

CHARLES STREET AREA CORPORATION

BOARD MEETING MINUTES– Aug 9, 2022 @ 6:30pm via Zoom



Attendees: La Rita Alston, Treasurer Maggie Connor, Secretary Rebecca McDonough, President Angela Williams, Vice President Ericka Wingfield

Excused Absence: Shalace Moore

Absent: Amy Cotten

I) Check-in & Mindfulness

- **Action Item:** President will confirm that all current members are added to the updated calendar invitation

II) Guest Presentation: None

III) Meeting Minutes July Board meeting minutes **(vote)**

- The vote to confirm the July board meeting minutes will be tabled until September.

IV) Financial Statement: (Treasurer) None available pending review by Treasurer Maggie

- i) Perry Hilltop Citizens Council / Fineview Citizens Council MOU executed (deposit)
- ii) Expenses & overhead usual for July - \$100 for June community meeting food & drinks **(vote)**
 - Treasurer Maggie Connor motioned to allow a \$100 expenditure for monthly community meeting charges; Vice President Ericka Wingfield seconded. The vote passed unanimously with no abstentions.
- ii) Invoice was sent to The Forbes Funds for The Commons work

V) Safety Health & Wellness Committee (Shalace Moore absent, President reported):

- No formal update. National Night Out went well, with representation from government officials: County Executive Rich Fitzgerald and City Chief of Staff Jake Wheatley

VI) Housing & Real Estate Committee (President Angela Williams)

- i) CSAC Infill Housing Project Status Update
 - a) Funding Update: Seeking
 - i. Grant FHLB **(vote)**
 - Vice President Ericka Wingfield motioned to approve the submission of the Federal Home Loan Bank grant application; Treasurer Maggie Connor seconded. The vote passed unanimously with no abstentions.
 - ii. Accept Loan Terms for NCF: letter attached **(vote)**
 - The Neighborhood Community Development Fund loan application was approved for predevelopment, with an 18-month term (interest only) at an interest rate of 4% fixed. This loan will be settled through the construction financing, which will be paid off when the properties are sold.
 - Treasurer Maggie Connor motioned to accept the loan terms from the Neighborhood Community Development Fund loan; La Rita Alston seconded. The vote passed unanimously with no abstentions.
 - CSAC has until August 15th to accept the terms in writing.
 - **Action Item:** President Angela Williams will submit the acceptance.
 - iii. URA loan - pre-development matching funds **(vote)**
 - Vice President Ericka Wingfield made a motion to apply matching funds for predevelopment from The Urban Redevelopment Authority; Treasurer Maggie Connor seconded. The vote passed unanimously with no abstentions.
 - iv. Grants: ACHDF - **Action Item:** President to follow-up with County on eligibility
 - b) Funding Update: Awarded
 - i. Rivers Casino **(vote)**
 - La Rita Alston voted to accept the donation from Rivers Casino for the

playground renovation project; Secretary Rebecca McDonough seconded. The vote passed unanimously with no abstention.

ii. FCC / PHCC: **(vote)**

- Fee for design work of eHoldings (contract appended)
- Playground equipment (HUD Choice funds)
- Consultant fee. Choice meeting attendance & participation, CSV resident engagement for consensus building, creation of deliverables / reporting, etc.
 - Vice President Ericka Wingfield motioned for these funds to be used to pay Consultant for this scope of work. Treasurer Maggie Conner seconded with the expectation that Common Cents Consultants would continue this work and send an addendum to the current contract. The motion passed unanimously with an abstention from President Angela Williams.
- Supplies (printing, postage, etc.)
- Vice President Ericka Wingfield motioned to accept the designation of funds from FCC / PHCC as written; Treasurer Maggie Connor seconded. The vote passed unanimously with no abstentions.

ii) Choice Neighborhoods

a) Sites for testing - see map of potential sites

- i. Mixed Income Housing: 50%
- ii. Low Income (Affordable): 30%
- iii. Market Rate Housing: 20%

- How can CSAC collect community feedback on the proposed plans? There is also a concern around differences in the proposed plan compared to suggestions made by the community during feedback sessions (for example, no recreational or green spaces indicated in Charles Street Valley). Some aspects of the design seem positive, as they reduce the presence of vacant lots. The board wants to ensure that the proposed development supports future homeownership plans. Is CSAC going to be responsible for the community center, or should it be incorporated into the Choice plan? There is interest for it to be located near the park.

b) **Housing Meeting: Aug 24 @ 12pm via Zoom: [RSVP](#)**

- The design that was sent will be reviewed at this meeting, at which time we can provide feedback and ask questions. President Angela Williams will raise the following:
 - The test sites reflect a significant amount of rental housing, which is overrepresented in the Charles Street Valley.
 - Parking logistics are a concern for the Charles / Melrose townhomes.
 - The Charles / Melrose townhomes have no break for 17-20 units.
 - CSAC has not indicated an interest in units on Irwin Avenue; **remove**.
 - Placement of fresh produce store was mentioned on Brightbridge, not townhomes.
 - There is a need for off street parking on the homes near Propel Northside.
 - There is concern about development on the Charles & Izora lots; **remove**.
 - No store, community center, or other amenities are represented.
 - It's a community priority to maintain active greenspaces in the CSV.
 - A well-developed community gateway at lower Charles Street is important.
 - There is concern that the design is unrealistic with respect to the number of units and their placement given current design standards and topography. We would like to see a more comprehensive site plan.
 - **Action Item:** Secretary Rebecca will add the Housing Meeting to the website, including the 1st draft test site map provided by Choice Neighborhoods.

- c) Cross Strauss Parklet: designs attached for CSAC website
 - i. \$15k PNC foundation grant app due Friday
 - **Action Item:** Secretary Rebecca will add the designs provided by Real Design to the website as a post on the Cross-Strauss Parklet page.

VII) Board Governance Committee

- i) Bylaws will be reviewed and voted on by the board, likely in September, pending review by nonprofit attorney
- ii) CSAC Communications Plan (to be approved in September)
- iii) Board Member details to be confirmed
 - a) Commitment Letter: to be signed & returned
 - b) Review current board members attendance
 - c) Recruitment of new board members
 - **Action Item:** Vice President will facilitate a Board Governance committee meeting on Monday: 8/29 from 6:00 pm to 7:00 pm.

VIII) Director's Report

- i) Registered Community Organization (RCO) application submitted: under review
- ii) The Commons Blueprint
 - a) 8/3 meeting: Thanks to Shalace! & everyone who attended in person & online
 - i. Good feedback about community needs/ resource guide will be included in The Commons Dashboard (online)
 - b) Survey will be closed on 8/15
 - c) Infographic & resources available for CSAC website

IX) Events

- i) Past
 - (1) Allegheny City Society CSV Tour honoring Josh Gibson 8/6: (photos for CSAC website)
- ii) Upcoming
 - (1) Back to School Supplies Giveaways
 - (a) August 18th 2-6 PM Sue Murray Pool & Playground
 - (b) August 20th Legacy Church @ Fowler Park (Time?)
 - (c) August 27th 1-4pm New Life Church on Davis Ave
 - (d) August 22nd PPS drive through at 11:00 am on the North Shore

X) Marketing Committee (Secretary Rebecca McDonough)

- i) CSAC Website:
 - Donations update: August donations \$206.38 from 3 donors for Cross-Strauss Parklet
 - ii) Review & Suggestions? None shared.
 - **Action Item:** Secretary McDonough will create form for website posts requests

XI) Old Business:

- i) RCO: application submitted; under review
- ii) Bylaws: must be reviewed by nonprofit attorney
- iii) Insurance: increase limits + add types to be quoted for board approval
- iv) Org Software
 - **Action Item:** President Angela will request software:
 - Adobe Acrobat Pro
 - Microsoft Suite

XII) Discussion & Announcements

Meeting adjourned @ 8:35pm

Motion: Erica Wingfield / Seconded: Treasurer Maggie Connor