

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**Friday, January 23, 2026**

Minutes

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, January 23, 2026 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	Absent:	Brandon Markosek
	Derek Uber		
	Sydney Hayden		
	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, Olivia Cook, Luke Lewis, Kim Longwell, Katie Sauer, Randi Beattie, Joe Simon, Frank Magliocco, Pat Blackwell, Jenna Robin, Nicole Lovato, Kim Evans, Deron Gabriel, Allison Miller, Marie Gahagen

**Recognitions/Proclamations**

**Employee of the Month – Marie Gahagen**

The Executive Director shared an example of staff responding to a recent domestic violence incident at one of the Authority’s high-rise properties, noting how employees frequently go above and beyond their regular responsibilities to support residents. He remarked that there are many dedicated staff members who stand out each month, which makes selecting an Employee of the Month increasingly difficult.

For this month, special recognition was given to Marie Gahagen. During a period of significant organizational transition — including the consolidation of Glenshaw Gardens and Affordable Housing Holdings into the Authority’s centralized operations — Marie has consistently demonstrated flexibility, professionalism, and a positive attitude. Despite multiple office relocations and evolving responsibilities, she has willingly taken on additional duties outside her formal role without hesitation.

Her knowledge, teamwork, and commitment have played an important role in helping the Authority navigate operational changes more smoothly. The Board acknowledged and thanked Marie for her outstanding service and dedication.

**Public Comment**

None.

**Approval of Minutes**

A motion was made to approve the minutes from the December 19, 2025, ACHA Board of Directors Meeting.

**Motion:** Derek Uber

**Second:** Grant Gittlen

**Vote:** Unanimously approved

**Old Business**

**Fiduciary Liability Insurance Premium – Update from December 19, 2025 Board Meeting**

Luke Lewis provided a follow-up regarding the Fiduciary Liability Insurance policy previously discussed at the prior meeting. He reported that the final confirmed premium amount is \$9,071, which is unchanged from the prior year. Mr. Lewis noted that no further action is required at this time.

**New Business**

**Motion to Amend February Meeting Time**

A motion was entertained to change the start time of the February 20, 2026 Regular Board Meeting from 10:30 a.m. to 11:30 a.m. to accommodate a scheduling conflict for several Board members.

**Motion:** Derek Uber

**Second:** Sydney Hayden

**Vote:** Unanimously approved

**Motion to Appoint Board Officers for Calendar Year 2026**

A motion was to appoint the following members of the Allegheny County Housing Authority Board of Directors to serve in the designated officer positions for Calendar Year 2026, or until their successors are duly appointed:

- Mark Foerster, Chairperson
- Sydney Hayden, Vice Chairperson
- Derek Uber, Secretary
- Grant Gittlen, Treasurer

- Brandon Markosek, Assistant Secretary/Treasurer

**Motion:** Grant Gittlen

**Second:** Derek Uber

**Vote:** Unanimously approved

**Resolution No. 1 of 2026 – Authorizing the Award of Contract ACHA-1726-A to Dan Farr Moving Services for Authority-Wide Moving Services, for an Initial Three-Year Term with an Optional Two-Year Extension**

Pat Blackwell explained that the Authority’s previous moving services contract has expired. In accordance with HUD procurement requirements, a Request for Qualifications (RFQ) was issued. Responses were received and evaluated, and the vendor was determined to be qualified. Staff recommended approval of Don Farr Relocation and Moving Services, noting the Authority has successfully worked with the company for many years.

**Motion:** Derek Uber

**Second:** Sydney Hayden

**Vote:** Unanimously approved

**Resolution No. 2 of 2026 –Authorizing the Award of Contract ACHA-1726-B to Metro Movers for Authority-Wide Moving Services for an Initial Three-Year Term with an Optional Two-Year Extension**

Pat Blackwell explained that this procurement followed the same process previously described for Resolution number 1, just different company.

**Motion:** Sydney Hayden

**Second:** Grant Gittlen

**Vote:** Unanimously approved

**Resolution No. 3 of 2026 – Authorizing Change Order EC-5 to Sargent Electric for additional material and labor costs for replacement of corridor lighting at Brackenridge Hall in the amount of \$41,545.00**

Pat Blackwell explained that the original design for the Brackenridge Hall renovation did not include replacement of common area corridor lighting. Given that the building will serve as a senior high-rise, staff determined that upgraded LED corridor lighting is necessary to ensure adequate visibility and safety. Sargent Electric was engaged to provide pricing for the additional material and labor, and staff determined the cost of \$41,545.00 to be reasonable.

**Motion:** Grant Gittlen

**Second:** Derek Uber

**Vote:** Unanimously approved

**Resolution No. 4 of 2026 - Request for Approval to Write Off Tenant Accounts Receivable Collection Losses in the Amount of \$47,335.30 for December 2025**

Katie Sauer explained that this is the routine monthly resolution requesting approval to write off uncollectible tenant accounts receivable for former residents. The total amount recommended for write-off for December 2025 is \$47,335.30. She noted that the overall write-off amounts appear to be trending downward. Property management staff have been working closely with the Allegheny County Law Department to address several large outstanding balances that had been in the appeals process for an extended period, and progress is being made toward resolution.

**Motion:** Derek Uber

**Second:** Grant Gittlen

**Vote:** Unanimously approved

**Resolution No. 5 of 2026 - Requesting Approval for the renewal of Flood Insurance policies through the National Flood Insurance Program (NFIP) via Philadelphia Indemnity Insurance Company/Housing Authority Insurance (HAI) for the period February 26, 2025–February 26, 2026**

Luke Lewis noted that the total premium has decreased by approximately \$3,000 for the upcoming policy term. The reduction is due in part to the removal of Hays Manor from coverage following its demolition. After further review, staff confirmed that flood insurance is not required for the site while awaiting future construction. Avoiding coverage for that location results in a significant cost savings of \$36,000 compared to carrying coverage during the interim period.

**Motion:** Sydney Hayden

**Second:** Grant Gittlen

**Vote:** Unanimously approved

**Comment on General Items**

None.

**Adjournment**

A motion was made to adjourn the meeting.

**Motion:** Grant Gittlen

**Second:** Derek Uber

**Vote:** Unanimously approved