



## PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MINUTES

Thursday, October 20, 2022, 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 Chair, Lynette Brown-Sow, brought the meeting to order at approximately 3:05 p.m. She did a roll call and the following Commissioners were participating, in addition to the Chair and Vice-Chair Wetzel: Commissioners Callahan (joined prior to the voting on Resolution No. 12245), Mayo, Shahid and Wise. The President & CEO (“CEO”) and the General Counsel and Board Secretary, Laurence M. Redican, also participated. Commissioners Camarda, Coney, and Purnell did not participate.

Having established that there was a quorum and before starting the official business of the meeting, the Chair requested a moment of silence, in preparation for the work to be done.

The CEO reviewed the public participation guidelines for the meeting and made the following announcements:

- 1) Fall Bazaar: Section 3 Business owners from PHA’s Entrepreneurial Fellows Program participated in PHA’s first ever Fall bazaar held at PHA headquarters for employees and the community, with nearly 200 people attending, to purchase treats, candles, jewelry, and other goods. Appreciation was given to Resident Programs and Partnerships (“RPP”) and Resident Leaders, especially Commissioner Coney, for their leadership with the Entrepreneurial Fellows Program, the Business Incubator and the Section 3 Business Resources programs.
- 2) NAHRO Award: PHA’s Remote Learning Centers, which provided students with a safe place to go and do classwork after Philadelphia schools shut down during the pandemic, won an Award of Excellence for both Resident and Client Services from the National Association of Housing and Redevelopment Officials, which is its highest honor; congratulations to all involved, especially RPP and Maintenance!

The Chair asked whether there were any changes to the minutes from the Board meeting minutes of September 15, 2022. Hearing none, the minutes were approved.

Seven (7) resolutions were presented, reviewed, and unanimously approved, by roll call, by all those participating at the time of the vote.

**Resolution No. 12243**, attached in Appendix 1, was presented by Nicholas Dema, Executive Vice President - Planning & Development (“EVP – P&D”), for PHA to award Annual Contributions

Contract ("ACC") operating subsidy to three developments: Father Tolton Place; Saint Bartholomew Apartments, Phase 2; and Arlene Thorpe Townhomes, and thereafter to convert Father Tolton Place and Saint Bartholomew, Phase 2, to Rental Assistance Demonstration ("RAD") developments. Vice Chair Wetzel, as Chair of the Policy & Planning Committee that had reviewed the resolution prior to its being presented at the meeting, moved for its adoption. Following a second, discussion, and the opportunity for public comment (as was available for all the resolutions), of which there was none for this resolution, the motion was unanimously approved, by roll call.

**Resolution No. 12244**, attached in Appendix 1, was presented by Nicholas Dema, EVP – P&D, to authorize an award of twenty-nine (29) project based vouchers under the RAD program for the Human Good Janney Apartments Development and to: 1) negotiate the terms of the transaction with the project owner/developer; 2) complete the required documentation for submission to U.S. Department of Housing and Urban Development ("HUD"); 3) correct and substitute transfer units as necessary; 4) execute all documents necessary to close the transaction; 5) dispose of the scattered site transfer units in accordance with the HUD approval and/or other RAD requirements; and 6) take all other actions necessary to complete and close the transaction. Vice Chair Wetzel, Chair of the Policy & Planning Committee that had reviewed the resolution, moved for its adoption. Following a second and discussion, the motion was unanimously approved, by roll call.

**Resolution 12245**, attached in Appendix 1, was presented by Nicholas Dema, EVP – P&D, to authorize PHA to submit to HUD applications for the disposition of one (1) property; easement use for seven (7) properties; and the removal of demolition approval for one (1) property. Vice Chair Wetzel, Chair of the Policy & Planning Committee that reviewed the resolution, moved for its adoption. Following a second and discussion, the motion was unanimously approved, by roll call.

**Resolution No. 12246**, attached in Appendix 1, was presented by Dave Walsh, Executive Vice President – Supply Chain Management ("EVP-SCM"), to authorize PHA to contract with Sustainable Water Resources for the purchase and installation of low-flow and catastrophic toilet leakage prevention devices in PHA Scattered Sites units, in a contract amount not to exceed one million one hundred thousand dollars (\$1,100,000.00). Commissioner Callahan, as Chair of the Finance Committee that had reviewed the resolution, moved for its adoption. Following a second and discussion, especially noting the immediacy of the cost savings, it was unanimously approved, by roll call.

**Resolution No. 12247**, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to contract with Wells Fargo Bank, N.A., for banking services, in a total amount not to exceed one million seven hundred fifty thousand dollars (\$1,750,000.00). Commissioner Callahan, Chair of the Finance Committee that reviewed the resolution, moved for its adoption. Following a second, Commissioner Callahan stated that the Finance Committee had reviewed the resolution, especially with regard to the extensive nature of the work covered under the contract, and, there being no further discussion, it was unanimously approved, by roll call.

**Resolution No. 12248**, attached in Appendix 1, was presented by Kimberly Woods, Executive Vice President – Human Resources, to authorize PHA to make a number of revisions to the HR Employee Handbook, effective November 1, 2022, as summarized in the attachment to the resolution. Vice Chair Wetzel moved for approval, as Chair of the Policy & Planning Committee that had reviewed the resolution. Following a second and discussion, the resolution was unanimously approved, by roll call.

**Resolution No. 12249**, attached in Appendix 1, was presented by Nicholas Dema, EVP – P&D, to authorize PHA to negotiate, conclude, execute and perform a final redevelopment agreement and

ground lease with Alterra Property Group and Rheal Capital Management or an affiliated entity or other such entity that may be created for this project, for the Development of 2012-2016 Chestnut Street and take other such reasonable steps necessary in connection with the redevelopment of the site. The Chair of the Policy & Planning Committee, Vice-Chair Wetzel, moved for adoption of the resolution, as the committee had reviewed the resolution prior to presentation to the Board and the committee recommended that it be approved. Following discussion, which included the reading of a public comment emailed in by Sterling Johnson (attached in Appendix 2), as responded to by CEO Jeremiah and Vice-Chair Wetzel, the motion was unanimously approved by roll call.

For the **public comment period**, an emailed comment regarding UC-Townhomes from Sterling Johnson, attached as Appendix 2, was read at the meeting. This was also addressed by CEO Jeremiah, reiterating comments made at the last Board meeting in response to a similar public comment from Mr. Johnson: PHA does not own or operate UC-Townhomes and its role is limited to administering HUD vouchers.

A final comment was made by Vice-Chair Wetzel, remarking that students from the government and civics class at Vaux Big Picture High School were at City Council, where their presence and interest was much appreciated.

There being no further business, the Chair then asked for a motion to end the meeting. After a motion from Commissioner Mayo and a second, the meeting concluded at approximately 4:00 p.m.

Respectfully submitted,



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

**APPENDIX 1**

**THE PHILADELPHIA HOUSING AUTHORITY  
AGENDA FOR THE MEETING OF THE BOARD OF COMMISSIONERS  
2013 RIDGE AVE.  
PHILADELPHIA, PA 19121  
THURSDAY, OCTOBER 20, 2022, at 3 p.m.**

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- A. Call to Order** Lynette Brown-Sow, Chair of the Board of Commissioners
- B. Remarks** Kelvin A. Jeremiah, President & CEO
- C. Approval of Minutes** of the Board Meeting held September 15, 2022, as distributed.
- D. New Business**
- 1. RESOLUTION AUTHORIZING THE PHILADELPHIA HOUSING AUTHORITY TO OBTAIN APPROVAL FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT TO PROVIDE OPERATING SUBSIDY TO THREE DEVELOPMENTS AND CONVERT TWO OF THE DEVELOPMENTS TO PROJECT BASED VOUCHERS UNDER THE RENTAL ASSISTANCE DEMONSTRATION PROGRAM AND CLOSE THE TRANSACTIONS**  
  
Nicholas Dema
  - 2. RESOLUTION AUTHORIZING TRANSFER OF ASSISTANCE UNDER THE RENTAL ASSISTANCE DEMONSTRATION PROGRAM FROM TWENTY-NINE (29) PUBLIC HOUSING UNITS TO THE HUMAN GOOD JANNEY APARTMENTS**  
  
Nicholas Dema
  - 3. RESOLUTION AUTHORIZING THE DISPOSITION OF UP TO EIGHT (8) PROPERTIES AND AUTHORITY TO REMOVE DEMOLITION APPROVAL FOR ONE (1) PROPERTY**  
  
Nicholas Dema
  - 4. RESOLUTION AUTHORIZING A CONTRACT WITH SUSTAINABLE WATER RESOURCES FOR THE PURCHASE AND INSTALLATION OF LOW FLOW AND CATASTROPHIC TOILET LEAKAGE PREVENTION DEVICES AT SCATTERED SITES**  
  
Dave Walsh

**5. RESOLUTION AUTHORIZING A CONTRACT FOR BANKING SERVICES WITH WELLS FARGO BANK, N.A.**

Dave Walsh

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

Kimberly Woods

**7. RESOLUTION AMENDING RESOLUTION NO. 11895 AND AUTHORIZING THE PHILADELPHIA HOUSING AUTHORITY TO TAKE CERTAIN ACTIONS IN CONNECTION WITH THE REDEVELOPMENT OF 2012-2016 CHESTNUT STREET**

Nicholas Dema

**E. Public Comment Period**

## **RESOLUTION NO. 12243**

### **RESOLUTION AUTHORIZING THE PHILADELPHIA HOUSING AUTHORITY TO OBTAIN APPROVAL FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT TO PROVIDE OPERATING SUBSIDY TO THREE DEVELOPMENTS AND CONVERT TWO OF THE DEVELOPMENTS TO PROJECT BASED VOUCHERS UNDER THE RENTAL ASSISTANCE DEMONSTRATION PROGRAM AND CLOSE THE TRANSACTIONS**

**WHEREAS**, the Philadelphia Housing Authority ("PHA") desires to increase the number of affordable housing units in the City of Philadelphia through public-private partnerships; and

**WHEREAS**, PHA annually issues an Annual Contributions Contract ("ACC") Request for Proposals ("RFP") for Operating Subsidy Only and makes initial operating subsidy commitments to projects that typically then apply for an award of four or nine percent low-income housing tax credits ("LIHTC") from the Pennsylvania Housing Finance Agency ("PHFA") in order to obtain the funding necessary to make the project financially viable; and

**WHEREAS**, the ACC Operating Subsidy Only RFP is substantially the same from year to year and PHA's initial awards to projects are valid for a period of up to three (3) years, as long as the projects remain substantially similar, in order to allow for the project sponsor to resubmit the project to PHFA for consideration in subsequent years, if not approved on initial submission; and

**WHEREAS**, based on the RFP Review Committee's consensus evaluation and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, three proposals, which include the NewCourtland Apartments at St. Bartholomew Phase 2, Father Augustus Tolton Place, and Arlene Thorpe Townhomes (collectively, the "Developments"), as further described below, have satisfied the required RFP criteria, and are recommended for approval of the award of Mixed Finance - Operating Subsidy with each such Development to receive an operating ACC subsidy award; and

**WHEREAS**, the proposal for Father Augustus Tolton Place ("Father Tolton Place"), located in the Eastwick neighborhood of Southwest Philadelphia, was submitted by Catholic Housing and Community Services and will contain forty-five (45) senior units, all of which will be public housing ACC units; and

**WHEREAS**, the proposal for NewCourtland Apartments at St. Bartholomew, Phase 2 ("St Barts"), located in the Frankford neighborhood, was submitted by NewCourtland and will contain forty-eight (48) senior units, all of which will be public housing ACC units; and

**WHEREAS**, the proposal for the Arlene Thorpe Townhomes development, located in the Point Breeze neighborhood, will contain twenty-seven (27) family units of which fifteen (15) will be public housing units; and

**WHEREAS**, the proposal for Arlene Thorpe Townhomes provides for the townhomes to convert to homeownership units after the initial tax credit compliance period (15 years) which, for the public housing units can be accomplished through the United States Department of Housing and Development ("HUD") Section 32 homeownership program;

**WHEREAS**, HUD has developed a new program referred to as Faircloth to RAD, which

permits public housing agencies to leverage their existing public housing Faircloth authority to create new federally assisted housing through the Rental Assistance Demonstration ("RAD") program; and

**WHEREAS**, pursuant to the Faircloth to RAD program, PHA, without a further competitive process, may elect to convert proposed new public housing developments to RAD developments by obtaining a pre-approval from HUD through the mixed finance closing process to convert the development postconstruction after the development achieves its Date of Full Availability ("DOFA"); and

**WHEREAS**, the RAD program platform is generally more advantageous to a development as the operating subsidy will be in the form of a project based voucher, which allows the development owner to increase cash flow in order to enhance services and/or leverage debt; and

**WHEREAS**, Arlene Thorpe Townhomes must remain a public housing development because of its homeownership component, but St Barts and Father Tolton Place are eligible for and recommended for the Faircloth to RAD program;

**BE IT RESOLVED**, that the Board authorizes the PHA President & CEO or his authorized designees (including actions by authorized PHA staff in furtherance of this resolution), to do the following, subject to the availability of funding therefor:

- 1) Regarding the operating subsidies, to: a) submit certain evidentiaries relating to the approval of the operating subsidy award to HUD for approval, including a Mixed-Finance Amendment to the Consolidated Annual Contributions Contract, a Declaration of Trust/Restrictive Covenants, a Regulatory and Operating Agreement and such other ancillary documents as may be required to close the Mixed Finance Operating Subsidy component of the Developments (collectively referred to herein as the "ACC Closing Documents"); b) negotiate, finalize, execute, deliver and perform the obligations under such ACC Closing Documents once finalized and approved by HUD; c) obtain or facilitate all other government approvals; and 4) take all actions as necessary or desirable to effectuate this resolution and provide the operating subsidy to the Developments; and
- 2) Regarding the RAD conversions, to: a) submit certain RAD closing documents to HUD for approval in connection with the RAD conversion of the public housing units in the St Barts and Father Tolton Place developments, including, but not limited to, the RAD Conversion Commitment, the Housing Assistance Payment Contract, the Use Agreement and such other documents as necessary or desirable to facilitate the closing of the RAD transaction ("RAD Closing Documents"); b) negotiate, finalize and execute, deliver and perform the obligations under such RAD Closing Documents once finalized and approved by HUD; c) obtain or facilitate all required government approvals under the RAD program; and d) take all actions as necessary or desirable to effectuate this resolution and provide the project based voucher payments to the Developments.



I hereby certify that this was  
APPROVED BY THE BOARD ON 10/20/2022  
*Jan M. Kedic*  
ATTORNEY FOR PHA

**RESOLUTION NO. 12244**

**RESOLUTION AUTHORIZING TRANSFER OF ASSISTANCE UNDER THE RENTAL ASSISTANCE DEMONSTRATION PROGRAM FROM TWENTY-NINE (29) PUBLIC HOUSING UNITS TO THE HUMAN GOOD JANNEY APARTMENTS**

**WHEREAS**, on or about March 27, 2015, the Philadelphia Housing Authority ("PHA") received authorization from HUD to transfer assistance from nine hundred eighty-six (986) scattered site public housing units under the Rental Assistance Demonstration ("RAD") program; and

**WHEREAS**, PHA desires to increase the number of affordable housing units in the City of Philadelphia and has identified a need to partner with private and nonprofit entities to develop low-income housing through public-private partnerships; and

**WHEREAS**, Human Good applied to PHA under its current ACC Operating subsidy RFP for a forty-seven (47) unit new development project located in Port Richmond ("Janney Apartments") and received an award of twenty-nine (29) ACC units; and

**WHEREAS**, Human Good applied for and received an allocation of 9% low income housing tax credits from the Pennsylvania Housing Finance Agency for Janney Apartments in 2022; and

**WHEREAS**, PHA recommended the conversion, pre-closing, of this development from ACC Operating Subsidy to a RAD transfer of assistance in order to dispose of various unoccupied scattered sites and preserve the subsidy associated with those transfer units, and to provide the development with a project based voucher subsidy;

**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) negotiate the terms of the transaction with the project owner/developer; 2) complete the required documentation for submission to HUD; 3) correct and substitute transfer units as necessary; 4) execute all documents necessary to close the transaction; 5) dispose of the scattered site transfer units in accordance with the HUD approval and/or other RAD requirements; and 6) take all other actions necessary to complete and close the transaction.



I hereby certify that this was  
APPROVED BY THE BOARD ON 10/20/2022  
*Jan M. Redican*  
ATTORNEY FOR PHA



**RESOLUTION NO. 12245**

**RESOLUTION AUTHORIZING THE DISPOSITION OF UP TO EIGHT (8) PROPERTIES AND AUTHORITY TO REMOVE DEMOLITION APPROVAL FOR ONE (1) PROPERTY**

**WHEREAS**, the Philadelphia Housing Authority ("PHA") wishes to dispose of one (1) property, grant easement access for drainage on seven (7) properties, and remove demolition approval for one (1) property, as set forth on the attachment to this resolution; and

**WHEREAS**, disposition of one (1) property will resolve a tangled title to that property; easement on seven (7) properties will provide drainage for a nearby railroad without displacing or impacting PHA residents; removal of demolition approval will allow one (1) property to be re-occupied as public housing; and

**WHEREAS**, disposition or demolition of properties requires approval by the U.S. Department of Housing and Urban Development ("HUD") in accordance with Section 18 of the U.S. Housing Act of 1937 and its implementing regulations; and

**WHEREAS**, HUD approval for such dispositions approval requires PHA to take certain preliminary actions, including consulting with residents, securing the support of local government, and obtaining the approval of PHA's Board for the proposed dispositions; and

**WHEREAS**, removal of such approvals may require obtaining approval of PHA's Board; and

**WHEREAS**, the President & CEO and/or his designee shall be authorized to submit the disposition applications or requests to amend existing approvals to HUD for the properties listed in the attachment to this resolution;

**BE IT RESOLVED**, that the PHA Board of Commissioners does hereby authorize PHA's President & CEO and/or his authorized designee(s), to: 1) submit the appropriate disposition requests to HUD; 2) execute closing and other documents as necessary to close transactions; and 3) take any and all necessary and appropriate actions to carry out the provisions of this resolution.



I hereby certify that this was  
APPROVED BY THE BOARD ON 10/20/2002  
*Jan M. Rubin*  
ATTORNEY FOR PHA

**ATTACHMENT TO RESOLUTION RE: DISPOSITION OF PROPERTIES**

	<b>Unit Address</b>	<b>Zip</b>	<b>Council District</b>	<b>Acquiring Entity</b>	<b>Disposition Type</b>	<b>Consideration</b>	<b>Proposed Use</b>
1	1313 N 22nd Street	19121	5	TBD	Fair Market Value	Current FMV appraisal is \$200,000	Private Housing
2	4299 MANTUA AVE	19104	3	PennDOT	Easement	\$1,900	Drainage easement at rear of property
3	4295 MANTUA AVE	19104	3	PennDOT	Easement	\$2,400	
4	4273 MANTUA AVE	19104	3	PennDOT	Easement	\$2,400	
5	4261 MANTUA AVE	19104	3	PennDOT	Easement	\$3,200	
6	4259 MANTUA AVE	19104	3	PennDOT	Easement		
7	4233 MANTUA AVE	19104	3	PennDOT	Easement	\$1,900	
8	4203 MANTUA AVE	19104	3	PennDOT	Easement	\$1,700	
9	2258 N 17th ST	19132	5	N/A	Rescind demolition approval	N/A	Scattered Sites Housing

**RESOLUTION NO. 12246**

**RESOLUTION AUTHORIZING A CONTRACT WITH SUSTAINABLE WATER RESOURCES FOR THE PURCHASE AND INSTALLATION OF LOW FLOW AND CATASTROPHIC TOILET LEAKAGE PREVENTION DEVICES AT SCATTERED SITES**

**WHEREAS**, the Philadelphia Housing Authority (“PHA”) has identified a need for low flow and catastrophic toilet leakage prevention devices at PHA scattered sites and selected a company to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

**WHEREAS**, in May of 2021 PHA conducted a pilot project of the patented “Aqua Mizer” product at Haddington Homes to test the patented system marketed by Sustainable Water Solutions (“SWR”), that provides the needed services; and

**WHEREAS**, the Philadelphia Asset and Property Management Corporation (“PAPMC”) conducted further market research and determined that a sole source procurement was justified based upon the advantages of Aqua Mizer’s patented system and such procurement was ratified by the PAPMC Board for the purchase of SWR’s Aqua Mizer devices for select PAPMC sites; and

**WHEREAS**, PHA wishes to install said products in thirty-two hundred (3,200) toilets throughout various PHA scattered sites in the City of Philadelphia; and

**WHEREAS**, work is to be assigned 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 contract at any time during the course of this contract at the discretion of the contracting officer; and

**WHEREAS**, it is recommended, based upon review processes, including Board committee and resident leadership review, that the amount to be expended under the contract shall not exceed one million one hundred dollars (\$1,100,000.00) with a two (2) year term;

**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 Sustainable Water Resources, LLC for a total amount not to exceed one million one hundred thousand dollars (\$1,100,000.00), subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to said contract.



I hereby certify that this was  
**APPROVED BY THE BOARD ON** 10/28/2022  
*[Signature]*  
**ATTORNEY FOR PHA**

**RESOLUTION NO. 12247**

**RESOLUTION AUTHORIZING A CONTRACT FOR BANKING SERVICES WITH WELLS FARGO BANK, N.A.**

**WHEREAS**, the Philadelphia Housing Authority ("PHA") has identified a need for banking 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 a contract be awarded to Wells Fargo Bank, N.A.; and

**WHEREAS**, work is to be assigned to the awardee 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 contract at any time during the course of the contract at the discretion of the contracting officer; and

**WHEREAS**, it is recommended that the amount to be expended under the contract shall not exceed one million seven hundred fifty thousand dollars (\$1,750,000.00) with a two-year base period and three (1) one-year option periods, as follows:

- 1) The not-to-exceed amount for the two-year base period is seven hundred thousand dollars (\$700,000.00);
- 2) The not-to-exceed amount for the first one-year option period is three hundred fifty thousand dollars (\$350,000.00);
- 3) The not-to-exceed amount for the second one-year option period is three hundred fifty thousand dollars (\$350,000.00); and
- 4) The not-to-exceed amount for the third one-year option period is three hundred fifty thousand dollars (\$350,000.00);

**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 Wells Fargo Bank, N.A. for a total amount not to exceed one million seven hundred fifty thousand dollars (\$1,750,000.00), subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contract, including determining whether the options available under the contract shall be exercised.



I hereby certify that this was  
APPROVED BY THE BOARD ON 10/20/2022  
*[Signature]*  
ATTORNEY FOR PHA

**RESOLUTION NO. 12248**

**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”) , effective July 1, 2016, by Board Resolution 11871, on June 16, 2016; and

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

**WHEREAS**, upon review of the Handbook, PHA has determined that certain revisions to the Employee Handbook, as set forth in the Attachment to this resolution, are appropriate, a more detailed summary of which has been provided to the Board of Commissioners and Resident Leadership; and

**WHEREAS**, upon review of the Handbook, PHA has further determined that certain provisions of the Handbook needed to be revised, including, but not limited to:

- **Adding** the following one (1) policy:
  1. Alternative Work Schedule Program
  
- **Removing** the following two (2) policies:
  1. Training
  2. Conferences and Seminars
  
- **Retaining** the following two (2) policies, which were previously approved by the Board and published electronically, but were updated not in a final published version of the Handbook:
  1. Philadelphia Resident Hiring Preference Policy
  2. Education Assistance Program

**BE IT RESOLVED** that the PHA Board of Commissioners hereby approves and adopts the amendments and revisions to the Employee Handbook effective November 1, 2022, and authorizes the President & CEO or his authorized designee to promulgate any operational procedures or supporting processes needed to implement the policies set forth in the Employee Handbook, as well as to adopt or approve any future operational changes to practices, procedures, or processes developed by the Human Resources Department 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 10/20/2022  
  
ATTORNEY FOR PHA

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

- Foreword, Section 1 - Updated language
- Message from the President and CEO, Section 2 - Updated language
- Mission Statement, Section 3 - Updated mission statement to be identical with website
- The Organization, Section 4 - Updated facts and figures as per PHA website
- Media Policy, Section 5 - Updated language to include Pennsylvania's Right to Know Law and Freedom of Information Act (FOIA)
- Release of PHA Information, Section 6 - Updated to include FOIA language
- No Solicitation Policy, Section 11 - Added the word, policy; Changed header from No Solicitation
- Americans with Disabilities Act Policy, Section 12 - Changed policy name from Americans with Disabilities Act
- Equal Employment Opportunity Policy, Section 13 - Changed policy name from Equal Employment Opportunity
- Non-Discrimination, Anti-Harassment and Anti-Retaliation Policy, Section 14; 14.2 - Changed header to include NON- discrimination, ANTI-harassment, ANTI-retaliation and added the word, policy; Changed reference to "service dog" from "service dog" to "service animal"
- Drug and Alcohol Free Workplace Policy, Section 17.1; 17.3; 17.5 - Updated policy to allow for alcoholic beverages to be brought onto the premises; updated language to indicate drug screening tests depend on job title and duties of the position; definition of Alcoholic Beverages is updated; PHA to draft procedures for testing due to reasonable suspicion
- Smoke Free Workplace, Section 18 -Changed from Smoking: Updated Smoke Free Site to Smoke Free Workplace(s)
- Workplace Health and Safety Policy - Including special requirements for COVID-19, Section 19 -Updated Safety Policy with comprehensive program description and requirements including COVID-19 policy and safety measures. This policy commingles the current Safety Policy with the current Social Distancing (Infectious Disease Policy)
- Firearms, Section 21 -Replaced abbreviation with " Office of Public Safety"
- Philadelphia Resident Hiring Preference Policy, Section 23 -New policy. Replaces residence policy

- Employment Categories, Section 24 -Removed all references to benefits eligibility. Benefits eligibility was added to the Health and Welfare Benefits Section 40
- Outside Employment and Volunteer Activities, Section 27; 27.1 -New language re: HR consultation with office of the General Counsel; added language re: expectations of no use of Company time or resources on volunteer endeavors and outside employment
- Attendance Policy, Section 30 -Changed Header from Absence and Tardiness
- Training, Section 31 -Deleted section; training in and of itself isn't a category and it's not a policy.
- Changes to Pay Rate: General Wage Increases, Section 36.3.2 -Removed COLA language; replaced with generic "compensation increase"
- Health and Welfare Benefits, Section 40 -Changed from Health Insurance
- Eligibility, Section 40.1 -Added eligibility language to the health and welfare section
- Retirement Plans, Section 42 -The loan feature was removed because it's one of many features and benefits of the Plan; Added a sentence that directs employees to HR by phone or email; Language was added indicating the retirement income plan is closed to new participants
- Education Assistance Program, Section 48 -Replaced Tuition Reimbursement language
- Conferences and Seminars, Section N/A - Removed category; This topic is covered under the Travel Policy.
- Dress Policy, Section 49; 49.1 -Renamed from "dress code", removed reference to miniskirts, leggings and saggy pants because "clothing that exposes undergarments" is already listed in the policy; added clothing types that are deemed inappropriate, added language for reasonable accommodation for exception to dress policy requirements
- Alternative Work Schedule Program, Section 50 -Added program requirements, details, description, waiting period, eligibility criteria, etc.; added program waiting period to the policy language; added ADA language; added an appendix for certain bargaining unit positions
- Alternative Work Schedule, Section 50.2; 50.20; 50.21 -Program provisions were added after the pilot document was approved; describes the waiting period; adds ADA language under the program; lists certain union affiliated positions that are eligible to apply for the program
- Holidays, Holiday Schedule, Holiday Observance, Section 53.1; 53.2.1 -Added Juneteenth, renamed Columbus Day to Indigenous Peoples' Day, and renamed Martin Luther King Jr. Birthday to Martin Luther King Jr. Day; Eliminated Good Friday as a holiday; Compressed work week is new under

the alternative work  
schedule program and was added to the holidays policy

- Standards of Ethical Conduct, Section 68 -Removed 2nd paragraph re: culture because it was deemed "extra words"; updated address to Ridge Ave; Responsibilities: added penalty for providing OAC false information; added paragraph to investigative process -failing to maintain confidentiality has consequences
- Anti- Fraud Policy: Investigative Process , Section 69.4 -Language added in reference to consequences for not following OAC directives during investigations
- Federal Programs and Awards, Section 70.1 -Update of policy language
- Unrestricted (Non-Federal) Funds, Section 70.2 -Update of policy language
- Credit Cards, Section 71.3; 71.5 -Credit card policy is that the authorized one-time purchase amount cannot exceed \$2500. Originally, it was \$300; process change for payment of monthly statements
- Travel Expense Reimbursements: 4. Public Transportation, Taxis, and Mobility Service Providers, Section 74.7 -Added mobility service providers (such as Uber) to the category
- Social Media, Section 75.17 -Added Instagram as an impermissible type of social media
- Fleet Policy, Section 77 -Entire policy was reviewed, evaluated, updated and approved by the fleet committee
- Limited English Proficiency Policy, Section 80.1 -Contact is HR rather than labor and employee relations



## **RESOLUTION NO. 12249**

### **RESOLUTION AMENDING RESOLUTION NO. 11895 AND AUTHORIZING THE PHILADELPHIA HOUSING AUTHORITY TO TAKE CERTAIN ACTIONS IN CONNECTION WITH THE REDEVELOPMENT OF 2012-2016 CHESTNUT STREET**

**WHEREAS**, at the October 20, 2016 Board Meeting, by Resolution No.11895, the Board of Commissioners, of the Philadelphia Housing Authority (“PHA”) authorized PHA to enter into a Development Agreement and Ground Lease with Alterra Property Group (“Alterra”) and Rheel Capital Management (“Rheel”) in connection with the redevelopment of 2012-2016 Chestnut Street, Philadelphia, Pennsylvania (the “Project”); and

**WHEREAS**, this resolution shall amend Resolution No. 11895 regarding the changes set forth herein, and otherwise, Resolution No. 11895 shall remain in effect; and

**WHEREAS**, PHA entered into a Redevelopment Agreement, dated as of June 21, 2017, with 2012 Chestnut Partners, LP (an entity created by Alterra and Rheel) as amended by a First Amendment to Redevelopment Agreement dated as of October 1, 2018 and a Second Amendment to Redevelopment Agreement dated as of October 10, 2020 (as so amended, the “Redevelopment Agreement”) in connection with the redevelopment of 2012-2016 Chestnut Street, Philadelphia, Pennsylvania (the “Property”) ,but due to market conditions and other extenuating factors the parties have determined to revise the financing and ownership structure of the Project, which therefore requires modifying the terms and structure of the Redevelopment Agreement, and

**WHEREAS**, PHA therefore seeks authorization to negotiate the terms of a Development Agreement (the “Development Agreement”) with Alterra and Rheel Capital Management or such other entity that may be created to undertake the development of the Project, which may include PHA or an entity affiliated with PHA (the “Developer”) on the terms set forth herein and otherwise agreed to by PHA and such parties; and

**WHEREAS**, the Development Agreement shall set forth that the Developer shall secure all funds to develop, and construct the Development; shall provide all required guarantees for the Project; and shall require that the Project be constructed in accordance with all applicable federal, state and local laws, including PHA’s Section III and MWBE requirements during construction; and

**WHEREAS**, funding for the Development may include, but not be limited to, low-income housing tax credits (“LIHTC”) equity, conventional debt financing, and a PHA loan to provide gap financing in an amount not to exceed twenty-five million (\$25,000,000) dollars; and

**WHEREAS**, the President and CEO is also authorized to modify the pre-development agreement to include the payment of Developer costs in an amount not to exceed \$2,500,000 for items such as design, permitting and site work that may be rolled into the \$25 million PHA loan at the time of closing; and

**WHEREAS**, PHA and/or the Developer may be required to enter into a Declaration of Restrictive Covenants and/or such other funding, regulatory and/or financing documents as required to facilitate the development of the Project (the “Transaction Documents”); and

**WHEREAS**, it is anticipated that: 1) twenty (20%) percent of the units in the Development will be

affordable to individuals with incomes at or below 80% of the area median income; 2) the Development will contain no less than one hundred and twenty five (125) units and retail space; 3) the Development will include amenities for the residents, including a community room, available for all residents of the Development; and

**WHEREAS**, PHA expects to convey the Property via ground lease to an LIHTC partnership that will own the Development for a ninety-nine (99) year term, and such LIHTC partnership may include an affiliate of the PHA and/or the Developer; and

**WHEREAS**, PHA may require certain consents or approvals of HUD or other state, local or federal agencies in connection with entering into the Transaction Documents and certain other activities relating to the construction and operation of the Development;

**BE IT RESOLVED**, that Resolution 11895 is hereby amended and modified to the extent necessary to effectuate this resolution; any actions taken by the President and CEO of PHA or his authorized designee(s), prior to the date hereof, on behalf of PHA, in connection with the Development and the transactions described herein are hereby approved; and the Board of Commissioners hereby authorizes the President and CEO and/or his authorized designee(s), which may include the Developer, to:

- 1) enter into the Development Agreement with the Developer entity, for the development of the Project and to take all the steps necessary to negotiate, conclude, execute, deliver and perform the Development Agreement and the Transaction Documents in accordance with the provisions of this resolution;
- 2) make such applications and submit such documentation, including, but not limited to, an application to the Pennsylvania Housing Finance Agency (PHFA), HUD and/or such other funding sources or other agencies or entities as necessary to secure any required consents, approvals and funding, and to take all actions necessary or desirable to carry out the provisions of this resolution;
- 3) create such entities including a limited partnership (the "Partnership") that will be the owner of the Project; form a Housing Development Corporation to serve as the general partner of the Partnership; enter into a long term ground lease with the Partnership; secure construction/permanent financing funded by conventional loans, and/or proceeds of tax-exempt bonds issued by the PHFA; provide a PHA mortgage loan to the Partnership in a principal amount not to exceed twenty-five million (\$25,000,000) dollars; raise equity through the sale of LIHTCs; provide financing and operating guaranties; obtain all necessary HUD and other funding approvals; and execute all documents required by, but not limited to, HUD, PHFA, and any Project lenders; and
- 4) negotiate, execute, and enter into all related contracts, and documents as necessary or appropriate to develop, finance, construct and operate the Development, as set forth above.



I hereby certify that this was  
**APPROVED BY THE BOARD ON** 10/20/2022  
*[Signature]*  
**ATTORNEY FOR PHA**

## **APPENDIX 2**

### *Emailed Public Comment*

#### **1. RESOLUTION NO. 7.**

This comment is concerning Resolution No. 7 [#12249]

I am against this resolution and believe that the Housing Authority should require lower income thresholds that fit the characteristics of the City of Philadelphia. This property is valuable and it would be a godsend for anyone unable to find housing in the Fidler Square area. 80% of AMI is a family of four making \$75,000/year.

It is concerning that the Housing Authority sees itself in partnership with market rate developers that have fueled displacement over the last several years, like Alterra Group. It is of my opinion that their project at Washington and Broad led to the closure of Hoa Binh Plaza (2 blocks away) taking away some of the most resilient South Philly Southeast Asian institutions. They did not assist in making sure these businesses were able to be sustained at their location by my knowledge.

I suggest engaging with non-profit developers that can build deeply affordable mixes of units instead of merely 20% of the units being available to people at 80% of the AMI. 80% of the AMI is close to market rate housing.

We need the Housing Authority to commit to serving low income people, and not building "almost market rate housing."

Lastly, let's understand that this type of state financing is not infinite, so we need to make sure that the bulk of it is going to preserving low income housing we already have and

You need to renegotiate this deal. It's clearly not in our favor and also you need to raise concerns about Alterra's relationship to poorer residents in the city.

Regards,  
Sterling Johnson J.D.

Philadelphia Housing Action

#### **2. GENERAL COMMENT**

Hello:

This comment is to make a general statement in favor of supporting the UC-Townhomes. We have been organizing with tenants for almost a year now. We believe that preservation should be the Housing Authority's number one goal.

Here, you have used RAD as a way to augment other projects. We know that it is possible to use the Housing Authority's Moving to Work status in a way that makes it easy to preserve properties (Not just the RAD properties, like Bartram Village etc.).

In Resolutions 1 and 2, you have used RAD dispositions to transfer units into new construction.

We are concerned about what happens to the scattered site buildings, but we also recognize the need to renovate and redevelop existing buildings.

So, our comment here is to push for a way to preserve the UC-Townhomes as well as the other 37 properties that are scheduled to expire in Congressional District 3. We have attempted to reach out to people at the federal level (Senator Casey and Dwight Evans), but have been ignored.

We are proposing that the Philadelphia Housing Authority focus on preservation of existing structures and units where feasible to assist terminating section 8 contracts. We believe that there is willingness with many partners and stakeholders as well.

Regards,

Sterling Johnson J.D.  
Philadelphia Housing Action