

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of December was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on December 4, 2018.

Members of the staff attending were as follows: 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; Mr. Josh K. Smith, Director of Housing Management; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mr. Frederick H. Prutzman, Building Construction Inspector; Mr. John E. Knockstead, County Casework Supervisor; Mr. Adam Przybylski, Accountant 2; Ms. Camille Campos-Torres, Substitute Management Aide; Ms. Maria Arteaga, Substitute Clerk Typist 2; Mrs. Maritza Manzueta, Management Aide; Ms. Priscilla Campos, Substitute Management Aide; Ms. Janice M. Eickhoff, Clerk Typist 3 and Mrs. Marilyn Guzman, Assistant Property Manager. Attorney Edwin Stock, Solicitor and Val Laxis, 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

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 October 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 October 1, 2018 thru October 31, 2018. The motion was carried unanimously.

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

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$5,282,575.03	\$ .00	\$ 9,310.34	\$ 5,291,885.37
P-15 Sylvania	107,563.50	1,523.30	1,727,519.89	1,836,606.69
River Oak Apts.	47,481.06	.00	100,673.04	148,154.10
Section 8	254,606.09	.00	.00	254,606.09
Park Place	13,150.02	.00	.00	13,150.02
Total	\$5,705,375.70	\$ 1,523.30	\$1,837,503.27	\$7,544,402.27

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

The Executive Director submitted the following report:

**COMPREHENSIVE GRANT PROJECTS**

**225-2016 Capital Fund** – All work items have been completed.

**226-2017 Capital Fund** – All work items have been completed. Awaiting final invoicing for grant closeout.

**227-2018 Capital Fund** – Open work items include ongoing boiler replacement (Oakbrook) and installation of new cameras (RHA-wide). An RFQ was issued for elevator replacement (all highrises); staff currently in negotiation with potential consultant, with possible contract to be presented at January meeting.

**228-2019 Capital Fund** – Staff concluded public process for Capital Fund Action Plan planning process. Draft action items included in Annual Plan packet.

**OCCUPANCY RATES BY PROPERTY/PROGRAM**

**Public Housing Program**

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

**Sylvania Homes**

7/1/18 – 9/30/18	4/1/18 – 6/30/18	1/1/18 – 3/31/18	10/1/2017– 12/31/17	7/1/17 – 9/30/17
92.1%	94.0%	96.4%	94.5%	95.5%

**River Oak Apartments**

7/1/18 – 9/30/18	4/1/18 – 6/30/18	1/1/18 – 3/31/18	10/1/2017– 12/31/17	7/1/17 – 9/30/17
98.8%	97.3%	97.3%	96.8%	98.2%

**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	
93.6%	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	9/30/18	
86.0%	82.0%	82.5%	

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

3/31/2017	6/30/18	9/30/18	
98.5%	98.16%	96.3%	

**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>Accepted</u> by Eligible Applicant	Units <u>Unassigned</u>	Total Vacant Units
<b>Public Housing</b>					
Glenside Homes	1	2	1	2	6
Hensler Homes	1				1
Oakbrook Homes	4	9	1	1	15
Franklin Tower					
Kennedy Towers	1				1
Rhodes Apartments	2			1	3
Eisenhower Apartments	1	1		1	3
Hubert Apartments					
<b>TOTAL (1607)</b>	<b>10</b>	<b>12</b>	<b>2</b>	<b>5</b>	<b>29</b>
<b>Scattered Sites (2)</b>					
<b>Sylvania Homes (126)</b>	1	4	1	1	7
<b>River Oak Apartments (72)</b>	1			2	3
<b>726 North 11<sup>th</sup> Street (2)</b>					
<b>NSP Units (11)</b>				4	4
<b>Emma Lazarus Townhouses (10)</b>					
<b>TOTAL, ALL DEVELOPMENTS (1825)</b>	<b>12</b>	<b>16</b>	<b>3</b>	<b>12</b>	<b>43</b>

**CHARGE-OFFS**

	6/1/18 – 8/31/18	3/1/18 – 5/31/18	12/1/17 – 2/28/18	9/1/17 – 11/30/17	6/1/17 – 8/31/17
Public Housing	\$25,484.71 14 accounts	\$11,775.53 12 accounts	\$31,268.94 15 accounts	\$10,325.17 13 accounts	\$16,486.79 19 accounts
Sylvania Homes	\$16,334.23 2 accounts	\$9,515 5 accounts	\$3,093.93 1 account	\$0	\$8,545.79 4 accounts
River Oak Apts.	\$0	\$1,855.50 1 account	\$0	\$59.95 1 account	\$2,265.00 2 accounts
Emma Lazarus Townhomes					

**Waiting List Report**

Bedroom Size	# on WL	# on WL with City Preference	Contacting Applicants from	Waiting Period (months)	Sylvania Homes	River Oak Apts.	NSP # 3 North 3rd	Housing Choice Voucher Program
Studio OBR	40	26	11/2016	12-24	XX	XX	XX	XX
1BR – Elderly & Disabled	1	0	5/2018 Lottery selection	6-12	XX	XX	XX	XX
1 BR – General Occupancy	166	0	Vacant units go to Xfers		11	XX	2	XX
2 BR – General Occupancy	104	0	5/2018 Lottery selection	6-12	52	27	3	XX
3 BR – General Occupancy	148	0	Vacant units go to Xfers		10	11	XX	XX
4 BR – General Occupancy	17	0	5/2018 Lottery selection	6-12	1	XX	XX	XX

5 BR – General Occupancy	2	0	5/2018 Lottery selection	6-12	XX	XX	XX	With City Pref: 82
TOTAL	478	26			74	38	5	TOTAL: 124

**HABITAT FOR HUMANITY (HFH)** – No updates.

**YOUTHBUILD** – Efforts continue in accordance with partnership agreement with United Community Service.

**PARK PLACE ON PENN** – An Agreement of Sale is pending for 1022A Penn Street at the time of this report. Work items resulting from a home inspection have been resolved.

**18<sup>TH</sup> WONDER PROJECT** – No updates.

**EMMA LAZARUS** – The previously-scheduled real estate closing has been postponed as of the time of this report.

**UNION CONTRACT** – Union negotiations continue as of the time of this report.

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. 6017

RESOLUTION ACKNOWLEDGING THE HIRING  
OF A SUBSTITUTE CLERK TYPIST 2.

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

1. THAT Maria J. Arteaga be hired as a Substitute Clerk Typist 2 at an hourly rate of \$20.90, 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 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. 6018

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 Priscilla 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 December 3, 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. 6019

RESOLUTION ACKNOWLEDGING A REGULAR STATUS  
PROPERTY MANAGER.

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WHEREAS, probationary period of 180 days for Nydia Staples ends November 16, 2018, in accordance with the rules and regulations of the Civil Service Commission of the State of Pennsylvania.

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

1. THAT Nydia Staples is approved as a regular status Property Manager.
2. THIS Resolution shall be effective November 17, 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. 6020

RESOLUTION ACKNOWLEDGING A REGULAR STATUS  
ASSISTANT PROPERTY MANAGER.

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WHEREAS, probationary period of 180 days for Elizabeth Roman-Torres ends November 30, 2018, in accordance with the rules and regulations of the Civil Service Commission of the State of Pennsylvania.

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

1. THAT Elizabeth Roman-Torres is approved as a regular status Assistant Property Manager.
2. THIS Resolution shall be effective December 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. 6021

RESOLUTION ACKNOWLEDGING THE PROMOTION  
WITHOUT EXAMINATION OF A CLERK TYPIST 2  
TO A MANAGEMENT AIDE.

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

1. THAT Maritza Manzueta be promoted from a Clerk Typist 2 to a Management Aide at the rate of \$21.64 per hour, for a probationary period of 180 days in accordance to the rules and regulations of the State Civil Service Commission of Pennsylvania.
2. THIS Resolution shall be effective to December 3, 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. 6022

RESOLUTION ACKNOWLEDGING A REGULAR STATUS

ACCOUNTANT 2.

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WHEREAS, probationary period of 180 days for Adam J. Przybylski ends December 5, 2018, in accordance with the rules and regulations of the Civil Service Commission of the State of Pennsylvania.

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

1. THAT Adam J. Przybylski is approved as a regular status Accountant 2.
2. THIS Resolution shall be effective December 6, 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. 6023

RESOLUTION ACKNOWLEDGING THE PROMOTION  
WITHOUT EXAMINATION OF A PROPERTY  
MANAGER TO A DIRECTOR OF HOUSING MANAGEMENT.

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

1. THAT Josh K. Smith be promoted from a Property Manager to a Director of Housing Management at an annual salary of \$67,361.00, 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 December 3, 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. 6024



RESOLUTION AUTHORIZING THE ADOPTION OF  
THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority that the following policy is hereby adopted:

1. Admission and Continued Occupancy Policy.

THIS Resolution shall be effective December 4, 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. 6025

RESOLUTION APPROVING THE TERMS AND AUTHORIZING  
THE EXECUTION OF A CONTRACT WITH LANTEK,  
TO PROVIDE IT MAINTENANCE & SUPPORT.

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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 LANtek, to provide IT Maintenance & Support, 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 \$107,196.00 has been approved by the Solicitor.
3. THIS Resolution shall be effective December 4, 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	\$25,484.71 (14 accounts)
Sylvania Homes	16,334.23 (2 accounts)
Total	\$41,818.94

Delinquent accounts with an amount of less than \$75.00, of tenants who de cease 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 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, January 22, 2019.

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Recording Secretary