

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of July was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on July 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; 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. Janice M. Eickhoff, Clerk Typist 3; Mrs. Mya Hornberger, Clerk Typist 2; Attorney Edwin Stock, Solicitor for the Authority, and Dave Kostival, Reading Eagle reporter were also present.

Mr. Belinski, Chairman, called the regular meeting to order and upon roll call those present and absent was as follows:

Present: Mr. Steven E. Belinski  
Mr. Walter Pawling  
Ms. Lorena Patricia Keely

Absent: Ms. Tina White

The Chairman announced that no one had signed the register to speak at the Board Meeting.

A motion was made by Mr. Pawling and second by Ms. Keely approving the minutes of the Regular Monthly meeting held June 25, 2019. The motion was carried unanimously.

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:

**EXECUTIVE DIRECTOR’S REPORT**

Reading Housing Authority

July 23, 2019

Programs

Applications

WAITING LIST STATISTICS

		Total Units	# Vacancies	# on Waitlist	Waiting Period	# Leasings Scheduled
PUBLIC HOUSING	Studio – 0 BR Mixed Occupancy	343	4	73	6-12 months	1
	1 BR Mixed Occupancy	344	2	78	12-24 months	1

	1 BR General Occupancy	208	1	78	12-24 months	1
	2 BR General Occupancy	398	3	54	6-12 months	2
	3 BR General Occupancy	237	2	74	12-24 months	2
	4 BR General Occupancy	63	0	6	12-24 months	0
	5 BR General Occupancy	24	1	2	6-12 months	1
AFFORDABLE RENTALS	Sylvania Homes	126	2	58		1
	River Oak Apartments	72	3	21		1
	Emma Lazarus Townhomes	10	0	0		0
	NSP Properties	11	3	23		0
VOUCHER PROGRAM	Section 8 Housing Choice Vouchers	604 (baseline)		1		

Comments: The Section 8 Housing Choice Voucher Waitlist will be open for one week beginning July 23<sup>rd</sup>.

Property Management

OCCUPANCY RATES BY PROPERTY/PROGRAM

Public Housing Program

4/1/19 – 6/30/19	1/1/19- 3/31/19	10/1/18 – 12/31/18	7/1/18 – 9/30/18	4/1/18 – 6/30/18
98.5%	97.7%	97.9%	97.7%	97.9%

Sylvania Homes

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

River Oak Apartments

4/1/19 – 6/30/19	1/1/19- 3/31/19	10/1/18 – 12/31/18	7/1/18 – 9/30/18	4/1/18 – 6/30/18
97.6	96.8%	96.2%	98.8%	97.3%

Emma Lazarus Townhomes

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

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	98.5%	36	2	0	0	0
Public Housing – General Occupancy	97.5%	165	26	2	0	0
Affordable Rentals	97%	49	4	0	0	0

Voucher Programs

VOUCHER ACTIVITY

	RHA HAP Contracts	Terminations – Quarter End	New Applications Processed @ TPO	New Vouchers Issued	New Contracts	Portability – Out (TOTAL)	Portability – In (TOTAL)
3/31/19	487	13	19	13	0	13	204
6/30/19	488	7	16	9	0	7	192
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	486		
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	32	
By Funding Award		18.7%	36.7%	53.0%	

### Mainstream Voucher Program

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

### VASH Program (Portability – In Only)

	TOTAL	3/31/2019	6/30/19	9/30/19	12/30/19
# Vouchers	N/A	32	34		

### Homeownership Programs

#### Park Place on Penn

All condo owners have been invited to 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

The 2017 Capital Fund close-out remains underway.

The 2018 Capital Fund work items will conclude at the end of this calendar year with boiler, security and elevator work. Specifications related to the elevators are finalized, bid form has been drafted for RHA review, and bid dates have been established. This work will be advertised in August.

Planning for the 2019 Capital Fund is underway to include the following work items:

- Any remaining boiler installs in Oakbrook
- Gas line and boiler installations in Glenside
- Playground upgrades in Oakbrook and Glenside
- Stair tread installation in Oakbrook
- Office/community space renovations in our highrises

Staff are in the process of writing the Scope of Services for all facilities-related professional services, including architectural, mechanical, civil, and environmental engineering, and the Green Physical Needs Assessment.

RHA is still awaiting invoicing to close out the Emergency Purchase for the June 9 Franklin Tower water main break. Resolutions representing a portion of the work items will be presented to the Commissioners at the July meeting for approval.

WORK ORDER ACTIVITY

Period: 4/1/19 – 6/30/19	Work Orders Routine, Urgent & Emergency		Average Work Orders, per day		Average Turnaround Time		Unit Turnover Work Orders		Inspections Completed	
Glenside Homes	848	406	9.3	4.5	1.8	2.2	5	8	1045	22
Hensler Homes	242	109	2.7	1.2	1.8	2.2	0	1	254	2
Oakbrook Homes	1354	833	14.9	9.3	6.3	4.4	16	25	1267	135
Center City Highrises	896	1144	9.8	12.7	2.1	10.7	18	24	57	575
Sylvania Homes	177	135	1.9	1.5	5.3	4.1	8	4	211	11
River Oak Apartments	97	95	1.1	1	2.2	2.3	5	2	6	3
Emma Lazarus Townhomes	12	27	0.1	0.3	1.2	6.2	0	0	0	11
NSP Properties	20	6	0.2	0.06	1.1	4.8	2	0	2	2

INSPECTIONS

Period: 4/1/19 – 6/30/19	
Housekeeping Inspections	1255
Maintenance Inspections	1016
Move Out/Transfer Out Inspections	52
Move In/Transfer In Inspections	63
Manager Inspections	51
Exterior Grounds Inspections	562
Exterior Building Inspections	128
TOTAL	3127

Comment: Exterior Grounds were scheduled at the end of May, with numbers to increase in the summer months. Housekeeping Inspections of Affordable Units will begin October 1<sup>st</sup>.

## **Services**

Service Coordination interventions for June totaled 270 (among them 71 - Physical Health, 36 - Mental Health, 54 - Financial Counseling, 37 - Housekeeping Assistance); 332 unduplicated residents seen for year. Plans continue for re-establishing a resident council at Franklin Tower. Election is planned for July 31.

Olivet Boys and Girls Club reports a total of 117 youth in summer camp. Glenside reports 41 youth attending Clinton Street for camp. The Resident Services Department continues to work with OBGK regarding establishing baseball instruction for youth ages 5-9 in Oakbrook and Glenside.

Wellness program served 203 unduplicated residents with 460 total contacts for the month. There are 536 unduplicated active participants upon termination of contract with BVNA at the end of June. There were eight 1<sup>st</sup> time residents seen in June and five referrals to the Resident Services Department. Plans continue to look at changes for a wellness program. Rock the Block in Oakbrook will take place on July 25<sup>th</sup> from 4 to 6 p.m. United Way workers canvassed the community to recruit residents to attend the next meeting of OCIC.

Volunteers from CarTech painted the Oakbrook Playground shed as a part of United Way Day of Caring. It is hoped that OBGK youth can paint a mural on the building.

## **Administration**

Improvements to RHA's financial reporting and budgeting process remain underway. A presentation on this topic shall be made at the Workshop Meeting of the Board of Commissioners.

In-house postings for Purchasing Agent and County Caseworker 2 closed on June 28<sup>th</sup>. Applications are pending review with Civil Service. A laborer was hired for Oakbrook, and a resignation of a maintenance mechanic at Oakbrook was processed. Interviews were conducted, and a job offer was made for the substitute Clerk Typist 2 position in Oakbrook. Staff are scheduled for a demonstration of two Human Resource Information System software products this month, Paylocity and Paytime, which upon implementation are expected to streamline many HR functions and replace the existing employee time-keeping product.

Purchasing staff are finalizing the Automatic Door project for our High Rises. It has been determined that the Curbing and Sidewalk project will need to be re-bid without the use of wage rates and that the Legal Service contract will need to be put out for bid at the end of the year.

The RHA Management Team met with consultant Al Weber/Tweed-Weber-Danks, Inc. on July 9<sup>th</sup> for the first step in the Strategic Planning process. Weber and this ED are making final edits to a report to the Commissioners on the team's assessment of the agency's strengths, weaknesses, opportunities and threats, along with considerations for the Commissioners' discussion on Friday, August 16<sup>th</sup>. The report will be provided to the Commissioners for review of the content in advance of this meeting.

## **Partnerships**

Housing & Urban Development: No updates.

City of Reading: The Housing and Blight Strategy Report is to be presented on July 23<sup>rd</sup> in Council Chambers.

18th WONDER: The \$725,000 grant from the PA DCED Multimodal Program has been signed and submitted to Harrisburg. This endeavor provides the City of Reading with funding for curbing and island improvements from Lancaster Avenue to Museum Road (and therefore the main thoroughfare to Oakbrook Homes). The association is now focusing on façade improvements along Lancaster Avenue.

Habitat for Humanity: RHA has received full reimbursement of the monies advanced to Habitat for units in the Buttonwood Gateway Corridor. This ED is scheduled to meet with the ED's of Habitat and Neighborhood Housing Services on July 30<sup>th</sup>.

Oakbrook Ballpark: The Oakbrook Ballpark Opening Ceremony shall take place on Saturday, August 3<sup>rd</sup> from 11-1. Boys and girls ages 5-9 and the surrounding neighborhood will be welcomed to an opening ceremony that begins with the arrival of Reading Fightin Phils players, who will engage the children for active field play. Official remarks will occur at noon. Attendance by RHA staff, media, public officials and other stakeholders is anticipated.

Property upgrades to date include curbing, sidewalk, handrails and benches (RHA); rewiring/upgrades to backstop (ProMax/Olivet); and regrading of infield and placement of bases (Kingsport/Olivet). In partnership with Olivet, RHA is seeking grant funding from Visions Federal Credit Union to install outfield fencing. Future considerations to support spectator and other uses include shade trees, picnic tables and benches.

**New Opportunities**

No report.

**Upcoming Events**

Oakbrook Ballpark Opening Day: Saturday, August 3<sup>rd</sup> @ 11am

Resident Picnic – Kennedy: Monday, August 12<sup>th</sup> @ 11:00 AM

Resident Picnic – Rhodes: Thursday, September 5<sup>th</sup> @ 11:00 AM

**Workshop Agenda Topics**

- Affordable Units Resident Survey: Josh Smith
- Olivet Boys & Girls Club and Introduction of New CEO, Chris Winters: Jack Knockstead
- Emergency Purchase Update - Franklin Tower: Dave Talarico
- Treasurer's Report and Updated Reporting Methods: Theresa Reustle

**Attachments**

No attachments.

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. 6085

RESOLUTION ACKNOWLEDGING THE HIRING  
OF A LABORER.

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

1. THAT Julio C. Rodriguez be hired as a Laborer at an hourly rate of \$21.30.
2. THIS Resolution shall be effective July 8, 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. 6086

RESOLUTION APPROVING TRAVEL TO READING, PA,  
TO ATTEND MICROSOFT EXCEL BASICS AND BEYOND THE BASICS,  
TO BE HELD AUGUST 14-15, 2019.

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

1. THAT approval be given to Frederick Prutzman and Josh Smith for travel to Reading, PA, to attend Microsoft Excel Basics and Beyond the Basics, to be held August 14-15, 2019.

2. THIS Resolution shall be effective July 23, 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. 6087

RESOLUTION APPROVING TRAVEL TO HARRISBURG, PA,  
TO ATTEND 2019 PA PROCUREMENT EXPO & FORUM,  
TO BE HELD SEPTEMBER 4-5, 2019.

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

1. THAT approval be given to Benjamin Sadowskas for travel to Harrisburg, PA, to attend 2019 PA Procurement Expo & Forum, to be held September 4-5, 2019.

2. THIS Resolution shall be effective July 23, 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. 6088

RESOLUTION ACKNOWLEDGING A REGULAR STATUS  
PROPERTY MANAGER.

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WHEREAS, probationary period of 180 days for Yasaira Modeste ends August 2, 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 Yasaira Modeste is approved as a regular status Property Manager.
2. THIS Resolution shall be effective August 3, 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. 6089

RESOLUTION ACKNOWLEDGING A REGULAR STATUS  
BUILDING MAINTENANCE FOREMAN.

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WHEREAS, probationary period of 180 days for Jonathan Runkle ends August 9, 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 Jonathan Runkle is approved as a regular status Building Maintenance Foreman.
2. THIS Resolution shall be effective August 10, 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. 6090

RESOLUTION APPROVING TRAVEL TO HERSHEY, PA,  
TO ATTEND PICPA EDUCATION SUMMIT,  
TO BE HELD AUGUST 20-21, 2019.

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

1. THAT approval be given to Theresa Reustle for travel to Hershey, PA, to attend PICPA Education Summit, to be held August 20-21, 2019.
2. THIS Resolution shall be effective July 23, 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. 6091

RESOLUTION APPROVING AN EMERGENCY PURCHASE WITH VISION MECHANICAL, INC. FOR  
REPAIR OF A WATER MAIN BREAK AT FRANKLIN TOWER

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

1. THAT the EMERGENCY PURCHASE from Vision Mechanical, Inc. [West Reading, PA] to repair a six-foot underground water main break at Franklin Tower in the amount of \$22,231.08 is hereby approved.

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SUPPORT DOCUMENTATION ON FILE IN THE PURCHASING OFFICE  
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2. THIS Resolution shall be effective July 23, 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.

Steve Belinski shared that immediately following last month's board meeting, a letter, signed by Stacey Keppen and himself was sent to the Reading Water Authority and the City of Reading thanking them for their cooperation in regards to the water main break.

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, September 10, 2019.

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Recording Secretary