

PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MINUTES
Thursday, October 15, 2015, 3 p.m., at 12 S. 23rd St., Philadelphia, PA 19103

The regular meeting of the Philadelphia Housing Authority ("PHA") Board of Commissioners was brought to order at approximately 3:10 p.m. by the Chair, Lynette Brown-Sow. In addition to the Chair, Vice-Chair Wetzel and Commissioners Callahan, Camarda, Coney, Danzy, Kurland and Wise were in attendance, as well as President & CEO Kelvin Jeremiah ("CEO Jeremiah") and Board Secretary and General Counsel, Barbara Adams.

The Chair began the meeting by asking for a moment of silence in preparation for the work to be done in the meeting.

CEO Jeremiah reviewed the procedure for public comment at the Board meeting and made the following announcements: 1) the public review and comment period on PHA's proposed amendment to the FY 2016 MTW Annual Plan concerning PHA's plans to convert certain public housing units to project-based assistance under the Rental Assistance Demonstration (RAD) program began on October 6, 2015 and will end on November 5, 2015, with a public hearing scheduled for Thursday, October 29, 2015; 2) the PAPMC waitlist purge for the PAPMC/Tax Credit Sites Program is complete and 11,933 applications were updated; 3) PHA had a successful application intake process for the 55 new Queen Lane Apartments, with 5,720 applications received, underscoring the great need in Philadelphia for affordable housing.

As part of the monthly Resident Spotlight, and in line with PHA's sustainability efforts, CEO Jeremiah recognized the 10 PHA residents who have completed the Energy Coordinating Agency Job Training program, including the first 2 who have been hired: Khaleed Crump and Basim Mathis, as a result of their training. All were given a round of applause in absentia.

Joanne Strauss then presented the October winner for PHA's monthly employee recognition program: Ronald Williams, from the Operations department. He was recognized for his building maintenance achievements at Bartram Village and, in addition to applause and congratulations, he received a certificate and a check for \$250.00.

The Chair then inquired whether there were any corrections or amendments to the minutes of the Board Meeting of September 17, 2015. Hearing none, the minutes were accepted as submitted.

Four resolutions were presented, all of which were unanimously approved.

Resolution 11813, attached in Appendix1, was presented by Dave Walsh, Executive Vice President – Supply Chain Management ("EVP – SCM"), to authorize PHA to contract with Clark Roofing and Carpentry Company, Inc. for roof replacement services at Haddington Homes. The contract has a one (1) year base period and is for a total amount not to exceed six hundred thirty-seven thousand dollars (\$637,000.00). Commissioner Callahan, as Chair of the Finance Committee that reviewed the resolution, moved for its approval. After the motion was seconded, Commissioner Callahan noted that the committee had met to review the resolution and recommended its approval. There being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

Resolution 11814, attached in Appendix 1, was presented by Dave Walsh, EVP – SCM, to modify its contract with Duane Morris LLP for general legal services for the PHA Pension Board, to add two hundred thousand dollars (\$200,000.00), for a total contract amount not to exceed four hundred fifty-two thousand dollars (\$452,000.00). The contract performance period is a two (2) year base period with three (3) one-year option periods. Commissioner Callahan, as Chair of the Finance Committee that reviewed the resolution, moved for its approval. After the motion was seconded, Commissioner Callahan requested that PHA provide the historical background as to why the initial contract estimate was lower than the amount now estimated to be appropriate, which information had been reviewed with the Finance Committee. This was done by Joanne R. Strauss, Executive Vice President - Human Resources. There being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

Resolution 11815, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to modify its small general contractor services contracts with Vellniece Construction, LLC; DKJ Construction, Inc.; W & W Contractors, Inc.; Holder Inc., T/A Donovan Electric Supply and Construction; Nesmith and Company, Inc.; and Townes Mechanical Contractors, Inc. to remove the limits on expenditures per contractor, which were previously restricted to one million five hundred thousand (\$1,500,000.00) for a three-year period, while keeping the aggregate limit of an amount not to exceed ten million five hundred thousand dollars (\$10,500,000.00), and the contract performance period of a one (1) year base period with two (2) one-year option periods. Commissioner Callahan, as Chair of the Finance Committee that reviewed the resolution, moved for its approval. After the motion was seconded, and there being no discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

Resolution 11816, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to contract for auto repair services with Philadelphia Towing & Transport, Inc.; AC Auto, Inc.; Sinkler Automotive, Inc.; Pacifico Ford; Mike's Auto and Truck Repair; and DCS Auto Service. The contract performance period is a one (1) year base period with four (4) one-year option periods, with a total aggregate amount to be expended under the contracts, including the exercise of any options, not to exceed four million dollars (\$4,000,000.00). Commissioner Callahan, as Chair of the Finance Committee that reviewed the resolution, moved for its approval and, after the motion was seconded, stated that the committee recommended approval. There being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

The public comment period was then held, beginning at approximately 3:25 p.m., after which the Chair adjourned the meeting at approximately 3:45 p.m.

The sign-up sheet with the name of members of the public who signed up to speak during the general comment period (no one signed up to speak on specific resolutions), with a designation of the topic(s) addressed by the speaker, is attached as Appendix 2.

Respectfully submitted,



Barbara Adams

Secretary

Philadelphia Housing Authority

APPENDIX 1

THE PHILADELPHIA HOUSING AUTHORITY
MEETING OF THE BOARD OF COMMISSIONERS
12 S. 23rd ST.
PHILADELPHIA, PA 19103
THURSDAY, OCTOBER 15, 2015 at 3 p.m.
AGENDA

- A. **Call to Order:** Lynette M. Brown-Sow, Chair of the Board of Commissioners
The Philadelphia Housing Authority Board of Commissioners
- B. **Remarks:** Lynette M. Brown-Sow, Chair of the Board of Commissioners
Kelvin A. Jeremiah, President & CEO
- C. **Approval of Minutes** of the Board Meeting held September 17, 2015, as distributed.
- D. **New Business:**
1. **RESOLUTION AUTHORIZING A CONTRACT FOR ROOF REPLACEMENT SERVICES AT HADDINGTON HOMES WITH CLARK ROOFING AND CARPENTRY COMPANY, INC.**

(Dave Walsh)
 2. **RESOLUTION AUTHORIZING MODIFICATION TO A CONTRACT FOR PENSION BOARD GENERAL LEGAL SERVICES WITH DUANE MORRIS LLP, CONTRACT 004292**

(Dave Walsh and Joanne R. Strauss)
 3. **RESOLUTION AUTHORIZING CONTRACT AMENDMENTS FOR SMALL GENERAL CONTRACTOR SERVICES WITH VELLNIECE CONSTRUCTION LLC; DKJ BUILDERS AND CONSTRUCTION, INC.; W&W CONTRACTORS, INC.; HOLDER INC., T/A DONOVAN ELECTRIC SUPPLY AND CONSTRUCTION; NESMITH AND COMPANY, INC.; AND TOWNES MECHANICAL CONTRACTORS, INC.**

(Dave Walsh)
 4. **RESOLUTION AUTHORIZING CONTRACTS FOR GENERAL VEHICLE REPAIRS WITH PHILADELPHIA TOWING & TRANSPORT, INC.; AC AUTO, INC.; SINKLER AUTOMOTIVE INC.; PACIFICO FORD; MIKE'S AUTO AND TRUCK REPAIR; AND DCS AUTO SERVICE**

(Dave Walsh)
- E. **Public Comment Period**

RESOLUTION NO.11813

RESOLUTION AUTHORIZING A CONTRACT FOR ROOF REPLACEMENT SERVICES AT HADDINGTON HOMES WITH CLARK ROOFING AND CARPENTRY COMPANY, INC.

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for roof replacement services at Haddington Homes and a Request for Proposal was developed for the selection of a company to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

WHEREAS, the Request for Proposal was posted on PHA's website, advertised via local publications and chambers of commerce, mailed to qualified entities on PHA's Outreach List, and distributed to those who responded to the invitation; and

WHEREAS, the proposals were reviewed and evaluated by an evaluation committee and the supporting documents were reviewed by the Contracting Officer; and

WHEREAS, based upon the consensus evaluation, it is recommended that a contract be awarded to Clark Roofing and Carpentry Company, Inc.; and

WHEREAS, it is further recommended that the contract be for a total amount not to exceed six hundred thirty-seven thousand dollars (\$637,000.00), with a one-year base period that has a not-to-exceed amount of six hundred thirty-seven thousand dollars (\$637,000.00);

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and execute a contract with Clark Roofing and Carpentry Company, Inc., in a total contract amount not to exceed, six hundred thirty-seven thousand dollars (\$637,000.00), subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contract.

I hereby certify that this was
APPROVED BY THE BOARD ON 10/15/15
Barbara Adams, General Counsel
ATTORNEY FOR PHA

RESOLUTION NO. 11814

RESOLUTION AUTHORIZING MODIFICATION TO A CONTRACT FOR PENSION BOARD GENERAL
LEGAL SERVICES WITH DUANE MORRIS LLP, CONTRACT 004292

WHEREAS, on March 20, 2014 by Resolution 11685, the Board of Commissioners of the Philadelphia Housing Authority ("PHA") approved the award of a contract to Duane Morris LLP for general legal services for the PHA Pension Board, for a two-year base period with three one-year option periods, with the amount to be expended not to exceed two hundred ten thousand dollars (\$210,000.00); and

WHEREAS, PHA amended the contract on May 2, 2014, to add an additional forty-two thousand dollars (\$42,000.00) to the overall contract amount, for a not-to-exceed contract amount of two hundred fifty-two thousand dollars (\$252,000.00); and

WHEREAS, PHA had previously obtained Pension Board legal services under a regulatory and administrative legal contract, not a separate pension legal services contract as now exists, and that resulted in an initial estimate for pension services that did not accurately reflect the actual needs and usage by the Pension Board; and

WHEREAS, after further review of the expenditures up to date, PHA is seeking approval to amend the contract with Duane Morris LLP to add two hundred thousand dollars (\$200,000.00), with the total contract amount not to exceed four hundred fifty-two thousand dollars (\$452,000.00);

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to amend the contract with Duane Morris LLP for services to the Pension Board, to add two hundred thousand dollars (\$200,000.00) to the contract, with a not-to-exceed contract amount of four hundred fifty-two thousand dollars (\$452,000.00), subject to availability of funds therefor, as set forth above, and to take all necessary actions relating to such contract.

I hereby certify that this was
APPROVED BY THE BOARD ON 10/15/15
Barbara Adams General Counsel
ATTORNEY FOR PHA

RESOLUTION NO.11815

RESOLUTION AUTHORIZING CONTRACT AMENDMENTS FOR SMALL GENERAL CONTRACTOR SERVICES WITH VELLNIECE CONSTRUCTION, LLC; DKJ BUILDERS AND CONSTRUCTION, INC.; W&W CONTRACTORS, INC.; HOLDER INC., T/A DONOVAN ELECTRIC SUPPLY AND CONSTRUCTION; NESMITH AND COMPANY, INC.; AND TOWNES MECHANICAL CONTRACTORS, INC.

WHEREAS, by Resolution No. 11756, adopted on January 15, 2015, the Board of Commissioners of the Philadelphia Housing Authority ("PHA") approved the award of contracts for small general contractor services to Vellniece Construction, LLC; DKJ Construction, Inc.; W & W Contractors, Inc.; Holder Inc., T/A Donovan Electric Supply and Construction; Nesmith and Company, Inc.; Townes Mechanical Contractors, Inc.; and Morgan Construction Management, LLC; and

WHEREAS, the contracts with the above-named Small GC Contractors were for a one (1) year base period with two (2) one-year option periods and the contracts limited expenditures per contractor to five hundred thousand dollars (\$500,000.00) per year, with a not-to-exceed contract amount, per contractor, of one million five hundred thousand dollars (\$1,500,000.00) for the total three year term; and the total aggregate amount to be spent under all the contracts, including the exercise of any options, was not to exceed ten million five hundred thousand dollars (\$10,500,000.00); and

WHEREAS, the contract with Morgan Construction Management, LLC has been suspended since June 4, 2015; and

WHEREAS, the contracts with Vellniece Construction, LLC; DKJ Construction, Inc.; W & W Contractors, Inc.; Holder Inc., T/A Donovan Electric Supply and Construction; Nesmith and Company, Inc.; and Townes Mechanical Contractors, Inc. ("Remaining Contractors"), were amended by Resolution No. 11796, adopted on July 16, 2015, to remove the yearly limitation on amounts to be paid to each contractor, but the total expenditure limits of one million five hundred thousand (\$1,500,000.00) per contractor remain, as well as the contract period and total aggregate amount; and

WHEREAS, as PHA is currently relocating 414 families in support of the Norman Blumberg Redevelopment and seeks the financial flexibility to use the Remaining Contractors to perform services in support of the Blumberg relocations, it seeks to amend the contracts approved in Resolution No. 11756 and amended in Resolution No. 11796, to remove the limits on the amounts to be paid per contractor, leaving in place the limit as to the entire amount to be spent under all the contracts, which is ten million five hundred thousand dollars (\$10,500,000.00);

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to amend PHA's contracts with Vellniece Construction, LLC; DKJ Construction, Inc.; W & W Contractors, Inc.; Holder Inc., T/A Donovan Electric Supply and Construction; Nesmith and Company, Inc.; and Townes Mechanical Contractors, Inc., as entered into pursuant to Resolution Numbers 11756 and 11796, to allow PHA to remove the limits on expenditures per contractor and allow PHA the discretion, based on need, performance and other legitimate business factors, to determine expenditure amounts per contractor, for the same contract terms and provided that the aggregate amount expended under all the contracts does not exceed ten million five hundred thousand dollars (\$10,500,000.00), subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contracts.

I hereby certify that this was

APPROVED BY THE BOARD ON 10/15/15

Barbara Adams General Counsel
ATTORNEY FOR PHA

RESOLUTION NO. 11816

RESOLUTION AUTHORIZING CONTRACTS WITH PHILADELPHIA TOWING & TRANSPORT, INC.; AC AUTO, INC.; SINKLER AUTOMOTIVE INC.; PACIFICO FORD; MIKE'S AUTO AND TRUCK REPAIR; AND DCS AUTO SERVICE FOR GENERAL VEHICLE REPAIRS

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for auto repairs and a Request for Proposal was developed for the selection of companies to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

WHEREAS, the Request for Proposal was posted on PHA's website, advertised via local publications and chambers of commerce, mailed to qualified entities on PHA's Outreach List, and distributed to those who responded to the invitation; and

WHEREAS, the proposals were reviewed and evaluated by an evaluation committee and the supporting documents were reviewed by the Contracting Officer; and

WHEREAS, based upon the consensus evaluation, it is recommended that contracts be awarded to Philadelphia Towing & Transport, Inc.; AC Auto, Inc.; Sinkler Automotive, Inc.; Pacifico Ford; Mike's Auto and Truck Repair; and DCS Auto Service; and

WHEREAS, work is to be assigned to each of the six (6) awardees at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be altered at any time during the course of these contracts; and

WHEREAS, it is recommended that the aggregate amount to be expended under the six (6) contracts, combined, shall not exceed four million dollars (\$4,000,000.00) with a one-year base period and four (4) one-year option periods, as follows:

- 1) The aggregate not-to-exceed amount for the one-year base period is eight hundred thousand dollars (\$800,000.00); and
- 2) The aggregate not-to exceed amount for the first one-year option period is eight hundred thousand dollars (\$800,000.00); and
- 3) The aggregate not-to exceed amount for the second one-year option period is eight hundred thousand dollars (\$800,000.00); and
- 4) The aggregate not-to exceed amount for the third one-year option period is eight hundred thousand dollars (\$800,000.00); and
- 5) The aggregate not-to exceed amount for the fourth one-year option period is eight hundred thousand dollars (\$800,000.00);

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and execute contracts with Philadelphia Towing & Transport, Inc.; AC Auto, Inc.; Sinkler Automotive, Inc.; Pacifico Ford; Mike's Auto and Truck Repair; and DCS Auto Service, for a total aggregate amount not to exceed four million dollars (\$4,000,000.00) subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contracts, including determining whether the options available under the contracts shall be exercised.

I hereby certify that this was
APPROVED BY THE BOARD ON 10/15/10
Barbara Adams General Counsel
ATTORNEY FOR PHA

APPENDIX 2

**OCTOBER 15, 2015 SIGN-UP SHEET FOR THE
GENERAL PUBLIC COMMENT PERIOD
AT THE END OF THE BOARD MEETING
(3 minutes per person)**



Please **PRINT** your name and generally identify your topic:

1. Name: Glenn Reed

Maintenance Issue? Yes ___ No Other (topic): PHAPI

2. Name: Cory Bradley

Maintenance Issue? Yes No ___ Other (topic): Inspections at Abbotsford

3. Name: Karris Cantrell

Maintenance Issue? Yes No ___ Other (topic): re: Morris
Many things
Maintenance + underhoused

4. Name: Louise Hamble

Maintenance Issue? Yes ___ No ___ Other (topic): Thanking Employees

5. Name: _____

Maintenance Issue? Yes ___ No ___ Other (topic): _____

6. Name: _____

Maintenance Issue? Yes ___ No ___ Other (topic): _____