

## MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of May was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on May 28, 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; Mr. Charles K. Huckstep, Administrative Assistant; 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; Ms. Janice M. Eickhoff, Clerk Typist 3 and Mrs. Mya Hornberger, Clerk Typist 2. Attorney Edwin Stock, and Attorney John Roland, Solicitors 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 April 23. The motion was carried unanimously.

Mr. Belinski shared with the attendees at the meeting that we had received a communication from Dan Luckey. He sent a thank you card to the Reading Housing Authority and Mr. Belinski read it as follows:

“To the Board and fellow employees – a special thanks to all of you for everything you done, for being special people that you are. Thank you very much.”.

“Thank you for all the good years at the Reading Housing Authority and all of your hard work. Also, thanks for the party, as it was greatly appreciated.”

Mr. Belinski thanked Dan and hoped his retirement is going well.

The Executive Director submitted the following report:

### **EXECUTIVE DIRECTOR'S REPORT**

Reading Housing Authority

May 28, 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	104	6-12 months	1
	1 BR Mixed Occupancy	344	2	7	6-12 months	2
	1 BR General Occupancy	208	1	162	12-24 months	1
	2 BR General Occupancy	398	7	78	12-24 months	3
	3 BR General Occupancy	237	2	147	12-24 months	1
	4 BR General Occupancy	63	3	6	12-24 months	2
	5 BR General Occupancy	24	1	8	6-12 months	0
AFFORDABLE RENTALS	Sylvania Homes	126	3	60		2
	River Oak Apartments	72	2	43		0
	Emma Lazarus Townhomes	10	0	0		0
	NSP Properties	11	3	1		0
VOUCHER PROGRAMS	Section 8 Housing Choice Vouchers	604 (baseline)		49		

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
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97.0%	94.6%	92.1%	94.0%	96.4%
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**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**

<u>MONTHLY</u>	Collection Rate	14-Day Notices	Tenant-Landlord Complaints	Constable-assisted Lock-outs	Terminations Rent only	Terminations Other
Public Housing – Mixed Occupancy	98.3%	51	0	0	0	2
Public Housing – General Occupancy	98.5%	183	21	0	0	0
Affordable Rentals	97%	31	7	2	0	0

Comments: At the time of this writing, 18.6% of all residents are utilizing the new online payment option. Utilization is highest in River Oak (34.7%), Sylvania (28.6%) and Glenside (24.3%), with the lowest utilization occurring in our Center City properties. Staff are considering options to increase utilization.

**CHARGE-OFFS**

	12/1/18 – 2/28/19	9/1/18 – 11/30/18	6/1/18 – 8/31/18	3/1/18 – 5/31/18	12/1/17 – 2/28/18
Public Housing	\$10,041.30 14 accounts	\$24,505.26 10 accts	\$25,484.71 14 accts	\$11,775.53 12 accts	\$31,268.94 15 accts
Sylvania Homes	\$5,775.28 1 account	\$5,601.83 4 accts	\$16,334.23 2 accts	\$9,515 5 accts	\$3,093.93 1 acct
River Oak Apts.	\$41.00 1 account	\$1,614.60 1 acct	\$0	\$1,855.50 1 acct	\$0
Emma Lazarus Townhomes	\$0	\$337.00 1 acct			

**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)			

Comment: The Section 8 Management Assessment Program (SEMAP) self-assessment results for FYE 3/31/19 will be presented at the Workshop Meeting.

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%		

Comment: 4 new referrals are in progress for this program.

Mainstream Voucher Program

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

Comment: 4 referrals are in progress for this program. RHA will fill the remaining vouchers with applicants from the HCV waitlist who meet the eligibility criteria.

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

An agreement of sale has been signed for 1020A Penn Street, with settlement tentatively scheduled for 5/24/19. The unit at 1020B remains listed for sale, with no activity since the last report.

There are no updates with regards to the pursuit of a mortgage servicing company to manage the 3 mortgages currently held by RHA. (This total will become 4, with the sale of 1020A Penn Street.)

## **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). Project punch-list inspections have been completed.

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.

RHA has received funding for the 2019 Capital Fund in the amount of \$3,460,927.

### Ongoing Maintenance and Modernization

Curbing and sidewalk installation (with two accessibility ramps) has been advertised for the Health Center crosswalks. A contract is expected to be presented at the June meeting. An ADA curb and sidewalk repair will also be scheduled for the baseball field area, along with the addition of benches and railing replacement.

## WORK ORDER ACTIVITY

Period:	<u>Work Orders</u> 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: A review of April reporting reveals the following: Every development/building was more efficient in the amount of time to close Work Orders this month. Glenside experienced an almost identical number of WOs compared to 2018, but inspection-generated WOs increased by 4x the amount. Even with the increase in inspection WOs, which always results in larger task lists, staff were able to close the WOs in half the amount of time compared to April 2018. In Hubert Apartments, staff experienced an increase in the number of WOs by 20 compared to April 2018, but the time to close the WOs decreased on average by 4 days. In Oakbrook, staff performed slightly fewer WOs in April 2019 overall, but had an increase of 4 Unit Turnovers compared to 2018. Time to close WOs was decreased on average by 7 days. Data continues to be tabulated, monitored and used to recommend process improvements through the efforts of our Work Order office.

### Services

**RESIDENT SERVICES DEPT.** – Service Coordination interventions for April totaled 308 (Benefits and Entitlements: 53; Financial Counseling: 69; Housekeeping Assistance: 48; Mental Health Counseling: 59). 256 unduplicated residents seen for year.

Olivet Boys and Girls Clubs report an average per day of 65 youth attending at Oakbrook and a total of 110 unduplicated youth who have attended in April. Glenside reports for April 18-24 youth per day; total of 25 unduplicated Glenside youth participating. Olivet will do outreach list for eligible children 5-9 years old in Glenside and Oakbrook (total eligible youth 380). Wellness program served 211 unduplicated residents and 675 total contacts for the month. Contract with BVNA Tower Health at Home concludes in June; staff convened meeting with community partners to assess ongoing need for program and possible ideas to leverage funding. Chore Service program contract ends 5/31, with procurement process underway. 34 hours of service delivered in April, with resident co-payments of \$205, which assists with sustainability of program.

The Stokes Stitt Scholarship program concludes this month with the award of two scholarships. Four applications were submitted for consideration. Staff is considering changing the program period to coincide with Reading School District’s scholarship initiatives. This would mean that the campaign cycle would begin in October, with applications due to RHA in February, to be presented to Commissioners at the March meeting.

Volunteers from Carpenter Technology completed a United Way Day of Caring outreach, in which the Oakbrook playground building received a fresh coat of paint.

### Finance

The RHA Operating Subsidy Calculation has been posted to the HUD website for review and comments, which is a new process for requesting this funding. Staff are in the process of preparing the mandatory HUD filing due on 05/31/2019, with assistance from Blosky & Associates. This exercise supplies year-end reporting to HUD in unaudited format. Auditors Barbacane, Thornton and Company LLP will visit RHA during the summer for the completion of the audited filing, due by 12/31/2019.

The budget for River Oak Apartments has been submitted to the Pennsylvania Housing Finance Agency.

## **Administrative Activities**

Human Resources convened two employee meetings to present an overview of the transfer of the administrative functions for the RHA Money Purchase and 457 Plans from Empower to KT Administrators. Employees in need of individualized assistance, especially for those nearing retirement, will be afforded individualized instructions. Staff are also engaged in finalizing end of probation process for four employees [2 promotion without examination and 2 recent hires.

The IT Department has been actively vetting proposal information to replace RHA's main computer servers at WCA. Current servers/switches serve the entire body of RHA. Support services from the manufacturer have expired. Staff will present additional information at the Commissioners' Workshop.

Purchasing staff are in the midst of reviewing RHA policies and procedures as related to HUD and state guidelines, preparing for updates and preparation of Standard Operating Procedures.

## **Partnerships**

18th WONDER: Curbing upgrades have been delayed resulting from a request by the City of Reading for increased surveying. Bid due dates were therefore rescheduled.

Habitat for Humanity: No updates.

City of Reading Planning Department: The May 14<sup>th</sup> City of Reading Planning Department meeting to review the City's *Housing and Blight Action Plan* was cancelled, with no further information.

Zagster (bike share program): Zagster has accepted RHA's cancellation on the 2-year-old bike-share program.

Oakbrook Baseball Field: Following the April Commissioners' meeting, RHA staff identified the need to replace some areas of concrete sidewalk and curbing, provide handrails on steps, and replace 4 benches for spectators with an estimated cost of \$35,000. (Expenses qualify under current Capital Fund work items.) Proposals for the field restoration and backstop upgrades are expected the week of 5/20/19 from Kings Sports Turf and ProMax Fence Company. The most recent updates to the partnership include Olivet Boys & Girls Clubs, Baseball Town Charities, United Way, 18<sup>th</sup> Wonder and other donors, totaling \$20,000 in commitments. RHA has committed an additional \$2000 pending Board approval. It is anticipated that T-Ball will be ready to begin in mid-July.

## **Opportunities**

No report.

## **Upcoming Events**

May 23<sup>rd</sup> & July 25<sup>th</sup>; 4-6pm, "Rock the Block" Oakbrook Block Party – Oakbrook Homes playground & ballfield - Community Health Fair with Tower Health, Berks Community Health Center and other partners.

## **Attachments**

- Letter to HUD responding to communication regarding Compliance Review

## **Respectfully Submitted by:**

Stacey J. Keppen  
Executive Director

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

The following charge-offs were presented:

Public Housing	\$10,041.30 (14 accounts)
Sylvania Homes	5,775.28 (1 account)
River Oak Apts.	41.00 (1 account)
Total	\$15,857.58

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.

The following Resolution was read and considered:

RESOLUTION NO. 6063

RESOLUTION AUTHORIZING THE EXECUTION  
OF PLAN DOCUMENTS TO RESTATE READING HOUSING AUTHORITY'S  
SECTION 457 DEFERRED COMPENSATION PLAN.

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WHEREAS, as part of the general plan takeover process with KT Administrators, LLC, the Employer desires to restate the READING HOUSING AUTHORITY SECTION 457 DEFERRED COMPENSATION PLAN (the "Plan") on to plan documentation that complies with the Worker, Retiree and Employer Recovery Act (the "WRERA"), and;

WHEREAS, the Employer desires to remove Partial Distributions, Installment Payments and Annuity Payments from the Plan as additional forms of payment.

NOW THEREFORE BE IT RESOLVED: That pursuant to the powers reserved to the Employer under the Great-West Retirement Services Section 457(b) Eligible Deferred Compensation Plan for Governmental Employers Document, the Employer hereby elects to restate the Plan utilizing the CCH Incorporated, dba FTWilliam.com prototype Section 457(b) Deferred Compensation Adoption Agreement and Basic Plan Document #457B, with the intention of being in full compliance with the Internal Revenue Code, as amended from time to time in compliance with the WRERA the through the date of the adoption of this restatement, and continues to name the Plan the READING HOUSING AUTHORITY SECTION 457 DEFERRED COMPENSATION PLAN, executed May 1 , 2019, and having an effective restatement date of MAY 13, 2019.

BE IT FURTHER RESOLVED: That the READING HOUSING AUTHORITY is hereby appointed Plan Administrator of the Plan, and that STACEY J. KEPPE shall serve as the Trustee under the Plan and trust. If there is more than one Trustee at any time, any Trustee is hereby authorized to act or sign on behalf of all Trustees with regard to any duties of that office.

BE IT FURTHER RESOLVED: That the Plan and trust document is hereby approved and adopted. The appropriate officers of the housing authority are hereby authorized and directed to execute said instruments on behalf of the Employer.

BE IT FURTHER RESOLVED: That the housing authority, through its authorized officers shall take such steps as are appropriate in order that the Plan will continue to be approved as a tax- exempt non-qualified Plan and trust under Internal Revenue Code Sections 457(b) and 501(a).

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. 6064

RESOLUTION AUTHORIZING THE EXECUTION  
OF PLAN DOCUMENTS TO RESTATE READING HOUSING AUTHORITY'S  
MONEY PURCHASE PENSION PLAN.

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WHEREAS, as part of the general plan takeover process with KT Administrators, LLC, ( the Employer) desires to restate the READING HOUSING AUTHORITY MONEY PURCHASE PLAN (the "Plan") on to IRS pre-approved plan documentation that complies with the requirements of the Pension Protection Act of 2006 (the "PPA"), and;

WHEREAS, the Employer desires to remove Partial Distributions, Installment Payments and Annuity Payments from the Plan as additional forms of payment.

NOW THEREFORE BE IT RESOLVED: That pursuant to the powers reserved to the Employer under the Great-West Retirement Services Section 401(a) Money Purchase Pension Plan for Governmental Employers Document, the Employer hereby elects to restate the Plan utilizing the CCH Incorporated, dba FTWilliam.com prototype Volume Submitter Governmental Pension Plan #004 and Basic Plan Document #P03 which has received an IRS National Office PPA approval letter dated March 31, 2014, with the intention of being in full compliance with the Internal Revenue Code, as amended from time to time through the date of the adoption of this restatement, and continues to name the Plan the READING HOUSING AUTHORITY MONEY PURCHASE PLAN, executed May 1, 2019, and having an effective restatement date of MAY 13, 2019.

BE IT FURTHER RESOLVED: That the READING HOUSING AUTHORITY is hereby appointed Plan Administrator of the Plan, and that STACEY J. KEPPEM shall serve as the Trustee under the Plan and trust. If there is more than one Trustee at any time, any Trustee is hereby authorized to act or sign on behalf of all Trustees with regard to any duties of that office.

BE IT FURTHER RESOLVED: That the Plan and trust document is hereby approved and adopted. The appropriate officers of the housing authority are hereby authorized and directed to execute said instruments on behalf of the Employer.

BE IT FURTHER RESOLVED: That the housing authority, through its authorized officers, shall take such steps as are appropriate in order that the Plan will continue to be approved as a tax-exempt qualified Plan and trust under Internal Revenue Code Sections 40 (a) and 501(a).

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. 6065

RESOLUTION AUTHORIZING THE MAXIMUM INCOME LIMITS  
FOR ADMISSION TO LOW-INCOME PUBLIC HOUSING/  
SECTION 8 ASSISTED UNDER THE UNITED STATES  
HOUSING ACT OF 1937, AS AMENDED.

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WHEREAS, Public Housing Authorities are required to achieve the housing of resident families with a broad range of income representative of the low-income populace in the area of operation of such Public Housing Authority/Section 8; and,

WHEREAS, the Reading Housing Authority desires to make low-income Public Housing/Section 8 available to all eligible families to the fullest extent allowed; and,

WHEREAS, the Reading Housing Authority has received from the Department of Housing and Urban Development revised Public Housing/Section 8 Income Limits on which maximum income limits for admission to low-income housing are based.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED that the Reading Housing Authority adopts as the maximum income limits for admission to low-income Public Housing/Section 8, operated by the Reading Housing Authority, the following:

INCOME LIMITS

<u>No.of persons in family</u>	<u>Low Income</u>	<u>Very Low Income</u>	<u>Extremely Low Income</u>
1	\$42,750.00	\$26,750.00	\$16,050.00
2	\$48,850.00	\$30,550.00	\$18,350.00
3	\$54,950.00	\$34,350.00	\$21,330.00
4	\$61,050.00	\$38,150.00	\$25,750.00
5	\$65,950.00	\$41,250.00	\$30,170.00
6	\$70,850.00	\$44,300.00	\$34,590.00
7	\$75,750.00	\$47,350.00	\$39,010.00
8	\$80,600.00	\$50,400.00	\$43,430.00
9	\$85,500.00	\$53,450.00	\$47,850.00
10	\$90,400.00	\$56,500.00	\$52,270.00

BE IT RESOLVED AND IT HEREBY IS FURTHER RESOLVED, that utilization of the foregoing maximum income limits for low-income Public Housing/Section 8 operated by the Reading Housing Authority, shall be effective April 24, 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. 6066

RESOLUTION APPROVING THE SECTION EIGHT  
MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Commissioners of the Reading Housing Authority that the Section Eight Management Assessment Program [SEMAP] Certification for fiscal year ending March 31, 2019 is hereby approved.

THIS Resolution shall be effective May 28, 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. 6067

RESOLUTION APPROVING THE REGULAR MEETING SCHEDULE  
OF THE BOARD OF COMMISSIONERS FOR THE REMAINING MONTHS  
OF CALENDAR YEAR 2019.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority Board of Commissioners that the regular meeting schedule for the remainder of the 2019 calendar year is as follows:

June 25, 2019 - William W. Willis Center for Administration  
July 23, 2019 – William W. Willis Center for Administration  
September 10, 2019 – William W. Willis Center for Administration  
October 22, 2019 – William W. Willis Center for Administration  
December 10, 2019 – William W. Willis Center for Administration

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. 6068

RESOLUTION AUTHORIZING THE PURSUIT OF DISPOSITION BY SALE  
OF NON-EXPENDABLE PROPERTY AND LAND LOCATED  
AT 726 NORTH 11<sup>TH</sup> STREET.

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WHEREAS, Reading Housing Authority hereby desires to dispose of property located at 726 North 11<sup>th</sup> Street.

WHEREAS, the Reading Housing Authority Board of Commissioners hereby authorizes pursuit of disposition by sale of said non-expendable property and land.

THIS Resolution shall be effective May 28, 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. 6069

RESOLUTION APPROVING TRAVEL TO LANCASTER, PA,  
TO ATTEND THE ADMINISTRATIVE ASSISTANTS CONFERENCE,  
TO BE HELD JULY 18, 2019.

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

1. THAT approval be given to Mya Hornberger for travel to Lancaster, PA, to attend The Administrative Assistant Conference, to be held July 18, 2019.

2. THIS Resolution shall be effective May 28, 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. 6070

RESOLUTION APPROVING TRAVEL TO LANCASTER, PA,  
TO ATTEND PHFA'S MULTI-FAMILY AFFORDABLE HOUSING CONFERENCE,  
TO BE HELD JUNE 26-28, 2019.

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

1. THAT approval be given to Lourdes Gonzalez and Maritza Manzueta for travel to Lancaster, PA, to attend PHFA's Multi-Family Affordable Housing Conference, to be held June 26-28, 2019.
2. THIS Resolution shall be effective May 28, 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. 6071

RESOLUTION APPROVING TRAVEL TO LANCASTER, PA,  
TO ATTEND FRED PRYOR'S "UNDERSTANDING FINANCIAL STATEMENTS  
SEMINAR," TO BE HELD JULY 31, 2019.

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

1. THAT approval be given to Stacey J. Keppen for travel to Lancaster, PA, to attend Fred Pryor's "Understanding Financial Statements" Seminar, to be held July 31, 2019.
2. THIS Resolution shall be effective May 28, 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. 6072

RESOLUTION ACKNOWLEDGING THE HIRING  
OF A MAINTENANCE AIDE.

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

1. THAT Gregory Snook be hired as a Maintenance Aide at an hourly rate of \$22.22.
2. THIS Resolution shall be effective May 6, 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. 6073

RESOLUTION ACKNOWLEDGING A REGULAR STATUS  
DIRECTOR OF HOUSING MANAGEMENT.

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WHEREAS, probationary period of 180 days for Josh K. Smith ends May 31, 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 Josh K. Smith is approved as a regular status Director of Housing Management.
2. THIS Resolution shall be effective June 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.

The following Resolution was read and considered:

RESOLUTION NO. 6074

RESOLUTION ACKNOWLEDGING A REGULAR STATUS  
MANAGEMENT AIDE.

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WHEREAS, probationary period of 180 days for Maritza Manzueta ends May 31, 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 Maritza Manzueta is approved as a regular status Management Aide.
2. THIS Resolution shall be effective June 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. 6075

RESOLUTION ACKNOWLEDGING A REGULAR STATUS  
SUBSTITUTE MANAGEMENT AIDE.

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WHEREAS, probationary period of 180 days for Priscilla Campos ends May 31, 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 Priscilla Campos is approved as a regular status Substitute Management Aide.
2. THIS Resolution shall be effective June 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. 6076

RESOLUTION APPROVING CHANGE ORDER NO. 3 TO THE  
CONTRACT WITH PURCELL CONSTRUCTION FOR  
AUTOMATIC DOOR UPGRADES AT VARIOUS LOCATIONS.

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

1. THAT the Commissioners do hereby approve Change Order No. 3 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:**

- Concrete Repair, Vestibule 0119, Eisenhower Apts. Increase of **\$1,443.00**.
- Relocate conduit and power for exit sign at door 03F. Increase in the amount of **\$1,115.00**.
- Header framing at Door 09F. Increase in the amount of **\$833.00**.

**Statement of Justification:** All requests were reviewed and approved by Kautter & Kelley and Reading Housing Authority.

2. THIS Resolution shall be effective May 28, 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. 6077

RESOLUTION APPROVING THE TERMS AND AUTHORIZING  
THE EXECUTION OF A CONTRACT WITH  
WASTE MANAGEMENT OF PENNSYLVANIA, INC., FOR WASTE REMOVAL SERVICES TO FURNISH  
AND PROVIDE TRASH AND RECYCLING  
CONTAINERS AND TO REMOVE TRASH, SCRAP, RECYCLING AND BULK  
ITEMS AT VARIOUS READING HOUSING AUTHORITY SITES.

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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 Waste Management of Pennsylvania, Inc., [Gilbertsville, PA] for Waste Removal Services to furnish and provide trash and recycling containers and to remove trash, scrap, recycling and bulk items at various Reading Housing Authority Sites with the option to renew, 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 \$246,108.00 is the lowest acceptable bid pending review and approval by the Solicitor.

3. This Resolution shall be effective May 28, 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. 6078

RESOLUTION AWARDING THE  
STOKES STITT MEMORIAL SCHOLARSHIP.

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

THAT the Stokes Stitt Memorial Scholarship be awarded to James Spring (Glenside Homes) and Schram Constant (Oakbrook Homes), residents of the Reading Housing Authority, for the 2019-2020 academic year. The Stokes Stitt Memorial Scholarship is for a maximum of \$2,000.00 per year for each student.

THIS Resolution shall be effective May 28, 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. 6079

RESOLUTION APPROVING THE TERMS AND AUTHORIZING THE EXECUTION OF A CONTRACT WITH ALCON ENTERPRISE, INC., TO PROVIDE CHORE SERVICES TO RESIDENTS OF MULTIPLE DEVELOPMENTS FOR THE READING HOUSING AUTHORITY.

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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 Alcon Enterprise, Inc. [Shillington, PA], to provide Chore Services to Residents of Multiple Developments for the Reading Housing Authority, are hereby approved, the said one-year Contract with the option to renew, 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 an amount not to exceed \$17,280.00.
3. This Resolution shall be effective May 28, 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. 6080

RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES CONTRACT WITH FACILITY STRATEGIES GROUP, LLC, TO PERFORM A GREEN PHYSICAL NEEDS ASSESSMENT OF READING HOUSING AUTHORITY'S PROPERTIES & FACILITIES.

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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 Facility Strategies Group, LLC, (Fort Mill, South Carolina) to perform a Green Physical Needs Assessment of Reading Housing Authority's properties and facilities, 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 is in the amount of \$69,580.00.
3. THIS Resolution shall be effective May 28, 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. 6081

RESOLUTION AUTHORIZING THE EXECUTION OF A  
PROFESSIONAL SERVICES CONTRACT WITH  
KAUTTER & KELLEY ARCHITECTS, FOR THE CENTRAL ADMINISTRATION  
OFFICE BUILDING RENOVATIONS PROJECT TO INCLUDE  
A BUILDING ADDITION WITH OFF-STREET PARKING.

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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 Kautter & Kelley Architects, (Wyomissing, PA) for the Central Administration Office Building Renovations Project to include a building addition with off-street parking, 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 is in the amount of \$202,700.00.
3. THIS Resolution shall be effective May 28, 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. 6082

RESOLUTION APPROVING THE UTILIZATION OF THE COSTARS-003-487 IT HARDWARE CONTRACT TO PURCHASE, AND LanTEK TO FURNISH AND INSTALL, 2 SWITCHES, 4 TRANSCEIVERS, 2 FIBER OPTIC CABLES, DAC CABLING, 2 SERVERS, 12 MEMORY MODULES, 12 800 GB SOLID STATE DRIVES, 4 ETHERNET ADAPTERS, 4 300 GB HARD DRIVES AND LICENSING TO SUPPORT THESE PRODUCTS.

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

1. THAT the terms of the COSTARS-003-487 IT HARDWARE CONTRACT to purchase, and LanTEK to furnish and install, 2 switches, 4 transceivers, 2 fiberoptic cables, DAC cabling, 2 servers, 12 memory modules, 12 800 GB solid state drives, 4 ethernet adapters, 4 300 GB hard drives and licensing to support these products, are hereby approved.

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SUPPORTING DOCUMENTATION ON FILE IN THE PURCHASING OFFICE.

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2. THE said purchase in the amount of \$73,459.00 has been reviewed and approved by the Solicitor.
3. THIS Resolution shall be effective May 28, 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.

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, June 25, 2019.

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Recording Secretary