

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of September was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on September 25, 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. Frederick H. Prutzman, Building Construction Inspector; Mr. John E. Knockstead, County Casework Supervisor; Ms. Janice M. Eickhoff, Clerk Typist 3 and Mrs. Marilyn Guzman, Assistant Property Manager. Attorney Edwin Stock, Solicitor and Sonya Reyes, resident 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 June 26, 2018. The motion was carried unanimously.

A motion was made by Ms. Keely and second by Mr. Pawling approving the bills as submitted by Mrs. Reustle for the period of July 1, 2018 thru August 31, 2018. The motion was carried unanimously.

Mr. Belinski stated that he had received three communications to share with the Board.

The first is from the Department of Housing & Urban Development, which reads as follows:

September 18, 2018

Mr. Daniel F. Luckey
Reading Housing Authority
400 Hancock Boulevard
Reading, PA 19611

Dear Mr. Luckey:

We received the Reading Housing Authority's (RHA) certification for its fiscal year ended March 31, 2018, Section Eight Management Assessment Program (SEMAP) evaluation. RHA received zero points for Indicators #9, Timely Annual Reexaminations, #10, Correct Tenant Rent Calculation, #11, Pre-Contract Housing Quality Standards (HQS) Inspections, and #12, Annual HQS Inspections for the assessed period. RHA received zero points for these indicators because its MTCS HUD-50058 reporting rate was below 95%.

EHA reported that its failed reporting rate was due to files previously submitted through its operating system not being captured by PIC. RHA reported that due to the technical assistance it received from HUD's onsite monitoring visit, as well as recent training with its new software vendor, HUD-50058s are now submitted correctly to the PIC system. Additionally, RHA certified that it found no other evidence indicating that it had submitted incorrect data to warrant failing scores for any of the indicators.

We reviewed the most recent PIC Delinquency Report for August 31, 2018, as well as the SEMAP Indicators Report for the same period. The PIC Delinquency Report showed that RHA's voucher reporting rate had reached 99.7%. The SEMAP Indicators Report showed no deficiencies with the reported indicators. Based on this new performance data, we accept RHA's certification and no further reporting to our office is required.

If you have any questions, please contact Edward Williams, Portfolio Management Specialist at 215.861.7609 or at 800.877.8339, the text telephone number for the hearing impaired. You can also reach him via electronic mail at edward.williams@hud.gov.

Sincerely,
Monica A. Hawkins, MBA
Director
Office of Public Housing

Mr. Belinski thanked Stacey Keppen for sending the letter to HUD and clarifying the issues.

The second communication is a letter from Commissioner Rebecca Acosta which reads as follows:

September 24, 2018

Rev. Steven E. Belinski
Board President
Reading Housing Authority
400 Hancock Blvd
Reading, PA 19611

Dear Rev. Belinski:

It is with regret that I am writing to inform you of my decision to resign my position on the Board of Reading Housing Authority, effective immediately.

My other commitments have become too great for me to be able to fulfill the requirements of my position on the Board, and I feel it is best for me to make room for someone with the time and energy to devote to the job.

It has been a pleasure being a part of the Reading Housing Authority board. I am so proud of all we have accomplished in the eight plus years, and I have no doubt that under your leadership the board will continue these successes in the future.

If I can be of any assistance during the time it will take to fill the position, please don't hesitate to ask.

Best regards,
Rebecca Acosta

cc: Linda Kelleher, Reading City Clerk

A motion was made by Mr. Pawling, with regret, to accept the resignation letter and second by Ms. Keely. The motion was carried unanimously.

The third communication is a letter from Daniel Luckey which reads as follows:

September 25, 2018

Dear Mr. Chairman,

After many years at the Reading Housing Authority I have decided to retire. Over the past 28 years, the Housing Authority has made significant accomplishments and implemented many innovative programs to benefit our residents. We could not have done this without the talented and dedicated staff and support of the Board of Commissioners. The Reading Housing Authority has grown to be a leader among Housing Authorities throughout the country and an asset to the City of Reading.

While I look forward to retirement, I will miss my colleagues and the Authority.

I would like to retire on March 31, 2019 and go on leave to use up my PTO. Given I will be on leave, I will be available to help and advise staff when needed.

Sincerely,
Daniel F. Luckey

Mr. Belinski thanked Daniel Luckey for his dedicated years of service.

A motion was made by Mr. Pawling to accept the retirement letter and second by Ms. Keely. The motion was carried unanimously.

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

| Fund | Restricted/Escrow | Investments | Unrestricted | Total |
|-----------------|-------------------|-------------|----------------|-----------------|
| W-66 Public Hsg | \$3,795,280.25 | \$.00 | \$ 16,324.49 | \$ 3,811,604.74 |
| P-15 Sylvania | 101,824.50 | 1,769.10 | 1,590,759.56 | 1,694,353.16 |
| River Oak Apts. | 49,154.00 | .00 | 90,113.48 | 139,267.48 |
| Section 8 | 120,940.71 | .00 | .00 | 120,940.71 |
| Park Place | 12,850.02 | .00 | .00 | 12,850.02 |
| Total | \$4,080,049.48 | \$ 1,769.10 | \$1,697,197.53 | \$5,779,016.11 |
| | | | | |

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

| Fund | Restricted/Escrow | Investments | Unrestricted | Total |
|-----------------|-------------------|-------------|----------------|-----------------|
| W-66 Public Hsg | \$5,138,310.87 | \$.00 | \$ 14,328.63 | \$ 5,152,639.50 |
| P-15 Sylvania | 101,824.50 | 1,713.93 | 1,557,186.88 | 1,660,725.31 |
| River Oak Apts. | 49,158.25 | .00 | 119,936.66 | 169,094.91 |
| Section 8 | 170,064.28 | .00 | .00 | 170,064.28 |
| Park Place | 12,850.02 | .00 | .00 | 12,850.02 |
| Total | \$5,472,207.92 | \$ 1,713.93 | \$1,691,452.17 | \$7,165,374.02 |

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

| Fund | Restricted/Escrow | Investments | Unrestricted | Total |
|-----------------|-------------------|-------------|----------------|-----------------|
| W-66 Public Hsg | \$4,992,594.80 | \$.00 | \$ 11,674.36 | \$ 5,004,269.16 |
| P-15 Sylvania | 99,855.50 | 1,673.27 | 1,674,251.78 | 1,775,780.55 |
| River Oak Apts. | 50,053.15 | .00 | 144,086.83 | 194,139.98 |
| Section 8 | 202,871.30 | .00 | .00 | 202,871.30 |
| Park Place | 12,850.02 | .00 | .00 | 12,850.02 |
| Total | \$5,358,224.77 | \$ 1,673.27 | \$1,830,012.97 | \$7,189,911.01 |

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. 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.

227-2018 Capital Fund -112 new boilers in Oakbrook. Replace 20 cameras. Elevator upgrades at the five high rise buildings.

228-2019 Capital Fund – These work items are being reviewed and will be included into next years Agency Plan submission.

OCCUPANCY RATES BY PROPERTY/PROGRAM

Public Housing Program

| 4/1/18 – 6/30/18 | 1/1/18 – 3/31/18 | 10/1/2017– 12/31/17 | 7/1/17 – 9/30/17 | 4/1/17 – 6/30/17 |
|------------------|------------------|------------------------|------------------|------------------|
| 97.9% | 98.0% | 97.7% | 98.5% | 98.9% |

| | | | | |
|------------------|------------------|------------------------|------------------|------------------|
| 4/1/18 – 6/30/18 | 1/1/18 – 3/31/18 | 10/1/2017– 12/31/17 | 7/1/17 – 9/30/17 | 4/1/17 – 6/30/17 |
| 94.0% | 96.4% | 94.5% | 95.5% | 90.8% |

River Oak Apartments

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

Emma Lazarus Townhomes

| | | | | |
|------------------|------------------|------------------------|------------------|--|
| 4/1/18 – 6/30/18 | 1/1/18 – 3/31/18 | 10/1/2017– 12/31/17 | 7/1/17 – 9/30/17 | |
| 88.0% | 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 | 6/30/18 | | |
| 86.0% | 82.0% | | |

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

| | | | |
|-----------|---------|--|--|
| 3/31/2017 | 6/30/18 | | |
| 98.5% | 98.16% | | |

Comment: We are excited to announce that we have been selected through a competitive grant process to receive a new cache of Section 8 Vouchers through the Mainstream Housing Choice Voucher Program. This is an initial award of \$143,619 that is historically reaffirmed through the allocation process and will support 22+ vouchers. The Mainstream program is intended to assist persons with disabilities in ensuring their opportunity to live in a community-based setting. RHA will work with AIM and Threshold as the priority partners.

Shelter Plus Care Utilization, by Number of Vouchers

| | | | |
|--------------------|------------------|------------------|------------------|
| 10/1/17 – 12/31/17 | 1/1/18 – 3/31/18 | 4/1/18 – 6/30/18 | 7/1/18 – 9/30/18 |
| 128% | 140% | 140% | 125% |

Shelter Plus Care Utilization to Date, by Funding

| | | | |
|--------------------|------------------|------------------|------------------|
| 10/1/17 – 12/31/17 | 1/1/18 – 3/31/18 | 4/1/18 – 6/30/18 | 7/1/18 – 9/30/18 |
| 24.8% | 50.3% | 75.5% | 97.9% |

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 | 1 | 1 | 2 | 2 | 6 |
| Hensler Homes | | 2 | | | 2 |
| Oakbrook Homes | 1 | 17 | | 1 | 19 |
| Franklin Tower | 1 | | | | 1 |

| | | | | | |
|---|----------|-----------|----------|-----------|-----------|
| Kennedy Towers | | | 1 | | 1 |
| Rhodes Apartments | 1 | | | | 1 |
| Eisenhower Apartments | 1 | | | | 1 |
| Hubert Apartments | 1 | | 1 | | 2 |
| TOTAL (1607) | 6 | 20 | 4 | 3 | 33 |
| Scattered Sites (2) | | | | | |
| Sylvania Homes (126) | | | | | |
| | 3 | | 2 | 5 | 10 |
| River Oak Apartments (72) | | | | | |
| | | 1 | | 1 | 2 |
| 726 North 11th Street (2) | | | | | |
| | | | | | 0 |
| NSP Units (11) | | | | | |
| | | | | 4 | 4 |
| Emma Lazarus Townhouses (10) | | | | | |
| | | | | | |
| TOTAL, ALL DEVELOPMENTS (1825) | 9 | 21 | 6 | 13 | 49 |

Comments: Increased vacancies in Oakbrook result from several factors: Greater degree of lease enforcement relative to non-payment of rent (resulting in evictions); delays in unit turnover time resulting from increased #of vacancies and new efforts to standardize quality amongst staff and contractors; delays in applicant processing associated with staff turnover. In addition, transfers are predominant in Oakbrook this reporting period due to how waiting list selections are made, in relation to balancing application effective dates from applicant waiting list and transfer waiting lists (Example: New applicant applies 4/18. Current tenant has a child and is now underhoused (or current tenant's child moves out and she is now overhoused) in 5/18. New applicant is selected for next unit.)

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 Townhomes | Housing Choice Voucher Program |
|---------------------------|---------|------------------------------|-----------------------------|-------------------------|----------------|-----------------|------------------------|--------------------------------|
| Studio | 54 | 40 | 11/2016 | 12-24 | XX | XX | XX | XX |
| 1 BR – Elderly & Disabled | 4 | 0 | 5/2018 Lottery selection | 6-12 | XX | XX | XX | XX |
| 1 BR – General Occupancy | 188 | 0 | Vacant units go to Xfers | | 5 | XX | XX | XX |

| | | | | | | | | |
|--------------------------|------------|-----------|--------------------------|------|-----------|-----------|----------|--------------------|
| 2 BR – General Occupancy | 103 | 0 | 5/2018 Lottery selection | 6-12 | 39 | 17 | XX | XX |
| 3 BR – General Occupancy | 169 | 0 | Vacant units go to Xfers | | 10 | 9 | 0 | XX |
| 4 BR – General Occupancy | 23 | 0 | 5/2018 Lottery selection | 6-12 | 3 | XX | XX | XX |
| 5 BR – General Occupancy | 7 | 0 | 5/2018 Lottery selection | 6-12 | XX | XX | XX | With City Pref: 82 |
| TOTAL | 548 | 40 | | | 52 | 26 | 0 | TOTAL: 123 |

CHARGE-OFFS

| | 3/1/18 – 5/31/18 | 12/1/17 – 2/28/18 | 9/1/17 – 11/30/17 | 6/1/17 – 8/31/17 | 3/1/17 – 5/31/17 |
|-------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Public Housing | \$11,775.53 12 accounts | \$31,268.94 15 accounts | \$10,325.17 13 accounts | \$16,486.79 19 accounts | \$21,711.31 16 accounts |
| Sylvania Homes | \$9,515 5 accounts | \$3,093.93 1 account | \$0 | \$8,545.79 4 accounts | \$2,011 1 account |
| River Oak Apts. Emma Lazarus | \$1,855.50 1 account | \$0 | \$59.95 1 account | \$2,265.00 2 accounts | \$0 |

RESIDENT SERVICES – 226 Service Coordination interventions recorded for month of August (note that SC staff is presently reduced by 50%). Wellness Program served 282 unduplicated individuals through individual and group programming on weight loss, smoking cessation, hypertension and self-empowerment. Oakbrook Resident Council has been re-established, with duly-elected officers. Citywide Resident Council satisfied its collaboration with Alvernia University, resulting in a plan that includes university-prepared video training materials. Summer camping with Olivet Boys and Girls Club realized good results, with average daily attendance by RHA youth of more than 100 from Oakbrook and Glenside Homes. Campers prepared submissions for the annual RHA Energy Savings Poster contest, with those meeting baseline requirements to be submitted to the board for ranking.

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. There have not been any developments on this and Stacey is working finalizing this soon.

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. For the next year we will wait to see how it goes and expect the funding level to continue into 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. Two of the houses are nearing completion with one at 98% and the other at around 70% so there should be a sale soon.

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 and is an ongoing program.

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 they 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, a number of business organizations and residents of the area are participating and makes this a very interesting project.

There is State funding that provides for construction monies to do ADA work on the sidewalks and installation of a street crossing light at the health center. In addition, there has been an application for other funding for different projects within the 18th Wonder area to help improve the streets, streetscapes, bike ways and pedestrian walkways.

Given all of this we expect many improvements in the future which will improve the Oakbrook area. This is ongoing and is moving along.

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 several matters we need to work on before everything is completed and this is ongoing.

I will keep the Board informed of any new developments. Recent developments show we should be purchasing this development in the very near future.

I do believe we are close to finishing up on the purchase of this building.

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. I have on the agenda the agreement with RAWA regarding a meter reading issue at River Oak. It seems RAWA and or the meters were reading on the low side since 2013. A review of our monthly bills showed a decrease in the normal billing amounts. While we have staff review our bills to see if there is an increase, I have not asked them to look for a decrease. The reason staff look for increase is in case there is a leak in our system which will show up in the billing sooner than it will at the place the water leak is occurring.

RAWA is proposing two scenarios, one in which we will pay the total bill over the 5 years if we had been billed correctly. Or, we can pay half right away and save approximately \$200,000. I believe the best way is to pay the amount up front and is what I am proposing.

However, PHFA is involved and need them to agree to whatever proposal they agree to and have not heard from them. Given, there is a savings if we pay the monies up front I believe we should agree with RAWA on that portion and if PHFA decides we should pay over time rather than take the discount that is acceptable. If that occurs (though I doubt they would not take the discount) we should pay the amount up front and then take the monthly amount from River Oak. As a result, we would get the total amount of approximately \$200,000 for paying the monies up front. Though, I am sure PHFA will take the discount rather than paying the total over the next 5 years.

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 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 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 soon.

I will keep you apprised of any new developments.

HUD COMPLIANCE REVIEW - RHA had HUD staff up doing a review of all our various programs and now the review is still not complete. We do not know if there are any issues they feel our programs our 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 our operations comply 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.

We have not received the review and I have nothing to report on this matter.

RHA CITY OF READING POLICE BIKES – We have purchased new bikes for the City of Reading Police who work with RHA and they are new “Electric Bikes” which should pay for themselves over the first year or two. We believe that given the time it takes to go from one development to another on a regular bike it will now take half or a third the time with these bikes. Given the fact these bikes go up to 28 miles an hour (these bikes are made especially for the Police and go a bit faster than the normal electric bikes. I should also mention these are considered “bikes” and not motorcycles) which ensures they will be able to get to our developments faster and in less time than has been the case. This means they will be able to patrol our developments longer than they have in the past.

I also found when discussing these bikes with the Officers it appears there is a secondary benefit in that they will be less tired from going up the hills when going from development to development and in turn will be more efficient in patrolling on or near our developments.

Therefore, if everything works out from these two factors we should realize a cost savings over the life of these bikes which should be many years. They may come to Board meeting and perhaps let anyone ride the bikes to see how they are.

UNION CONTRACT – 12/2018 the current Union contract is up and need to go into executive session to discuss some of the issues for the Union contract.

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. 6006

RESOLUTION APPROVING THE TERMS
AND AUTHORIZING THE EXECUTION OF A CONTRACT
WITH WARREN WATTS TECHNOLOGY AKA
AUTO-OUT COOKTOP FIRE PROTECTION TO FURNISH & DELIVER
3,720 STOVE TOP FIRE STOP FIRE SUPPRESSORS.

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

1. THAT the terms of the contract with Warren Watts Technology AKA Auto-Out Cooktop Fire Protection (Fort Worth, TX) to furnish and deliver of 3,720 Stove Top Fire Stop Suppressors, 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 \$55,800.00 is the lowest acceptable bid as reviewed and approved by the Solicitor.

3. THIS Resolution shall be effective September 25, 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. 6007

RESOLUTION APPROVING THE TERMS AND AUTHORIZING THE EXECUTION OF
INDIVIDUAL SETTLEMENT AGREEMENTS WITH
READING AREA WATER AUTHORITY [RAWA] AND THE CITY OF
READING [CITY] FOR THE RESOLUTION OF UNDER-BILLING
FOR WATER AND SEWER SERVICES PROVIDED TO READING
HOUSING AUTHORITY'S [RHA'S] RIVER OAK PROPERTY.

WHEREAS, RAWA provides water services and the City provides sewer services to customers of the City; and

WHEREAS, a dispute has arisen regarding billing for water and sewer services due to an electronic meter reading device that was incorrectly placed on the wrong meter causing meter readings for water and sewer use to be understated, resulting in under-billing by both the City and RAWA for water and sewer service;

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

1. THAT the terms of the individual Settlement Agreements with RAWA in the amount of \$85,435.13, and the City in the amount of \$106,816.03, in the total amount of \$192,251.16, are hereby approved, said Settlements to be in substantially the following form:

SETTLEMENT AGREEMENTS ON FILE IN THE COMPTROLLER'S OFFICE.

2. THIS Resolution shall be effective September 25, 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. 6008

RESOLUTION APPROVING CHANGE ORDER NO. 3 TO THE
CONTRACT WITH HIRNEISEN ELECTRIC, INC., FOR
GLENDSIDE/HENSLER HOMES ELECTRICAL SERVICE UPGRADE.

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

1. THAT the Commissioners do hereby approve Change Order No. 3 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:

- Credit in the amount of **(\$4,750.00)** for the elimination of the cogeneration unit controls and wiring.

Statement of Justification: During the course of the project, it was determined that the cogeneration unit is not capable of desired operation. This request was reviewed and approved by Spotts, Stevens & McCoy and Reading Housing Authority.

2. THIS Resolution shall be effective September 25, 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. 6009

RESOLUTION APPROVING CHANGE ORDER NO. 1 TO THE
CONTRACT WITH SPOTTS BROTHERS, INC., FOR
ROOF REPLACEMENT AT FRANKLIN AND KENNEDY TOWERS.

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 Spotts Brothers, Inc., for Roof Replacement at Franklin and Kennedy Towers.

Project Name & Location: Roof Replacement at Franklin and Kennedy Towers

Description of Change:

- Kennedy Towers High Rise: 13,300 sf Omit Removal
Omit removal of existing lightweight cementitious topping course applied throughout approximately 13,300 sf of concrete structural roof slab area. Prepare & Patch existing cementitious topping course to receive new vapor retarder installation. Provide two (2) layers of 2" thick rigid non-tapered insulation with tapered crickets at each valley and obstruction throughout approximate 13,300 sf of roof area indicated on Drawings and Specifications. Credit in the amount of **(\$60,000.00)**
- Franklin Tower High Rise : 4,200 sf Omit Removal
Omit Removal of Existing Lightweight cementitious topping course applied throughout approximately 4,200 sf of concrete structural roof slab area. Prepare & patch existing concrete structural roof slab area to receive new vapor retarder installation. Provide one (1) layer of 2" thick rigid non-tapered insulation covered with 2" minimum thickness rigid tapered insulation throughout approximate 4,200 sf of roof area indicated on Drawings and Specifications. Credit in the amount of **(\$16,600.00)**
- Kennedy Towers: \$1.00 Per sf x 13,300 sf
Unit Prices Item No.6/Bid Form
Omit Vapor Retarder at Kennedy Towers/Proposal Request No. 02
Credit in the amount of **(\$13,300.00)**
- Kennedy Towers Allowance Adjustment: Deduct 29.92 sf

Allowance 100 Sf x \$85.00 Unit Price (\$8,500.00) Less Actual Quantity Concrete Repaired at Kennedy Towers 50.08 sf= 49.92 sf Credit to Contract (unit price \$85.00/sf). Credit in the amount of **(\$4,243.20)**

- Franklin Tower Allowance Adjustment: Deduct 20 sf Allowance 100 sf x \$85.00/sf. Credit in the amount of **(\$1,700.00)**
- **Total Amount of credit = (\$95,843.20)**
- Franklin Tower Add Concrete Crack Repair 60 LF x \$12.00/LF. Increase in the amount of **\$720.00**
- **Total Amount of increase = \$720.00.**

Statement of Justification: This request was reviewed and approved by Spotts, Brothers, Inc., and Reading Housing Authority.

2. THIS Resolution shall be effective September 25, 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. 6010

RESOLUTION APPROVING TRAVEL TO ATLANTA, GA,
TO ATTEND MRI INTERNATIONAL USERS CONFERENCE,
TO BE HELD OCTOBER 14-17, 2018.

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

1. THAT approval be given to Stacey J. Keppen, Nydia Staples, Leonilda Feliciano and Jonathan Runkle for travel to Atlanta, GA, to attend MRI International Users Conference, to be held October 14-17, 2018.

2. THIS Resolution shall be effective September 25, 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. 6011

RESOLUTION POST APPROVING TRAVEL TO ATLANTIC CITY, NJ,
TO ATTEND PIC TIPS & TRICKS TRAINING
HELD AUGUST 9, 2018.

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

1. THAT post approval be given to Josh Smith, Charles K. Huckstep and Thomas Stianche for travel to Atlantic City, NJ, to attend PIC Tips and Tricks Training held August 9, 2018.
2. THIS Resolution shall be effective September 25, 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. 6012

RESOLUTION APPROVING TRAVEL TO WARWICK, RI,
TO ATTEND VIESSMAN'S BOILER TRAINING
SESSION ON INSTALLATION AND SERVICE
TO BE HELD OCTOBER 25, 2018.

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

1. THAT approval be given to Josh Albrecht, Miguel Ruiz, John Shantz and Alfonso Albino for travel to Warwick, RI, to attend Viessman's Boiler Training Session on Installation and Service to be held October 25, 2018.
2. THIS Resolution shall be effective September 25, 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. 6013

RESOLUTION APPROVING THE TERMS AND AUTHORIZING
THE EXECUTION OF A CONTRACT WITH
RAM SIDING COMPANY, INC., FOR
ROOF REPLACEMENT PHASE II AT RIVER OAK APARTMENTS.

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

1. THAT the terms of the contract with RAM Siding Company, Inc., [Douglassville, PA] for roof replacement Phase II at River Oak Apartments, 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 \$332,115.00 has been approved by the Solicitor.
3. THIS Resolution shall be effective September 25, 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 charge-offs were presented:

| | |
|----------------|---------------------------|
| Public Housing | \$11,775.53 (12 accounts) |
| Sylvania Homes | \$ 9,515.17 (5 accounts) |
| RiverOak Apts. | \$ 1,855.50 |
| NSP | \$.00 (0 account) |
| Total | \$23,146.20 |

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

There being no further business to come before the Commissioners, a motion was made by 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, October 23, 2018.

Recording Secretary