

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of May was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on May 22, 2018.

Members of the staff attending were as follows: Mr. Daniel F. Luckey, Executive Director; Mrs. Stacey J. Keppen, Deputy Executive Director; Mr. David C. Talarico, Maintenance Superintendent; Mrs. Audrey L. Wenrich, Administrative Assistant; Mrs. Theresa Reustle, Comptroller; Ms. Gloria J. Guard, Property Manager; Mrs. Nydia Staples, Property Manager; Mr. Josh K. Smith, Property Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mr. Charles K. Huckstep, Administrative Assistant; Mr. Frederick H. Prutzman, Building Maintenance Inspector; Mr. John E. Knockstead, County Casework Supervisor; Ms. Janice M. Eickhoff, Clerk Typist 3 and Mrs. Marilyn Guzman, Assistant Property Manager. Attorney Edwin Stock, Solicitor and David Kostival, Reading Eagle Reporter were also present.

Mr. Belinski, Chairman, called the regular meeting to order and upon roll call those present and absent was as follows:

Present: Mr. Steven E. Belinski
 Mr. Walter Pawling
 Ms. Lorena Patricia Keely
 Ms. Tina White

Absent: Mrs. Rebecca Acosta

The Chairman announced that no one had signed the register to speak at the Board Meeting.

A motion was made by Mr. Pawling and second by Ms. Keely approving the minutes of the Regular Monthly meeting held March 27, 2018. The motion was carried unanimously.

A motion was made by Mr. Pawling and second by Ms. White approving the bills as submitted by Mrs. Reustle for the period of March 1, 2018 thru April 30, 2018. The motion was carried unanimously.

A motion was made by Ms. Keely and second by Mr. Pawling approving the Emergency Purchase for the underground heat line replacement at buildings A-36 through A-37 Avenue D. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of March 2018.

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$3,826,052.38	\$.00	\$1,507,423.83	\$ 5,333,476.21
P-4628 Section 8	116,276.78	.00	0.00	116,276.78
P-15 Sylvania	108,349.50	1,939.10	1,458,275.84	1,568,564.44
River Oak Apts.	48,741.00	.00	146,255.74	194,996.74
Park Place	12,550.02	.00	.00	12,550.02
Total	\$4,111,969.68	\$ 1,939.10	\$3,111,955.41	\$7,225,864.19

The following balances in bank and on account were reported for the month of April 2018.

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$4,217,735.91	\$.00	\$1,504,579.36	\$ 5,722,315.27
P-4628 Section 8	119,013.30	.00	0.00	119,013.30
P-15 Sylvania	110,744.50	1,887.29	1,364,295.34	1,476,927.13
River Oak Apts.	48,741.00	.00	82,880.13	131,621.13
Park Place	12,550.02	.00	.00	12,550.02
Total	\$4,508,784.73	\$ 1,887.29	\$2,951,754.83	\$7,462,426.85

A motion was made by Mr. Pawling and second by Ms. White that the Treasurer's Reports be accepted and filed. The motion was carried unanimously.

The Executive Director submitted the following report:

COMPREHENSIVE GRANT PROJECTS

224-2015 Capital Fund – The remaining open work item for this grant is the Hensler roofs and siding. The close out documents were expected to be done but this Capital fund is expected to be closed out in the coming months.

225-2016 Capital Fund – The remaining open work item for this grant is roof replacements at Kennedy and Franklin Tower. Franklin is nearing completion and Kennedy needs more work.

226-2017 Capital Fund – The following is the status of the work items: Main Electrical Gear at Glenside/Hensler Homes (contract awarded and the work has been proceeding and should be completed in the next few months. It is not 100% completed as yet.

The automatic doors for the High Rises have been advertised. Unfortunately, only one bid was received and we will have to advertise again. We hope to have this for the June Board meeting as there is not enough time to advertise before the May Board meeting.

OCCUPANCY RATES BY PROPERTY/PROGRAM

Public Housing Program

1/1/18 – 3/31/18	10/1/2017– 12/31/17	7/1/17 – 9/30/17	4/1/17 – 6/30/17	1/1/17 – 3/31/17
98.0%	97.7%	98.5%	98.9%	98.6%

Sylvania Homes

1/1/18 – 3/31/18	10/1/2017– 12/31/17	7/1/17 – 9/30/17	4/1/17 – 6/30/17	1/1/17 – 3/31/17
96.4%	94.5%	95.5%	90.8%	94.7%

River Oak Apartments

1/1/18 – 3/31/18	10/1/2017– 12/31/17	7/1/17 – 9/30/17	4/1/17 – 6/30/17	1/1/17 – 3/31/17
97.3%	96.8%	98.2%	99.5%	98.7%

Emma Lazarus Townhomes

1/1/18 – 3/31/18	10/1/2017– 12/31/17	7/1/17 – 9/30/17		
81.1%	65.9%	51.3%		

UTILIZATION RATE BY PROGRAM (CY-funded)

Housing Choice Voucher (Section 8) YTD Utilization, by Number of Vouchers, As of:

3/31/2018			
86.0%			

Housing Choice Voucher (Section 8) YTD Utilization, by Funding, As of:

3/31/2017			
98.5%			

Shelter Plus Care Utilization, by Number of Vouchers

10/1/17 – 12/31/17			
128%			

Shelter Plus Care Utilization to Date, by Funding

10/1/16 – 12/31/17			
22.7%			

Vacant Unit Report

	Units Scheduled to be Leased	Units to receive a Transfer	Units Assigned to an Eligible Applicant	Units Unassigned	Total Vacant Units
Public Housing					
Glenside Homes	1	1	1	11	14
Hensler Homes		1			1
Oakbrook Homes	1	6	3	2	12
Franklin Tower					
Kennedy Towers				1	1
Rhodes Apartments	1	1	1	2	5
Eisenhower Apartments					
Hubert Apartments					
TOTAL (1607)					
Scattered Sites (2)					
Sylvania Homes (126)	2	4	1	3	10
River Oak Apartments (72)	1		1		2
726 North 11th Street (2)					
NSP Units (11)				6	6
Emma Lazarus Townhouses (10)				1	1
TOTAL, ALL DEVELOPMENTS (1825)					52

Waiting List Report

Bedroom Size	# on WL	# on WL at conclusion of lottery	# on WL with City Preference	Contacting Applicants from	Waiting Period (months)	Sylvania Homes	River Oak Apts.	Emma Lazarus Town-homes	Housing Choice Voucher Program
Studio	75		59	11/2016	9-12	XX	XX	XX	XX
1 BR – Elderly & Disabled	0	250	0		9-12	XX	XX	XX	XX
1 BR – General	0		0		12-24	10	XX	XX	XX
2 BR – General	0	150	0		12-24	36	11	XX	XX
3 BR –General	0	175	0	6 files pending	12-24	9	10	1	XX
4 BR – General	0	20	0	4 files pending	12-24	4	XX	XX	XX
5 BR – General	0	35	0	2 files pending	12-24	XX	XX	XX	With City Pref: 97
TOTAL	75	630	59	27		59	15	1	

Comment: The PH Waiting List was opened on 4/9 – 4/20/18. We received 1,748 electronic applications and 472 paper applications. Of the 2,220 total applications, 630 applications have/will be randomly selected for placement upon the waiting list.

CHARGE-OFFS

	12/1/17 – 2/28/18	9/1/17 – 11/30/17	6/1/17 – 8/31/17	3/1/17 – 5/31/17	12/1/16 – 2/28/17
Public Housing	\$31,268.94 15 accounts	\$10,325.17 13 accounts	\$16,486.79 19 accounts	\$21,711.31 16 accounts	\$19,544.66 18 accounts
Sylvania Homes	\$3,093.93 1 account	\$0	\$8,545.79 4 accounts	\$2,011 1 account	\$7,686.48 5 accounts
River Oak Apts.	\$0	\$59.95 1 account	\$2,265.00 2 accounts	\$0	\$0
Emma Lazarus	\$0	\$764.62 1 account	\$1,187.62 1 account		

Comment: Of the total balance of Public Housing accounts for the quarter, \$12,932.11 (42%) represents retroactive rents (or unreported income) and \$7,027.74 (23%) represents additional charges (almost exclusively maintenance charges assessed at move-out.)

RESIDENT SERVICES – 130 unduplicated residents served via Service Coordination in April. 211 unduplicated individuals served via Wellness Program, including individual health coaching and

group programming on healthy snacks. Olivet Boys and Girls Club reports increase in registration in Oakbrook homes to 153 youth, with average daily attendance of 112. Difficulties persist in Glenside, with bussing to the Clinton St. negatively affecting attendance; activities have since moved to Rehoboth 7th Day Adventist Church on Snyder St.

Stokes Stitt Scholarship deadline has been extended to May 22nd due, as no applications have been received. Efforts underway to re-establish Oakbrook Resident Council meeting via an RHA-sponsored community meeting on 4/09. Alvernia University Doctoral student assisting with evaluation of current Resident Services-Resident Council partnership in effort to improve officer interest and longevity.

Two special food bank distributions were arranged by RSD with Greater Berks Food Bank after loss of power in March, with more than 150 families participating.

STAFFING STUDY – Senior management staff have met with representatives from RKL for a planning session. A meeting of all WCA staff occurred on April 10, followed by three days of onsite interview and assessment.

SMOKE-FREE PUBLIC HOUSING – This is fully implemented and is active.

PROJECTED PUBLIC HOUSING FUNDING - 2019 – The funding for the coming year is one of the best we have had in the past years and far and above what was projected. We can thank Congress for this funding level and hope it continues in the coming years.

HABITAT FOR HUMANITY (HFH) –Habitat continues to work on 3 houses in the 600 block of Tulpehocken Street. There are no updates with respect to funding and RHA partnerships. RHA provided HFH a check for \$50,000 as approved by the Board. Therefore, HFH has \$100,000 from RHA for their projects.

YOUTHBUILD – The effort to renovate Oakbrook floors continues as previously described. There are no updates. However, United Communities who administer the Youth Build program received an additional \$500,000 allocation for this program so it will continue for a while. I have not heard of any new developments.

PARK PLACE ON PENN – The work is completed the units have been turned over to the Realtor to market. There is an issue with the Condo status and Ed Stock is working with the Realtor on this issue and hope to resolve this in the near future.

18TH WONDER PROJECT – This project is a consortium of organizations that includes RHA, Masano Auto Group, Reading Body, Alvernia University, Berks Catholic, Queen City Restaurant and to an extent the City of Reading. In addition, there are a number of business organizations and residents of the area who participate in this project which makes this a very interesting project.

The project with State funding provides for construction monies to do ADA work on the sidewalks and installation of a street crossing light at the health center. We may have to include matching funds for these items, if we are unable to receive funds from the City from CDBG.

EMMA LAZARUS – We have a preliminary agreement with PHFA for us to purchase Emma for \$100,000 and are working towards completing the transaction. There are a number of matters we need to work on before everything is completed.

I will keep the Board informed of any new developments.

RIVER OAK – The renovations are completed and are looking to do more of the work there as soon as possible and as funds become available.

AFFRIMATIVE FAIR HOUSING PLAN – RHA, Berks County, City of Reading and BCHA are working together on the required AFHP. Our portion of the cost will be \$5,000 and BCHA will

pay \$5,000. The City and the County will put in \$20,000 each. This plan is required (and while I am not sure if our portion of this is or isn't appropriate) I believe RHA's participation in the consortium is beneficial. This process has started and will be ongoing for a while and is expected to be sometime in 2018.

This has been put off by HUD until 2020 and all work has been stopped on this by Berks County and the City of Reading. I will update this if and when any changes come about on this program. It should be noted some Fair Housing organizations have sued HUD and the Secretary for not implementing this and we will have to see what happens. I should mention the Secretary for HUD was sued by Fair Housing groups for not implanting this program so we will wait to see if this is implanted in the near future.

I will keep you apprised of any new developments.

GLOBAL CONNECT- This is a program that is designed to provide affordable broad band access for low income residents. It is based on the concept of ensuring that low income residents have access to the internet and everything that entails.

An interesting aspect of this program is they will provide Wi-Fi for our developments as part of their service which will be extremely helpful for some of the projects we have in the pipeline for our residents and they are:

1. Have access to digital pictures of the residents, maintenance staff can use to verify their residency which will be helpful to staff in lockouts and other matters. Not to mention safety and security issues.
2. For physical and housekeeping inspections by staff the information can be down loaded and sent immediately.
3. Borders and Lodgers issues we will be able to verify immediately who does and does not live in a unit.
4. Maintenance and Office staff will be able to send work orders and yard charges and related items directly to the office.
5. Have ability to electronically disseminate information to residents.

These are just a few of the things we would be able to do if our developments have Wi-Fi through this program. There has been no change in this program to date other than we contacted them to find out what the status of this is to date. They told us they were hiring someone locally to carry out their program.

HUD REGIONAL ADMINISTRATOR – The HUD Regional Administrator Joe DeFelice visited RHA last Thursday to familiarize himself with the various Housing Authorities in this Region. He was taken on a tour of our various developments.

I will report on how the visit was at the Board meeting.

GLENSIDE HOMES – A Clover Farms truck ran off Schuylkill Avenue and into two units and made them un-inhabitable. Work continues to fix them and it will be a while before they are done. Residents' were relocated so the work can be done without causing additional hardship to the tenants.

Unfortunately, the Clover Farms insurance company was very slow in taking care of the residents. This was of great concern and it took a while before they responded. However, our insurance company was there a few hours after and started working on cleaning up the area.

GLENSIDE HOMES EMERGENCY PURCHASE - There is an emergency purchase order for the heat line leak we reported on a few months ago. We did not know how much it would cost till the bills came in and was/is over the threshold. This was a leak in the heat line where we were losing about 3000 gallons a day.

A motion was made by Ms. Keely and second by Mr. Pawling to accept the report of the Executive Director.

The following Resolution was read and considered:

RESOLUTION NO. 5992

RESOLUTION ACKNOWLEDGING THE PROMOTION
WITHOUT EXAMINATION OF AN ASSISTANT PROPERTY
MANAGER TO A PROPERTY MANAGER.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT Nydia Staples be promoted from an Assistant Property Manager to a Property Manager at annual base salary of \$45,267.00, for a probationary period of 180 days in accordance to the rules and regulations of the State Civil Service Commission of Pennsylvania.

2. THIS Resolution shall be retroactive to May 21, 2018.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. Pawling and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following resolution was read and considered:

RESOLUTION NO. 5993

RESOLUTION ACKNOWLEDGING A REGULAR STATUS
CLERK TYPIST 2.

WHEREAS, probationary period of 180 days for Clarisol Saez ends May 25, 2018, in accordance with the rules and regulations of the Civil Service Commission of the State of Pennsylvania.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT Clarisol Saez is approved as a regular status Clerk Typist 2.

2. THIS Resolution shall be effective May 26, 2018.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. Pawling and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White

Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5994

RESOLUTION APPROVING TRAVEL TO
HERSHEY, PA, TO ATTEND PAHRA/MARC NAHRO
ANNUAL SPRING CONFERENCE & EXPO
TO BE HELD JUNE 24-27, 2018.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT approval be given to Daniel F. Luckey and Josh K. Smith for travel to Hershey, PA, to attend PAHRA/MARC NAHRO Annual Spring Conference & Expo to be held June 24-27, 2018.
2. THIS Resolution shall be effective May 22, 2018.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5995

RESOLUTION POST APPROVING TRAVEL TO PHILADELPHIA, PA,
TO ATTEND HUD'S OPERATING FUND WEB PORTAL TRAINING
HELD APRIL 10, 2018.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT post approval be given to Theresa Reustle and Adam Przybylski for travel to Philadelphia, PA, to attend HUD'S Operating Fund Web Portal Training held April 10, 2018.
2. THIS Resolution shall be effective May 22, 2018.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which

motion was second by Ms. Keely and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5996

RESOLUTION APPROVING CHANGE ORDER NO. 3 TO THE
CONTRACT WITH SIMERAL CONSTRUCTION FOR
INTERIOR IMPROVEMENTS AT PARK PLACE ON PENN.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the Commissioners do hereby approve Change Order No. 3 to the contract with Simeral Construction, for Interior Improvements at Park Place on Penn in the amount of **\$1,167.00**.

Project Name & Location: Interior Improvements at Park Place on Penn

Description of Change:

- Replace cylinder/hardware on 6 interior doors **-\$750.00**.
- Add receptacle in Room 252 at bar top-per City of Reading Code Inspector-**\$174.00**.
- Install additional receptacle at counter space in 1020B kitchen –per City of Reading Code Inspector - **\$156.00**.
- Relocate kitchen receptacle from existing location to above – per City of Reading Code Inspector **-\$87.00**.

Statement of Justification: All requests were reviewed and approved by Kautter & Kelley and Reading Housing Authority.

2. THIS Resolution shall be effective May 22, 2018.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. Keely and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5997

RESOLUTION APPROVING THE SECTION EIGHT
MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Commissioners of the Reading Housing Authority that the Section Eight Management Assessment Program [SEMAP] Certification for fiscal year ending March 31, 2018 is hereby approved.

THIS Resolution shall be effective May 22, 2018.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. Pawling and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5998

RESOLUTION AUTHORIZING THE MAXIMUM INCOME LIMITS
FOR ADMISSION TO LOW-INCOME PUBLIC HOUSING/
SECTION 8 ASSISTED UNDER THE UNITED STATES
HOUSING ACT OF 1937, AS AMENDED.

WHEREAS, Public Housing Authorities are required to achieve the housing of resident families with a broad range of income representative of the low-income populace in the area of operation of such Public Housing Authority/Section 8; and,

WHEREAS, the Reading Housing Authority desires to make low-income Public Housing/Section 8 available to all eligible families to the fullest extent allowed; and,

WHEREAS, the Reading Housing Authority has received from the Department of Housing and Urban Development revised Public Housing/Section 8 Income Limits on which maximum income limits for admission to low-income housing are based.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED that the Reading Housing Authority adopts as the maximum income limits for admission to low-income Public Housing/Section 8, operated by the Reading Housing Authority, the following:

INCOME LIMITS

<u>No.of persons in family</u>	<u>Low Income</u>	<u>Very Low Income</u>	<u>Extremely Low Income</u>
1	\$40,250.00	\$25,200.00	\$15,100.00
2	\$46,000.00	\$28,800.00	\$17,250.00
3	\$51,750.00	\$32,400.00	\$20,780.00
4	\$57,500.00	\$35,950.00	\$25,100.00
5	\$62,100.00	\$38,850.00	\$29,420.00
6	\$66,700.00	\$41,750.00	\$33,740.00
7	\$71,300.00	\$44,600.00	\$38,060.00
8	\$75,900.00	\$47,500.00	\$42,380.00
9	\$80,500.00	\$50,350.00	\$46,700.00
10	\$85,100.00	\$53,250.00	\$51,020.00

BE IT RESOLVED AND IT HEREBY IS FURTHER RESOLVED, that utilization of the foregoing maximum income limits for low-income Public Housing/Section 8 operated by the Reading Housing Authority, shall be effective April 1, 2018.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. Pawling and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5999

RESOLUTION APPROVING CHANGE ORDER NO. 2 TO THE
CONTRACT WITH HIRNEISEN ELECTRIC, INC., FOR
GLENSIDE/HENSLER HOMES ELECTRICAL SERVICE UPGRADE.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the Commissioners do hereby approve Change Order No. 2 to the contract with Hirneisen Electric, Inc., for Glenside/Hensler Homes Electrical Service Upgrade.

Project Name & Location: Glenside/Hensler Homes Electrical Service Upgrade

Description of Change:

- Perform maintenance of the existing 300 KVA Transformer and Panel MDP. Work to include visual inspection, complete cleaning, and torquing of all terminations.
- Work to be performed during normal working hours for a total cost of **\$1,737.00**.

Statement of Justification: All requests were reviewed and approved by Spotts, Stevens & McCoy and Reading Housing Authority.

2. THIS Resolution shall be effective May 22, 2018.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following charge-offs were presented:

Public Housing	\$31,268.94 (15 accounts)
Sylvania Homes	\$ 3,093.95 (1 account)
NSP	\$ 5,613.40 (1 account)

Delinquent accounts with an amount of less than \$75.00, of tenants who de cease or leave public housing and enter a nursing home or public health care facility are not to be sent to the collection agency.

All delinquent accounts of Federal Low-Income Housing, Sylvania Homes Middle-Income Housing and River Oak Market Rate Housing, shall be collected in a manner that is consistent with the applicable Federal Rent Collection Policy.

A motion was made by Ms. Keely second by Mr. Pawling to concur with the recommendation to write the potential uncollectible amount off the books. This motion was carried unanimously.

There being no further business to come before the Commissioners, a motion was made by Mr. Pawling and second by Mr. Belinski to adjourn the meeting. The motion was carried unanimously.

The next regular meeting of the Reading Housing Authority is scheduled to be held at Samuel G. Hubert Apartments, 125 North Tenth Street, on Tuesday, June 26, 2018.

Recording Secretary