

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of October was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on October 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; 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. Camille Campos, Management Aide; Ms. Janice M. Eickhoff, Clerk Typist 3 and Mrs. Marilyn Guzman, Assistant Property Manager. Attorney Edwin Stock, Solicitor, Mr. Val Laxis, Reading Eagle Reporter and several residents 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. Tina White  
                         Ms. Lorena Patricia Keely

Absent:             None

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

A motion was made by Ms. Keely and second by Mr. Pawling approving the minutes of the Regular Monthly meeting held September 25, 2018. The motion was carried unanimously.

A motion was made by Mr. Pawling and second by Ms. White approving the bills as submitted by Mrs. Reustle for the period of September 1, 2018 thru September 30, 2018. The motion was carried unanimously.

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

| Fund            | Restricted/Escrow | Investments | Unrestricted   | Total           |
|-----------------|-------------------|-------------|----------------|-----------------|
| W-66 Public Hsg | \$5,144,417.92    | \$ .00      | \$ 10,771.20   | \$ 5,155,189.12 |
| P-15 Sylvania   | 104,330.50        | 1,523.08    | 1,760,209.13   | 1,866,062.71    |
| River Oak Apts. | 48,756.97         | .00         | 98,357.59      | 147,114.56      |
| Section 8       | 220,376.54        | .00         | .00            | 220,376.54      |
| Park Place      | 13,150.02         | .00         | .00            | 13,150.02       |
| Total           | \$5,531,031.95    | \$ 1,523.08 | \$1,869,337.92 | \$7,401,892.95  |
|                 |                   |             |                |                 |

A motion was made by Ms. Keely and second by Ms. White 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 Tower. Franklin and Kennedy are complete and in process of closing out contracts.

**226-2017 Capital Fund** – The following is the status of the work items: Main Electrical Gear at Glenside/Hensler Homes 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–<br>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%            |

**Sylvania Homes**

|                  |                  |                        |                  |                  |
|------------------|------------------|------------------------|------------------|------------------|
| 4/1/18 – 6/30/18 | 1/1/18 – 3/31/18 | 10/1/2017–<br>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–<br>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–<br>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%  |  |  |

**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 Leased | Units to receive a Transfer | Units Assigned to an Eligible Applicant | Units Unassigned | Total Vacant Units |
|---|------------------------------|-----------------------------|---|------------------|--------------------|
| <b>Public Housing</b>                       |                              |                             |   |                  |                    |
| 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                  |
| <b>TOTAL (1607)</b>                         | <b>6</b>                     | <b>20</b>                   | <b>4</b>                                | <b>3</b>         | <b>33</b>          |
| <b>Scattered Sites (2)</b>                  |                              |                             |   |                  |                    |
| <b>Sylvania Homes (126)</b>                 | 3                            |                             | 2                                       | 5                | 10                 |
| <b>River Oak Apartments (72)</b>            |                              | 1                           |   | 1                | 2                  |
| <b>726 North 11<sup>th</sup> Street (2)</b> |                              |                             |   |                  | 0                  |
| <b>NSP Units (11)</b>                       |                              |                             |   | 4                | 4                  |
| <b>Emma Lazarus Townhouses (10)</b>         |                              |                             |   |                  |                    |
| <b>TOTAL, ALL DEVELOPMENTS (1825)</b>       | <b>9</b>                     | <b>21</b>                   | <b>6</b>                                | <b>13</b>        | <b>49</b>          |

Waiting List Report

| Bedroom Size              | # on WL    | # on WL with City Preference | Contacting Applicants from         | Waiting Period (months) | Sylvania Homes | River Oak Apts. | Emma Lazarus Town-homes | Housing Choice Voucher Program |
|---------------------------|------------|------------------------------|------------------------------------|-------------------------|----------------|-----------------|-------------------------|--------------------------------|
| Studio                    | 54         | 40                           | 11/2016                            | 12-24                   | XX             | XX              | XX                      | XX                             |
| 1 BR – Elderly & Disabled | 4          | 0                            | 5/2018<br><b>Lottery selection</b> | 6-12                    | XX             | XX              | XX                      | XX                             |
| 1 BR – General Occupancy  | 188        | 0                            | <b>Vacant units go to Xfers</b>    |                         | 5              | XX              | XX                      | XX                             |
| 2 BR – General Occupancy  | 103        | 0                            | 5/2018<br><b>Lottery selection</b> | 6-12                    | 39             | 17              | XX                      | XX                             |
| 3 BR – General Occupancy  | 169        | 0                            | <b>Vacant units go to Xfers</b>    |                         | 10             | 9               | 0                       | XX                             |
| 4 BR – General Occupancy  | 23         | 0                            | 5/2018<br><b>Lottery selection</b> | 6-12                    | 3              | XX              | XX                      | XX                             |
| 5 BR – General Occupancy  | 7          | 0                            | 5/2018<br><b>Lottery selection</b> | 6-12                    | XX             | XX              | XX                      | With City Pref:<br>82          |
| <b>TOTAL</b>              | <b>548</b> | <b>40</b>                    |                                    |                         | <b>52</b>      | <b>26</b>       | <b>0</b>                | <b>TOTAL: 123</b>              |

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<br>12 accounts | \$31,268.94<br>15 accounts | \$10,325.17<br>13 accounts | \$16,486.79<br>19 accounts | \$21,711.31<br>16 accounts |
| Sylvania Homes | \$9,515                    | \$3,093.93                 | \$0                        | \$8,545.79                 | \$2,011                    |

|                    | 5 accounts                  | 1 account |                          | 4 accounts                   | 1 account |
|--------------------|-----------------------------|-----------|--------------------------|------------------------------|-----------|
| River Oak<br>Apts. | \$1,855.50<br><br>1 account | \$0       | \$59.95<br><br>1 account | \$2,265.00<br><br>2 accounts | \$0       |

**HUD ASSISTANT SECRETARY VISIT** – This has been cancelled. It was scheduled for October 29 but was cancelled for some reason or another. I will keep the Board apprised of any changes. However, it looks like it will not occur in the near future.

**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.

There are no changes.

**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.

However, another group of participants has started and hope they are as successful as some of the previous groups.

**PARK PLACE ON PENN** – There has been some discussion regarding the pricing on these units and hope to resolve this very soon. We are in discussion on this and are close to coming to an agreement.

**18<sup>TH</sup> 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, several business organizations and residents of the area are participating and makes this a very interesting project.

There is State funding which 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 18<sup>th</sup> Wonder area to help improve the streets, streetscapes, bike ways and pedestrian walkways.

Given all of this, we are expecting many improvements in the future which should improve the Oakbrook area in many ways.

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 and believe everything has been completed.

The closing is scheduled for November 13, 2018.

**AFFIRMATIVE FAIR HOUSING PLAN** – RHA, Berks County, City of Reading and BCHA are working together on the required AFHP. Our portion of the cost will be \$5,000 and BCHA will pay \$5,000. The City and the County will put in \$20,000 each. This plan is required (and while I am not sure if our portion of this is or isn't appropriate) I believe RHA's participation in the consortium is beneficial.

This 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 will keep you apprised of any new developments.

**RHA CITY OF READING POLICE BIKES** – We 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.

They may come to Board meeting and perhaps let anyone ride the bikes and discuss the bikes with the Officers. They are very happy with them and believe they will be far more efficient in carrying out their duties.

**UNION CONTRACT** – The first meeting has been scheduled and perhaps there will be an Executive Session to discuss some of the issues that has resulted from the meeting.

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. 6014

RESOLUTION ACKNOWLEDGING THE HIRING  
OF A SUBSTITUTE MANAGEMENT AIDE.

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

1. THAT Camille A. Campos be hired as a Substitute Management Aide at an hourly rate of \$21.64, 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 October 1, 2018.

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

Ayes: Ms. Lorena Patricia Keely  
Ms. Tina White  
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. 6015

RESOLUTION ACKNOWLEDGING THE HIRING  
OF A MAINTENANCE AIDE.

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

1. THAT Kurt R. Liszcz be hired as a Maintenance Aide at an hourly rate of \$21.78.
2. THIS Resolution shall be effective October 9, 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  
Ms. Tina White  
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. 6016

RESOLUTION AUTHORIZING THE EXECUTION OF A  
UNIVERSAL MEMBERSHIP AGREEMENT BETWEEN TALX CORPORATION (A  
PROVIDER OF EQUIFAX VERIFICATION SERVICES) AND READING HOUSING  
AUTHORITY FOR THE WORK NUMBER FOR GOVERNMENT AGENCIES.

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**WHEREAS**, Reading Housing Authority wishes to use the services of Equifax Verification Services (EVS) Work Number to verify consumer employment and income information.

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

1. THAT the terms of the Universal Membership Agreement between Reading Housing Authority and TALX Corporation are hereby approved, said agreement to be in substantially the following form:

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AGREEMENT ON FILE IN THE COMPTROLLER'S OFFICE.

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2. This Resolution shall be effective October 23, 2018.

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

Ayes: Ms. Lorena Patricia Keely  
Ms. Tina White  
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 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, December 4, 2018.

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Recording Secretary