

CHARLES STREET AREA COUNCIL / CORPORATION
BOARD of DIRECTORS MEETING AGENDA
August 3, 2023 @ 6:30 PM (via Zoom)



Called to order at 6:38 PM

Attendance: Angela Williams, Ericka Wingfield, Rebecca McDonough, Quincy Swatson, Archish Maharaja, La Rita Alton, Amy Cotten.

Guest: None

Excused: Shalace Moore

Absent: None

I. Attendance / Check-in (6:30 PM)

II. BOD Meeting Minutes Approval (vote) (6:40 PM) (Secretary Rebecca)

- i. July Meeting Minutes: names to be redacted
- ii. Arch motioned to accept the board meeting minutes from July, Rebecca seconded.
- iii. **Vote:** The vote passed unanimously with one abstention (La Rita was not on the call yet)

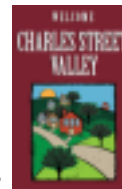
III. Financial Report (attached) (vote) (6:45 PM) (Executive Director)

- i. Statement of Activity
 - i. Is there a rule in the bylaws that indicates an expectation for board giving?
 1. We have an expectation that board members will give at least once during the year, according to their means (there is no minimum or maximum amount).
 - ii. Rebecca motioned to accept the statement of financial activity, Ericka seconded.
 - iii. Discussion: We brought in less money than we spent in the past month – are our accounts in good standing overall?
 1. Yes, see Statement of Financial Position.
 2. We also have a receivable due to us from the CDBG grant, which was originally allocated for operating expenses. Angela is asking that the amount be reallocated for insurance.
 - iv. **Vote:** The vote passed unanimously with no abstentions.
- ii. Statement of Financial Position
- iii. Insurance Quote from Wagner Insurance Agency
 - i. This quote lists a premium for a Shared Limit Option for Directors and Officers insurance as well as Employment Liability coverage. This is the most competitive quote that we've received thus far after reaching out to several providers. Angela met with an agent from Wagner after receiving the quote, and discussed our options.
 - ii. Angela's recommendation is that we move forward with Wagner as our insurance provider.
 - iii. **Vote:** Archish motioned to approve a contract for Directors and Officers Liability insurance and Employment Liability coverage, Quincy seconded. The motion passed unanimously with no abstentions.

IV. Safety Report (6:50 PM) (Amy Cotten)

- i. 311 Issues?
 - i. A resident reported concerns with the construction happening to clear out the greenway disturbing rodents. The same resident reported seeing raccoons going into a vacant building beside the greenway, as well as a condemned property in the same area. Her request is that we ask the City to place racoon traps.
 1. **Action Item:** contact the City for advice.

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2. Completed Action: Private developer purchased house; it will be baited for rodents and demolished on or after 8/14/2023

ii. Safety Meeting Updates:

- i. In-person safety/CPR training is available at each group's request. Reach out to Emily Embrey/Dept. of Safety, 412.780.4128 or emily.embrey@pittsburghpa.gov
- ii. Jessica (Mayor Gainey's office): Last City in the Park last event in September will occur in Zone 1
- iii. As of 7/6/23 - No plans to re-open Shuman juvenile center.
- iv. Next NSSC meeting Sept. 7, 2023 @ 6.00p at Mattress Factory

V. Executive Director's Report (7:00 PM) (Executive Director)

i. Infrastructure

- i. Bob Mistick finished the curbs that were being redone on the 1900 block of North Charles Street, and added signage indicating that residents are able to park there.
- ii. Angela followed up with our councilman via email regarding the traffic calming measures for North Charles Street. Do we still want to ask DOMI to come to a community meeting to discuss the updates that are planned and to invite resident feedback?
 1. Yes, there are questions as to where exactly these measures will be put into place.

ii. Greenway & Playground

- i. Grounded does not have the capacity to design the greenway. The company that we used for the playground, Real Design, was able to create a design for the space. A budget estimate is needed.
- ii. CSAC will receive funds for project management for the implementation of the greenway, including handling subcontracts in addition to our original role in community engagement. Grounded will handle the planting, Bob Mistick will help with construction, and Real Design will continue to assist with design work. We will need to identify a graphic designer to create signage that highlights CSV history and points of pride, and stewards to help maintain the greenway.
- iii. Angela will create and send a scope of work to the City if we agree to accept the funds.
- iv. **Action Item:** Angela will create and send a scope of work to the City, and share updates once the initial proposal is confirmed.

iii. Housing Update

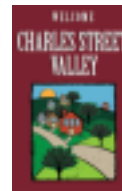
i. City Site Access Agreement (Pre-Development)

1. We received a license agreement from the City for the lots that were included in our original pre-development plans.
2. Discussion:
 - a. We need to reach out to the City to let them know that there is an additional site being considered, and to ask them what it would take to include those additional lots in the agreement if we were to move in that direction.
 - b. **Action Item:** Angela will contact the City to give them an update.

ii. PHDC: Development Consultant

1. Indicated that they would not be able to be the developer for the site, but could act as a

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development consultant.

2. During the walk through, he suggested that the location we are looking to build at should be a secondary or tertiary site, and the primary build site should be where the Somali farm is because of the investment into the row houses around that area. He stated that the houses around the proposed build site appear to be in disrepair, and that investment in the other area would serve the community better.
 - a. Would PHDC still be available as a development consultant if we decide to move forward with our original development plan?
3. Based on that conversation, the agreement we received is void. However, if we wanted to change the project to the new site, we would have to re-do some pre-development.
4. The Hillman Foundation may be able to offer funds to support operating expenses and predevelopment on the sites that have been approved by the City.
5. Discussion:
 - a. Can we try to find another development consultant so we don't have to change our site plan? We've invested a lot of time and money in our current plan.
 - b. Recommendation: get this consultant's suggestion in writing (other board members agreed). He will reach out to some of his contacts at PHDC.
 - c. **Action Item:** Angela will email the consultant to ask for more information about his recommendation, and follow up to ask whether he would be able to present at our board meeting in September.

iii. PVE Pre-Dev E&D Agreement

1. PVE has provided a quote for for pre-development engineering and design work. This would be within budget if we receive funds from Hillman or the URA.

iv. URA loan (vote)

1. The URA would be willing to provide us with a loan, because they feel as though we addressed the concerns that were present last year when our request was tabled. The application will be discussed at the end of August.
2. This would be a zero interest loan that converts into a grant at the time of construction.
3. Discussion:
 - a. Why the proposed amount?
 - i. These are matched funds. We have that have been reserved for pre-development and are therefore eligible for the match.
4. **Vote:** Quincy motioned to approve the application for the URA loan, Archish seconded. The motion passed unanimously with no abstentions.

v. Federal Home Loan Bank Grant

1. We should apply for this next year. We need 100% of our pre-development funds in place, and have site confirmed before our application will be competitive. Wes Banco offered to donate to the lights at the playground.

iv. Finances

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- i. Potential Funding
 - 1. Gaming Economic Development Tourism Fund (GEDTF) grant **(vote)**
 - a. ED suggested that CSAC apply for housing development in the period opening September 2nd to support our infill housing project.
 - b. **Vote:** Archish motioned to approve the submission of the GEDTF grant application, La Rita seconded. The motion passed unanimously with no abstentions.
- ii. Paying the Executive Director
 - 1. **Vote:** Archish motioned to approve paying the Executive Director in the month of August, La Rita seconded. The vote passed unanimously with no abstentions.

VI. Governance & Strategic Planning (7:30 PM)

- i. Bylaws – electronic voting *is permitted* in our bylaws
 - i. We can conduct our electronic voting, as well as file sharing and discussions, in Loomio
 - 1. This is currently being self-hosted through Rebecca’s business server in-kind
- ii. Strategic Planning – Quincy would like to support

VII. Marketing & Media & Communications (7:40 PM) (Secretary Rebecca)

- i. Website
 - i. [Cross-Strauss Parklet](#) project page updated
 - ii. [Cross-Strauss Renovation](#) project update post (July 12, 2023)
 - iii. [Traffic Calming Measures](#) announcement post (July 16, 2023)
 - iv. 3 Events Posted in July (Memorial Planting, NNO, OT Picnic)
 - v. In Progress: Housing Resources page
- ii. Newsletter
 - i. We have ~40 CSV residents and ~120 total people on our email list currently
 - ii. Can use [Mailjet](#) for a monthly newsletter and transactional emails

VIII. Upcoming Events (7:50 PM)

- i. CSAC CommUNITY Meeting - (tentatively 9/28 at 6:00 PM)
- ii. 5K Historic Hill Race - Community Day at Freedom Corner in the Hill (8/19)
- iii. Back to School Bash - Propel Northside - (8/12 from 1:00 PM to 4:00 PM)
 - i. CSAC (Amy, maybe Quincy) can table, and donate school supplies
 - ii. **Action Item:** Angela will reach out to make sure the side street doesn’t get blocked
- iv. Back to School CSV Pirates Game Day (?)

IX. Executive Session (if needed)

- X. **Adjournment:** Quincy motioned to adjourn at 8:31 PM, Rebecca seconded.