



MOUNT WASHINGTON
COMMUNITY DEVELOPMENT CORPORATION

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

Meeting Room, 1 Trimont LN, Pittsburgh, PA 15211

- | | |
|-----------------------------------------------------|-------------|
| I. Welcome | Perry |
| II. Approval of Minutes, August 4, 2022 * | Perry |
| III. Miscellaneous Items | Perry |
| A. Guest Speaker | |
| B. 2022 Audit authorization * | Gordon |
| C. Accounting Services Engagement Letter approval * | Gordon |
| D. Nominating Committee appointments | Perry |
| IV. Reports | |
| A. Organizational Advancement Committee | Ken |
| 1. Office painting | |
| 2. MW CDC Flea Market | |
| B. Advocacy Committee | Sheen |
| C. Hilltop Alliance | Mary |
| D. Finance Committee | Mary |
| E. Emerald View Park & Sustainability Committee | Jean |
| F. Pittsburgh Parks Conservancy | Jean |
| G. Nominating Committee | Bob, Gordon |
| H. Party on the Mount Committee | Joe |
| I. Development Committee | Tom |
| J. Governance Committee | Sheen |
| V. Executive Director's Report | Gordon |
| VI. New Business | Perry |
| A. July 4 th experience | Gordon |
| B. Inaccurate local Facebook postings | Tom, Ken |

VII. President's Report

Perry

VIII. Close

Perry

* *Board Action Required*

- Next Meeting: October 6, 2022

The Board: Perry Ninness (President), Sheen Sehgal (Vice President), Mary Causey (Treasurer), Ken Gianella (Secretary), Christina Grossman, Jean Novak, Casey Quinn, 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 August 4, 2022.

Gordon Davidson - Executive Director

Perry Ninness – President

Sheen Sehgal - Vice President

Mary Causey – Treasurer

Ken Gianella - Secretary

Casey Quinn - Christina Grossman - Jean Novak - Joseph Rewis - Tom Tighe -

Bob Zilch

- A. The meeting was called to order by Perry at 6:35 PM. A quorum was present.
- B. Approval of Minutes, July 7, 2022: Motion to approve by Ken, second by Casey, approved.
- C. Approval of Minutes, February 3, 2022: Motion to approve by Ken, second by Sheen, approved.
- D. Motion to approve Mary Causey as a Board member, seconded, approved.
- E. Motion to reinstate Mary as Treasurer, seconded, approved.
- F. 2021 Audit Review with McGee Maruca & Associates, PC.. Motion to accept the audit by Jean, second by Sheen, approved.
- G. Committee Reports:
 1. OAC
 - a. MWCDC Office Painting Project update.
 - b. River City Brass Band fundraising offer research.
 - c. Discussion about the condition and appearance of the fence surrounding The Pit.
 - d. Discussion about holding an MWCDC-sponsored Flea Market, details to be determined. Motion to support a Flea Market Project by Sheen, second by Ken, approved
 2. Advocacy. No Report.
 3. Hilltop Alliance. No Report.
 4. Finance. No Report.
 5. EVPS
 - a. The Parks Tax (real estate tax) is not a pass through to PPC.
 - b. Contact City Council about your park priorities.
 - c. Next EVPS meeting is scheduled for September 14.
 6. PPC. No Report.
 7. Governance

- 8. Nominating Committee
- 9. POTM
- 10. Development
 - a. Website Update Project.
 - b. VFW Street Banners Project update.
 - c. Discussion about conditions along Augusta Street and at "The Pit"
 - d. 49 Southern Avenue is intended to become a Minority and Women-Owned Business Enterprise Incubator.
- H. Executive Directors Report
- I. New Business
- J. President's Report

The Board Meeting was adjourned at 8:05 PM.

Respectfully Submitted:

By: Ken Gianella (submitted electronically)
(Signature)

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

Date: September 3, 2022

Executive Director's Report

MWCDC Board of Directors Meeting, August 4, 2022

1) *Status/Updates*

- a) ***Neighborhood Initiatives Fund 2021-2022 contract received, reviewed and returned for corrections.***
- b) ***2021 audit activities completed with assistance from Your CFO.***
- c) Strategic Plan 2023-2028 Project on-track. Two more community meetings added to schedule.
- d) ***Printer Replacement Project completed.***
- e) ***Search for Employee Manual third-party consultant completed.***
- f) ***SGOC license renewed for 2022-2023.***
- g) ***NED 2021-2022 invoice submitted.***
- h) ***Hilltop Alliance invoice for 2021 submitted and paid.***
- i) ***New skilled volunteer – Business Districts Ambassador.***

2) *Main Projects:*

- a) Properties Sales Project.
- b) Properties Management Project.
- c) MWBE Post-Incubator Project.
- d) Sidewalk Sales Program (Performances in the Parklets, Festival of Music).
- e) Audit.
- f) NPP and NED invoicing for 2021-2022

3) *Income and Proposals:*

- a) 2022-2023 URA Outdoor Dining Grant Program (\$30K pass-through).
- b)

4) *New Projects/Initiatives:*

- a) Allegheny County Department of Human Services & Allegheny County District Attorney mental health assistance project.
- b) Brashear Association Food Insecurity Art Project.
- c) ***August DOMI-oriented Community Forum.***



MOUNT WASHINGTON

COMMUNITY DEVELOPMENT CORPORATION

Board of Directors Meeting Minutes

A 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 September 8, 2022.

Gordon Davidson - Executive Director

Perry Ninness – President

Sheen Sehgal - Vice President

Mary Causey – Treasurer (Absent, Excused)

Ken Gianella - Secretary

Christina Grossman - Jean Novak – Casey Quinn (Absent, Excused) - Joseph Rewis

(Absent, Excused) - Tom Tighe - Bob Zilch

- A. The meeting was called to order by Perry at 6:34 PM. A quorum was present.
- B. Approval of Minutes, August 4, 2022: Motion to approve, seconded, approved.
- C. Guest Speaker: Ken Munz. Scooters issues discussion.
- D. Discussion about renewing contract with current auditor, based on Finance Committee recommendations. Motion to have MWDC perform an audit 2022, seconded, approved. Motion to request current auditor to perform MWDC's 2022 audit, seconded, approved.
- E. Discussion about a new contracting agreement with MWDC's accounting services provider.
 1. Monthly fees would be raised to \$1000 per month.
 2. MWDC to research current accounting services fees for nonprofits like MWDC.
 3. Motion to accept new contract, seconded, approved.
- F. Nominating Committee Appointments - Motion to confirm Bob as Chairperson, second by Sheen, approved.
- G. Committee Reports
 1. OAC
 - a. Office Painting Project update.
 - b. Flea Market planning update.
 - c. POTM Special Raffle Project update.
 2. Advocacy. No Report.
 3. Hilltop Alliance - Report attached.
 4. Finance – Draft 2023 Annual Budget to be submitted in November.
 5. EVPS – The next meeting is on September 14.
 6. Pittsburgh Parks Conservancy
 - a. MWDC's NPP pass-through to PPC is \$25,000, which includes money for trail maintenance.
 - b. Discussion on EVP tree-topping issues and concerns.

- c. Butterfly Parklet Project is being considered by PPC.
 - d. Anchor Green Remediation Project for 2022 is ending this month.
 - e. Discussion about status of Republic Street Rain Garden conditions, monitoring and proposed improvements (in EVP Master Plan).
7. Nominating Committee
- a. Three Board Nominees were interviewed. The Nominating Committee recommended these three Nominees for approval by the Board, in addition to the two returning Board members.
 - b. The Board approved the three nominees as candidates for the Board at the October Elections Meeting.
8. POTM
- a. PTOM 2022 is cancelled due to construction on Shiloh ST.
 - b. A proposed move of POTM 2022 to Shiloh ST was quashed by PRT.
 - c. A POTM in May of 2023 is possible, in addition to the September POTM.
9. Development
- a. Effective immediately, Tom will step down as the committee Chairperson. Christina and Casey will serve as co-Chairpersons.
 - b. Website Update Project. Motion by Tom to approve \$650 for Corkboard Concepts to work on the website, second by Ken, approved.
 - c. ~~Verizon~~ Peoples Gas wants to buy one of MWDCD's properties.
 - d. VFW Street Banners Project update. The Phase I banners will be delivered to VFW Post 5111 soon. A ceremony is being planned for after they are hung.
 - e. Discussion about property issues along Augusta Street.
10. Governance
- a. A strategic plan Community Forum is planned for September 15
 - b. Discussion about the proposed Mission and Vision Statements.
 - i. Questions raised as to the scope of the statements.
 - ii. Questions raised as to the wording of the statements.
 - iii. The presentation to the community of the final draft of the new strategic plan will take place at the December 15 Community Forum.
- H. Executive Directors Report - see attached
- I. New Business
- 1. Discussion about River City Brass Band offer to perform in Mount Washington as part of an MWDCD fundraising event.
 - 2. Discussion about complaints received over the "Fourth of July Experience" on the Mount.
 - 3. Discussion about possible homes for the local food bank - 6 Boggs Avenue, 49 Southern Avenue and Sullivan Hall.

The Board Meeting was adjourned at 8:50 PM. Motion by Tom, second by Bob, approved.

Respectfully Submitted:

By: Ken Gianella (submitted electronically)
(Signature)

Name: Ken Gianella

Title: Secretary, MWDCD Board of Directors

(Name)

Date: September 30, 2022

Executive Director's Report

MWDC Board of Directors Meeting, September 8, 2022

1) *Status/Updates*

- a) ***Waiting for Neighborhood Initiatives Fund 2021-2022 draft contract to be approved by URA.***
- b) Visitors Centers Advisory Committee tasks distributed to members and awaiting results.
- c) ***2021 990 to be reviewed by Board of Directors. 990, BCO-10 & ISP to be submitted.***
- d) August 16 Special Community Forum (Strategic Plan) and August 18 Community Forum (DOMI).
- e) Shiloh Street Parking Plaza (SSPP) Parklet Remediation Project ongoing (woodchips spreading & weed maintenance).
- f) Anchor Green Garden Remediation Project held on August 16 (last event of 2022 is on September 20).
- g) ***Strategic Plan 2023-2028 Project on-track. One more community meeting may be added to schedule.***
- h) Community Forums/Meetings Audio/Video Recording Project ongoing.
- i) ***Selected for NED 2021-2022 presentation to review committee.***
- j) Eight volunteer candidates from 2022 Heinz College Public Service Careers Fair on August 31.
- k) Hilltop Alliance property citations management completed until December, perhaps.
- l) ***The Dinky property remediation project completed (to be inspected/maintained for the next three years).***
- m) ***Festival of Music completed and reimbursement request submitted.***
- n) ***Allegheny County Department of Human Services & Allegheny County District Attorney mental health assistance project, Phase I completed.***
- o) ***Task Force on Underground Utilities formed and first meeting held.***
- p) Pennsylvania Resources Council Hazardous Materials Recycling event on August 6.
- q) The Mike Awards on August 7 and presentation of the 2022 Neighbor of the Year award.
- r) Saw Mill Run Clean-up w/NOTM, August 13.
- s) Mount Washington Community Recreation Center backpack give-away w/ Leigh Ann Wilson on August 20.
- t) Coordinated office painting with contractor.

2) *Main Projects:*

- a) Properties Sales Project.
- b) Properties Management Project.
- c) MWBE Post-Incubator Project.
- d) Sidewalk Sales Program (Performances in the Parklets).
- e) NPP reporting for 2021-2022

3) *Income and Proposals:*

- a) FHWA Scenic Byways 2022 (awaiting decision).
- b) NED 2022-2023 (presentation to review committee to be scheduled).
- c) PA Archiving Project grant (awaiting decision).

4) *New Projects/Initiatives:*

- a) Riipen student project programs review.

- b) **URA Housing Assistance Program (HAP) Administrative Partner exploration.**
- c) Phone app proposal submitted to local university (awaiting decision).
- d) PA Archiving Project grant proposal.
- e) CMU Object-oriented Interactive Experiential Phone App proposal.
- f) URA Outdoor Dining Grants Program proposal.

5) On-going Projects (long-term projects have been removed):

- a) MWCDC policies updates w/Governance Committee.
- b) Employee Manual second review.
- c) MWCDC office technology assessment.
- d) Curb Appeal Program design and implementation – emphasis on completing Yard Improvement Program documentation.
- e) Visitors’ Centers pre-planning.
- f) Problem Properties Program.
- g) Grandview Avenue project – cross-correlation of past plans.
- h) MWCDC Strategic Plan development.
- i) Payroll and 401k management replacement project.
- j) Nominating Committee management.

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 MWCDC Side Yard Sale Program property
6. 90 Beltzhoover AVE (vacant) – Possible MWCDC 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 MWCDC Side Yard Sale Program property
10. 242 Southern AVE (11-14-2021, vacant) – Probable RFP

AWARDS AND DONATIONS (2019-2022):

1. 2019-2021 VisitPittsburgh (\$6K) (\$3000 payment received November 2019)
2. 2019-2025 Neighborhood Partnership Program (\$100K per year, \$25K pass-through to PPC) (\$100K received January 2020)
3. 2020 Love Your Block (\$1500, postponed until 2021)
4. 2020-2021 Richard King Mellon Foundation (\$25K, \$22.5K pass-through to PPC) (payment received April 2020)
5. 2020-2021 Neighborhood Economic Development (\$20K).
6. 2021 Port Authority of Allegheny County for Grandview Banners and Shiloh Street signage (\$3K).

7. 2021 Richard L. and Virginia M. Fischer Foundation, unrestricted (\$10K).
8. 2020-2021 Paycheck Protection Program forgivable loan (\$23,662.17).
9. Spring 2021 GSPIA Nonprofit clinic award.
10. Spring 2021 SWCOSA award.
11. 2021-2022 Sidewalk Sales Program, URA (\$3K)
12. 2021 Federal Community Service Work Study 2020-2021, Heinz School, Carnegie Mellon University, GIS/Built Environment Intern, June3
13. 2021 Wagner Agency Corporate Sponsorship w/T. Moss (\$175.00).
14. 2021 Love Your Block (\$1500).
15. Fall 2021 Incline Consulting Group award, Foundations Research, Event Planning Framework and Website Improvements Project, September 1, 2021
16. 2021 Neighborhood Initiatives Fund (\$30K, pass-through to contractor(s), awaiting contract)
17. 2021-2022 NPP (\$100K, \$25K pass-through to PPC).
18. 2021-2022 NED reprogrammed funds (\$22,609.82)
19. 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)
20. 2022 Community Festival Grant, City of Pittsburgh, (\$1K)

HILLTOP ALLIANCE REPORT

The Board of Directors met on Tuesday, August 16, 2022 @ 6:30 PM

1. Jennifer Cash Wade, President, called the meeting to order. She reported on the Executive Committee Meeting.
2. The Finance committee reported on the annual audit followed by a brief discussion and approval by the full board. Also, the finance report was discussed and approved as well.
3. Minutes of the June 21, 2022 meeting were approved.
4. Real Estate Committee discussed the new office building acquisition set for August 31, 2022. The building is located at 209 Bausman Street. Also, the Hilltop Alliance Development LLC operating agreement Amendments were discussed and approved by the board.
5. The *strategic plan update* was discussed; the new outreach coordinator **AIMEE MANGHAM started July 18**; pending new contracts and funding for 2023 and the upcoming 2023 draft budget was upcoming and included in the board package.
6. Upcoming Fresh Fridays September 9 and October 14 will resume in the pre-covid way, with recipients picking their content rather than getting the foodstuffs placed in their cars by volunteers. All are welcome till the food runs out .
7. Hilltop Harvest Festival is **Saturday, September 10, from 3 - 6 pm. 150 Brownsville Road, Mt. Oliver.** Street Fair and Live Music. **FAMILY FRIENDLY**
8. Next Meeting Tuesday, October 18, 2022 @ 6:30 PM