

## MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of April was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on April 23, 2019.

Members of the staff attending were as follows: Mrs. Stacey J. Keppen, 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; 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; Mr. Jonathan Runkle, Building Maintenance Foreman; Mrs. Maria Arteaga, Substitute Clerk Typist 2; Mrs. Mya Hornberger, Clerk Typist 2; Ms. Janice M. Eickhoff, Clerk Typist 3 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  
                    Ms. Tina White

Absent:         None

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 March 26, 2019. 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 March 1, 2019 to March 31, 2019. The motion was carried unanimously.

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

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$4,161,295.16	\$ .00	\$ 27,400.58	\$ 4,188,695.74
P-15 Sylvania	112,586.50	1,375.67	3,395,669.31	3,509,631.48
River Oak Apts.	48,233.28	.00	71,078.10	119,311.38
Section 8	146,563.08	.00	.00	146,563.08
Park Place	20,503.43	.00	.00	20,503.43
Total	\$4,489,181.45	\$ 1,375.67	\$3,494,147.99	\$7,984,705.11

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

The Executive Director submitted the following report:

# EXECUTIVE DIRECTOR'S REPORT

Reading Housing Authority



## Programs

### Applications

#### WAITING LIST STATISTICS

		Total Units	# Vacancies	# on Waitlist	Waiting Period	# Leasings Scheduled
PUBLIC HOUSING PROGRAM	Studio – 0 BR Mixed Occupancy	343	7	4 pending 4 eligible	12–24 mos	4
	1 BR Mixed Occupancy	344	1	1	12–24 mos	0
	1 BR General Occupancy	208	0	167	12–24 mos	0
	2 BR General Occupancy	398	12	46	12–24 mos	5
	3 BR General Occupancy	237	2	147	12–24 mos	0
	4 BR General Occupancy	63	3	11	12–24 mos	0
	5 BR General Occupancy	24	4	2 interview ltrs	12–24 mos	2
AFFORDABLE RENTALS	Sylvania Homes	126	3	59	6-12 mos	0
	River Oak Apartments	72	2	28	6-12 mos	0
	Emma Lazarus Townhomes	10	0	0	6-12 mos	0
	NSP Properties	11	2	1	XXX	0

### Property Management

#### OCCUPANCY RATES BY PROPERTY/PROGRAM

##### Public Housing Program

1/1/19- 3/31/19	10/1/18 – 12/31/18	7/1/18 – 9/30/18	4/1/18 – 6/30/18	1/1/18 – 3/31/18
97.7%	97.9%	97.7%	97.9%	98.0%

Sylvania Homes

1/1/19- 3/31/19	10/1/18 – 12/31/18	7/1/18 – 9/30/18	4/1/18 – 6/30/18	1/1/18 – 3/31/18
97.0%	94.6%	92.1%	94.0%	96.4%

River Oak Apartments

1/1/19- 3/31/19	10/1/18 – 12/31/18	7/1/18 – 9/30/18	4/1/18 – 6/30/18	1/1/18 – 3/31/18
96.8%	96.2%	98.8%	97.3%	97.3%

Emma Lazarus Townhomes

1/1/19- 3/31/19	10/1/18 – 12/31/18	7/1/18 – 9/30/18	4/1/18 – 6/30/18	1/1/18 – 3/31/18
100%	100.0%	93.6%	88.0%	81.1%

RENT COLLECTION STATISTICS

	Collection Rate	14-Day Notices	Tenant-Landlord Complaints	Constable-assisted Lock-outs	Terminations Rent only	Terminations Other
Public Housing – Mixed Occupancy	98.5%	53	0	0	0	0
Public Housing – General Occupancy	97.5%	159	29	2	0	0
Affordable Rentals	95.2%	34	4	0	0	0

Comments: RHA has initiated the online payment project with Paylease. An update on this topic will be provided at the Commissioners’ Workshop.

UNIT TURNOVER STATISTICS (Annual Report)

	Voluntary , In good standing, with notice	Voluntary, greater opportunity or self-sufficiency	Voluntary , other or unknown	Voluntary , without notice	Eviction , Failure to pay rent	Eviction , criminal activity	Eviction , other reason	Death	TOTAL
Public Housing – Mixed Occupancy	17	8	7	5	1	3	0	20	61
Public Housing – General Occupancy	24	8	7	14	12	3	5	2	75
Affordable Rentals	9	8	4	0	5	0	3	2	31

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Comments: Residents are requested to complete a move-out notice at the time that intent to vacate is declared. In some cases, the move-out is involuntary and the information is assessed and recorded by RHA. This information is helpful in program planning, describing participation outcomes, and in meeting PHA reporting requirements to HUD.

Voucher Programs

VOUCHER ACTIVITY

	RHA HAP contracts	Terminations – Quarter End	New applications processed	New vouchers Issued	New Contracts	Portability – Out (TOTAL)	Portability – In (TOTAL)
3/31/19	487	13	19	13	4	13	204
6/30/19							
9/30/19							
12/30/19							

Comments: Voucher activity is receiving a renewed focus to ensure maximum utilization of HUD funding. While annual funding awards are typically expected by the end of the CY, funding announcements for 2019 were received only this week. RHA may now plan with greater confidence as to how many vouchers to issue to ensure the optimal use of funding by moving applicants from the waiting list onto the HCV program. Note, as well, that the number of portability vouchers (vouchers issued with funding from another agency, in which RHA must pay out the rental fees to later be reimbursed) continues to grow. On a typical month, RHA advances in excess of \$100,000 through this mandatory program.

UTILIZATION RATE BY PROGRAM (CY-funded)

Housing Choice Voucher Program

	TOTAL	3/31/2019	6/30/19	9/30/19	12/30/19
By # Vouchers	604	487			
By Funding Award		To be reported in May			

Shelter Plus Care Program

	TOTAL	12/30/18	3/31/19	6/30/19	9/30/19
By # Vouchers	30	39 (110%)	33		
By Funding Award		18.7%	To be reported in May		

Mainstream Voucher Program

	TOTAL	3/31/2019	6/30/19	9/30/19	12/30/19
By # Vouchers	22	1			
By Funding Award					

VASH Program (Portability – In Only)

	TOTAL	3/31/2019	6/30/19	9/30/19	12/30/19
# Vouchers	N/A	32			

Comments: None

## Homeownership Programs

**Legacy Program:** Beginning in the early 1990s, RHA implemented a homeownership program resulting from five individual grants from the U.S. Department of Housing and Urban Development. Total funding for the homeownership program in the amount of \$5,205,850 allowed for the acquisition and extensive rehabilitation of 50 single family homes (listed below).

262 North 14 <sup>th</sup> St.	140 Greenwich St.	118 W. Buttonwood St.	244 Pear St.	230 Rose St.
524 North Front St.	304 North Front St.	812 Master St.	247 Pear St.	915 Franklin St.
359 W. Douglass St.	310 Walnut St.	611 Thorn St.	249 Pear St.	916 Franklin St.
221 North Front St.	312 Walnut St.	618 Tulpehocken St.	408 North 2 <sup>nd</sup> St.	921 Franklin St.
227 North 3 <sup>rd</sup> St.	314 Walnut St.	931 Franklin St.	736 North 12 <sup>th</sup> St.	922 Franklin St.
311 McKnight St.	351 Pear St.	933 Franklin St.	850 Muhlenberg St.	926 Franklin St.
245 North Front St.	309 McKnight St.	139 S. Fourth St.	368 North Front St.	129 S. 9 <sup>th</sup> St.
251 North Front St.	340 McKnight St.	154 W. Oley St.	370 North Front St.	141 S. 9 <sup>th</sup> St.
329 W. Greenwich St.	405 Elm St.	156 North Front St.	372 North Front St.	210 North 2 <sup>nd</sup> St.
556 Gordon St.	440 Miltimore St.	242 Pear St.	228 Rose St.	214 North 2 <sup>nd</sup> St.

The intent of the program was to sell the homes to families who had demonstrated that they had been responsible public housing residents, housing choice voucher participants, and/or city residents capable of eventually purchasing a home and assuming the responsibilities of homeownership, as outlined in the RHA's Public Housing Homeownership Administrative Plan. The first home was sold November 11, 1994. On March 20, 2019, RHA sold the final two homes, 408 North 2<sup>nd</sup> Street (\$23,519.84) and 340 McKnight Street (\$38,445.00). In contrast to the other sales, RHA will hold the mortgage for these properties.

## Park Place on Penn

An agreement of sale has been signed for 1020A Penn Street. The unit at 1020B continues to remain listed for sale, with no activity since the last report.

RHA is currently pursuing options for a mortgage servicing company to manage mortgage payments, property tax and homeownership escrow, along with any other required obligations associated with serving as the financing entity for 1022A Penn Street and the two above-referenced legacy units.

## **Facilities**

### Capital Fund Program

The 2017 Capital Fund remains open, with work items associated with the replacement of automatic doors in five highrises (Purcell Construction; \$553,500). This work is on schedule to be completed in May.

The 2018 Capital Fund remains open, with work items related to boiler installation in Oakbrook Homes (Blanski Energy Group; \$468,000). Elevator work in the Center City highrises is underway for design services (VTX), with specification completion on schedule for June and work to be advertised by late summer.

Ongoing Maintenance and Modernization

Curbing and sidewalk installation with two accessibility ramps has been advertised for Sylvania Homes. A contract is expected to be presented at the May meeting.

The new inspection protocol presented at the March meeting has begun in Glenside Homes.

RHA has launched the new Online Work Order portal, which will be officially announced via the enclosed rent insert for the May mailing. Residents have begun to make use of this resource by simple discovery and word-of-mouth, allowing for 24-hour requests (especially for working residents), as written confirmation of submission and for improved efficiency for RHA personnel.

WORK ORDER ACTIVITY

Period:	Work Orders - Routine, Urgent & Emergency	Average Work Orders, per day	Average turnaround time	Unit Turnover Work Orders	Inspections Completed
1/1/19 – 3/31/19					
Glenside Homes	406	4.5	2.2	8	22
Hensler Homes	109	1.2	2.2	1	2
Oakbrook Homes	833	9.3	4.4	25	135
Center City Highrises	1144	12.7	10.7	24	575
Sylvania Homes	135	1.5	4.1	4	11
River Oak Apartments	95	1	2.3	2	3
Emma Lazarus Townhomes	27	0.3	6.2	0	11
NSP Properties	6	0.06	4.8	0	2

Comment: Work Orders are generally initiated by residents requesting maintenance service, but also include preventative maintenance items. In the Public Housing Program, HUD requires emergency work orders to be completed in 24 hours and all other work to be completed in 30 days.

## **Services**

Service Coordination interventions for March totaled 294 (106 Financial Counseling; 75 for Physical Health Needs), with 75 unduplicated resident problem areas addressed during the month. Olivet Boys and Girls Clubs report an average per day attendance of 68 youth in Oakbrook and 116 unduplicated youth in attendance in March. Glenside APD is 15, with 24 unduplicated kids in attendance. Wellness program served 216 unduplicated residents and 595 total contacts for the month. The Wellness Program contract with Tower Health at Home (formerly BVNA) concludes on 5/31/19, with the expectation to advertise for continued services. Chore Services program is serving 26 elderly & disabled residents and providing 44 hours of service a month. Contract ends 5/31/19; staff are in the process of preparing this RFP.

## **Finance**

The RHA Operating Subsidy Calculation was prepared by Jack Blosky (Blosky & Associates, Souderton PA) for the Public Housing Operating Fund for CY 2019. It is estimated that RHA will receive approximately \$104,000 more in 2019 than in 2018. With the exception of Oakbrook Homes, all other AMPS demonstrate a net decrease in revenue, thus accounting for the increase in HUD operating funds. The Operating Subsidy includes an inflation factor, and the net of the formula calculation is then subject to Congressional Appropriations.

RHA Chairman Belinski, Commissioner Keely, Solicitor Stock and Executive Director Stacey Keppen attended the NAHRO Legislative Conference in early April, at which attendees received an overview of the 2020 Presidential Budget, anticipated responses by the House and Senate, and projections related to appropriations. Successful legislative meetings were held with Representative Houlihan and staff from the office of Senators Casey and Toomey, during which support was requested in the form of preserving critical funding to support Public Housing operations, deferred and ongoing capital maintenance needs and attention to the gross inadequacy of affordable housing programs in our jurisdiction and nationwide.

The budget for River Oak Apartments will be submitted to the Pennsylvania Housing Finance Agency this month.

## **Administrative Activities**

No report.

## **Partnerships**

18th WONDER: Signage has been installed in partnership with the City of Reading. Curbing upgrades in Sylvania are being installed in conjunction with crosswalks to the Health Center and significant upgrades to McClellan Street.

Habitat for Humanity: It has been reported that HFH has sold 666 Tulpehocken Street, with 648 remaining for sale. This Executive Director is scheduled to meet with HFH staff in May to discuss the advanced development funds and any proposed future collaboration for consideration by the Commissioners.

City of Reading Planning Department: RHA has been invited to attend a meeting with the City of Reading Planning Department, Blighted Properties Review Committee, Reading Redevelopment Authority and a City Council liaison on May 14<sup>th</sup> for first review of the City's *Housing and Blight Action Plan*.

United Community Services (Youthbuild): The Youthbuild program is currently without a supervisor. RHA is unaware of the planning for program continuation.

Zagster (bike share program): RHA is taking steps to issue a contract cancellation on the 2-year old bike-share program due to lack of ridership.

## **Opportunities**

Oakbrook Baseball Field: RHA met with Leo Martinez, Youth Sports Manager from Olivet Boys & Girls Club regarding a longstanding desire to reinvigorate youth baseball in the City of Reading, and specifically in the Oakbrook OBGC club. The plan includes a graduated investment approach with local and national partners. Leo will attend the Commissioners' Workshop and provide a detailed overview of the concept for consideration by RHA related to approval and possible leveraged financial support.

## Upcoming Events

No report.

## Workshop Agenda Topics – 4/23/19

- Oakbrook Baseball Field (Leo Martinez, Olivet Boys & Girls Club)
- Executive Director's Report (Stacey Keppen, RHA, Executive Director)
- Paylease Update (Josh Smith, RHA, Director of Housing Management)
- 18<sup>th</sup> WONDER Update (Dave Talarico, RHA, Maintenance Superintendent)

## Attachments

- Paylease Resident Meeting rent insert
- Online Work Order Request Resident rent insert

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. 6060

#### RESOLUTION ACKNOWLEDGING A REGULAR STATUS SUBSTITUTE CLERK TYPIST 2.

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WHEREAS, probationary period of 180 days for Maria Arteaga ends April 22, 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 Maria Arteaga is approved as a regular status Substitute Clerk Typist 2.
2. THIS Resolution shall be effective April 23, 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  
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. 6061

RESOLUTION AUTHORIZING THE DISPOSITION BY SALE  
OF NON-EXPENDABLE PROPERTY AND LAND.

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

1. THAT the following non-expendable property and land be removed from the inventory of the Reading Housing Authority

<u>Scattered Site</u>	<u>Cost</u>	<u>Purchased</u>
340 McKnight St Reading, PA 19601	\$38,445.00	01/2010

2. THAT the property and land be sold under the Home Ownership program for no less than \$20,000.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED that the non-expendable property and land shall be removed from the Reading Housing Authority's inventory.

THIS Resolution shall be effective March 20, 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  
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. 6062

RESOLUTION AUTHORIZING THE DISPOSITION BY SALE  
OF NON-EXPENDABLE PROPERTY AND LAND.

-----

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

1. THAT the following non-expendable property and land be removed from the inventory of the Reading Housing Authority

<u>Scattered Site</u>	<u>Cost</u>	<u>Purchased</u>
408 N 2nd St Reading, PA 19601	\$23,519.84	01/2010

2. THAT the property and land be sold under the Home Ownership program for no less than \$15,000.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED that the non-expendable property and land shall be removed from the Reading Housing Authority's inventory.

THIS Resolution shall be effective March 20, 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  
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, May 28, 2019.

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Recording Secretary