



**PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS  
MEETING MINUTES**

**Thursday, November 21, 2024, 2024  
3 p.m. at 2013 Ridge Ave., Philadelphia, PA 19121**

The regularly scheduled meeting of the Philadelphia Housing Authority (“PHA”) Board of Commissioners was brought to order by Chair Lynette Brown-Sow at approximately 3:07 p.m. In addition to the Chair and Vice-Chair Wetzel, the following PHA Commissioners were in attendance: Commissioners Camarda, Clarke, Dwyer, Glenn, Shahid, and Wise, as well as the President & CEO, Kelvin Jeremiah (“CEO”) and the General Counsel and Board Secretary, Laurence M. Redican. Commissioner Coney did not participate in the meeting.

Following a moment of silence, as requested by the Chair to prepare for the work to be done in the meeting, the CEO reviewed the commenting procedures.

The CEO announced that a Thanksgiving Luncheon for PHA seniors had been held this week, with over 100 participants and next week there will be a turkey give-away for residents. Commissioner Wise then invited all the Commissioners to join with residents and staff for the upcoming tree-lightings and holiday activities at senior sites.

After the CEO further announced that the kick-off for the first-ever PHA North Pole Holiday Village would start shortly after the Board meeting (a 3-day event, from 5 – 8 p.m.), to include tree and street holiday lighting, a number of special events, and local vendors, Commissioner Clarke commented on the significance to the community of having the extensive holiday lighting in the neighborhood, as provided by PHA, with the support of development partners and local businesses. It is much appreciated and adds a great deal to the holidays.

The Chair asked whether there were any changes to the minutes of the Board meeting of October 17, 2024. Hearing none, the minutes were accepted as submitted.

Four (4) resolutions were presented, offered for public comment and discussion, and unanimously approved.

**Resolution No. 12382**, attached in Appendix 1, was presented by Kimberly Woods, Executive Vice President – Human Resources, to authorize amendments and revisions to a number of HR policies. Board Vice-Chair Wetzel, Chair of the Policy & Planning Committee that reviewed the resolution with PHA staff prior to its going to the Board, moved for its adoption. Following a second, and there being no discussion (including no public comment, for which an opportunity was provided, as it was for all the resolutions), the motion was unanimously approved.

**Resolution No. 12383**, attached in Appendix 1, was presented by Bret Holden, Executive Vice President – Leased Housing, to authorize an award of fifty-seven (57) project-based vouchers to Hero Estates at 5 Points, at 7052 Oxford Ave in Northeast Philadelphia, under the HUD-Veterans Affairs Supportive Housing program. As this resolution had also reviewed by the Policy & Planning committee, its Chair, Board Vice-Chair Wetzel, moved for its adoption. Following a second and discussion, the motion was unanimously approved.

**Resolution No. 12384**, attached in Appendix 1, was presented by Dave Walsh, Executive Vice President, Supply Chain Management, to authorize PHA to contract for elevator maintenance and repair services with Triad Lifts, LLC and 3Phase Excel Elevator. The aggregate amount to be expended under the two contracts is not to exceed five million five hundred thousand dollars (\$5,500,000). Commissioner Camarda, Chair of the Finance Committee that reviewed the resolution, moved for its approval. After a second and discussion, the motion was unanimously approved.

**Resolution No. 12385**, attached in Appendix 1, was presented by Celeste Fields, Senior Executive Vice President / Chief Administrative Officer & Chief Financial Officer, to authorize approval of the intent of PHA to issue tax-exempt bonds and use the proceeds to pay costs and reimburse PHA and/or the Philadelphia Housing Authority Development Corporation for expenditures related to the acquisition and development of affordable and mixed-use housing projects, in an aggregate amount not to exceed five hundred million dollars (\$500,000,000). This resolution had also been reviewed by the Finance Committee and its Chair, Commissioner Camarda, moved for its adoption. After a second and discussion, the motion was unanimously approved.

**Public Comment:** Before opening the meeting to public comment, of which there was none as no one had signed up, four representatives from the new resident council at Brith Sholom were recognized. PHA recently acquired this property and its residents had previously attended PHA Board meetings to seek PHA assistance to save their housing, so they expressed appreciation for the transfer to PHA, and were welcomed to the resident community and invited to a number of related upcoming meetings.

There being no further business, the meeting was adjourned, following a motion from Commissioner Camarda, at approximately 3:30 p.m.

Respectfully submitted,



*Laurence M. Redican*  
*General Counsel*  
*Philadelphia Housing Authority*

**APPENDIX 1**

**THE PHILADELPHIA HOUSING AUTHORITY  
MEETING OF THE BOARD OF COMMISSIONERS  
2013 RIDGE AVE.  
PHILADELPHIA, PA 19121  
THURSDAY, NOVEMBER 21, 2024  
AGENDA**

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- A. Call to Order – Lynette Brown-Sow, Chair**
- B. Remarks – Kelvin A. Jeremiah, President & CEO**
- C. Approval of the Minutes of the Board Meeting of October 17, 2024 as distributed**
- D. New Business**
- 1. RESOLUTION ADOPTING AND APPROVING AMENDMENTS AND REVISIONS TO THE EMPLOYEE HANDBOOK**  
  
Kimberly Woods
  - 2. RESOLUTION AUTHORIZING APPROVAL OF AWARD OF FIFTY-SEVEN (57) HUD VASH PROJECT-BASED VOUCHERS TO HERO ESTATES AT 5 POINTS**  
  
Bret Holden
  - 3. RESOLUTION AUTHORIZING CONTRACTS FOR ELEVATOR MAINTENANCE AND REPAIR SERVICES WITH TRIAD LIFTS, LLC AND 3PHASE EXCEL ELEVATOR**  
  
Dave Walsh
  - 4. RESOLUTION DECLARING OFFICIAL INTENT TO USE BOND FINANCING IN SUPPORT OF ACQUISITION PROGRAM IN AN AMOUNT NOT TO EXCEED FIVE HUNDRED MILLION DOLLARS (\$500,000,000)**  
  
Celeste Fields

**RESOLUTION NO. 12382**

**RESOLUTION ADOPTING AND APPROVING AMENDMENTS AND REVISIONS TO THE  
EMPLOYEE HANDBOOK**

**WHEREAS**, the Philadelphia Housing Authority ("PHA") Board of Commissioners last approved and adopted amendments and revisions to the Employee Handbook ("Handbook"), Controlled Policy & Procedure #7, by Board Resolution No. 12312 on October 9, 2023, effective November 1, 2023, with administrative changes also having been made to the Handbook, effective May 1, 2024; and

**WHEREAS**, the Handbook sets forth the policies, practices and operational procedures for employees; and

**WHEREAS**, upon review of the Handbook, PHA has determined that certain revisions to the Employee Handbook are appropriate, as set forth in the Attachment to this resolution and as provided to the Board; and

**WHEREAS**, PHA has determined that the Handbook should be amended and revised to:

**Remove one (1) program:**

- Annual Leave Donation Program

**Revise three (3) policies:**

- Equal Employment Opportunity Policy
- Vacation Leave Policy
- Holiday Policy

**BE IT RESOLVED** that the PHA Board of Commissioners hereby approves and adopts the amendments and revisions to the Employee Handbook, effective December 1, 2024, as set forth above and in the Attachment to this resolution and distributed to the Board of Commissioners, and authorizes the President & CEO or his authorized designee to promulgate, adopt or approve any administrative or operational procedures or supporting processes needed to implement the policies set forth in the Employee Handbook that do not result in a material change to the provisions of the Employee Handbook.



I hereby certify that this was  
APPROVED BY THE BOARD ON 11/26/2024

ATTORNEY FOR PHA

*Attachment to Resolution Approving Amendments and Revisions to the Employee Handbook*

The three policy revisions (in addition to removing the Annual Leave Donation program policy) proposed in this resolution are noted below:

<b>Policy Name</b>	<b>Section</b>	<b>Description of Change</b>
Equal Employment Opportunity Policy	13	Amend complaint and investigation of complaint language
Vacation Leave Policy	51	Amend definitions and accrual re: vacation schedule based on job title
Holiday Policy	53	Add Good Friday

**RESOLUTION NO. 12383**

**RESOLUTION AUTHORIZING APPROVAL OF AWARD OF FIFTY-SEVEN (57) HUD VASH PROJECT-BASED VOUCHERS TO HERO ESTATES AT 5 POINTS**

**WHEREAS**, as part of its Housing Choice Voucher (“HCV”) program, the Philadelphia Housing Authority (“PHA”) operates a Project-Based Voucher (“PBV”) program (and a tenant-based one), under which PHA project-bases housing choice vouchers and enters into Housing Assistance Payments (“HAP”) contracts, which are usually for twenty (20) years, with agencies and property owners throughout Philadelphia to provide rental assistance to eligible low-income households and preserve affordable housing in various Philadelphia neighborhoods on a long term basis; and

**WHEREAS**, PHA’s PBV portfolio currently consists of two thousand six hundred and sixty-three (2,663) units at one hundred thirty-six (136) developments in Philadelphia including three (3) developments supported by fifty-four (54) HUD VASH vouchers; and

**WHEREAS**, tenants in PHA’s PBV program generally pay 30% of their monthly income towards rent and utilities and PHA pays the remainder of the rent directly to the owner; and

**WHEREAS**, the HUD-Veterans Affairs Supportive Housing (“HUD-VASH”) program combines HUD’s HCV rental assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs (“VA”); and

**WHEREAS**, the Corporal Michael J. Crescenz VA Medical Center has an allotment of PHA HUD-VASH vouchers, which it administers in partnership with PHA, and in May of 2024, it requested that sixty (60) of its allotted tenant-based vouchers be made available as PBVs, to expand housing resources for HUD-VASH Veterans; and

**WHEREAS**, PHA issued a Request for Proposals (“RFP”) for awards of the sixty (60) PBVs, as permitted under HUD’s Housing Opportunity Through Modernization Act of 2016 notice and PHA’s Admin Plan 22.6.6 Project-Based Assistance, which allow PHA to project-base HUD VASH vouchers without HUD approval, and for PHA and its local VA to partner for RFPs; and

**WHEREAS**, the proposals received under the RFP were reviewed and evaluated by an evaluation committee, which included a representative from the VA, and the supporting documents were reviewed by the Contracting Officer; and, based upon the consensus evaluation it is recommended that fifty-seven (57) project based vouchers be awarded to the following entity subject to PHA’s requirements set forth in the RFP, to provide much needed long term affordable housing options for HUD VASH Veterans in the City of Philadelphia: 7052 Oxford, LLC (Hero Estates at Five Points);

**BE IT RESOLVED**, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to award fifty-seven (57) HUD VASH project-based vouchers, subject to the availability of funds therefor, as set forth above, to and take all necessary and appropriate actions related to the awards of the vouchers.



I hereby certify that this was  
APPROVED BY THE BOARD ON 11/21/2024  
*[Signature]*  
ATTORNEY FOR PHA

**RESOLUTION NO. 12384**

**RESOLUTION AUTHORIZING CONTRACTS FOR ELEVATOR MAINTENANCE AND REPAIR SERVICES WITH TRIAD LIFTS, LLC AND 3PHASE EXCEL ELEVATOR**

**WHEREAS**, the Philadelphia Housing Authority ("PHA") has identified a need for elevator maintenance and repair services 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 and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that contracts be awarded to Triad Lifts, LLC and 3Phase Excel Elevator; and

**WHEREAS**, work is to be assigned to each of the two (2) awardees at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be altered within the terms of the contracts at any time during the course of these contracts at the discretion of the contracting officer; and

**WHEREAS**, it is recommended that the aggregate amount to be expended under the two (2) contracts, combined, shall not exceed five million five hundred thousand dollars (\$5,500,000) with a two-year base period and three (3) one-year option periods, as follows:

- 1) The aggregate not-to-exceed amount for the two-year base period is two million two thousand hundred dollars (\$2,200,000); and
- 2) The aggregate not-to-exceed amount for each of the three (3) one-year option periods is one million one hundred thousand dollars (\$1,100,000);

**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 Triad Lifts, LLC and 3Phase Excel Elevator for a total aggregate amount not to exceed five million five hundred thousand dollars (\$5,500,000), 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 11/21/2024  
*Oliver M. Redick*  
ATTORNEY FOR PHA

**RESOLUTION NO. 12385**

**RESOLUTION DECLARING OFFICIAL INTENT TO USE BOND FINANCING  
IN SUPPORT OF ACQUISITION PROGRAM IN AN AMOUNT NOT TO EXCEED FIVE HUNDRED  
MILLION DOLLARS (\$500,000,000)**

**WHEREAS**, the Philadelphia Housing Authority ("PHA") is a body corporate and politic created and organized under the provisions of the Pennsylvania Housing Authorities Law, Act No. 265 of the General Assembly of the Commonwealth of Pennsylvania, approved May 28, 1937 (P.L. 955), as amended and supplemented; and

**WHEREAS**, pursuant to Resolution No. 12362 adopted by PHA on July 18, 2024, PHA determined to undertake an affordable housing Acquisition Program including a Funding Agreement between PHA and the Philadelphia Housing Authority Development Corporation ("PHADC"), a tax-exempt organization described in section 501(c)(3) of the Internal Revenue Code, and created to develop affordable and mixed-use housing and related projects in furtherance of the purposes of PHA; and

**WHEREAS**, PHA expects to issue governmental obligations, on which the interest is exempt from Federal income tax ("tax-exempt bonds"), to finance the purchase and development of properties and related costs under the Acquisition Program, including projects to be undertaken by PHA and/or PHADC ("Projects"), such as:

- Expiring LIHTC properties and/or properties with expiring affordable use restrictions;
- Other multifamily properties located in opportunity areas that are being sold at or below market value;
- Mixed-use or market-rate housing in opportunity neighborhoods; and
- Vacant land to develop new affordable housing units;

**BE IT RESOLVED** that PHA hereby resolves and declares its intent under Treasury Regulation § 1.150-2 to use tax-exempt bonds, in an amount not to exceed five hundred million dollars (\$500,000,000), with issuance of the tax-exempt bonds to be subject to documentation acceptable to PHA that provides for the tax-exempt bonds to be payable from the payments by PHA to finance the capital costs of the Projects, including costs of issuance and reasonably required reserves, subject to the availability of funds therefor, and also subject to the following conditions:

- 1) the maximum principal amount of tax-exempt bonds expected to be issued to finance the Projects is five hundred million dollars (\$500,000,000); and
- 2) Pending issuance of the tax-exempt bonds, PHA may finance the Projects with other funds, which will be reimbursed with the proceeds of the tax-exempt bonds, provided that: (a) the tax-exempt bonds shall not be used to reimburse any expenditure paid more than sixty (60) days prior to the present date; (b) the tax-exempt bonds shall not be issued more than eighteen (18) months after the latter of: (i) the date of the first expenditure to be reimbursed with the proceeds of the tax-exempt bonds or (ii) the date any of the Projects is placed in service; and (c) in no event may the tax-exempt bonds be issued more than three (3) years after the date of the first expenditure to be reimbursed with the proceeds of the tax-exempt bonds; and provided further that the limitations of this paragraph 2 shall not apply to qualified "preliminary expenditures" as permitted by Treasury Regulation § 1.150-2(f).



I hereby certify that this was  
APPROVED BY THE BOARD ON 11/21/2024

*James M. Kedic*  
ATTORNEY FOR PHA