

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of March was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on March 26, 2019.

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; Mr. Thomas Stianche, Section 8 Coordinator; Mrs. Nydia Staples, Property Manager; Mr. Josh K. Smith, Director of Housing Management; Mr. Charles J. Huckstep, Administrative Assistant; Mrs. Yasaira Modeste, Property Manager; Mr. Frederick H. Prutzman, Building Construction Inspector; Mr. John E. Knockstead, County Casework Supervisor; Mrs. Mya Hornberger, Clerk Typist 2; Mr. Jonathan Runkle, Building Maintenance Foreman; Ms. Janice M. Eickhoff, Clerk Typist 3; Mrs. Marilyn Guzman, Assistant Property Manager and Attorney Edwin Stock, Solicitor were 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 Annual Meeting and Regular Monthly meeting held February 26, 2019. 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 February 1, 2019 to February 28, 2019. The motion was carried unanimously.

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

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$4,629,859.21	\$.00	\$ 134,469.98	\$ 4,764,329.19
P-15 Sylvania	112,406.50	1,402.91	3,392,983.02	3,506,792.43
River Oak Apts.	49,123.29	.00	70,945.31	120,068.60
Section 8	126,921.14	.00	.00	126,921.14
Park Place	19,750.02	.00	.00	19,750.02
Total	\$4,938,060.16	\$ 1,402.91	\$3,598,398.31	\$8,537,861.38

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:

CAPITAL FUND GRANT PROGRAM

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

226-2017 Capital Fund – 27 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 Blanski 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 <u>Leasing</u>	Units to receive a <u>Transfer</u>	Units <u>Accepted</u> by Eligible Applicant	Units <u>Unassigned</u>	Total Vacant Units
Public Housing					
Glenside Homes	3			2	5
Hensler Homes					0
Oakbrook Homes	2	9	2	6	19
Franklin Tower			1		1
Kennedy Towers	2		1	1	4
Rhodes Apartments	1				1
Eisenhower Apartments	1	1	1	1	4
Hubert Apartments	1	1			2
TOTAL (1607)	10	11	5	10	36
Sylvania Homes (126)		2		1	3
River Oak Apartments (72)	1		2		3
726 North 11th Street (2)					0
NSP Units (11)	1			1	2
Emma Lazarus Townhouses (10)					
TOTAL, ALL Properties (1825)	12	13	7	12	44

RESIDENT SERVICES – Service Coordination interventions for February totaled 427 (181 for Housekeeping and 104 for Finances related to non-payment of rent), with a total of 84 unduplicated residents seen during the month. Olivet Boys and Girls Clubs report an average of 75 kids attending at Oakbrook and 15 per day at Glenside. Wellness program served 211 unduplicated residents, with 492 total contacts for the month. Staff continue to work with development-based resident councils, having recently moved to a group format for officer leadership training.

Waiting List Report

Bedroom Size	# on WL	# on WL with City Preference	Contacting Applicants from	Waiting Period (mos)	Sylvania Homes	River Oak Apts.	NSP # 3 North 3rd	Housing Choice Voucher Program
Studio OBR	8	5	11/2016	24-36 months	XX	XX	XX	XX
1BR – Elderly & Disabled	2	2	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	2	XX
2 BR – General Occupancy	55	55	5/2018 lottery selection	6-12 months	35	19	0	XX
3 BR – General Occupancy	147	147	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: 30
TOTAL	398	395			65	35	2	TOTAL: 57

Comment: The Public Housing Waiting List opened in February for 0-Bedroom, 1-Bedroom, 2-Bedroom and 5Bedroom units. RHA received 2,272 applications, of which 2,197 (97%) were submitted online. 63% of applicants claimed residency preference, which means that the applicant lives, works or attends school in the City of Reading. From the randomized selection conducted via the software company, 198 households will be placed on the waiting list, which represents the projected number of applicants needed to process 12-months of vacancy.

MAINTENANCE INSPECTION PROTOCOL UPDATES – Public Housing units nationwide are subject to an annual inspection protocol governed by standards known as Uniform Physical Conditions Standards (UPCS), which is administered by agents for HUD’s Real Estate Assessment Center (REAC). As a result of the annual or biannual inspection process, PHAs are issued a score for physical conditions, which together with other metrics result in the PHA’s “PHAS” (Public Housing Assessment System) Score. This score earns a PHA the distinction

of High-Performer, Standard or Troubled PHA. RHA has historically been rated a high-performing PHA, but in some years has earned a standard rating, largely due to the REAC scoring methodology.

In February, RHA staff attended a training at the HUD Field Office to learn of new inspection protocols. In sum, the protocol is intended to shorten the notice time (thus resulting in PHAs being “REAC-ready” at all times, instead of preparing units in preparation for an inspection), shift the focus from inspection of certain items to those of more significance, and focus on health and safety in the areas of “units, “inside” and “outside”. A detailed explanation of these changes, including updates to RHA’s maintenance protocols, will be presented at the Commissioner’s Workshop meeting.

RHA HOME-OWNERSHIP PROGRAM – At the time of this writing, RHA is scheduled to make settlement on the two remaining Public Housing Home-Ownership units. The properties are to be sold to the current residents and financed by RHA. In addition to satisfying an almost 30-year program, RHA will be positioned to de-program the units from the Public Housing stock, thus positively influencing the overall property rating methodology imposed by REAC.

PARK PLACE ON PENN – A meeting with Sands & Co was held on 3/13/19 to discuss the future of the project.

Sands advised that due to changes in federal mortgage financing, RHA is recommended to consider adopting a (1) phased approach to any upcoming investment/development necessary to meet current financing regulations for the condominium industry, or (2) redesign the project with a shift to stacked townhouses, or a “Planned Urban Development” (PUD). Option 1 requires condo units to be 50% completed (ready for sale) for mortgage underwriting, which in the current design would require RHA investment/development of no less than one unit in each building, with other systems (i.e. sprinkler) requiring completed service for all units. Under Option 2, RHA would forgo the phased approach and develop units at its discretion without impacting financing eligibility (information pending confirmation from the bank underwriting community) but cause the project to incur legal fees and review by City Zoning, etc.

As a reminder: the present segment of this project (South Penn Street) includes 4 buildings/8 units. Two units have been sold, two are presently listed for sale, and four remain in frame-state. A recent offer requiring RHA financing was recently rejected because the offer failed to meet acceptable down-payment terms.

RHA representatives shall identify total current investments and updated development cost projections for board consideration. A meeting is scheduled for 4/4 with the RHA solicitor to review and update the condominium’s organization documents. A current appraisal, along with updated property comparisons shall be sought to round out the information necessary for project planning.

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. 6046

RESOLUTION ACKNOWLEDGING DANIEL F. LUCKEY’S
TWENTY-NINE [29] YEARS OF EMPLOYMENT BY
THE READING HOUSING AUTHORITY.

WHEREAS, Daniel F. Luckey began his tenure of employment with Reading Housing Authority as a Deputy Executive Director on March 19, 1990. He was appointed as the Acting Executive Director on November 1, 1991. On February 22, 1994 he was appointed as the Executive Director. With twenty-nine [29] years of employment, he will be retiring from the position of Executive Director effective March 31, 2019.

BE IT RESOLVED AND IT HEREBY IS RESOLVED that the Reading Housing Authority acknowledges with gratitude and appreciation Daniel F. Luckey’s twenty-nine [29] years of employment.

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. 6047

RESOLUTION ACKNOWLEDGING A REGULAR STATUS
MANAGEMENT AIDE.

WHEREAS, probationary period of 180 days for Camille A. Campos ends March 29, 2019, 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 Camille A. Campos is approved as a regular status Management Aide.
2. THIS Resolution shall be effective March 30, 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. 6048

RESOLUTION ACKNOWLEDGING THE HIRING
OF A LABORER.

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

1. THAT Jaime K. Ortega be hired as a Laborer at an hourly rate of \$21.30.
2. THIS Resolution shall be effective March 18, 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. 6049

RESOLUTION ACKNOWLEDGING THE HIRING
OF A LABORER.

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

1. THAT Julian Rodriguez be hired as a Laborer at an hourly rate of \$21.30.
2. THIS Resolution shall be effective March 18, 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. 6050

RESOLUTION ACKNOWLEDGING THE HIRING
OF A MAINTENANCE AIDE.

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

1. THAT Dave J. Richardson be hired as a Maintenance Aide at an hourly rate of \$22.22.
2. THIS Resolution shall be effective March 4, 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. 6051

RESOLUTION ACKNOWLEDGING THE ELEVATION
OF A MAINTENANCE AIDE
TO A MAINTENANCE MECHANIC.

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

1. THAT Francisco Arroyo be elevated from a Maintenance Aide to a Maintenance Mechanic at the rate of \$22.78 per hour.
2. THIS Resolution shall be effective March 11, 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. 6052

RESOLUTION ACKNOWLEDGING THE ELEVATION
OF A MAINTENANCE AIDE
TO A MAINTENANCE MECHANIC.

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

1. THAT Johnny Diaz be elevated from a Maintenance Aide to a Maintenance Mechanic at the rate of \$22.78 per hour.
2. THIS Resolution shall be effective March 11, 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. 6053

RESOLUTION ACKNOWLEDGING THE ELEVATION
OF A MAINTENANCE AIDE
TO A MAINTENANCE MECHANIC.

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

1. THAT Brandon Goss be elevated from a Maintenance Aide to a Maintenance Mechanic at the rate of \$22.78 per hour.
2. THIS Resolution shall be effective March 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. 6054

RESOLUTION ACKNOWLEDGING THE ELEVATION
OF A MAINTENANCE AIDE
TO A MAINTENANCE MECHANIC.

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

1. THAT Miguel Ruiz be elevated from a Maintenance Aide to a Maintenance Mechanic at the rate of \$22.78 per hour.
2. THIS Resolution shall be effective March 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. 6055

RESOLUTION ACKNOWLEDGING THE ELEVATION
OF A MAINTENANCE AIDE
TO A MAINTENANCE MECHANIC.

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

1. THAT John Shantz be elevated from a Maintenance Aide to a Maintenance Mechanic at the rate of \$22.78 per hour.
2. THIS Resolution shall be effective March 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. 6056

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, 2018.

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 \$226,735.03 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, 2018.
2. THIS Resolution shall be effective immediately.

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. 6057

RESOLUTION APPROVING AND AUTHORIZING
THE 18th WONDER BOARD OF DIRECTORS FY-2019
CONTRIBUTION.

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

1. THAT the Commissioners approve the 18th WONDER Board of Directors FY-2019 Contribution in the amount of \$3,000.00.

2. THIS Resolution shall be effective March 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 Resolution was read and considered:

RESOLUTION NO. 6058

RESOLUTION APPROVING TRAVEL TO ARLINGTON, VA,
TO ATTEND NAHRO'S 2019 WASHINGTON CONFERENCE,
"CONNECT TO PURPOSE,"
TO BE HELD APRIL 7-9, 2019.

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

1. THAT approval be given to Stacey J. Keppen, Lorena Patricia Keely, Attorney Edwin L. Stock and Steven E. Belinski for travel to Arlington, VA, to attend NAHRO's 2019 Washington Conference, "Connect to Purpose," to be held April 7-9, 2019.

2. THIS Resolution shall be effective March 26, 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. 6059

RESOLUTION APPROVING THE FYE MARCH 31, 2020, CONTRACT W-66
OPERATING BUDGETS, SAID BUDGETS HAVING BEEN EXAMINED AND
APPROVED BY THE BOARD OF COMMISSIONERS.

WHEREAS, the Reading Housing Authority's Contract W-66 Operating Budgets' total expenditure, for Asset Management Projects (AMP's), 10-Glenside, 11-Hensler, 20-Oakbrook, 30-High Rises and 40-Scattered Sites, for the fiscal year beginning April 1, 2019, and ending March 31, 2020, shall not exceed the amount of \$11,753,304.14 have been reviewed by the Board of Commissioners of the Reading Housing Authority.

WHEREAS, the Board of Commissioners has determined, with regard to said budget, that;

- [1] All regulatory and statutory requirements have been met;
- [2] The PHA has sufficient operating reserves to meet the working capital needs of its developments;
- [3] Proposed budget expenditures are necessary in the efficient and economical operation of the housing authority for the purpose of serving low-income residents;
- [4] The budget indicates a source of funds adequate to cover all proposed expenditures;
- [5] The calculation of eligibility for Federal funding is in accordance with the provisions of the regulations;
- [6] All proposed rental charges and expenditures will be consistent with provisions of law;
- [7] The PHA/IHA will comply with the wage rate requirements under 24 CFR 968.110(e) and (f) or 24 CFR 905.120(c) and (d);
- [8] The PHA/IHA will comply with the requirements of access to records and audits under 24 CFR 968.110(I) or 24 CFR 905.120(g);
- [9] The PHA/IHA will comply with the requirements for the re-examination of family income and composition under 24 CFR 960.209, 990.115 and 905.315; and
- [10] The PHA/IHA will comply with the requirements for certification of Housing Manager and Assisted Housing Manager positions (24 CFR 967.304 and 967.305).

THEREFORE, the Operating Budgets for AMP's, Contract W-66 for the FYE March 31, 2020, are hereby approved.

THIS Resolution shall be effective April 1, 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.

At this time, Attorney Ed Stock recommended that a Board Member make a motion to approve the Retirement Agreement with Mr. Daniel F. Luckey which deals with the payout of his accumulated PTO and the motion should also authorize the Chairman of the Board to sign the agreement.

Mr. Pawling introduced the above said motion, second by Ms. Keely, all were in favor and the motion was carried.

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, April 23, 2019.

Recording Secretary