

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of January was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on January 23, 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; Mr. Thomas Stianche, Section 8 Coordinator; Ms. Gloria J. Guard, Property Manager; Mr. John E. Knockstead, County Casework Supervisor; Mr. Josh K. Smith, Property Manager; Mrs. Charles K. Huckstep, Administrative Assistant; Mrs. Marilyn Guzman, Assistant Property Manager; Ms. Janice M. Eickhoff, Clerk Typist 3; Attorney Edwin Stock, Solicitor and Robert Defibaugh, 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:            Mrs. Rebecca Acosta  
                      Ms. Tina White

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 December 5, 2017. 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 December 1, 2017 to December 31, 2017. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of November 2017.

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$5,141,043.84	\$ .00	\$2,114.53	\$ 5,143,158.37
P-4628 Section 8	123,970.27	.00	0.00	123,970.27
P-15 Sylvania	99,463.50	2,237.91	1,388,088.39	1,489,789.80
River Oak Apts.	47,848.08	.00	340,397.12	388,245.20
Park Place	11,450.02	.00	.00	11,450.02
Total	\$5,423,775.71	\$ 2,237.91	\$1,730,600.04	\$7,156,613.66

The following balances in bank and on account were reported for the month of December 2017.

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$4,905,881.29	\$ .00	\$32,783.82	\$ 4,938,665.11
P-4628 Section 8	112,027.64	.00	0.00	112,027.64
P-15 Sylvania	102,745.50	2,121.49	1,398,820.97	1,503,687.96
River Oak Apts.	47,760.00	.00	355,016.37	402,776.37
Park Place	11,950.02	.00	.00	11,950.02
Total	\$5,180,364.45	\$ 2,121.49	\$1,786,621.16	\$6,969,107.10

A motion was made by Mr. Pawling and second by Ms. Keely 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, which was completed in December 2017.

**225-2016 Capital Fund** – The remaining open work item for this grant is roof replacements at Kennedy and Franklin. This project is out for bid with work commencing Spring 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 Notice to Proceed was issued for 9/25/17). Oakbrook boilers (advertised and awarded, to begin 10/23/17). 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 Leased	Units to receive a Transfer	Units Assigned to an Eligible Applicant	Units Unassigned	Total Vacant Units
<b>Public Housing</b>					
Glenside Homes	1	4	1		6
Hensler Homes		1			1
Oakbrook Homes	3	2			5
Franklin Tower			1		1
Kennedy Towers			2	1	3
Rhodes Apartments					
Eisenhower Apartments		1	1		2
Hubert Apartments		1			1
<b>TOTAL (1607)</b>	<b>4</b>	<b>9</b>	<b>5</b>	<b>1</b>	<b>19</b>
<b>Scattered Sites (2)</b>					
<b>Sylvania Homes (126)</b>	2	1	1	2	6
<b>River Oak Apartments (72)</b>	1	1	1		3
<b>726 North 11<sup>th</sup> Street (2)</b>					
<b>NSP Units (6)</b>					
<b>Emma Lazarus Townhouses (10)</b>	2		1		3
<b>TOTAL, ALL DEVELOPMENTS (1825)</b>	<b>9</b>	<b>11</b>	<b>8</b>	<b>3</b>	<b>31</b>

**Waiting List Report**

<b>Bedroom Size</b>	<b># on WL</b>	<b># on WL with City Pref</b>	<b>Contacting Applicants from</b>	<b>Waiting Period (months)</b>	<b>Sylvania Homes</b>	<b>River Oak Apts.</b>	<b>Emma Lazarus Town-homes</b>	<b>Housing Choice Voucher Program</b>
Studio	<b>213</b>	<b>165</b>	<b>11/2016</b>	<b>9-12</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>
1 BR – Elderly & Disabled	<b>5</b>	<b>0</b>	<b>11/2016</b>	<b>9-12</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>
1 BR – General Occupancy	<b>14</b>	<b>0</b>	<b>4/2014</b>	<b>12-24</b>	<b>16</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>
2 BR – General Occupancy	<b>9</b>	<b>0</b>	<b>4/2014</b>	<b>12-24</b>	<b>19</b>	<b>12</b>	<b>XX</b>	<b>XX</b>
3 BR – General Occupancy	<b>3</b>	<b>0</b>	<b>4/2014</b>	<b>12-24</b>	<b>5</b>	<b>6</b>	<b>4</b>	<b>XX</b>
4 BR – General Occupancy	<b>3</b>	<b>0</b>	<b>4/2014</b>	<b>12-24</b>	<b>4</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>
5 BR – General Occupancy	<b>2</b>	<b>0</b>	<b>4/2014</b>	<b>12-24</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	With City Pref: 101
<b>TOTAL</b>	<b>249</b>	<b>165</b>			<b>44</b>	<b>18</b>	<b>1</b>	<b>TOTAL: 134</b>

**CHARGE-OFFS**

	<b>6/1/17 – 8/31/17</b>	<b>3/1/17 – 5/31/17</b>	<b>12/1/16 – 2/28/17</b>	<b>9/1/2016 – 11/30/2016</b>	<b>6/1/16 – 8/31/16</b>
Public Housing	\$16,486.79 19 accounts	\$21,711.31 16 accounts	\$19,544.66 18 accounts	\$41,894.56 19 accounts	\$25,582.41 24 accounts
Sylvania Homes	\$8,545.79 4 accounts	\$2,011 1 account	\$7,686.48 5 accounts	\$13,577.17 4 accounts	\$10,428.90 4 accounts
River Oak Apts.	\$2,265.00 2 accounts	\$0	\$0	\$2,438.50 2 accounts	\$747.16 2 accounts
Emma Lazarus	\$1,187.62 1 account				

**RESIDENT SERVICES** – RSD assisted in distributing 510 gifts for elderly & disabled residents through the Salvation Army’s annual Angel Tree Gift program. 2018 Energy Savings Calendars distributed to residents through Resident Council Members & Olivet Boys & Girls Clubs. Self-submissions in the annual Holiday light entries from Glenside & Oakbrook residents and highrise Resident Councils received via [holidaylights@readingha.org](mailto:holidaylights@readingha.org). Wellness Program served 186 unduplicated individuals. Recycling campaign initiated with City of Reading & Waste Management, including distribution of posters and magnets.

**PROJECTED PUBLIC HOUSING FUNDING - 2018** – The President’s 2018 budget proposal included sweeping cuts that could significantly reduce the Operating and Capital Funds for Public Housing in addition to the Section 8 Housing Choice Voucher program. Congressional lawmakers from both the House and Senate have said they have concerns the proposed budget cuts would prevent agencies from addressing deferred maintenance, managing the properties all of which negatively affect our ability to manage and maintain the units.

However, I have heard we might get our full allocation ( in this case it means we will receive 90% of what we should be receiving) of operating funds but have not heard if the same can be said of the Capital funds. There has not been any changes on this to date and will update this as more information comes in.

With the possible government shutdown we will not know what will happen. As of this report and perhaps what was noted above can be changed or remain the same. I think the best we can hope for is another continuing resolution. We will continue to monitor the situation.

**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 gave HFH a check for \$50,000 as approved by the Board at the last meeting.

**NEIGHBORHOOD STABILIZATION PROGRAM (NSP)** – RHA has begun work on the remaining work items in all trades for 201 North 3<sup>rd</sup> Street and will invoice Our City Reading when work is complete. We will be looking to fill these units with Artists if possible.

**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.

**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** – A meeting was held on 10/25/17 with PHFA to discuss relief from PHFA obligations. We had received a proposal from PHFA for Emma and unfortunately it was not what had been discussed and Ed Stock was going to communicate with them on this matter..

**RIVER OAK** – Renovations are under way and work is in progress. We will provide an update on the status of the work. The weather has not been very good for us with this project and we will have an extension on the contract as a result. Overall, while there have been some contractor issues the project is going fairly well.

**CELL ANTENNAS** – T-Mobile is going through the planning and zoning process as I have seen it listed in the newspaper. So the installation of the cell towers/antennas may be sooner than we thought.

*This effort is still in the approval process. No further updates.*

**GOGGLEWORKS ARTISTS APARTMENTS** – A meeting was held on 9/29/17 to discuss interest by OCR in having RHA involved in this project and we recently received a proposal from OCR.

**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.

**WEB SITE REVISION** – The web designer is currently focusing upon content in the pages, to allow for current residents/participants to access forms and information, and for persons seeking housing to gain greater information regarding the property (with emphasis on RHA's privately-held housing stock).

**STAFFING STUDY** – RHA received two submissions in response to the Request for Qualifications, which was issued to gain input as to how RHA can increase efficiency while meeting the challenges of the current circumstances. RHA asked the company to revise their proposal as we took out some of the work and did not revise their price and we rejected their proposal.

There was a second proposal and we are in the midst of negotiating with them for this project to go forward and may have a resolution next month if we are able to come to an agreement.

**SMOKE-FREE PUBLIC HOUSING** – This will be implemented in April of 2018.

**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. Saul Ramirez (previously the President/CEO of NAHRO prior to taking on this position) will be at the Workshop to explain this program and hope you agree after his presentation.

An interesting aspect of this program is they will provide WiFi 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 WiFi through this program. There has been no change in this program to date.

**NEW LEASES AND RESIDENT HANDBOOKS** – We will be going over the new Leases and Resident Handbooks which will be given to all residents and will update us to current practice and give our residents the ability to use the Handbook to see how and what they should do when something happens. We will review the Handbook with the Board.

In addition, staff is taking pictures of all residents and will be included in the electronic tenant file which will help us in many ways. This is ongoing and should help with some of the problems we have in managing our units.

**HUD SEQUESTRATION MONIES** – As was noted previously, we expect to receive 1.4 million dollars as a result of our participation in the sequestration lawsuit in the near future. Recently, we received an email from the Lawyers who managed the case and who informed us we should be receiving the funds in the near future.

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.

**TOWING CONTRACT** – We are seeking board approval to enter in to a contract with Nene’s Towing of Reading for patrol and towing services for all RHA-owned streets and parking lots. This action is in response to an increase in problems with issues of public safety, snow and trash removal and property damage. The contract has been reviewed by our solicitor and in consultation with Reading Police Department.

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

The following Resolution was read and considered:

RESOLUTION NO. 5970

RESOLUTION ACKNOWLEDGING A REGULAR STATUS  
ASSISTANT PROPERTY MANAGER.

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WHEREAS, probationary period of 180 days for Jeannette Rivera ends January 26, 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 Jeannette Rivera is approved as a regular status Assistant Property Manager.

2. THIS Resolution shall be effective January 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. 5971

RESOLUTION ACKNOWLEDGING THE PROMOTION  
WITHOUT EXAMINATION OF AN ACCOUNTANT  
TO AN ACCOUNTANT 2.

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

1. THAT Adam J. Przybylski be promoted from an Accountant to an Accountant 2 at annual base salary of \$50,689.00, 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 December 11, 2017.

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 carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5972

RESOLUTION APPROVING CHANGE ORDER NO. 2 TO THE  
CONTRACT WITH RAM SIDING COMPANY FOR  
RIVER OAK APARTMENTS RENOVATIONS.

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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. 2 to the contract with Ram Siding Company, for River Oak Apartments Renovations **\$1,413.00**.



**Project Name & Location: River Oak Apartments Renovations**

**Description of Change:**

- Labor and material to extend bathroom vents from loft areas to exterior soffit location – 9 @ \$157.00 each for a total of **\$1,413.00**.

**No cost time extension of 60 days moving the contract deadline to 03/23/2018.**

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

2. THIS Resolution shall be effective January 23, 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. 5973

RESOLUTION REVISING  
PUBLIC HOUSING FLAT RENTS.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED that Reading Housing Authority hereby adopts the following Flat Rents for Public Housing:

<u>Unit Size</u>	<u>Flat Rent</u>
0 Bedroom	\$580.00
1 Bedroom	\$693.00
2 Bedrooms	\$909.00
3 Bedrooms	\$1,140.00
4 Bedrooms	\$1,238.00
5 Bedrooms	\$1,424.00
6 Bedrooms	\$1,609.00

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 carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5974

RESOLUTION REVISING THE SECTION 8 HOUSING  
CHOICE VOUCHER PROGRAM PAYMENT STANDARDS.

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WHEREAS, the payment standard is established to assure continued affordability of units in the Reading Housing Authority's jurisdiction.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED that the Reading Housing Authority adopts the following payment standards for the Section 8 Housing Choice Voucher Program operated by the RHA:

<u>Unit Size</u>	<u>% of FMR</u>	<u>Payment Standard</u>
0 Bedroom	104.0	\$606.00
1 Bedroom	104.0	\$722.00
2 Bedrooms	95.0	\$860.00
3 Bedrooms	94.0	\$1,076.00
4 Bedrooms	105.0	\$1,184.00
5 Bedrooms	105.0	\$1,362.00
6 Bedrooms	106.0	\$1,540.00

BE IT RESOLVED AND IT HEREBY IS FURTHER RESOLVED that the utilization of the foregoing payment standards for the Reading Housing Authority Section 8 Housing Choice Voucher Programs 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 carried and the said Resolution adopted.

There being no further business to come before the Commissioners, a motion was made by Ms. Keely and second by Mr. Pawling 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, February 27, 2018.

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Recording Secretary