

**ALLEGHENY COUNTY FINANCE AND DEVELOPMENT COMMISSION**

**MINUTES OF THE BOARD OF DIRECTORS  
REGULAR MEETING AND PUBLIC HEARING**

**ONE CHATHAM CENTER**

**BOARD ROOM 9<sup>TH</sup> FLOOR,**

**112 WASHINGTON PLACE, PITTSBURGH, PENNSYLVANIA**

**JULY 22, 2014-9:30 A.M.**

The Regular Meeting and Public Hearing of the Allegheny County Finance and Development Commission was held on Tuesday, July 22, 2014, at 9:30 a.m., in the 9th Floor Board Room, One Chatham Center, 112 Washington Place, Pittsburgh, Pennsylvania 15219.

Board Members present were: John Brown, Michael Polite, Stephanie Turman, Daniel Connolly, and via phone, Marilyn Liggett, and James Dodaro.

Also present were: Ronald Stout, Authorities Solicitor; Jack Exler, Deputy Director; Angie Hicks, Project Manager; Adrienne Frazier, Administrative Assistant; Samuel Bozzolla, Project Manager; Tom McGrath, Fiscal Manager; Anita Truss, Senior Accountant; Cassa Collinge, Manager; Beth O'Donnell, Marketing Coordinator; Nathan Wetzel, Assistant Manager; and Thomas Adrian, Accountant.

Others present were: Brian Binkley and Courtenay Harms, Binkley Kanavy Group.

**ROLL CALL**

The meeting was called to order, roll was called and a quorum was present.

**APPROVAL OF THE PREVIOUS MINUTES—June 24, 2014**

ON A MOTION MADE BY MR. POLITE AND SECONDED BY MS. TURMAN, THE MINUTES OF THE PREVIOUS MEETING WERE APPROVED AS PRESENTED.

**PUBLIC COMMENTS**

The Chairman asked if there were any questions, comments or concerns regarding the Agenda. Hearing none, the meeting continued with the opening of the Industrial Development Authority.

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**ALLEGHENY COUNTY  
INDUSTRIAL DEVELOPMENT AUTHORITY**

**I. FINANCIAL REPORT—BILLS PAYABLE**

Mr. Polite stated that he reviewed the ratification of bills for the month of June 2014, along with the balance sheet and bills payable for July 2014 and found them to be in good and proper order.

ON A MOTION MADE BY MS. TURMAN AND SECONDED BY MR. CONNOLLY, THE PAYMENT OF THE BILLS WERE UNANIMOUSLY APPROVED.

**II. OLD BUSINESS**

- No old business.

**III. NEW BUSINESS**

- No new business.

**IV. ADJOURNMENT OF ACIDA**

ON A MOTION MADE BY MR. POLITE AND SECONDED BY MS. LIGGETT, THE REQUEST WAS UNANIMOUSLY APPROVED TO ADJOURN THE MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY.

**ALLEGHENY COUNTY  
HOSPITAL DEVELOPMENT AUTHORITY**

**I. FINANCIAL REPORT**

Mr. Polite stated that he reviewed the ratification of bills for the month of June 2014, along with the balance sheet and bills payable for July 2014 and found them to be in good and proper order.

ON A MOTION MADE BY MR. CONNOLLY AND SECONDED BY MS. TURMAN, THE PAYMENT OF THE BILLS WERE UNANIMOUSLY APPROVED.

**II. OLD BUSINESS**

- No old business.

**III. NEW BUSINESS**

- No new business.

**IV. ADJOURNMENT OF ACHDA**

ON A MOTION MADE BY MS. LIGGETT AND SECONDED BY MR. CONNOLLY, THE REQUEST TO ADJOURN THE MEETING OF THE HOSPITAL DEVELOPMENT AUTHORITY WAS UNANIMOUSLY APPROVED.

**ALLEGHENY COUNTY  
HIGHER EDUCATION BUILDING AUTHORITY**

**I. FINANCIAL REPORT**

Mr. Polite stated that he reviewed the ratification of bills for the month of June 2014, along with the balance sheet and the bills payable for July 2014 and found them to be in good and proper order.

ON A MOTION MADE BY MR. CONNOLLY AND SECONDED BY MS. TURMAN, THE PAYMENT OF THE BILLS WERE UNANIMOUSLY APPROVED.

**II. OLD BUSINESS**

- No old business.

**III. NEW BUSINESS**

- No new business.

**IV. ADJOURNMENT OF ACHEBA**

ON A MOTION MADE BY MR. CONNOLLY AND SECONDED BY MS. LIGGETT, THE REQUEST TO ADJOURN THE MEETING OF THE HIGHER EDUCATION BUILDING AUTHORITY WAS UNANIMOUSLY APPROVED.

**ALLEGHENY COUNTY  
RESIDENTIAL FINANCE AUTHORITY**

**I. FINANCIAL REPORTS**

**A. GENERAL—BILLS PAYABLE**

Mr. Polite stated that he reviewed the ratification of bills for the month of June 2014, along with the balance sheet and the bills payable for July 2014 and found them to be in good and proper order.

ON A MOTION MADE BY MR. CONNOLLY AND SECONDED MS. TURMAN, THE PAYMENT OF THE BILLS WERE UNANIMOUSLY APPROVED.

**B. FLOAT FUND**

Mr. Polite stated that he reviewed the ratification of bills for the month of June 2014, along with the balance sheet and bills payable for July 2014 and found them to be in good and proper order.

ON A MOTION MADE BY MR. CONNOLLY AND SECONDED BY MS. TURMAN, THE PAYMENT OF THE BILLS WERE UNANIMOUSLY APPROVED.

**C. LOW INTEREST LOANS**

Mr. Polite stated that he reviewed the balance sheet for the month of June 2014 and found it to be in good and proper order.

ON A MOTION MADE BY MR. CONNOLLY AND SECONDED BY MS. TURMAN, THE FINANCIAL STATEMENTS WERE ACCEPTED AS PRESENTED.

**D. BOND DEFEASANCE FUND PROGRAM—BALANCE SHEET**

Mr. Polite reviewed the balance sheet, along with the summary of expenses for the month of June 2014 and found them to be in order.

ON A MOTION MADE BY MR. CONNOLLY AND SECONDED BY MS. LIGGETT, THE FINANCIAL STATEMENTS WERE ACCEPTED AS PRESENTED.

## II. OLD BUSINESS

- **ROLLING WOODS ESTATES – LOAN INCREASE**

Request authorization to: (i) provide an up to \$70,000 loan increase to the Rolling Woods Limited Partnership; and (ii) allow the Executive Director to execute the necessary documents with Solicitor approval.

The developer requesting funds is Ralph A. Falbo, Inc. The single-purpose entity created for this project by the developer is known as Rolling Woods Limited Partnership. Rolling Woods is an 84-unit rental housing development located in North Versailles. This loan increase will allow the Developer to complete this project. Additional funding is needed to replace kitchen cabinets and range hoods. The total cost of this additional work is \$270,000. The Developer is funding \$210,000 out of their Developer Fee. \$60,000 of the ACRFA Loan increase will be used for construction costs, and up to \$10,000 for transaction costs associated with the loan increase.

ON A MOTION MADE BY MR. CONNOLLY AND SECONDED BY MS. TURMAN, THE ABOVE REQUEST WAS APPROVED AS PRESENTED. THERE WAS ONE ABSTENTION MADE BY MR. POLITE.

## III. NEW BUSINESS

- A. **GENERAL PURPOSE AUDITED FINANCIAL STATEMENTS**

Request authorization to accept the general purpose audited financial statements for the Authority dated as of December 31, 2013

The Audit Committee consisting of board member John Brown and Michael Polite, members of staff, and Brian Binkley and Courtenay Harms of the auditing firm of Binkley Kanavy Group met and discussed the audited financial statements.

Ms. Liggett asked Mr. Binkley if he wanted to speak with any of the board members without management present. Mr. Binkley replied that it wasn't necessary to meet because it was a good and satisfactory audit with no findings.

ON A MOTION MADE BY MR. DODARO AND SECONDED BY MS. TURMAN, THE ABOVE REQUEST WAS APPROVED AS PRESENTED.

**B. RETURN OF LIL REVOLVING LOAN FUNDS AND DOWN PAYMENT ASSISTANCE PROGRAM INCOME TO CDBG LINE OF CREDIT**

Requesting authorization to close out the Low Interest Loans (LIL) and Downpayment Assistance RFA accounts and return approximately \$385,693 (less interest) to the Community Development Block Grant (CDBG) Line of Credit.

HUD and ACED determined that due to limited use of the RFA-Low Interest Loan (LIL) revolving loan fund has resulted in the funds not meeting a HUD definition of a revolving loan fund.

HUD regulations defines a revolving loan fund as an account which holds funds which are revolving since repayments are used to finance new activities of the same type for which the account was established.

ACED will be returning approximately \$330,939 (less interest) from the LIL Program to the CDBG Line of Credit.

It is has also been determined that the \$54,754 (less interest) of Program Income remaining in the RFA-Down payment Assistance account should be returned to the HUD CDBG Line of Credit due to the program's completion.

In total, ACED will be returning approximately \$385,693 (less interest) to Allegheny County's CDBG Line of Credit. These funds will be used for CDBG eligible projects in the 2014 Program Year beginning July 1, 2014.

ON A MOTION MADE BY MS. LIGGETT AND SECONDED BY MS. TURMAN, THE ABOVE REQUEST WAS APPROVED AS PRESENTED.

**C. NATIONAL DEVELOPMENT COUNCIL HOUSING DEVELOPMENT FINANCE CERTIFICATION PROGRAM**

Request authorization to: (i) make a \$5,000 contribution to the Housing Alliance of Pennsylvania to be used for scholarships for attendees who serve Allegheny County, excluding the City of Pittsburgh communities at the National Development Council Housing Development Finance trainings to be held in Pittsburgh; (ii) sponsor, in the amount of \$15,500, five Housing Division staff members to attend this robust series of trainings to be held over four sessions, totaling 17 days of training between September 2014 and September 2015; and (iii) allow the Executive Director to execute the necessary documents with Solicitor approval.

This series of trainings is very robust, and includes tests and ultimately a certification. By making a contribution towards scholarships, we will increase the knowledge base in this area, thus improving our work.

The cost of this training is significantly cheaper than sending staff to other cities, and as such we can get more staff trained for less cost. The estimated cost to send

two staff members to the four sessions, routinely held in other cities, is approximately \$20,000.

Mr. Polite stated that this was an excellent training to attend.

ON A MOTION MADE BY MR. POLITE AND SECONDED BY MR. CONNOLLY, THE ABOVE REQUEST WAS APPROVED AS PRESENTED.

### **GOOD OF THE ORDER**

The Board acknowledged Beth O'Donnell as a new Authorities employee for Allegheny County Economic Development.

### **IV. ADJOURNMENT OF ACRFA AND FDC**

ON A MOTION MADE BY MR. CONNOLLY AND SECONDED BY MS. TURMAN, THE REQUEST WAS UNANIMOUSLY APPROVED TO ADJOURN THE MEETING OF THE RESIDENTIAL FINANCE AUTHORITY AND THE REGULAR MEETING OF THE ALLEGHENY COUNTY FINANCE AND DEVELOPMENT COMMISSION.

*Jack Exler*

Jack Exler, Deputy Director