



PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MINUTES

Thursday, November 19, 2020, 3 p.m.

The regularly scheduled meeting of the Philadelphia Housing Authority (“PHA”) Board of Commissioners was conducted via a virtual platform, due to COVID-19 public health concerns and in accordance with PHA’s By-Laws that provide for remote participation, while respecting the goals and requirements of the Sunshine Act. The protocols for public participation, including opportunities to submit written or verbal comments and questions, were posted on the PHA website as of April 8, 2020, with directions for real-time public audio access for this meeting provided thereafter, as well.

The meeting was brought to order at approximately 3:02 p.m. by the Chair, Lynette Brown-Sow, who conducted a roll call to verify Commissioners’ participation and establish that a quorum was present, which it was. All Commissioners participated: the Chair, Vice-Chair Wetzel and Commissioners Callahan, Camarda, Coney, Mayo, Purnell, and Wise, with President & CEO (“CEO”) Kelvin A. Jeremiah and General Counsel and Board Secretary, Laurence M. Redican also participating.

The Chair requested a moment of silence to help prepare for the work to be done at the meeting, then announced that an Executive Session had been held just prior to the meeting to discuss litigation and other matters confidential by law.

The Chair congratulated the new PHAPD Chief, Antoinette Eberhart on her recent promotion; Commissioner Camarda, who received an award this month (as noted in the CEO’s remarks, below); the CEO for his recent leadership efforts in resolving difficult situations impacting both PHA and the City; Commissioners Coney and Wise, as well as resident leadership, for their support and in resolving recent issues and crises, as well as being great partners in PHA’s work; and PHA staff, for exemplary efforts in these times of many challenges related to the pandemic.

The CEO reviewed the public comment procedure in place for the virtual meeting and made the following announcements:

1. Thanks were extended to the Board for its support in recent months, as well as to staff, PHA’s resident leaders, and its Resident Commissioners, Coney and Wise.
2. Awards were received by Commissioners this month, with the Chair being recognized by the Philadelphia Tribune as one of Philadelphia’s Most Influential African Americans (the Chair noted that the CEO was recognized as a Mover and Shaker at the same award event) and Commissioner Camarda receiving the William J. Clothier II Award from the Pan American Association of Philadelphia.
3. PHAPD Chief Eberhart was congratulated for her promotion, from Deputy Chief.
4. PHA’s Thanksgiving events, despite the restrictions for the pandemic, will continue this year, including the following: a) RPP will be distributing “Grab and Go” Thanksgiving meals to eighteen (18) senior sites, which meals will replace the annual sit-down Senior

Thanksgiving Luncheon, due to the COVID-19 health restrictions; b) the annual PHA and Resident Council Turkey Giveaway will be done as a lottery with appropriately modified registration and pickup procedures, and c) a donation to PHA families at Bartram Village of 300 turkeys, as well as holiday canned goods, has been provided from Daily Dove Care, a home healthcare organization, and Unity in the Community, both dedicated to changing the lives of others in the South Philadelphia area.

5. Everyone was reminded that COVID-19 is still with us and it is important to remain careful and vigilant, to protect ourselves and others. PHA remains closed to the public, as per our policies already in place, but all service orders, emergency or not, are being addressed.

The Chair asked whether there were any corrections or amendments to the minutes of the Board meeting of October 15, 2020. Hearing none, the minutes were accepted as submitted.

Three (3) resolutions were presented and unanimously approved.

Resolution 12123, attached in Appendix 1, was presented by Lopa Kolluri, Senior Executive Vice President and Chief Development and Operating Officer (“SEVP-CDOO”), to authorize PHA to undertake actions related to completing the conversion of forty-three (43) of the forty-eight (48) units in Queen Row Apartments, from public housing to project-based vouchers under the Rental Assistance Demonstration (“RAD”) program, including providing funding in an amount not to exceed three hundred fifty thousand dollars (\$350,000.00) for a replacement reserve deposit. Vice-Chair Wetzel, as Chair of the Policy & Planning Committee to which the resolution was sent for review prior to presentation at the Board meeting, moved for its adoption. After a second and discussion regarding the importance of having the replacement reserve deposit, with there being no public comment, (for which an opportunity was provided, as it was for all the resolutions, pursuant to the protocols regarding virtual meetings), the motion was unanimously approved, by roll call.

Resolution 12124, attached in Appendix 1, was presented by Lopa Kolluri, SEVP-CDOO, to authorize PHA to undertake actions related to completing the conversion of fifty-five (55) units at Queen Lane Apartments from public housing to project-based vouchers under the RAD program, including providing funding in an amount not to exceed eighty thousand dollars (\$80,000.00) for transaction expenses. Vice-Chair Wetzel, as Chair of the Policy & Planning Committee to which the resolution was sent for review prior to presentation at the Board meeting, moved for its adoption. After a second and Vice-Chair Wetzel noting that the committee had met, reviewed the resolution with PHA staff, and recommended it for adoption, with there being no public comment, the motion was unanimously approved, by roll call.

Resolution 12125, attached in Appendix 1, was presented by Lopa Kolluri, SEVP-CDOO, to authorize PHA to undertake actions related to completing the conversion of fifty-one (51) units at Norris Apartments from public housing to project-based vouchers under the RAD program, including providing funding for transaction expenses, in an amount not to exceed eighty thousand dollars (\$80,000.00), as well as replacement reserve expenses, in an amount not to exceed one million seven hundred ten thousand dollars (\$1,710,000.00). Vice-Chair Wetzel, as Chair of the Policy & Planning Committee to which the resolution was sent for review prior to presentation at the Board meeting, moved for its adoption. After a second and discussion, with there being no public comment, the motion was unanimously approved, by roll call.

The Public Comment Period began at approximately 3:30 p.m. Consistent with the procedures for public comment at virtual meetings, as published on PHA’s website since April, the sole comment received (which was received via voicemail) was played at the meeting (with the property address not being played). It was from Maurice Graves, regarding a nuisance property adjacent to his home. The CEO discussed the situation briefly, noting that it was known to PHA, the property in question

was not a PHA property, the situation would be further addressed, and the Board would be kept apprised of PHA's related actions.

No other public comments were received, via email or voicemail.

Following a unanimously approved motion to adjourn, as made by Commissioner Callahan and seconded, the Chair stated that the next meeting would be December 17, 2020, she wished everyone a good Thanksgiving, and the meeting ended at approximately 3:40 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.¹
PHILADELPHIA, PA 19121
THURSDAY, NOVEMBER 19, 2020 at 3 p.m.
AGENDA

- A. **Call to Order** Lynette Brown-Sow, Chair
- B. **Remarks** Kelvin A. Jeremiah, President & CEO
- C. **Approval of the Minutes** of the Board Meeting held October 15, 2020, as distributed
- D. **New Business**
1. **RESOLUTION AUTHORIZING NECESSARY ACTIONS IN CONNECTION WITH THE CONVERSION OF QUEEN ROW APARTMENTS UNDER THE RENTAL ASSISTANCE DEMONSTRATION PROGRAM**

Lopa Kolluri
 2. **RESOLUTION AUTHORIZING NECESSARY ACTIONS IN CONNECTION WITH THE CONVERSION OF QUEEN LANE APARTMENTS UNDER THE RENTAL ASSISTANCE DEMONSTRATION PROGRAM**

Lopa Kolluri
 3. **RESOLUTION AUTHORIZING NECESSARY ACTIONS IN CONNECTION WITH THE CONVERSION OF NORRIS APARTMENTS UNDER THE RENTAL ASSISTANCE DEMONSTRATION PROGRAM**

Lopa Kolluri

¹ This meeting is being conducted virtually, pursuant to the procedures on the PHA website at www.pha.phila.gov, due to safety and health concerns for our residents, staff, the Board, and the public, raised by the COVID-19 pandemic.

RESOLUTION NO. 12123

**RESOLUTION AUTHORIZING NECESSARY ACTIONS IN CONNECTION WITH THE
CONVERSION OF QUEEN ROW APARTMENTS UNDER THE RENTAL ASSISTANCE
DEMONSTRATION PROGRAM**

WHEREAS, the U.S. Department of Housing and Urban Development (“HUD”) administers the Rental Assistance Demonstration (“RAD”) program, under which public housing units can be converted to long-term project based assistance; and

WHEREAS, the Board of Commissioners of the Philadelphia Housing Authority (“PHA”) previously approved PHA’s application to HUD for the conversion, under RAD, of forty-three (43) public housing units in the Queen Row development, (“Queen Row”), located at 500 Queen Lane, which consists of forty-three (43) public housing and five (5) market rate units; and

WHEREAS, Queen Row was included in the RAD Significant Amendment to the Moving to Work FY2020 Annual Plan that was approved by the PHA Board of Commissioners, by Resolution No. 12068, on October 17, 2019; and

WHEREAS, in order to convert Queen Row to RAD, PHA must provide approximately three hundred twenty-four thousand seven hundred dollars (\$324,700.00) to the replacement reserve account for Queen Row; and

WHEREAS, the replacement reserve is set up to meet the RAD requirement that a converting project have sufficient reserves in order to complete projected repairs for the next twenty (20) years; and

WHEREAS, PHA must also execute a Property Leasing and Management Agreement with the Philadelphia Asset and Property Management Corporation, to separate control over Queen Row, since PHA will administer the Housing Assistance Payments (“HAP”) contract and PHA cannot both control the Queen Row development and administer the HAP contract;

BE IT RESOLVED, that the PHA Board of Commissioners hereby authorizes the President & CEO, and/or his designee(s), to take all reasonable and necessary actions to: 1) complete the required documentation on behalf of PHA for submission to HUD; 2) modify existing Queen Row documents to incorporate RAD program requirements; 3) execute all documents necessary to close the transaction; 4) authorize PHA funding in an amount not to exceed three hundred fifty thousand dollars (\$350,000.00), to fund a replacement reserve deposit; and 5) take all other actions necessary to complete and close the RAD conversion of the Queen Row development

I hereby certify that this was
APPROVED BY THE BOARD ON 11/19/2020


ATTORNEY FOR PHA

RESOLUTION NO. 12124

**RESOLUTION AUTHORIZING NECESSARY ACTIONS IN CONNECTION WITH THE
CONVERSION OF QUEEN LANE APARTMENTS UNDER THE RENTAL ASSISTANCE
DEMONSTRATION PROGRAM**

WHEREAS, the U.S. Department of Housing and Urban Development (“HUD”) administers the Rental Assistance Demonstration (“RAD”) program, under which public housing units can be converted to long-term project based assistance; and

WHEREAS, the Board of Commissioners of the Philadelphia Housing Authority (“PHA”) previously approved PHA’s application to HUD for the conversion, under RAD, of the fifty-five (55) public housing units located at 301 W., Queen Lane, the Queen Lane development(“Queen Lane”); and


WHEREAS, Queen Lane was included in the RAD Significant Amendment to the Moving to Work FY2020 Annual Plan that was approved by the PHA Board of Commissioners, by Resolution No. 12068, on October 17, 2019; and

WHEREAS, the owner of Queen Lane is a limited partnership, Queen Lane Apartments L.P.; and

WHEREAS, in order to convert Queen Lane to RAD, PHA must obtain the consent of the limited partner and will be responsible for any costs incurred in obtaining such consent, which costs are estimated at approximately seventy-five thousand dollars (\$75,000.00);

BE IT RESOLVED, that the PHA Board of Commissioners hereby authorizes the President & CEO, and/or his designee(s), to take all reasonable and necessary actions to: 1) complete the required documentation on behalf of PHA for submission to HUD; 2) modify existing Queen Lane documents to incorporate RAD program requirements; 3) execute all documents necessary to close the transaction; 4) authorize PHA to fund transaction expenses, in an amount not to exceed eighty thousand dollars (\$80,000.00); and 5) take all other actions necessary to complete and close the RAD conversion of the Queen Lane development.



I hereby certify that this was
APPROVED BY THE BOARD ON 11/19/2020

ATTORNEY FOR PHA

RESOLUTION NO. 12125

**RESOLUTION AUTHORIZING NECESSARY ACTIONS IN CONNECTION WITH THE
CONVERSION OF NORRIS APARTMENTS UNDER THE RENTAL ASSISTANCE
DEMONSTRATION PROGRAM**

WHEREAS, the U.S. Department of Housing and Urban Development (“HUD”) administers the Rental Assistance Demonstration (“RAD”) program, under which public housing units can be converted to long-term project based assistance; and

WHEREAS, the Board of Commissioners of the Philadelphia Housing Authority (“PHA”) previously approved PHA’s application to HUD for the conversion, under RAD, of the fifty-one (51) public housing units included in the Norris Apartments development (“Development”), located at 2013 N 11th Street; and

WHEREAS, the Development was included in the RAD Significant Amendment to the Moving to Work FY2020 Annual Plan that was approved by the PHA Board of Commissioners, by Resolution No. 12068, on October 17, 2019; and

WHEREAS, the owner of the Development is a limited partnership, Norris Apartments L.P.; and

WHEREAS, in order to convert the Development to RAD, PHA must obtain the consent of the limited partner and will be responsible for any costs incurred in obtaining such consent, which are estimated at approximately seventy-five thousand dollars (\$75,000.00); and

WHEREAS, further, in order to convert under RAD, PHA must provide funds in the amount of approximately one million seven hundred ten thousand dollars (\$1,710,000.00) to the replacement reserve account for the Development; and

WHEREAS, the replacement reserve is set up to meet the RAD requirement that a converting project have sufficient reserves in order to complete projected repairs for the next twenty (20) years;

BE IT RESOLVED, that the PHA Board of Commissioners hereby authorizes the President & CEO, and/or his designee(s), to take all reasonable and necessary actions to: 1) complete the required documentation on behalf of PHA for submission to HUD; 2) modify existing Development documents to incorporate RAD program requirements; 3) execute all documents necessary to close the transaction; 4) authorize PHA to fund transaction expenses, in an amount not to exceed eighty thousand dollars (\$80,000.00), as well as replacement reserve expenses, in an amount not to exceed one million seven hundred ten thousand dollars (\$1,710,000.00); and 5) take all other actions necessary to complete and close the RAD conversion of the Norris Apartments Development.

I hereby certify that this was
APPROVED BY THE BOARD ON 11/19/2020

ATTORNEY FOR PHA