

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of June was held at Samuel G. Hubert Apartments, 125 North Tenth Street, Reading, Pennsylvania, on June 26, 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; Mr. Thomas Stianche, Section 8 Coordinator; Mrs. Nydia Staples, Property Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mr. Charles K. Huckstep, Administrative Assistant; 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 several residents of Hubert Apartments 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
 Mrs. Rebecca Acosta

Absent: None

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

A motion was made by Mrs. Acosta and second by Ms. Keely approving the minutes of the Regular Monthly meeting held May 22, 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 May 1, 2018 thru May 31, 2018. The motion was carried unanimously.

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

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$3,770,668.93	\$.00	\$ 18,889.97	\$ 3,789,558.90
Sylvania	110,253.50	1,846.75	2,923,175.02	3,035,275.27
River Oak Apts.	48,410.00	.00	90,411.52	138,821.52
Section 8	122,398.46	.00	.00	122,398.46
Park Place	12,550.02	.00	.00	12,550.02
Total	\$4,064,280.91	\$ 1,846.75	\$3,032,476.51	\$7,098,604.17

A motion was made by Mr. Pawling and second by Mrs. Acosta 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 by now. However, 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 which has been completed. .

The automatic doors for the High Rises and is on for June Board meeting and we had more than one bid this time around.

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 <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
Public Housing					
Glenside Homes	3			13	16
Hensler Homes		1	1		2
Oakbrook Homes	2	7	7		16
Franklin Tower					
Kennedy Towers			1		1
Rhodes Apartments	1		1		2
Eisenhower Apartments			2		2
Hubert Apartments					
TOTAL (1607)	6	8	12	13	39
Scattered Sites (2)					
Sylvania Homes (126)	2	4	4		10
River Oak Apartments (72)				1	1
726 North 11th Street (2)					
NSP Units (11)				6	6
Emma Lazarus Townhouses (10)					
TOTAL, ALL DEVELOPMENTS (1825)					56

Waiting List Report

Bedroom Size	# on WL	# 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	66	51	11/2016	12-24	XX	XX	XX	XX
1 BR – Elderly & Disabled	18	18	11/2016	12-24	XX	XX	XX	XX
1 BR – General Occupancy	195	195	4/2014	24-36	8	XX	XX	XX

2 BR – General Occupancy	119	119	5/2018 Lottery selection	6-12	35	9	XX	XX
3 BR – General Occupancy	175	175	4/2014	24-36	9	7	1	XX
4 BR – General Occupancy	20	20	4/2014	24-36	4	XX	XX	XX
5 BR – General Occupancy	6	6	5/2018 Lottery selection	6-12	XX	XX	XX	With City Pref: 92
TOTAL	599	650			56	16	1	TOTAL133

STAFFING STUDY – Senior management staff have met with representatives from RKL for a planning session. This is still ongoing and hope to see the final report in the coming months.

SMOKE-FREE PUBLIC HOUSING – This is fully implemented and is active and is ongoing. This will be the last time this will be reported on my report.

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. This is ongoing and there has been some progress on this matter. Currently the units are being marketed and hope we will be sold 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, and 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.

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. 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.

GLENSIDE HOMES – The Clover Farms truck which ran off Schuylkill Avenue and crashed into two units at Glenside Home and made them un-inhabitable are in the midst of being rehabbed.

The renovation of the two units is moving along and expects the work to be completed in the next month or so and will provide a current update on the status of the work at the Board meeting.

CREATIVE IDEA AWARD – Johnny Diaz and Bill Rupp came up with an idea of using one heating unit to heat two units at Hensler Homes and developed a method that would provide heating and hot water to two units. There is a large savings in that we would only have to install one unit for two units. The cost for one unit is almost \$5,000 dollars and additionally we hope to see some energy savings. Though, that may be minimal. This is on the agenda and is a great indication

of how good our employees are and we are proud of our staff by working together to come up with this cost savings.

RHA HEALTH SERVICES – RHA received a Wellness Grant from DVHT, our health care provider, with a Wellness Grant. With this grant, RHA initiated a Healthy Snacking Program whereby the company “The Fruit Guys” provides a total of 12 fresh fruit deliveries to all RHA staff from April till the beginning of October.

Increased consumption of fruits, has been associated with a reduced risk of cardiovascular disease, stroke, certain types of cancer, Type 2 diabetes, as well as improved weight management.

It is hopeful that this fresh fruit delivery program will encourage employees to continue to make healthy behavior changes in the selection of snacks at work, as well as home, which in turn could assist in disease prevention.

The Fruit Guys, whose policy is to buy direct from small regional farms, whenever seasonally possible, are the nation’s No. 1 provider of farm-fresh fruit and healthy snacks to businesses. From what we have seen , they also provide a sampling of different exotic fruit some staff might not have seen before. The company also provides information on the fruit and how it should be eaten and its nutritional values.

I want to thank Audrey for taking the initiative in applying for this grant as it has had a positive impact on all staff.

HUD COMPLIANCE REVIEW- RHA had HUD staff up doing a review of all of our various programs and at the moment the review is still not complete so we do not know if there are any issues they feel our programs are out of compliance. So far there has not been any, however until it is complete I am not able to report on the outcome.

Though, I am sure we are in compliance we are awaiting the final report. It should be done in the next few months as there is some work still going on with the HUD staff.

NAHRO AWARD – RHA put in for a NAHRO award for the Health Center and we received an award for the project and it is also being considered for a National Award of merit. I am confident we will receive this as it is a real accomplishment for our agency and any agency for that matter.

It is being presented at the NAHRO conference in San Francisco and would like to attend to receive the award on behalf of RHA. I have put this on the agenda for approval.

INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF READING – RHA would like to enter into an intergovernmental agreement with the City of Reading to work more closely on various programs and projects. We currently advertise for Job order contracting and various wage rates for different trades and this will permit RHA and the City to work together and perhaps expand on this program.

We can go into more detail at the Workshop and we think this will be a very good partnership and hope the Board agrees.

The following Resolution was read and considered:

RESOLUTION NO. 6000

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

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

1. THAT Elizabeth Roman-Torres be promoted from a Management Aide to a Substitute Assistant Property Manager at the rate of \$21.64 per hour, 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 effective to June 4, 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
Mrs. Rebecca Acosta
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. 6001

RESOLUTION ACKNOWLEDGING THE HIRING
OF A MAINTENANCE AIDE.

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

1. THAT John M. Shantz be hired as a Maintenance Aide at an hourly rate of \$21.78.
2. THIS Resolution shall be effective June 25, 2018.

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

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mrs. Rebecca Acosta
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. 6002

RESOLUTION ACKNOWLEDGING THE HIRING
OF A PART-TIME STREET CLEANER.

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

1. THAT Abimelec Rolon DeJesus be hired as a part-time street cleaner at the rate of \$9.00 per hour.
2. THIS Resolution shall be effective June 26, 2018.

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

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mrs. Rebecca Acosta
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. 6003

RESOLUTION APPROVING THE EXECUTION OF AN
INTERGOVERNMENTAL COOPERATION AGREEMENT
BETWEEN READING HOUSING AUTHORITY
AND THE CITY OF READING PUBLIC WORKS DEPARTMENT.

WHEREAS, Reading Housing Authority and the City of Reading Public Works Department are both governmental entities and are both operating within the municipal boundaries of the City of Reading for the benefit of the citizens and residents of the City of Reading; and

WHEREAS, it is in the interests of both Reading Housing Authority and the City of Reading Public Works Department to better serve the citizens and residents of the City of Reading by cooperating with each other in areas where each can be beneficial to the other;

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

1. The Intergovernmental Cooperation Agreement between Reading Housing Authority and the City of Reading Public Works Department is hereby approved.
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CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.

2. The Executive Director of Reading Housing Authority is authorized to execute the aforesaid Intergovernmental Cooperation Agreement.

3. This Resolution shall be effective June 26, 2018.

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

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mrs. Rebecca Acosta
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. 6004

RESOLUTION APPROVING THE TERMS AND AUTHORIZING
THE EXECUTION OF A CONTRACT WITH
PURCELL CONSTRUCTION COMPANY FOR AUTOMATIC DOOR
UPGRADES AT VARIOUS RHA LOCATIONS.

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

1. THAT the terms of the contract with Purcell Construction Company [Denver, PA] for Automatic Door Upgrades at various RHA locations, are hereby approved, the said Contract to be in substantially the following form:

CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.

2. THE said Contract in the amount of \$553,500.00 is pending review and approval by the Solicitor.

3. THIS Resolution shall be effective June 26, 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
Mrs. Rebecca Acosta
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. 6005

RESOLUTION APPROVING TRAVEL TO SAN FRANCISCO, CA,
TO ATTEND NAHRO'S SUMMER CONFERENCE,
"INNOVATE 2018: IMAGINE,"
TO BE HELD JULY 27-29, 2018.

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

1. THAT approval be given to Daniel F. Luckey for travel to San Francisco, CA, to attend NAHRO's Summer Conference, "Innovate 2018: IMAGINE," to be held July 27-29, 2018.

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

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

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

Nays: None

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

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

The next regular meeting of the Reading Housing Authority is scheduled to be held at Franklin Tower, 120 South Sixth Street, on Tuesday, July 24, 2018.

Recording Secretary