

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 26, 2019.

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; Mr. Josh K. Smith, Director of Housing Management; 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; Mr. David Oley, Building Maintenance Foreman; Mr. Jonathan Runkle, Building Maintenance Foreman; Mr. Alfonso Albino, Maintenance Mechanic; Mrs. Yasaira Modeste, Property Manager; Ms. Janice M. Eickhoff, Clerk Typist 3 and Mrs. Marilyn Guzman, Assistant Property Manager. Attorney Edwin Stock, Solicitor for the Authority and Mr. Steve DeLucas, 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 January 22, 2019. 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, 2019 thru January 31, 2019. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of January 2019.

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$4,843,920.56	\$.00	\$ 140,695.98	\$ 4,984,616.54
P-15 Sylvania	104,903.96	1,438.15	1,859,783.60	1,966,125.71
River Oak Apts.	49,114.13	.00	72,413.80	121,527.93
Section 8	161,655.24	.00	.00	161,655.24
Park Place	19,750.02	.00	.00	19,750.02
Total	\$5,179,343.91	\$ 1,438.15	\$2,072,893.38	\$7,253,675.44

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:

CAPITAL FUND GRANT PROGRAM

225-2016 Capital Fund – Modest balance remains; to be expended with upcoming computer hardware needs.

226-2017 Capital Fund – 13 of 42 automatic doors have been installed in RHA highrises.

227-2018 Capital Fund – Design work is underway on elevator modernization, with a contract awarded to VTX, Philadelphia PA. Boiler installations continue in Oakbrook Homes, under contract with Blansky Energy Group, Reading PA.

OCCUPANCY RATES BY PROPERTY/PROGRAM

Public Housing Program

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

Sylvania Homes

10/1/18 – 12/31/18	7/1/18 – 9/30/18	4/1/18 – 6/30/18	1/1/18 – 3/31/18	10/1/2017– 12/31/17
94.6%	92.1%	94.0%	96.4%	94.5%

River Oak Apartments

10/1/18 – 12/31/18	7/1/18 – 9/30/18	4/1/18 – 6/30/18	1/1/18 – 3/31/18	10/1/2017– 12/31/17
96.2%	98.8%	97.3%	97.3%	96.8%

Emma Lazarus Townhomes

10/1/18 – 12/31/18	7/1/18 – 9/30/18	4/1/18 – 6/30/18	1/1/18 – 3/31/18	10/1/2017– 12/31/17
100.0%	93.6%	88.0%	81.1%	65.9%

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	12/30/18
86.0%	82.0%	82.5%	83.7%

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

3/31/2017	6/30/18	9/30/18	12/30/18
98.5%	98.16%	96.3%	96.0%

Shelter Plus Care Utilization, by Number of Vouchers

10/1/18 – 12/31/18	1/1/19 – 3/31/19	4/1/19 – 6/30/19	7/1/19 – 9/30/19
110%			

Shelter Plus Care Utilization to Date, by Funding

10/1/18 – 12/31/18	1/1/19 – 3/31/19	4/1/19 – 6/30/19	7/1/19 – 9/30/19
18.7%			

Vacant Unit Report

	Units Scheduled for Leasing	Units to receive a Transfer	Units Accepted by Eligible Applicant	Units Unassigned	Total Vacant Units
Public Housing					
Glenside Homes	2	2		3	7
Hensler Homes					
Oakbrook Homes	1	13	2	2	18
Franklin Tower	1				1
Kennedy Towers	1	1			2
Rhodes Apartments			1		1
Eisenhower Apartments	1	2	1	1	5
Hubert Apartments					
TOTAL (1607)					34
Scattered Sites (2)					
Sylvania Homes (126)		2		1	3
River Oak Apartments (72)			1	1	2
726 North 11th Street (2)					
NSP Units (11)	1		1	2	4
Emma Lazarus Townhouses (10)					
TOTAL, ALL Properties (1825)	7	20	6	10	43

Charge-Offs

	9/1/18 – 11/30/18	6/1/18 – 8/31/18	3/1/18 – 5/31/18	12/1/17 – 2/28/18	9/1/17 – 11/30/17
Public Housing	\$24,505.26 10 accts	\$25,484.71 14 accts	\$11,775.53 12 accts	\$31,268.94 15 accts	\$10,325.17 13 accts
Sylvania Homes	\$5,601.83 4 accts	\$16,334.23 2 accts	\$9,515 5 accts	\$3,093.93 1 acct	\$0
River Oak Apts.	\$1,614.60 1 acct	\$0	\$1,855.50 1 acct	\$0	\$59.95 1 acct
Emma Lazarus Townhomes	\$337.00 1 acct				

Comment: Of the total for Public Housing, 53% is comprised of rents charged for unreported income (2 accts).

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 0BR	0	0	11/2016	24-36 months	XX	XX	XX	XX
1BR – Elderly & Disabled	0	0	5/2018 lottery selection	6-12 months	XX	XX	XX	XX
1 BR – General Occupancy	167	167	5/2018 lottery selection	6-12 months	22	XX	5	XX
2 BR – General Occupancy	54	54	5/2018 lottery selection	6-12 months	36	22	3	XX
3 BR – General Occupancy	148	148	5/2018 lottery selection	6-12 months	6	16	XX	XX
4 BR – General Occupancy	17	17	5/2018 lottery selection	6-12 months	2	XX	XX	XX
5 BR – General Occupancy	2	2	5/2018 lottery selection	6-12 months	XX	XX	XX	With City Pref: 29
TOTAL	388	388			66	33	8	TOTAL: 75

Comment: The Public Housing Waiting List opened on February 19 for select bedroom sizes. An overview of application protocols will be presented during the Commissioners' Workshop, including updates on electronic applications. (See attachments).

PARK PLACE ON PENN –1022A Penn Street was sold on January 18, 2019, for which Reading Housing Authority shall hold the mortgage. 1020A and 1020B, the newly-constructed units, remain listed with Sands & Company Real Estate.

FEDERAL FUNDING STATUS – With the reopening of the federal government, housing authorities anticipate continued and stable funding for the Operating Fund (estimated by NAHRO to be awarded at a 96% proration), Capital Fund and Section 8 Payment Renewals for the remainder of FY2019.

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

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following resolution was read and considered:

RESOLUTION NO. 6038

RESOLUTION ACKNOWLEDGING FRANK L. HUYARD, JR.'S
THIRTY-THREE PLUS [33+] YEARS OF EMPLOYMENT BY
THE READING HOUSING AUTHORITY.

WHEREAS, Frank L. Huyard, Jr., began his tenure of employment with Reading Housing Authority as a Laborer on July 1, 1985. He then was elevated to Maintenance Mechanic on December 28, 1985, and appointed to the position of Building Maintenance Foreman on August 28, 2006. With thirty-three plus [33+] years of employment, he will be retiring from the position of Building Maintenance Foreman effective March 1, 2019.

BE IT RESOLVED AND IT HEREBY IS RESOLVED that the Reading Housing Authority acknowledges with gratitude and appreciation Frank L. Huyard, Jr.'s, thirty-three plus [33+] years of employment.

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. 6039

RESOLUTION ACKNOWLEDGING STEPHEN E. SPEAS'S
FORTY-FOUR PLUS [44+] YEARS OF EMPLOYMENT BY
THE READING HOUSING AUTHORITY.

WHEREAS, Stephen E. Speas began his tenure of employment with Reading Housing Authority as a Maintenance Aide on September 3, 1974. He then was elevated to Maintenance Mechanic on April 1, 1979. With forty-four plus [44+] years of employment, he will be retiring from the position of Maintenance Mechanic effective March 1, 2019.

BE IT RESOLVED AND IT HEREBY IS RESOLVED that the Reading Housing Authority acknowledges with gratitude and appreciation Stephen E. Speas's forty-four plus [44+] years of employment.

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. 6040

RESOLUTION ACKNOWLEDGING THE PROMOTION
WITHOUT EXAMINATION OF AN ASSISTANT PROPERTY
MANAGER TO A PROPERTY MANAGER.

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

1. THAT Yasaira Modeste be promoted from an Assistant Property Manager to a Property Manager at annual base salary of \$46,172.00, for a probationary period of 180 days in accordance to the rules and regulations of the State Civil Service Commission of Pennsylvania.
2. THIS Resolution shall be retroactive to February 4, 2019.

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. 6041

RESOLUTION ACKNOWLEDGING THE HIRING
OF A BUILDING MAINTENANCE FOREMAN.

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

1. THAT David R. Oley be hired as a Building Maintenance Foreman at an annual salary of \$50,020.00, for a probationary period of 180 days in accordance to the rules and regulations of the State Civil Service Commission of Pennsylvania.

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. 6042

RESOLUTION ACKNOWLEDGING THE HIRING
OF A BUILDING MAINTENANCE FOREMAN.

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

1. THAT Jonathan P. Runkle be hired as a Building Maintenance Foreman at an annual salary of \$52,769.00, 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 11, 2019.

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. 6043

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.

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:

CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.

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2. THE said Contract is in the amount of \$25,312.56 is pending review by the Solicitor.
 3. THIS Resolution shall be effective March 1, 2019.

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. 6044

RESOLUTION AUTHORIZING A CHANGE TO THE
MONEY PURCHASE AND SECTION 457 DEFERRED
COMPENSATION PLAN PROVIDER.

WHEREAS, Reading Housing Authority (RHA) desires to discontinue its relationship with Empower Retirement and desires to retain the Third-Party Administration and Recordkeeping Services of KT Administrators, LLC.

BE IT RESOLVED AND IT HEREBY IS FURTHER RESOLVED that the provider for RHA's pension plans be changed from Empower Retirement to KT Administrators, LLC, and that Executive Director is hereby authorized and directed to execute such documents as necessary or desirable to effectuate the foregoing change.

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 carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 6045

RESOLUTION APPROVING CHANGE ORDER NO. 2 TO THE
CONTRACT WITH PURCELL CONSTRUCTION FOR
AUTOMATIC DOOR UPGRADES AT VARIOUS LOCATIONS.

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 Purcell Construction for Automatic Door Upgrades at Various Locations.

Project Name & Location: Automatic Door Upgrades at Various Locations.

Description of Change:

- No Cost Change- Time only (60 Day extension from March 9, 2019 to May 1, 2019).

Statement of Justification: The additional time is necessary due to delivery delays. All requests were reviewed and approved by Reading Housing Authority.

2. THIS Resolution shall be effective February 26, 2019.

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	\$24,505.26 (10 accounts)
Sylvania Homes	5,601.83 (4 accounts)
River Oak Apts.	1,614.60 (1 account)
Emma Lazarus Townhomes	337.00 (1 account)
North 11 th	3,110.00 (1 account)
Total	\$35,168.69

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 26, 2019.

Recording Secretary

