

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of June was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on June 25, 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; Mrs. Leonilda Feliciano, Resident Selection Supervisor; ; Mrs. Yasaira Modeste, Property Manager; Mr. Frederick H. Prutzman, Building Construction Inspector; Mr. Jonathan Runkle, Building Maintenance Foreman; Mr. John E. Knockstead, County Casework Supervisor; Mr. Luis Linarez, Building Maintenance Foreman; Mr. David Oley, Building Maintenance Foreman; Mr. Rory Ulrich, Building Maintenance Foreman; Ms. Jessica Simet, Management Aide; Ms. Janice M. Eickhoff, Clerk Typist 3; Mrs. Mya Hornberger, Clerk Typist 2 and Attorney Edwin Stock, Solicitor for the Authority 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 May 28, 2019. The motion was carried unanimously.

The Executive Director submitted the following report:

**EXECUTIVE DIRECTOR'S REPORT**

Reading Housing Authority  
June 25, 2019

**Programs**

Applications

WAITING LIST STATISTICS

		Total Units	# Vacancies	# on Waitlist	Waiting Period	# Leasings Scheduled
PUBLIC HOUSING PROGRAM	Studio – 0 BR Mixed Occupancy	343	4	83	6-12 months	1
	1 BR Mixed Occupancy	344	2	6	6-12 months	0
	1 BR General Occupancy	208	1	135	12-24 months	1
	2 BR General Occupancy	398	7	57	6-12 months	5
	3 BR General Occupancy	237	2	148	12-24 months	0
	4 BR General Occupancy	63	3	6	12-24 months	0

	5 BR General Occupancy	24	1	8	6-12 months	1
AFFORDABLE RENTALS	Sylvania Homes	126	3	64		3
	River Oak Apartments	72	2	24		0
	Emma Lazarus Townhomes	10	0	0		0
	NSP Properties	11	3	9		0
VOUCHER PROGRAMS	Section 8 Housing Choice Vouchers	604 (baseline)		14		

Comments: Staff are preparing for the opening of the Housing Choice Voucher waiting list. Official announcements will be forthcoming through various media outlets and by press release to area partners.

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%

Comments: Property Management staff are preparing a Resident Handbook for the agency's Affordable Housing Programs. This exercise is based on the foundation of the previously-prepared Public Housing Resident Handbook

and addresses areas that are either exclusive to the individual property or are in response to property management issues that were never codified. A final version will be presented to the Commissioners at a future meeting.

RENT COLLECTION STATISTICS

<u>MONTHLY</u>	Collection Rate	14-Day Notices	Tenant-Landlord Complaints	Constable-Assisted Lock-outs	Terminations Rent only	Terminations Other
Public Housing – Mixed Occupancy	99%	35	0	0	0	0
Public Housing – General Occupancy	98.0%	189	47	0	0	0
Affordable Rentals	97%	31	9	0	0	0

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							

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		98.5% (obligated) 81.9% (available)			

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%	36.7%		

## 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			

### Homeownership Programs

#### Park Place on Penn

RHA sold 1020A Penn Street to new owners on June 4, with net proceeds to Reading Housing Authority anticipated in the amount of \$77,600 + interest over 30 years. At the time of this writing, no response has been received to an inquiry of Sands and Company regarding the unit remaining for sale at 1020B Penn Street.

We have tentatively scheduled a meeting of the Park Place on Penn Condo Association for August 13, 2019, to be held at 5:30 pm at the office of RRS Legal (Roland Rick Stock).

### Facilities

#### Capital Fund Program

The 2017 Capital Fund has been fully expended and grant close-out procedures are underway.

The 2018 Capital Fund remains open, with work items related to boiler installation and elevator design work.

RHA has purchased a 2019 Ford Explorer from Masano Auto Group (Reading, PA) through funding from the 2019 Capital Fund. This new fleet vehicle will be used primarily for Capital Fund project management. In keeping with past practices, RHA cycled the current Capital Fund vehicle to Glenside Homes and used the oldest fleet vehicle as a trade-in (a 1998 GMC pickup truck).

#### Ongoing Maintenance and Modernization

A bid opening for curbing and sidewalk improvements occurred on June 16. A resolution will be presented to the Commissioners to engage the services of Bertolet Construction to complete this work, which will enable safe passage to the Oakbrook Health Center by youth attendees to the summer lunch program and position RHA to partner with the City on overall improvements to the corridor.

Concrete and curbing improvements have been completed in Oakbrook Homes adjacent to the ballfield.

On Sunday, June 9, the RHA on-call system was informed of a condition of low water pressure at Franklin Tower. Upon investigation by personnel, it was quickly deduced that RHA was facing a substantial water-main break. Through the collaborative efforts of RHA staff, City Public Works and Reading Area Water Authority, RHA was able to restore temporary water service by day's end. Over the following four days, contractors from Vision Mechanical assisted RHA in completing the excavation, installing roughly 40' of new piping and boiler room valves, and making the final tie into the domestic water and fire standpipe connections. Site restoration is expected to be completed by Friday June 21, which includes the replacement of the concrete sidewalks and the patching of the parking lot. This work constitutes an emergency purchase, and additional details will be presented at the Workshop Meeting of the Board of Commissioners.

## WORK ORDER ACTIVITY

Period: 1/1/19 – 3/31/19	<u>Work Orders</u> Routine, Urgent & Emergency	Average Work Orders, per day	Average Turnaround Time	Unit Turnover Work Orders	Inspections Completed
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

### Services

Service Coordination interventions for April totaled 263 (Physical Health: 40, Financial Counseling: 20, Housekeeping Assistance: 99). Plans are underway for re-establishing a resident council at Franklin Tower, which has not been in operation for two years.

Olivet Boys and Girls Clubs report an average per day of 58 youth (30 RHA), with 98 unduplicated attendees. Glenside reports for May, 22 youth per day (15 RHA), with 26 unduplicated attendees. Summer Camps begin June 17, 2019. Planning remains underway for the T-Ball and coach-pitch teams, with a tentative start date as early as July 15<sup>th</sup>. Staff have prepared a Memorandum of Understanding to define the ball program partnership, which will be presented to new CEO as soon as a meeting can be scheduled.

Wellness program served 228 unduplicated residents, with 561 total contacts for the month. There were 31 first-time residents seen in May. The current contract with Tower Health concludes on June 30, with a new program design in preparation. 54 residents attended the PEACH healthy meal prep program during the reporting period.

“Rock the Block in Oakbrook” will take place on June 27<sup>th</sup> from 4 - 6 p.m. Plans are continuing to try to engage not only children but parents for this community outreach. The United Way’s Oakbrook Community Impact Council has joined local leaders in exploring the issue of food insecurity. The next meeting will occur at WCA on July 16<sup>th</sup> with Healthy Harvest (formerly Greater Berks Food Bank) providing a mobile produce outreach prior to the meeting.

## **Finance**

Accounting staff are currently hosting representatives from Barbacane, Thornton and Company LLP for a financial audit of RHA operations for FYE 3/31/19.

Staff continue to work with the consultant from RKL, focusing upon enhancements to RHA's financial reporting and budgeting process. Together with Human Resource personnel, staff will be meeting with RKL in early July to review software packages that are intended to automate many HR functions and time management processes and provide improvements to payroll.

## **Administrative Activities**

RHA has engaged the services of Tweed Weber Danks for strategic planning services, to begin on July 9 with the agency's management team and the Board of Commissioners on August 16. Details on the process will be supplied to the Commissioners during the Workshop Meeting.

The transfer of the administrative functions for the RHA Money Purchase and 457 Plans from Empower to KT Administrators has been finalized. The first payroll transmission of funds went smoothly. The Money Purchase Plan is currently valued at \$7,624,730. There are currently 33 employees who elect to participate in the 457 Plan, which has a current value of \$538,780.

In coordination with the planning and reorganization currently underway, Human Resources is in the midst of preparing job descriptions for submission to PA State Civil Service Commission for the creation and proper classification of approximately 14 positions. Staff are also engaged in absorbing previously outsourced items, such as FMLA administration, reference checks and pre-employment screening.

## **Partnerships**

**Housing & Urban Development:** RHA has received its final PHAS Score for FYE 3/31/18, having earned the mark of a Standard Performer. An explanation of the scoring methodology and implications will be presented at the Workshop Meeting of the Board of Commissioners.

**City of Reading:** No updates.

**18th WONDER:** No updates.

**Habitat for Humanity:** No updates.

**Affordable Housing Dialogue:** Staff attended two community events during this month related to the adequacy of affordable housing in the Reading/Berks community. On June 11, the Greater Reading Chamber Alliance hosted a session entitled "Housing Challenges" at Reading Area Community College, during which presenters shared data related to the decline in housing development rates in the region for households in all income groups. Participants also learned of the challenges facing homeowners of modest incomes in securing home improvement loans and the disproportionate impact upon specific subgroups. Various attendees including RHA were called upon to provide a representative voice to those served by the respective organizations.

On June 12, a smaller group of stakeholders were invited to meet with the Berks County Planning Commission for dialogue intended to assess the affordable housing needs of the county. Attendees were present representing county and city government, the real estate industry, LIHTC developers and PHAs. The intended outcome of this session was to begin to identify regulatory and other barriers to improving the affordable housing stock. Next steps include further data collection from the Commission.

## **Opportunities**

No report.

## **Upcoming Events**

Resident Picnic – Kennedy - Monday, August 12 @ 11:00 AM

Resident Picnic – Rhodes – Thursday, September 5 @ 11:00 AM

**Workshop Agenda Topics**

- PHAS Scoring
- Emergency Purchase – Franklin Tower water issue
- Strategic Planning Process

**Attachments**

- PHAS Report

**Respectfully Submitted by:**

Stacey J. Keppen

Executive Director

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.

The following Resolution was read and considered:

RESOLUTION NO. 6083

RESOLUTION ACKNOWLEDGING A REGULAR STATUS  
MANAGEMENT AIDE

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WHEREAS, probationary period of 180 days for Jessica Simet ends June 10, 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 Reading Housing Authority:

1. THAT Jessica Simet is approved as a regular status Management Aide.
2. THIS Resolution shall be effective June 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. 6084

RESOLUTION APPROVING THE TERMS AND AUTHORIZING THE EXECUTION OF A CONTRACT WITH BERTOLET CONSTRUCTION CORPORATION FOR INSTALLATION OF NEW SIDEWALKS & CURBING TO INCLUDE THE ADDITION OF TWO (2) HANDICAP RAMPS & CURB CUTS FOR THE SOUTHWEST CORNER OF LIGGETT AVENUE & MCCLELLAN STREET

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

1. THAT the terms of the contract with Bertolet Construction Corporation, [Wernersville, PA], for the Curbing and Sidewalk Improvements – Southwest Corner of Liggett Avenue & McClellan Street Project to include installation of new sidewalks and curbing with the addition of two (2) handicap ramps and curb cuts, are hereby approved, the said 60-day Contract, to be in substantially the following form:

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CONTRACT ON FILE IN THE PURCHASING OFFICE.

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2. The said Contract in an amount not to exceed \$59,560.00, is pending review and approval by the Solicitor.

3. This Resolution shall be effective June 25, 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.

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, July 23, 2019.

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Recording Secretary