

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of March was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on March 27, 2018.

Members of the staff attending were as follows: Mr. Daniel F. Luckey, Executive Director; Mr. David C. Talarico, Maintenance Superintendent; Mrs. Audrey L. Wenrich, Administrative Assistant; Mrs. Theresa Reustle, Comptroller; Mr. Thomas Stianche, Section 8 Coordinator; Mr. Frederick H. Prutzman, Building Construction Inspector; Mr. John E. Knockstead, County Casework Supervisor; Mr. Josh K. Smith, Property Manager; Mr. Charles K. Huckstep, Administrative Assistant; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mrs. Marilyn Guzman, Assistant Property Manager and Ms. Janice M. Eickhoff, Clerk Typist 3. Attorney Edwin Stock, Solicitor and Mr. Val Lacis, 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

Absent:            Ms. Tina White  
                      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 Annual Meeting and the Regular Monthly meeting held February 27, 2018. The motion was carried unanimously.

A motion was made by Mr. Pawling and second by Ms. Keely approving the bills as submitted by Mrs. Reustle for the period of February 1, 2018 to February 28, 2018. The motion was carried unanimously.

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

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$ 4,410,987.35	\$ .00	\$1,615,279.28	\$ 6,026,266.63
P-4628 Section 8	135,493.73	.00	0.00	135,493.73
P-15 Sylvania	106,828.50	1,985.36	1,384,684.05	1,493,497.91
River Oak Apts.	48,691.00	.00	261,378.47	310,069.47
Park Place	11,950.02	.00	.00	11,950.02
Total	\$4,713,950.60	\$ 1,985.36	\$3,261,341.80	\$7,977,277.76

A motion was made by Ms. Keely and second by Mr. Pawling that the Treasurer's Report 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 will be completed in March 2018.

**225-2016 Capital Fund** – The remaining open work item for this grant is roof replacements at Kennedy and Franklin. The Notice to Proceed is March 26, 2018.

**226-2017 Capital Fund** – These funds have been released by the Field Office, with work items to include the following: Main Electrical Gear at Glenside/Hensler Homes (contract awarded and the work has been proceeding and should be completed in the next few months. New automatic doors for the High Rises (design awarded with construction to begin spring 2018).

**OCCUPANCY RATES BY PROPERTY/PROGRAM**

**Public Housing Program**

10/1/2017– 12/31/17	7/1/17 – 9/30/17	4/1/17 – 6/30/17	1/1/17 – 3/31/17	10/1/16 – 12/31/16
97.7%	98.5%	98.9%	98.6%	98.7%

**Sylvania Homes**

10/1/2017– 12/31/17	7/1/17 – 9/30/17	4/1/17 – 6/30/17	1/1/17 – 3/31/17	10/1/16 – 12/31/16
94.5%	95.5%	90.8%	94.7%	94.1%

**River Oak Apartments**

10/1/2017– 12/31/17	7/1/17 – 9/30/17	4/1/17 – 6/30/17	1/1/17 – 3/31/17	10/1/16 – 12/31/16
96.8%	98.2%	99.5%	98.7%	95.9%

**Emma Lazarus Townhomes**

10/1/17 – 12/31/17	7/1/17 – 9/30/17			
65.9%	51.3%			

**UTILIZATION RATE BY PROGRAM (CY-funded)**

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

3/31/2017	6/30/2017	9/30/2017	12/31/2017
86.1%	90.1%	89.2%	88.3

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

3/31/2017	6/30/2017	9/30/2017	12/31/2017
96.2%	97.0%	97.7%	100.8%

**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 <u>Leased</u>	Units to receive a <u>Transfer</u>	Units <u>Assigned</u> to an Eligible Applicant	Units <u>Unassigned</u>	Total Vacant Units
<b>Public Housing</b>					
Glenside Homes	3		1	6	10
Hensler Homes	1				1
Oakbrook Homes	2	7	1		10
Franklin Tower	2			1	3
Kennedy Towers		1			1
Rhodes Apartments	2				2
Eisenhower Apartments				1	1
Hubert Apartments					
<b>TOTAL (1607)</b>	<b>10</b>	<b>8</b>	<b>2</b>	<b>8</b>	<b>28</b>
<b>Scattered Sites (2)</b>					
<b>Sylvania Homes (126)</b>	2		1		3
<b>River Oak Apartments (72)</b>		1			1
<b>726 North 11<sup>th</sup> Street (2)</b>					
<b>NSP Units (11)</b>				6	6
<b>Emma Lazarus Townhouses (10)</b>	1			1	2
<b>TOTAL, ALL DEVELOPMENTS (1825)</b>	<b>13</b>	<b>9</b>	<b>3</b>	<b>15</b>	<b>40</b>

Waiting List Report

Bedroom Size	# on WL	# on WL City Pref	Contacting Applicants from	Waiting Period (months)	Sylvania Homes	River Oak Apts.	Emma Lazarus Town-homes	Housing Choice Voucher Program
Studio	174	124	11/2016	9-12	XX	XX	XX	XX
1 BR – Elderly & Disabled	0	0	11/2016 7 files pending	9-12	XX	XX	XX	XX
1 BR – General Occ	0	0	4/2014 28 files pending	12-24	10	XX	XX	XX
2 BR – General Occ	0	0	4/2014 8 files pending	12-24	24	11	XX	XX
3 BR – General Occ	0	0	4/2014 16 files pending	12-24	8	10	0	XX
4 BR – General Occ	0	0	4/2014 6 files pending	12-24	4	XX	XX	XX
5 BR – General Occ	0	0	4/2014 2 files pending	12-24	XX	XX	XX	With City Pref: 97
<b>TOTAL</b>	<b>174</b>	<b>124</b>			<b>46</b>	<b>21</b>	<b>0</b>	<b>TOTAL: 134</b>

Comment: Report statistics from prior period. Waiting lists scheduled to open in April 2018.

**RESIDENT SERVICES** – 63 unduplicated residents received Service Coordination interventions in February. 222 unduplicated individuals seen in Wellness Program for individual coaching and /or participation in group programs. Programming for month included education on opioid crisis, smoking cessation and healthy meal prep. Recycling Program outreach with Waste Management & City of Reading Recycling concluded with presentations to all active resident associations. A meeting to reestablish Oakbrook Resident Council will be held on 4/9. RHA has conducted Officers’ Financial Training with all council leaders, and entered in to a partnership with the O’Pake Center at Alvernia with assistance in funding from the United Way to increase officers’ capacity and provide recommendations to RHA for ongoing efforts.

Glenside’s Olivet Boys & Girls Club completed a full month of youth services at the Clinton Street club. It is reported that attendance fluctuates from 15-22 youth, demonstrating a decrease in total attendance. Club director follow-up revealed comments including that youth are engaged in other activities, lack transportation (when not on time for club’s transport method). Staff to continue to

promote program and revisit deliverables in one month. Oakbrook membership has increased to 116 youth residents.

**WEB SITE REVISION** – The new website is scheduled for release on April 2 and will include online housing applications. The attached press release describes the site’s increased functionality and other updates.

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

**SMOKE-FREE PUBLIC HOUSING** – Residents have received the final announcement via rent inserts. Signage has been ordered and is scheduled for installation. A meeting was conducted with the District Magistrate for Glenside Homes to alert of new policy, with meetings in planning for the other DMJs. A press release (attached) has been prepared and will be circulated to community partners.

**NEW LEASES AND RESIDENT HANDBOOKS** – Staff have completed the 2018 Leasing Campaign, executing new leases and distributing handbooks to more than 1,600 households. This was a significant undertaking that required a lot of time and energy from all Property Management staff.

**PROJECTED PUBLIC HOUSING FUNDING - 2019** – The President’s 2019 budget proposal included sweeping cuts that could significantly reduce the Operating and Capital Funds which were zeroed out for Public Housing in addition to the Section 8 Housing Choice Voucher program. Congressional lawmakers from both the House and Senate said they have concerns the budget cuts would prevent agencies from addressing deferred maintenance, and managing the properties, all of which negatively affect our ability to manage and maintain the units.

We will wait to see what happens in the coming months regarding funding and it certainly has been interesting to say the least. This is looking to be a very interesting time and we will just have to wait to see how everything plays out in the coming year.

**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 progressing and there will be an update on this project. Two units have been completed and turned over to the Realtor.

**MASANO CAR MALL/18<sup>TH</sup> WONDER PROJECT** – This is the project with a consortium of organizations which includes RHA, Masano Auto Group, Reading Body, Alvernia University, Berks Catholic, Queen City Restaurant and the City of Reading. 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.

There has been no real change in this to date. However, there are meetings and other things going on with this project. The TAP monies have to be obligated much in the same way as our Capital Funds or we lose them and would like to get the design started so we can receive the benefit from these funds. If we do not, the funds could revert back to the State.

**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 developments.

**RIVER OAK** – Renovations are under way and work is in progress. We will provide an update on the status of the work. Overall, the project is going fairly well. Two buildings have been completed and we are closing this project out in March 2018.

**AFFIRMATIVE 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.

**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.

In addition, this system will provide various vehicles by which RHA can disseminate information to our residents via the internet.

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 SEQUESTRATION MONIES** – We received the funds as a result of our participation in the sequestration lawsuit. These funds are not federal monies and give RHA options in using these funds for the future. There are no plans for these funds other than we can use them to make up short falls in our funding.

I will keep you informed of any new developments in this matter as we have not received the funds as of the writing of this report.

**RAWA INTER-GOVERNMENTAL AGREEMENT** – The RAWA/RHA intergovernmental agreement has been executed and is now in effect.

I believe this will benefit our two organizations and build a strong relationship between our two organizations and most certainly help when there is a leak.

**18<sup>th</sup> WONDER PROJECT** – There is a meeting scheduled with Senator Swank regarding potential funding for some projects identified in the study. This meeting is in the hopes she might be able to help with the application.

**HEAT LINE LEAK** – Just recently we discovered a heat line leak at Glenside which we are in the midst of repairing. However, the materials needed are not available and have to wait until it arrives.

**ELECTRICAL OUTAGE** – During the wind storm we were without power at Oakbrook Homes from about 2 P.M. on Friday till about 8PM on Sunday. The cause of the electrical outage was three of MetEd’s electric poles were down. Unfortunately, we were unable to do anything other than call to see if we could get someone here sooner. I also sent an email to Ralph Johnson so he knows what is going on in case the City receives calls concerning RHA. It was fortunate we did as he made some calls and instead of them coming on Monday, they came on Sunday and got Oakbrook Homes electric.

In addition to this electrical outage on the same Sunday power was restored at Oakbrook Homes, Kennedy lost power due to a truck knocking down an electrical pole. Fortunately, the electrical generator was able to handle the heating units and the elevators so the tenants had heat. The tenants were only without power in their units and it was restored by 11 o’clock in the evening on the same day.

**FAIR HOUSING TRAINING** – RHA scheduled a Fair Housing Training for all staff as part of our efforts to ensure all staff is aware of their responsibilities we have in ensuring everyone is treated equally. We present this every two years and is required for the Fair Housing settlement.

The training has been rescheduled due to the storm last week. I am not sure when it will be rescheduled but it will be soon.

**RHA BUDGET** – In for Board approval is the RHA budget for the coming year.

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. 5989

RESOLUTION ACKNOWLEDGING A REGULAR STATUS  
CLERK TYPIST 2.

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WHEREAS, probationary period of 180 days for Vanessa Rabayda ends March 9, 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 Vanessa Rabayda is approved as a regular status Clerk Typist 2.
2. THIS Resolution shall be effective March 10, 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  
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. 5990

RESOLUTION APPROVING CHANGE ORDER NO. 1 TO THE  
CONTRACT WITH HIRNEISEN ELECTRIC, INC., FOR  
GLENSIDE/HENSLER HOMES ELECTRICAL SERVICE UPGRADE.

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

1. THAT the Commissioners do hereby approve Change Order No. 1 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:**

- Sixty (60) day contract extension due to a delay in the delivery of switchgear and scheduling time for coordination with the utility company.
- No Cost Change- Time only (60 Day extension from March 23, 2018 to May 22, 2018).

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

2. THIS Resolution shall be effective March 27, 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  
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. 5991

RESOLUTION APPROVING THE FYE MARCH 31, 2019, CONTRACT W-66  
OPERATING BUDGETS, SAID BUDGETS HAVING BEEN EXAMINED AND  
APPROVED BY THE BOARD OF COMMISSIONERS.

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WHEREAS, the Reading Housing Authority's Contract W-66 Operating Budgets' total expenditure, for Asset Management Projects (AMP's), 10-Glenside, 11-Hensler, 20-Oakbrook, 30-High Rises and 40-Scattered Sites, for the fiscal year beginning April 1, 2018, and ending March 31, 2019, shall not exceed the amount of \$13,616,492.23 have been reviewed by the Board of Commissioners of the Reading Housing Authority.

WHEREAS, the Board of Commissioners has determined, with regard to said budget, that;

- [1] All regulatory and statutory requirements have been met;
- [2] The PHA has sufficient operating reserves to meet the working capital needs of its developments;
- [3] Proposed budget expenditures are necessary in the efficient and economical operation of the housing authority for the purpose of serving low-income residents;
- [4] The budget indicates a source of funds adequate to cover all proposed expenditures;
- [5] The calculation of eligibility for Federal funding is in accordance with the provisions of the regulations;
- [6] All proposed rental charges and expenditures will be consistent with provisions of law;
- [7] The PHA/IHA will comply with the wage rate requirements under 24 CFR 968.110(e) and (f) or 24 CFR 905.120(c) and (d);
- [8] The PHA/IHA will comply with the requirements of access to records and audits under 24 CFR 968.110(I) or 24 CFR 905.120(g);
- [9] The PHA/IHA will comply with the requirements for the re-examination of family income and composition under 24 CFR 960.209, 990.115 and 905.315; and
- [10] The PHA/IHA will comply with the requirements for certification of Housing Manager and Assisted Housing Manager positions (24 CFR 967.304 and 967.305).

THEREFORE, the Operating Budgets for AMP's, Contract W-66 for the FYE March 31, 2019, are hereby approved.

THIS Resolution 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  
Mr. Walter Pawling  
Mr. Steven E. Belinski

Nays: None

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

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

The next regular meeting of the Reading Housing Authority is scheduled to be held at William W. Willis Center for Administration, 400 Hancock Boulevard, on Tuesday, May 22, 2018.

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Recording Secretary