



PHA BOARD of COMMISSIONERS MEETING MINUTES

Thursday, May 16, 2013, 2 p.m., at 12 S. 23rd St., Philadelphia, PA 19103

The regular meeting of the Board of Commissioners was brought to order at approximately 2:05 p.m. by the Chair, Lynette M. Brown-Sow, who announced that the Board had just finished a meeting in executive session to discuss matters confidential by law.

After her introductory comments, Chair Brown-Sow asked the Commissioners to introduce themselves, as this was their first Board meeting after their installation during the transitional meeting on April 26, 2013. The following Commissioners were in attendance and introduced themselves: Herbert Wetzel, Vernell Tate, Joan Markman, Shellie Jackson, Leslie Callahan, Nelson Diaz and Chair Brown-Sow. President & CEO (CEO) Kelvin Jeremiah and Secretary and General Counsel Barbara Adams were also present.

The Chair commented that pre-Board meetings, which are not attended by a quorum of Commissioners and are for the resident leadership, would continue to include prayer; however prayer would not be part of the regular Board meetings. The idea of having an optional re-dedication ceremony is being looked into by Commissioner Callahan and more information will be forthcoming regarding this possible event. Chair Brown-Sow also indicated that she would be leaving at 4:00 p.m. and Vice Chair Diaz would then be chairing the meeting.

CEO Jeremiah made introductory remarks and explained the procedure as to the conduct of the public comment period and public comments regarding specific resolutions. It was also noted that regular Board meetings will be conducted on the third Thursday of every month, at 3 p.m., on the 6th floor of PHA's offices at 12 S. 23rd Street.

The Board of Commissioners then approved the minutes from the Board meeting of April 26, 2013. **Resolution # 11615** (attached in Appendix 1).

Four resolutions were presented, all of which passed unanimously.

Resolution #11616, attached in Appendix 1, was presented by Kyle Flood, Acting Vice President, Development and Design, to authorize PHA's submission of a Choice Neighborhoods Initiative Planning Grant proposal to HUD for the Sharswood-Brewerytown neighborhood, which encompasses the Norman Blumberg Apartments and Scattered Site Area 910. Following a motion to approve by Commissioner Markman, a second and discussion, the resolution was unanimously approved.

Resolution #11617, attached in Appendix 1, was presented by Heather McCreary, Executive Vice President, Administration, to authorize PHA to conclude and execute a change order to the contract between PHA and Northeast Union Inc., of Bensalem, PA, for additional roof replacements at nine buildings at Johnson Homes. Following a motion to approve by Commissioner Diaz, a second and discussion, the resolution was unanimously approved.

Resolution #11618, attached in Appendix 1, was presented by Heather McCreary, Executive Vice President, Administration, to authorize PHA to conclude and execute a contract with Brandywine Elevator Company and Fujitec America, Inc. Following a motion to approve by Commissioner Callahan and a second, the resolution was unanimously approved.

Resolution #11619, attached in Appendix 1, was presented by Heather McCreary, Executive Vice President, Administration, to authorize PHA to conclude and execute contracts with Mondre Energy, Inc. to provide energy procurement and general energy management consulting services, including training. Following a motion to approve from Commissioner Diaz, a second and discussion, which included comments from Mondre Energy's founder and President, Judith Mondre, the resolution was unanimously approved.

The public comment period was then held.

The meeting was adjourned by Vice Chair Diaz at approximately 5:05 p.m. (Copies of the transcript of the meeting are available upon written request.)

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, MAY 16, 2013, 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
- D. **Approval of Minutes** of the Board Meeting held April 26, 2013 of the Authority, as distributed.
- E. **New Business**
1. **RESOLUTION APPROVING THE SUBMISSION OF A GRANT APPLICATION FROM PHA TO HUD REQUESTING FUNDING, PURSUANT TO A FISCAL YEAR 2013 "CHOICE NEIGHBORHOODS INITIATIVE PLANNING GRANT NOTICE OF FUNDING AVAILABILITY" FOR A PLANNING GRANT FOR THE SHARSWOOD-BREWERYTOWN NEIGHBORHOOD, INCLUDING THE NORMAN BLUMBERG APARTMENTS AND SCATTERED SITE UNITS.**
11616
(Kyle Flood, Acting Director, Development and Design)
2. **RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR HIS AUTHORIZED DESIGNEE TO CONCLUDE AND TO EXECUTE A CHANGE ORDER WITH NORTHEAST UNION INC., in the amount of \$305,880.00 FOR ADDITIONAL ROOF REPLACEMENTS AT JOHNSON HOMES (CONTRACT NO. P-004138).**
11617
(Heather McCreary, Executive Vice President, Administration/Supply Chain Management and Tom Kuhar, Acting Director of Construction, Capital Projects and Development)
3. **RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR HIS AUTHORIZED DESIGNEE TO CONCLUDE AND TO EXECUTE A CONTRACT WITH BRANDYWINE ELEVATOR COMPANY AND FUJITEC AMERICA, INC. in a total contract amount not to exceed \$5,000,000.00 FOR PHA ELEVATOR PREVENTIVE MAINTENANCE AND REPAIR SERVICES.**
11618
(Heather McCreary, Executive Vice President, Administration/Supply Chain Management and Dinesh Indala, Sr. Vice President, Maintenance)
4. **RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR HIS AUTHORIZED DESIGNEE TO CONCLUDE AND TO EXECUTE A CONTRACT WITH MONDRE ENERGY, INC. in a total contract amount not to exceed \$2,200,000.00 FOR ENERGY PROCUREMENT AND GENERAL ENERGY MANAGEMENT CONSULTING SERVICES.**
11619
(Heather McCreary, Executive Vice President, Administration/Supply Chain Management and Barbara Moore, Sustainability Coordinator, Capital Projects and Development)
- F. **Public Comment Period**
- G. **Adjournment**

Chair Lynette M. Brown-Sow moved for the adoption of the following minutes;

RESOLUTION NO. 11615

**RESOLUTION APPROVING MINUTES OF THE BOARD OF COMMISSIONER MEETING
HELD ON APRIL 26, 2013**

BE IT RESOLVED, that the minutes of the Board Meeting of the Philadelphia Housing Authority held on April 26, 2013 copies of which have already been provided, be the same and are hereby ratified, confirmed and approved.

The Board of Commissioner thereupon declared the Minutes unanimously adopted.

I hereby certify that this was
APPROVED BY THE BOARD ON May 16, 2013
Barbara Adams, General Counsel
ATTORNEY FOR PHA

RESOLUTION NO. 11616

RESOLUTION APPROVING THE SUBMISSION OF A GRANT APPLICATION BY THE PHILADELPHIA HOUSING AUTHORITY TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT REQUESTING FUNDING PURSUANT TO THE FISCAL YEAR 2013 "CHOICE NEIGHBORHOODS INITIATIVE PLANNING GRANT NOTICE OF FUNDING AVAILABILITY" FOR A PLANNING GRANT FOR THE SHARSWOOD-BREWERYTOWN NEIGHBORHOOD, INCLUDING THE NORMAN BLUMBERG APARTMENTS AND SCATTERED SITE UNITS

WHEREAS, on March 25, 2013, the U.S. Department of Housing and Urban Development ("HUD") issued a Notice of Funding Availability ("NOFA") for the Choice Neighborhood Initiative ("CNI") Planning Grant program; and

WHEREAS, the Philadelphia Housing Authority ("PHA") desires to submit a CNI Planning Grant application in response to HUD's NOFA; and

WHEREAS, PHA must comply with all NOFA requirements in its CNI Planning Grant application, including the requirement for a minimum five percent match; and

WHEREAS, the community designated by PHA for the proposed CNI Planning Grant is the Sharswood-Brewerytown area, including PHA's Norman Blumberg Apartments and nearby scattered sites in Scattered Site Area 910; and

WHEREAS, PHA believes that CNI Planning Grant funds can serve as a catalyst to help support planning for the revitalization of the Sharswood-Brewerytown area, including the Norman Blumberg Apartments and nearby scattered sites in Scattered Site Area 910.

WHEREAS, the CNI Planning Grant application requires the submission of a form HUD CNI Grant Certification to be executed by the Chair of the Board and the President & CEO, in substantially the same form as immediately attached hereto as Ex. 1.

NOW THEREFORE BE IT RESOLVED, that the Chair and the President & CEO, or their respective designees, are hereby authorized to execute and submit any reasonable documentation needed in order to submit and participate in the CNI Planning Grant application.

I hereby certify that this was
APPROVED BY THE BOARD ON May 16, 2013
Debra L. Adams, General Counsel
ATTORNEY FOR PHA

RESOLUTION NO. 11617

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR HIS AUTHORIZED DESIGNEE TO CONCLUDE AND EXECUTE A CHANGE ORDER FOR ADDITIONAL ROOF REPLACEMENTS AT JOHNSON HOMES (CONTRACT NO. P-004138)

WHEREAS, by Resolution No. 11546, Northeast Union Inc. (the "Contractor") was awarded a contract for the replacement of certain roofs at Johnson Homes (the "Project"); and

WHEREAS, the original contract awarded to the Contractor was for \$1,596,232.00; and

WHEREAS, there was one previous change order on the Project for \$84,131.00, for additional insulation to prevent water ponding; and

WHEREAS, the Capital Projects and Development Department has determined that the replacement of nine roofs that were not included in the original scope of work is necessary; should be completed by the Contractor; and requires a change order in the amount of \$305,880.00.

NOW THEREFORE, BE IT RESOLVED, that the President & CEO or his authorized designee is hereby authorized to conclude and execute a change order for \$305,880.00, which will allow Northeast Union Inc. to complete 30,000 sq. feet of roof replacement, plywood replacement and insulation installment on the nine roofs at Johnson Homes that have not already been replaced.

RESOLVED, that this was
APPROVED BY THE BOARD ON May 16, 2013
Barbara Adams, General Counsel
ATTORNEY FOR CHA

RESOLUTION NO. 11618

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR HIS AUTHORIZED DESIGNEE TO CONCLUDE AND EXECUTE A CONTRACT FOR PHA ELEVATOR PREVENTIVE MAINTENANCE AND REPAIR (SOLICITATION NO. P-004235)

WHEREAS, The Philadelphia Housing Authority (PHA) has identified a need for elevator preventive maintenance and repair services; and

WHEREAS, Solicitation No. P-004235 was developed according to established procedures and all applicable laws regarding public contracts and was advertised in the Philadelphia Inquirer and several community newspapers; and

WHEREAS, the Request for Proposal was mailed to the appropriate companies on PHA Bidders' List, and distributed to those who responded to the invitation through the publications; and

WHEREAS, two (2) offerors responded to the solicitation by submitting a proposal as follows:

**Brandywine Elevator Company
Fujitec America, Inc.**

WHEREAS, the proposals were reviewed and evaluated by the evaluation committee appointed for such purpose (the "Evaluation Committee") and the supporting documents were reviewed by the Contracting Officer; and

WHEREAS, based upon the evaluation, it was recommended that a contract be awarded to Brandywine Elevator Company and Fujitec America, Inc.; and

WHEREAS, it is further recommended that the contracts to be awarded to each of Brandywine Elevator Company and Fujitec America, Inc. shall be for a two (2) year base period with three (3) additional one-year option periods; the aggregate amount of both contracts not to exceed **TWO MILLION DOLLARS (\$2,000,000.00)** for base period of two years (1); **ONE MILLION DOLLARS (\$1,000,000.00)** if PHA exercises option year one (1); **ONE MILLION DOLLARS (\$1,000,000.00)** if PHA exercises option year two (2); and **ONE MILLION DOLLARS (\$1,000,000.00)** if PHA exercises option year three (3) for a total contract amount not to exceed **FIVE MILLION DOLLARS (\$5,000,000.00)** to be allocated among the firms, as determined by PHA to best address the elevator preventive maintenance and repair services.

NOW THEREFORE, BE IT RESOLVED, that, based on the recommendation of the Evaluation Committee, the President & CEO or authorized designee is hereby authorized to conclude and execute a contract with Brandywine Elevator Company and Fujitec America, Inc., subject to the availability of funds therefore, 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 May 14, 2013

Barbara Adams, General Counsel
ATTORNEY FOR PHA

RESOLUTION NO. 11619

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR HIS AUTHORIZED DESIGNEE TO CONCLUDE AND TO EXECUTE A CONTRACT FOR ENERGY PROCUREMENT AND GENERAL ENERGY MANAGEMENT CONSULTING SERVICES (SOLICITATION NO. P-004233)

WHEREAS, The Philadelphia Housing Authority (PHA) has identified a need for Energy Procurement and General Energy Management Consulting Services, including training; and

WHEREAS, Solicitation No. P-004233 was developed according to established procedures and all applicable laws regarding public contracts and was advertised in *The Philadelphia Inquirer* and several community newspapers; and

WHEREAS, the public notice was given and extended outreach undertaken in regard to the Request for Proposal and the same was distributed to those who responded to the invitation through the publications; and

WHEREAS, the following seven (7) offerors responded to the solicitation by submitting a proposal:

Mondre Energy, Inc. of Philadelphia, PA
Enlighted Energy Consultants of Knoxville, MD
Concord Engineering Group, Inc. of Voorhees, NJ
Source One, Inc. of Philadelphia, PA
Columbus Property Management and Development of Philadelphia, PA
Fluent Energy Consulting Services of Buffalo, NY
Willow Energy of Mt. Laurel, NJ

WHEREAS, the proposals were reviewed and evaluated by the evaluation committee appointed for such purpose (the "Evaluation Committee") and the supporting documents were reviewed by the Contracting Officer; and

WHEREAS, based upon the evaluation, the Evaluation Committee has recommended that a contract be awarded to Mondre Energy, Inc.; and

WHEREAS, it is further recommended that the contract, if awarded, shall be for a one (1) year base period with three (3) additional one-year option periods in an amount not to **exceed FOUR HUNDRED THOUSAND DOLLARS (\$400,000.00)** for base year one (1); **FOUR HUNDRED THOUSAND DOLLARS (\$400,000.00)** if PHA exercises option year one (1); not to exceed **FOUR HUNDRED THOUSAND DOLLARS (\$400,000.00)** if PHA exercises option year two (2); and not to exceed **FOUR HUNDRED THOUSAND DOLLARS (\$400,000.00)** if PHA exercises option year three;

WHEREAS, HUD is expected to promulgate in 2013 new requirements for Green Physical Needs Assessment ("GPNA") that may need to be completed by PHA, for which PHA has added an option in the contract to require the contractor to perform additional services by performing the GPNA and providing additional energy management services in the contract for an amount not to exceed **SIX HUNDRED THOUSAND DOLLARS (\$600,000.00)**, subject to funding availability;

WHEREAS, it is recommended that the total contract amount for the base period, the GPNA option, and the option years be awarded for an amount not to exceed **TWO MILLION TWO HUNDRED THOUSAND DOLLARS (\$2,200,000.00)** to Mondre Energy, Inc.

NOW THEREFORE, BE IT RESOLVED, that the President & CEO or his authorized designee is hereby authorized to conclude and execute a contract with Mondre Energy, Inc. subject to the availability of funds therefore, 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 May 16, 2013

Barbara Adams, General Counsel

ATTORNEY FOR PHA