



MOUNT WASHINGTON
COMMUNITY DEVELOPMENT CORPORATION

Board of Directors Meeting Agenda
April 7, 2022
6:30-8:30pm

Meeting Room, 1 Trimont LN, Pittsburgh, PA 15211

- | | |
|---|-------------------------|
| I. Welcome | Perry |
| II. Approval of Minutes, March 3, 2022 * | Perry |
| III. Executive Director's Report | Gordon |
| IV. Miscellaneous Items | Perry |
| V. Reports | |
| A. Organizational Advancement Committee | Ken |
| 1. Special Raffle at POTM 2022 | |
| B. Advocacy Committee | Sheen |
| C. Hilltop Alliance | Mary |
| D. Finance Committee | Gordon |
| E. Emerald View Park & Sustainability Committee | Jean |
| F. Pittsburgh Parks Conservancy | Jean |
| G. Nominating Committee | Bob, Gordon |
| H. Party on the Mount Committee | Joe |
| 1. Request for better data keeping | |
| 2. Wrap-up no more than 60 days after the event | |
| I. Development Committee | Christina |
| J. Governance Committee | Sheen |
| 1. Board Retreat | |
| 2. Strategic Plan Task Force Report | |
| K. Vacant Property Working Group | Darla D'Anna,
Gordon |
| VI. New Business | Perry |

- A. Garbage cans from Republic Street all the way to P. J. McArdle Roadway
- B. Focus on cleaning up Grandview Avenue and fixing the sidewalk on McArdle

VII. President's Report

Perry

VIII. Close

Perry

* *Board Action Required*

- Next Meeting: May 5, 2022

The Board: Perry Ninness (President), Sheen Sehgal (Vice President), Mary Causey (Treasurer), Ken Gianella (Secretary), Christina Grossman, Jean Novak, Joe Rewis, Tom Tighe, Bob Zilch

Executive Director: Gordon A. Davidson

Hilltop Alliance (HA) Representative: Mary Causey

Pittsburgh Community Reinvestment Group (PCRG) Representative: Gordon, Christina

Pittsburgh Parks Conservancy (PPC) Representative: Jean

Neighbors on the Mount (NOTM) Representative: Gordon (ex-officio), Sheen



MOUNT WASHINGTON

COMMUNITY DEVELOPMENT CORPORATION

Board of Directors Meeting Minutes

A meeting of the Board of Directors of the Mount Washington Community Development Corporation (MWCDC) was held in the Meeting Room at 1 Trimont LN, Pittsburgh, PA 15211 on March 3, 2022.

Gordon Davidson - Executive Director

Perry Ninness – President

Sheen Sehgal - Vice President

Mary Causey – Treasurer

Ken Gianella - Secretary

Christina Grossman - Joseph Rewis - Tom Tighe - Bob Zilch (Absent, Excused) - Jean

Novak (Absent, Excused) - John Norbut (Absent)

- A. The meeting was called to order by Perry at 6:40 PM. A quorum was present.
- B. Approval of Minutes, February 3, 2022: Postponed,.
- C. Executive Director Report. See attached.
- D. Committee Reports
 1. Governance
 - a. Motion by Sheen to form a Strategic Plan Task Force consisting of Mary, Christina, Sheen and Gordon; second by Ken, approved.
 - b. Motion by Sheen to form a Board Retreat Task Force consisting of Gordon, Mary and Sheen; second by Tom, approved.
 2. OAC
 - a. Discussion about dates for the Mountie Mixer. The Mixer is postponed until further notice;
 - b. Shared bid from ARB Painting for Office, Hallway, and Front Door project. Bid tabled until receipt of at least three bids per Board policy on projects over \$500.
 3. Development
 - a. Steel Mill Saloon finally opened and seems to be doing very well.
 - b. Steel Mill to be focus of Tom's next Business Spotlight.
 - c. Tom met with Duquesne Light Company but still no real cooperation or progress on the VFW street banners for Virginia Ave/McArdle Roadway.
 4. EVPS. No Report.
 5. Advocacy. No Report.
 6. POTM - Receipts and expenses for POTM 2021 are needed to close the books for the year.
 7. Finance

- a. Motion by Mary to add Christina to the Finance Committee, second by Sheen, approved.
 - b. Motion by Mary that Quarterly Financial Reports, only, will be submitted to the Board for review, except that the cash flow statement will be submitted to the Board annually as the annual budget is being developed/approved, seconded, approved.
 - c. Questionnaires will be sent to the Board to help determine the focus for Board Retreat on March 26. Mary request that they be returned to her ASAP.
8. Hilltop Alliance. No Report. The HA Board meets every other month.
- E. President's Report - The MWCDC annual Board Retreat is on March 26 from 10:00 AM to 2:00 PM at the Trimont Conference Room.
- F. New Business
- 1. Nominations for Neighbor of the Year are...
 - 2. NOTY Nominees will be further vetted at the April Board Meeting.
 - 3. The Board will evaluate the selling of raffle tickets, winning ticket(s) to be drawn at POTM 2022. The OAC Committee will oversee this project

The Board Meeting was adjourned in record time at 7:35 PM. Motion to adjourn by Mary, second by Tom, approved.

Respectfully Submitted:

By: Ken Gianella (submitted electronically)
(Signature)

Name: Ken Gianella Title: Secretary, MWCDC Board of Directors
(Name)

Date: April 4, 2022

Executive Director's Report

MWCDC Board of Directors Meeting, March 3, 2022

1) *Status/Updates*

- a) Roll ex-employees off MWCDC's 401k plan unilaterally has begun. Awaiting input from Paychex and I. Manspeizer.
- b) MWCDC's involvement in the Bicycle Racks in MW/DH Project ended.
- c) **MWCDC regained access to our website. Website improvements being coordinated with E.D., Volunteers Programs Manager and Incline Consulting Group (if still available).**
- d) March "Green" Community Forum planning appears to be the responsibility of the E.D.
- e) **The E.D. does not have an update regarding the 2022 Mountie Mixer.**
- f) **Two reimbursements for 2019-2021 URA NIF projects are outstanding (\$10K).**
- g) **Shiloh ST posters installation still in progress. Additional expenses related to plexiglass required.**
- h) **Neighborhood Initiatives Fund contract for 2021 requires additional research re: contractor costs (\$30K, MWBE post-incubator center at 49 Southern AVE.**
- i) Operations Issues analysis revised by MWCDC staff. Inadequate Operations Costs issues analysis submitted by Visitors Centers Advisory Committee volunteer to be revisited by MWCDC staff and Board volunteer. Awaiting one more issues analysis before the end of March.
- j) Site visit to potential Nonprofit Center in MW. Feasibility analysis to be performed.
- k) **NPP and RKMF draft contracts approved by PPC. Contracts signed and invoices received.**
- l) Still awaiting correction of second quarter 2021 income tax forms from Paychex.
- m) Correction of organization name and address with Equifax still in progress w/assistance from Key Bank.
- n) CRP (Contractor Responsibility Program) correction investigation with Pennsylvania Department of Labor – clearance certificate required – nature of problem is uncertain.
- o) 2021 audit to begin in mid-April.
- p) Tempera paint and paper donations to Whittier School.
- q) Art in Parks Development Activities Meeting / Community Forum.
- r) Trimont rentals assistance request.
- s) 141 Bigham ST proposed child care center request.
- t) 608 Virginia AVE painter coordination w/K. Gianella.
- u) Properties purchasing for Hilltop Alliance.
- v) **Receipts and expenses finalization required from POTM Committee to close books for 2021.**

2) *Main Projects:*

- a) Foundation and state proposals.
- b) Properties management.
- c) MWBE business incubator project.
- d) Sidewalk Sales Program (on-hold until spring).

3) *Income and Proposals:*

- a) Craig's List project at 49 Southern AVE – on hold.
- b) Foundation proposals.

4) *New Projects/Initiatives*

- a) ***Milkweed Parklet Project.***
- b) ***Public WiFi Project.***
- c) ***West Grandview Avenue Undergrounding Utilities Task Force.***
- d) ***MWCDC Strategic Plan development.***
- e) ***MWCDC Board Retreat planning.***
- f) Graceland Built Environment Survey Project (Giovanna Franklin, Project Manager)
- g) LMI Focus Group Meetings (Matt Colantonio, Project Manager)
- h) Speakeasies research.
- i) Contractors estimates for 49 Southern AVE repairs.
- j) ***Storage Agreement with Ten Four Social, LLC.***
- k) Ranger Aubrey promotional flyer.
- l) Complaint re: Land Bank property distribution process.
- m) ComDoc printer lease management and printer replacement.
- n) ***W.H.A.A. MWCDC team sponsorship with Alaina Davis.***

5) On-going projects

- a) MWCDC website improvements – editing Pages and Posts.
- b) MWCDC Fair Housing Programs guidelines, applications and related documentation.
- c) Businesses identification/database.
- d) Commercial space identification/database.
- e) Housing Summit planning.
- f) Mount Washington and CDBG eligible Census Tracts demographics project.
- g) Grandview Welcome signs and updated Shiloh Street signage.
- h) MWCDC policies updates w/Governance Committee – Employee Manual second review.
- i) MWCDC office technology assessment.
- j) Curb Appeal Program design and implementation – emphasis on completing Yard Improvement Program documentation.
- k) Community Forum planning and management.
- l) MWCDC-owned property remediation, stabilization and management.
- m) Visitors' Centers pre-planning.
- n) Problem Properties Program framework to be finalized.
- o) South Hills Junction Transit Oriented Development coordination w/HA and PAAC.
- p) Grandview Avenue project – cross-correlation of past plans.
- q) Pennsylvania grant opportunities review.
- r) Live Local project.
- s) Public WiFi Project.
- t) Built Environment Survey Project (Graceland).

Assets and Awards

ASSETS:

1. 49 Southern AVE (w/structure) – Program property
2. 4 Gaskell ST (w/structure) – Program property
3. 221 Southern AVE (w/structure) – Program property

4. 79 Craighead ST (vacant) – Probable RFP
5. 134 Ruth ST (vacant) – Possible MWDC Side Yard Sale Program property
6. 90 Beltzhoover AVE (vacant) – Possible MWDC Side Yard Sale Program property
7. 94 Beltzhoover AVE (vacant) – Project property

To be Purchased:

8. 28 Marne WAY (11-14-2021, w/structure) – Possible Program property
9. 26 Ruth ST (11-14-2021, vacant) – Probable MWDC Side Yard Sale Program property
10. 242 Southern AVE (11-14-2021, vacant) – Probable RFP

AWARDS AND DONATIONS (2019-2022):

1. 2015-2019 PWSA (\$1K received 01-13-2020)
2. 2018-2019 ACCBO (\$45K) (final payment received December 2019)
3. 2018-2019 CDBG (\$2.5K) (final payment received December 2019)
4. 2019-2021 VisitPittsburgh (\$6K) (\$3000 payment received November 2019)
5. 2019-2025 Neighborhood Partnership Program (\$100K per year, \$25K pass-through to PPC) (\$100K received January 2020)
6. 2019-2020 ACCBO (\$47.5K) (to be invoiced)
7. 2020 Neighborhood Initiatives Fund (\$20K, \$20K pass-through to consultant)
8. 2020 Love Your Block (\$1500, postponed until 2021)
9. 2020-2021 Richard King Mellon Foundation (\$25K, \$22.5K pass-through to PPC) (payment received April 2020)
10. 2020 Fischer Foundation (\$11K, \$10K pass-through to consultant) (payment received April 2020)
11. URA MW/DH Sidewalk Sales Grant Program (\$1500, \$1500 pass-through to businesses) (payment received August 2020)
12. Paycheck Protection Program forgivable loan (\$12,500) (loan granted June 2020)
13. 2020-2021 Neighborhood Economic Development (\$20K).
14. 2020 Bizbuzz Fall/Winter 2020 Sidewalk Chalk Art and Small Business Promotion (\$3000)
15. 2020-2021 COSA award, Micro-neighborhood Built Environment Surveys, September 3, 2020
16. Federal Community Service Work Study 2020-2021, Heinz School, Carnegie Mellon University, Infill Housing Program Development, September 25, 2020
17. \$3000 from Port Authority of Allegheny County for Grandview Banners and Shiloh Street signage.
18. \$10,000 from Richard L. and Virginia M. Fischer Foundation, unrestricted.
19. \$1500 Winter 2020 Sidewalk Sales Program Award received from URA.
20. Paycheck Protection Program forgivable loan 2020-2021 (\$23,662.17).
21. Spring 2021 GSPIA Nonprofit clinic award.
22. Spring 2021 SWCOSA award.
23. \$3000 Summer 2021 SSP award, URA
24. Federal Community Service Work Study 2020-2021, Heinz School, Carnegie Mellon University, GIS/Built Environment Intern, Jun3 2021
25. Wagner Agency Corporate Sponsorship w/T. Moss (\$175.00).
26. Love Your Block 2021 (\$1500).
27. Fall 2021 Incline Consulting Group award, Foundations Research, Event Planning Framework and Website Improvements Project, September 1, 2021

28. 2021 Neighborhood Initiatives Fund (\$30K, pass-through to contractor(s), awaiting contract)
29. 2021-2022 NPP (\$100K, \$25K pass-through to PPC).
30. 2021-2022 NED reprogrammed funds (\$22,609.82)
31. 2022 Richard King Mellon Foundation Emerald View Park trail management and invasive plants management planning grant, with Pittsburgh Parks Conservancy (\$168K, \$152.5K pass-through)



MOUNT WASHINGTON COMMUNITY DEVELOPMENT CORPORATION

Board of Directors Meeting Minutes

A hybrid meeting of the Board of Directors of the Mount Washington Community Development Corporation (MWDC) was held in the Meeting Room at 1 Trimont LN, Pittsburgh, PA 15211 on April 7, 2022.

Perry Ninness - President

Sheen Sehgal - Vice President

Mary Causey - Treasurer

Ken Gianella - Secretary

Christina Grossman - Jean Novak - Joseph Rewis - Tom Tighe - Bob Zilch

Gordon Davidson (Executive Director)

- A. The meeting was called to order by Perry at 6:42 PM. A quorum was present.
- B. John Norbut resigned from the Board.
- C. Approval of Minutes, March 3, 2022: Motion to approve by Sheen, second by Tom, approved.
- D. January 2022 and February 2022 Board Meeting Minutes need to be approved.
- E. Executive Director's Report. See attached.
- F. Committee Reports
 1. OAC
 - a. The Office Painting Project has been delayed due to lack of estimates
 - b. Mountie Mixer with NOTM will be held on June 16 at the Steel Mill Saloon, if possible.
 - c. Discussion about the requirements of holding a raffle. Motion by Ken to hold a raffle in connection with POTM 2020, second by Joe, approved. OAC will iron out the details and report back to the Board
 2. Advocacy - No meeting – This committee only meets four times per year at present.
 3. Finance – No Finance Committee meeting has been held recently. The first quarter finance report will be available in May.
 4. Hilltop Alliance
 - a. Sustainability of businesses and homes are major goals of HA.
 - b. There will be a Food Distribution event on April 8.
 - c. Notifying residents of available services available is a new priority.
 5. EVPS
 - a. There will be a Stargazing in Grandview Park event on April 13.
 - b. May 7 is the annual Hat Luncheon. Tickets are only \$350 apiece.
 - c. It is not clear what funding will be available over time to implement the new EVP Master Plan.
 - d. The "homeless in the parks" situation is unresolved.
 6. Governance

- a. The 2022 Board Retreat was “OK.” The Governance Committee will manage the Retreat better next year.
- b. The new Strategic Plan will be a five-year plan.

7. POTM

- a. It will be difficult to wrap-up the post-event report in less than 60 days.
- b. There are ongoing problems with payment from vendors and “hiccups” with services promised.
- c. Motion made by Ken Gianella to allocate POTM net profits into thirds to be distributed (a) 1/3 to future POTMs, (b) 1/3 to unrestricted, and (c) 1/3 to Community Projects (or discretionary funds), seconded by Joe, approved.

8. Development

- a. Gordo Tacos & Tequila and a Tattoo business opened. They will be featured in upcoming Business Spotlights
- b. There is a town house development proposed on west Grandview Avenue. There will be a public meeting to educate the community about this project.
- c. VFW Street Banners Project – MWCDC is working with VFW Post 5111 on a Sponsorship Agreement.
- d. Tom is still working with Art Commission to get permission for the banners.
- e. Tom is working with Duquesne Light Company and DOMI to get their permissions.
- f. The Open Heart Sculpture on a Grandview Avenue overlook is still a possibility.

G. New Business

- 1. Discussion about additional garbage cans along Grandview Avenue.
- 2. Discussion about P. J. McCardle Roadway and east Grandview Avenue sidewalk conditions.
- 3. Discussion about a line item in the annual budget for Project/Discretionary Funds. Mary will look into this.

H. President’s Report

- 1. The 2022 Neighbor of the Year has been selected. MWCDC/NOTM should consider alternating between a male / female each year.
- 2. A meeting between Perry and Theresa Kail-Smith at the Steel Mill Saloon has been scheduled.
- 3. Leaders needed to step up finding funding ? Can MWCDC leaders find matching funds?

The Board Meeting was adjourned at 8:35 PM. Motion to dismiss by Mary, second by Tom, approved.

Respectfully Submitted:

By: Ken Gianella (submitted electronically)
(Signature)

Name: Ken Gianella
(Name)

Title: Secretary, MWCDC Board of Directors

Date: May 5, 2022

Executive Director's Report

MWDC Board of Directors Meeting, April 7, 2022

1) Status/Updates

- a) **Unvested ex-employees rolled off MWDC's 401k plan.** Vested employee working on roll-over.
- b) **MWDC's involvement in the Bicycle Racks in MW/DH Project restarted with walk-about and markings of locations.** Another walk-about scheduled for 04-08-2022.
- c) **MWDC website access lost due to malware. Expert assistance being sought.**
- d) March "Green" Community Forum planning in progress.
- e) URA NIF 2019-2021 payment received.
- f) **Shiloh ST posters installation still in progress.**
- g) Neighborhood Initiatives Fund contract for 2021 continues to require additional research re: contractor costs (\$30K, MWBE post-incubator center at 49 Southern AVE.
- h) **Visitors Centers project entering locations and issues analysis phase.**
- i) Nonprofit Center feasibility analysis awaiting rent requirements from CMS housing.
- j) Second quarter 2021 income tax forms corrected by Paychex.
- k) Correction of organization name and address with Equifax still in progress w/assistance from Key Bank.
- l) CRP (Contractor Responsibility Program) correction with Pennsylvania Department of Labor completed.
- m) 2021 audit to begin in mid-April.
- n) April 14 DAM, April 21 Green Community Forum and April 28 Special Community Forum (Strategic Plan Task Force meeting).
- o) 608 Virginia AVE painter coordination w/K. Gianella ongoing.
- p) Properties purchasing for Hilltop Alliance ongoing. 28 Marne Way (MWDC-owned property) purchase being scheduled
- q) **Receipts and expenses finalization required from POTM Committee to close books for 2021.**
- r) Spring/Summer interns program management.
- s) **Task Force on Undergrounding Utilities received two applications (out of six desired/required). Project redesign being considered.**
- t) Volunteers Programs Manager project wrapping up.
- u) **MWDC W.H.A.A. team sponsorship completed – banner coordination w/W.H.A.A.**
- v) **Issues regarding Land Bank property distribution to be communicated with new Land Bank management.**

2) Main Projects:

- a) Foundation and state proposals.
- b) Properties management.
- c) MWBE business incubator project.
- d) Sidewalk Sales Program (on-hold until spring).

3) Income and Proposals:

- a)

4) New Projects/Initiatives

- a) ***Boggs/Bailey Business Corridor wayfinding and informational signage project.***
- b) ***Inanimate object recognition app development for business and community promotion projects.***
- c) Fiscal Sponsor project.