

## **Uptown Task Force Meeting Minutes**

**January 3, 2019**

**8:00 – 10:00 a.m.**

**UPMC-Mercy, Sr. Ferdinand Clark Auditorium**

**Present:** Roger Altmeyer (UPMC-Mercy), Angelica Ciranni (GBA), Derek Dauphin (DCP), Ruari Egan (PWSA), Ryan Foster (InnovatePGH, Avenu), Bill Generett (Duquesne University), Amy Hart (Center for Hearing & Deaf Services), John Kraemer (NRG), Krysia Kubiak (Duquesne Light), Debbi Linhart (Bethlehem Haven), Breen Masciotra (Port Authority), Jeanne McNutt (Uptown Partners), Mary Ellen Solomon (Duquesne University), Andréa Stanford (Allegheny County), John Wilds (Pitt), Joe Wingefeld (Uptown Partners) Joan Hayek (Duquesne University)

**Call to Order/Welcome:** Mary Ellen Solomon convened the meeting at 8:06 a.m. with an introduction of all present Task Force members.

**Approval of Minutes:** Mary Ellen asked for a motion to have the December meeting minutes approved that were previously distributed to all members via email. The motion was approved with no dissent.

### **Agenda Discussions:**

*(1) Relocation of UPMC Mercy's Helipad:* Roger Altmeyer of UPMC shared plans for the relocation of UPMC-Mercy's helipad, which is currently relatively close to the ground, next to the Boulevard of the Allies. This location is not ideal, from a pilot's perspective and also creates uncomfortable traffic conditions with vehicles traveling nearby. In addition, the existing helipad is in disrepair. Construction of the new Eye Hospital presents an opportunity to move the pad to a more optimal location on the roof of the existing hospital, placing it at a higher elevation and moving it away from local traffic traveling in the area. The new pad will sit about 8 feet off of the roof and the adjacent elevator will provide direct access to the emergency room. UPMC Presbyterian will still act as the back-up helipad if a helicopter cannot land at Mercy. The old helipad will be removed and the area will continue to act as a loading dock.

UPMC has reviewed this plan with Uptown Partners and Duquesne University, and they will take the plan to the City in February.

*(2) Follow-up Discussion of Task Force Protocols:* Mary Ellen Solomon stated that at the December meeting Task Force protocols and governance issues were discussed thoroughly among the present members, specifically around membership requirements, voting, and sub committees. As a result of that discussion, Mary Ellen made proposed amendments to the Task Force Framework document and distributed it for review via email.

Regular participation has been a critical concern. It was discussed that communication should be sent to the entities/organizations who have very rarely or never participated in an Uptown Task Force to advise them of membership expectations. Members suggested that there should be a separate communication sent from Mary Ellen to these organizations stating that if they wanted to participate, they must attend a minimum number of meetings annually. If they do not respond, they will be removed from the active membership list and email distributions, with the caveat that they will be welcomed to participate in future if they will commit to the membership expectations.

After giving this brief update, Mary Ellen opened the floor for discussion on this topic, the new proposed framework, membership feedback, and any other ideas or comments. The following is a summary of that discussion:

- Task Force membership should require a minimum of 6 meetings attended annually.
- Government-related organizations and departments will abstain from voting at all times. A simple majority will be used if an agenda item requires a vote from the UTF.
- Resident membership, who are invited as per recommendations of Uptown Partners, will not be held to the six-meeting minimum as it is harder for them to make it to meetings and Uptown Partners will vote on behalf of residents in any issue that requires a Task Force vote..
- Conflict of Interest forms need to be created and signed by all members. Guidelines also need to be established around dealing with conflict and put into the framework.
- Sub-committees will be asked to present work plans at the beginning of each calendar year for a Task Force vote of approval. Currently, two out of the four sub-committees do not have a chair. At the February meeting, the UTF will discuss and possibly vote on the new chairs of these two sub-committees.
- The Task Force should be notified of all development projects during the community engagement process. The Development Sub-Committee will decide if there should be a financial threshold at which a developer has to present to the UTF before moving forward with a project.
- An amendment will be made to the Meetings section of the Task Force Framework to address holidays as July 4<sup>th</sup> falls on the first Thursday of the month. For future consideration: eliminating July 2019 meeting.
- The Framework will be reviewed at the end of 2019 for more amendments if needed.

Action items related to this discussion: Revisions to the Framework document will be made to Development Sub-committee section (Derek Dauphin); Infrastructure (Angelica Ciranni) and Community (Jeanne McNutt). Revised document will be circulated to Task Force members via email for a final review. Communication to organizations who have never participated will be put on hold until the revised Framework is finalized.

#### **Sub-Committee Updates:**

Community: They will meet on January 31 to finalize the metrics for prioritized community projects.

Development: At the December meeting they decided to focus the first six months of 2019 on support for the commercial corridor in Uptown that will be undergoing a lot of construction over the next few years. More to come as they coordinate with Mobility Sub-committee on these issues.

Infrastructure: At the January meeting they plan to review action items from the November meeting, including creating a development guide for the neighborhood.

The meeting was adjourned at 9:17 a.m.

**Next Uptown Task Force Meeting** - 8 a.m. on Thursday, February 7 at Duquesne University in the Africa Room, Student Union