

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of February was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on February 27, 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; Ms. Gloria J. Guard, Property Manager; Mr. Frederick H. Prutzman, Building Construction Inspector; Mr. John E. Knockstead, County Casework Supervisor; Mr. Josh K. Smith, Property Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mrs. Marilyn Guzman, Assistant Property Manager and Ms. Janice M. Eickhoff, Clerk Typist 3. Attorney John Roland, 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 Regular Monthly meeting held January 23, 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 January 1, 2018 to January 31, 2018. The motion was carried unanimously.

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

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$ 4,863,190.13	\$ .00	\$132,232.88	\$ 4,995,423.01
P-4628 Section 8	129,434.04	.00	0.00	129,434.04
P-15 Sylvania	104,597.50	2,055.70	1,349,277.97	1,455,931.17
River Oak Apts.	47,034.00	.00	375,257.59	422,291.59
Park Place	11,950.02	.00	.00	11,950.02
Total	\$5,156,205.69	\$ 2,055.70	\$1,856,768.44	\$7,015,029.83

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

The Executive Director submitted the following report:

**COMPREHENSIVE GRANT PROJECTS**

**225-2016 Capital Fund** – The remaining open work item for this grant is roof replacements at Kennedy and Franklin. This project is on the agenda for Board approval.

**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 has been 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		7	1		8
Hensler Homes					
Oakbrook Homes		7			7
Franklin Tower		2	1		3
Kennedy Towers	3				3
Rhodes Apartments				3	3
Eisenhower Apartments					
Hubert Apartments			1	1	2
TOTAL (1607)					
<b>Scattered Sites (2)</b>					
<b>Sylvania Homes (126)</b>	2	1		1	4
<b>River Oak Apartments (72)</b>		1	1		2
<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
<b>TOTAL, ALL DEVELOPMENTS (1825)</b>	<b>5</b>	<b>18</b>	<b>5</b>	<b>11</b>	<b>39</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 Townhomes	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>

**CHARGE-OFFS**

	9/1/17 – 11/30/17	6/1/17 – 8/31/17	3/1/17 – 5/31/17	12/1/16 – 2/28/17	9/1/2016 – 11/30/16
Public Housing	\$10,325.17 13 accounts	\$16,486.79 19 accounts	\$21,711.31 16 accounts	\$19,544.66 18 accounts	\$41,894.56 19 accounts
Sylvania Homes	\$0	\$8,545.79 4 accounts	\$2,011 1 account	\$7,686.48 5 accounts	\$13,577.17 4 accounts
River Oak Apts.	\$59.95 1 account	\$2,265.00 2 accounts	\$0	\$0	\$2,438.50 2 accounts
Emma Lazarus	\$764.62 1 account	\$1,187.62 1 account			

**RESIDENT SERVICES** – As per the annual Reasonable Accommodation report, 110 accommodation requests processed in 2017. 202 unduplicated participants seen in Wellness Center in January, with 524 coaching visits and trainings on exercise & diabetes. Smoking cessation classes conducted by Council on Chemical Abuse and nutrition classes conducted by Food Trust. Youth services in Glenside have transitioned from the O’Pake Center and Glenside Management Building with hopes to increase attendance and participation. Oakbrook youth center report demonstrate 108 active Oakbrook members.

**SAFETY COMMITTEE** – As part of the ongoing efforts of the RHA Safety Committee, the committee’ leadership sought and received a grant from HARIE (RHA’s liability insurer) to conduct personal safety training for all RHA employees. Over 3 days in January, every employee

participated in De-Escalation, Safety and Acts of Violence Training from SAM, Inc., Reading PA. Sessions were conducted by trainers with prior experience in law enforcement, and who continue to work in the fields of drug and alcohol, martial arts and tactical fireman education. During the course of the sessions, employees learned how to plan for their own safety when in residents' homes, when encountering an agitated person, and as related to office spaces. Attendees were instructed in active-shooter protocols, and were encouraged to work further via the committee in identifying safety planning respective to each office or maintenance shop at RHA. RHA's Reading Police Department officers attended, and voiced their support of the sessions. Employee feedback included extremely positive comment on tools learned and appreciation to the organization for its support of staff safety.

**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.

**NEIGHBORHOOD STABILIZATION PROGRAM (NSP)** – The work has been completed and we have invoiced Our City Reading and are awaiting payment from the remaining monies from the NSP program. We are looking to fill these units with Artists if possible and if we are unable to attract them we fill the units advertise for anyone.

**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. We have a

conference call with PHFA on the Friday before the Board meeting and perhaps then I will have an update on this program. Currently, the proposal from PHFA was not anywhere near what was discussed in Harrisburg.

**RIVER OAK** – Renovations are under way and work is in progress. We will provide an update on the status of the work. 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.

**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.

**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).

This is ongoing and when it is completed it will be presented to the Board.

**STAFFING STUDY** – RHA negotiated with the second proposal and were able to come to an agreement. We have put this on the agenda for Board approval. We feel this study will give us an understanding of our current and future organizational needs for the Executive Department now and for the future.

**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.

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 Wi-Fi through this program. There has been no change in this program to date.

**NEW LEASES AND RESIDENT HANDBOOKS** – We are in the midst of giving out the new Leases and Resident Handbooks which will update us to current practices and give our residents the ability to use the Handbook to see how and what they should do when something happens.

Staff is taking pictures of all residents, which 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 and for the most part seems to be going well. I should mention it is a large endeavor and our staff should be commended for the excellent job they are doing in completing this task.

Overall, this process has been going fairly smoothly with great cooperation of the tenants in this endeavor.

**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 as they have been sending out the funds.

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** – RAWA would like to work on an inter-governmental agreement whereby they will perform all of our leak detection repairs and bill us for the work they perform.

I believe this will benefit our two organizations and will help build a strong relationship between the two organizations and it will help us when we do have a leak. Ed Stock will be drafting an inter-governmental agreement for Board approval in the coming months.

**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. We went over this last month and now are asking for the Board resolution.

This will be on the agenda for Board discussion. I am not sure if Ed Stock will have an agreement ready for this Board meeting and it may be done at the March Board meeting.

**18<sup>th</sup> WONDER PROJECT** – On the agenda for Board approval is a resolution for the 18<sup>th</sup> Wonder which is a consortium of organizations, businesses and other organizations in the 18<sup>th</sup> Wonder development area. This is the organization which is involved in bringing development to the Oakbrook Homes and Millmont areas and being a voice for improvements to the area. Please see additional info on some of the projects to date in the Masano/18<sup>th</sup> Wonder above.

**50058 HUD TRAINING** – There was a 50058 Listening/Training in Philadelphia at HUD. and we sent one staff to attend as there are changes and upgrades to the 50058. We need to be on top of all of this. In addition REAC will be there to listen to the various Housing Authorities regarding the problems and issues regarding the 50058 and was/is another important issue for sending staff. I have put this on the agenda for Board approval even though it has already occurred.

**HEAT LINE LEAK** – Just recently we have 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. Perhaps I will have additional information at the Board meeting as we have asked if there is a way to expedite the delivery of the materials.

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. 5975

RESOLUTION ACKNOWLEDGING THE HIRING  
OF A SUBSTITUTE ACCOUNTANT.

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

1. THAT Ileana M. Pillot Pillot be hired as a Substitute Accountant at a base annual salary of \$36,244.00, 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 effective February 5, 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. 5976

RESOLUTION APPROVING THE ADOPTION OF  
THE SYLVANIA HOMES RENTAL AMOUNTS.

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

1. THAT the following rents will be charged at Sylvania Homes effective April 1, 2018:

1 Bedroom - \$ 716.00  
2 Bedroom - \$ 860.00  
3 Bedroom - \$ 1,030.00  
4 Bedroom - \$ 1,173.00

2. THIS Resolution shall be effective April 1, 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. 5977

RESOLUTION APPROVING THE TERMS AND AUTHORIZING  
THE EXECUTION OF A CONTRACT WITH  
AFFORDABLE PEST CONTROL USA, LLC, TO PROVIDE  
PEST CONTROL SERVICES AT ALL  
READING HOUSING AUTHORITY SITES.

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

1. THAT the terms of the contract with Affordable Pest Control USA, LLC, to provide pest control services at all Reading Housing Authority sites, are hereby approved, the said Contract to be in substantially the following form:

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CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.  
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2. THE said Contract is in the amount of \$26,490.72.  
3. THIS Resolution shall be effective March 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. 5978

RESOLUTION AUTHORIZING THE PAYMENT IN LIEU  
OF TAXES FOR PROJECTS PA-9-1, 2, 3, 4, 5, 6, 8, 10, AND SCATTERED  
SITES, CONTRACT W-66 FOR THE FISCAL YEAR  
ENDED MARCH 31, 2017.

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

1. THAT a Payment in Lieu of Taxes be made to the City of Reading, in the amount of \$246,195.83 to be dispersed proportionately among the City of Reading, the Reading School District, and the County of Berks, for the PHA Owned Rental Housing Federally Subsidized, Contract W-66, Projects PA-9-1, 2, 3, 4, 5, 6, 8, 10 and Scattered Site, for fiscal year of the Reading Housing Authority ended March 31, 2017.

2. THIS Resolution shall be effective immediately.

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 card and said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5979

RESOLUTION APPROVING THE TERMS AND AUTHORIZING  
THE EXECUTION OF A PROFESSIONAL CONSULTING SERVICES  
CONTRACT WITH RKL, LLP, TO COMPLETE PHASE 1  
OF A STAFFING ANALYSIS.

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

1. THAT the terms of the contract with RKL, LLP, to complete Phase 1 of the Staffing Analysis, entitled "Back Office Function Structure and Process Review", which will focus upon the work that occurs in departments located in the Willis Central Administration Building, for the Reading Housing Authority, are hereby approved, the said Contract to be in substantially the following form:

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CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.

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2. THE said Contract is in an amount not-to-exceed \$12,000.00.

3. THIS Resolution shall be effective February 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. 5980

RESOLUTION APPROVING TRAVEL TO PHILADELPHIA, PA,  
TO ATTEND HUD'S M&V (ENERGY SAVINGS VALIDATION)  
WORKSHOPS TO BE HELD APRIL 3-5, 2018.

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

1. THAT approval be given to Daniel F. Luckey, David C. Talarico and Theresa Reustle for travel to Philadelphia, PA, to attend HUD'S M&V (Energy Savings Validation) Workshops to be held April 3-5, 2018.
2. THIS Resolution shall be effective February 27, 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. 5981

RESOLUTION APPROVING TRAVEL TO ARLINGTON, VA,  
TO ATTEND NAHRO'S WASHINGTON CONFERENCE,  
"INNOVATE 2018: IMPACT,"  
TO BE HELD APRIL 22-24, 2018.

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

1. THAT approval be given to Daniel F. Luckey, Lorena Patricia Keely, Attorney Edwin L. Stock and Steven E. Belinski for travel to Arlington, VA, to attend NAHRO's Washington Conference, "Innovate 2018: IMPACT," to be held April 22-24, 2018.

2. THIS Resolution shall be effective February 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. 5982

RESOLUTION POST APPROVING TRAVEL TO PHILADELPHIA, PA,  
TO ATTEND HUD'S 50058 LISTENING SESSION  
HELD FEBRUARY 21, 2018.

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

1. THAT post approval be given to Charles Huckstep for travel to Philadelphia, PA, to attend HUD'S 50058 Listening Session held February 21, 2018.

2. THIS Resolution shall be effective February 27, 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. 5983

RESOLUTION APPROVING CHANGE ORDER NO. 2 TO THE  
CONTRACT WITH SIMERAL CONSTRUCTION FOR  
INTERIOR IMPROVEMENTS AT PARK PLACE ON PENN.

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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 Simeral Construction, for Interior Improvements at Park Place on Penn in the amount of **\$791.60**.

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

**Description of Change:**

- Add oil base primer to ceilings of Buildings 1020A & 1020B – 25 gallons of cover stain oil based and 25 gallons of finish recoat - **\$1,122.00**.

**Credit Change Orders:**

- Eliminate cost of soffit – **(\$330.40)**.

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

2. THIS Resolution shall be effective February 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. 5984

RESOLUTION APPROVING THE TERMS AND AUTHORIZING  
THE EXECUTION OF A CONTRACT WITH  
SPOTTS BROTHERS, INC.,  
FOR ROOF REPLACEMENT AT FRANKLIN AND KENNEDY TOWERS.

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

1. THAT the terms of the contract with Spotts Brothers, Inc., [Schuylkill Haven, PA] for roof replacement at Franklin and Kennedy Towers, are hereby approved, the said Contract to be in substantially the following form:

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CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.  
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2. THE said Contract in the amount of \$788,000.00 is the lowest acceptable bid pending review and approval by the Solicitor.

3. THIS Resolution shall be effective February 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. 5985

RESOLUTION APPROVING THE TERMS AND AUTHORIZING THE  
EXECUTION OF A CONTRACT WITH BARBACANE, THORNTON & COMPANY FOR  
ONE [1] ANNUAL FINANCIAL AUDIT  
[FYE 3/31/18] OF ALL FEDERALLY REGULATED AND NON-FEDERAL REGULATED  
PROGRAMS.

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

1. THAT the terms of the contract with Barbacane, Thornton & Company (Wilmington, DE) for one (1) annual financial audit [FYE 3/31/18] of all federally regulated and non-federally regulated programs are hereby approved the said one-year Contract with option to renew to be in substantially the following form:

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CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.  
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2. The said Contract in the amount of \$28,200.00 has been approved by the Solicitor.
3. This Resolution shall be effective February 27, 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. 5986

RESOLUTION APPROVING A MEMBERSHIP CONTRIBUTION  
TO THE 18<sup>TH</sup> WONDER IMPROVEMENT ASSOCIATION  
FOR FISCAL YEAR 2018.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED that the Reading Housing Authority Board of Commissioners hereby approves a membership contribution of \$3,000.00 to the 18<sup>th</sup> Wonder Improvement Association for fiscal year 2018.

THIS Resolution shall be effective February 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. 5987

RESOLUTION AUTHORIZING THE EXECUTION OF A  
PRIVATE PROPERTY IMPOUND AGREEMENT WITH  
NENE TOWING & AUTO REPAIR LLC, TO TOW ILLEGALLY  
PARKED, UNAUTHORIZED, AND NON-COMPLIANT VEHICLES.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority that the terms of the Agreement with Nene Towing & Auto Repair LLC, [Reading, PA] to provide applicable towing and impounding services related to the removal of any and all illegally parked, non-compliant and unauthorized vehicles from private property owned by Reading Housing Authority, are hereby approved.

AGREEMENT ON FILE IN THE COMPTROLLER'S OFFICE.

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2. THIS Resolution shall be effective February 27, 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. 5988

RESOLUTION APPROVING THE EXECUTION OF AN  
INTERGOVERNMENTAL COOPERATION AGREEMENT  
BETWEEN READING HOUSING AUTHORITY  
AND READING AREA WATER AUTHORITY.

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WHEREAS, Reading Housing Authority and Reading Area Water Authority 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 Reading Area Water Authority 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 Reading Area Water Authority is hereby approved.

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CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.

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2. The Chairman and/or Executive Director of Reading Housing Authority are authorized to execute the aforesaid Intergovernmental Cooperation Agreement.

3. This Resolution shall be effective February 27, 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 charge-offs were presented:

Public Housing	\$10,325.17 (13 accounts)
River Oak Apts.	\$ 59.95 ( 1 account)
Emma Lazarus	\$ 764.62 ( 1 account)

Delinquent accounts with an amount of less than \$75.00, of tenants who decease 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 Mr. Pawling second by Ms. Keely 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 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, March 27, 2018.

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Recording Secretary