four years of collaboration with Just Mediation, highlighting the progress made in rent collection efforts through the program

Housing Choice Voucher Program

1. A motion was made by Derek Uber, seconded by Sydney Hayden, to approve the Change of Occupancy Standards in the Housing Choice Voucher Program. Director Kimberly Longwell explained that the current Administrative Plan already follows the guideline of "two heartbeats per room." However, it also included additional exceptions. To reduce confusion, HUD has requested the removal of those exceptions, leaving only the standard of two heartbeats per room.

Comment on General Items

None

Adjournment

With no further business to conduct, Derek Uber made a motion to adjourn the meeting; the motion was seconded by Sydney Hayden and carried.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, May 16, 2025

Minutes

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, May 16, 2025 at the Authority's Central Office located at 301 Chartiers Avenue, McKees Rocks, PA, 15136. The meeting was held in office. Those present and absent were as follows:

Present: Mark Foerster
Derek Uber
Sydney Hayden
Grant Gittlen

Absent: Mandy Steele

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in-person for an 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 9:00 a.m.

Attendance:

Staff and Guests: Rich Stephenson, Dr. Beverly Moore, Mike Vogel, Jennifer Jackson, Pat Blackwell, Kimberly Longwell, Ellen Parker, Jenna Robin, Kim Evans, Nicole Lovato, Katie Sauer, Joe Simon, Frank Magliocco, Jennifer Beresford, Malorie Bartko, Olivia Cook and John Dailey

Recognitions/Proclamations

Although recognized in April, Jennifer Beresford was unable to attend that meeting. She was formally acknowledged at this session. Rich Stephenson highlighted her outstanding contributions to the Resident Services Department. Explaining again, her position was part-time and could not be expanded due to funding limitations. Jennifer's departure sparked a strong response from the community and community leaders. The CBCM Department was able to offer Jennifer a full-time position.

Employee of the Month

Rich Stephenson introduced the recognition, stating that the Employee of the Month program highlights individuals who exceed expectations and elevate overall standards. Malorie Bartko is a shining example. Malorie began in the Maintenance Department and later became a Work Order Specialist (WOS), continuing to collaborate closely with Maintenance. Joe Simon, Assistant Director of Facilities shared that Malorie began her career at ACHA as a maintenance worker, consistently demonstrating reliability and dedication. She later transitioned to the role of Work

Order Specialist (WOS), where she maintained strong coordination with the maintenance team. Recently, when Region 1's regular WOS, Miss Ang, went on extended leave, Malorie voluntarily stepped in to manage Region 1 calls. Her responsiveness and support were so impactful that several Region 1 employees sent unsolicited emails to management expressing appreciation for her help and professionalism. Joe noted it was the first time he had ever received a direct email from staff specifically requesting someone be recognized. Malorie was commended for her adaptability, strong work ethic, and team spirit.

Public Comment

None

Approval of Minutes

A motion was made to approve the minutes from the April 17, 2025, ACHA Board of Directors Meeting.

Motion: Sydney Hayden

Second: Derek Uber

Vote: Unanimously approved

Old Business

None

New Business

Resolution No. 20 of 2025 – Requesting the approval of Change Order EC-1 – to install a new fire alarm system at Brackenridge Hall in the amount of \$139,544.00.

Pat Blackwell explained that the original scope of work for the Brackenridge Hall renovation project intentionally excluded the fire alarm system to avoid additional architectural and engineering (A&E) costs that could have exceeded \$800,000. The intent was to procure the fire alarm separately to ensure compatibility with ACHA's preferred vendor—Johnson Controls—used throughout their building inventory. After negotiations, Sargent Electric submitted a competitive proposal that met all requirements at a reasonable cost. The installation is necessary to meet current fire safety codes. Approval was recommended.

Motion: Grant Gittlen

Second: Derek Uber

Vote: Unanimously approved

Resolution No. 21 of 2025 – Requesting the approval of Contract ACHA-1723 for floor covering services to Steinberger Floors, Inc.

Pat Blackwell informed the Board that the existing contract for flooring services had expired. In accordance with procurement policy, the Authority publicly solicited bids. Steinberger Floors, Inc. was the lowest responsive and responsible bidder. The contract includes services such as carpet and flooring installation across ACHA properties. Approval was recommended.

Motion: Derek Uber

Second: Grant Gittlen

Vote: Unanimously approved

Resolution No. 22 of 2025 – Requesting the approval to write off Collection Losses in the amount of \$92,312.14 from Tenant Accounts Receivable for the month of April

Katie Sauer explained that the amount represents outstanding tenant balances that are deemed uncollectible. These typically include charges for former tenants who were evicted or vacated, many of whom left owing rent and/or maintenance charges. One specific case involved a tenant with significant maintenance-related costs, which contributed substantially to the total amount.

Motion: Sydney Hayden

Second: Derek Uber

Vote: Unanimously approved

Comment on General Items

Pat Blackwell commended the updated format of the board packet and resolution templates, noting they enhanced readability and professionalism. He acknowledged Jennifer Jackson for her initiative in implementing the new structure, stating that while he and Chairman Foerster supported the concept, Jennifer “ran with it” and executed it successfully.

Mark Forester extended gratitude to all ACHA staff for their efforts, especially in managing issues caused by the recent storms. He expressed sincere thanks for their dedication and teamwork.

Adjournment

A motion was made to adjourn the meeting.

Motion: Grant Gittlen

Second: Sydney Hayden

Vote: Unanimously approved