

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of November was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania on November 23, 2010.

Members of the staff attending were as follows: Mr. Daniel F. Luckey, Executive Director; Mr. Ronald J. Fioravanti, Deputy Executive Director; Mr. David C. Talarico, Maintenance Superintendent; Mr. George F. Eisenhauer, Purchasing Agent; Ms. Gloria J. Guard, Property Manager; Mr. Josh Smith, Property Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mr. Charles K. Huckstep, Administrative Assistant; Mrs. Carolyn K. Bower, Section 8 Coordinator; Mrs. Stacey J. Keppen, Social Services Director; Mr. Frederick H. Prutzman, Building Construction Inspector; Mr. David R. Chlebowski, Computer Systems Analyst and Mrs. Elaine K. Addesso, Executive Secretary. Attorney Dante C. Cutrona, Solicitor for the Authority; Mr. David Kostival, Reading Eagle Reporter and Ms. Odelia Tina White, CWRC President, were also present.

Rev. Belinski, Acting Chairman, called the regular meeting to order at 5:00 p.m., and upon roll call those present and absent was as follows:

Present:           Rev. Steven E. Belinski  
                      Mrs. Lillie L. Mathies  
                      Mr. Nelson A. De Leon  
                      Mr. Eligio C. Colon, Jr.  
                      Mrs. Rebecca Acosta

Absent:           None

A motion was made by Mrs. Mathies, and second by Mrs. Acosta, approving the minutes of the Regular Monthly Meeting held October 26, 2010. The motion was carried unanimously.

A motion was made by Mr. De Leon, and second by Mrs. Mathies approving the bills as submitted by Mr. Fioravanti for the period of October 19, 2010 thru November 10, 2010. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of September 2010.

Fund	Cash or Checking	Investments	Escrow	Total
W-66 General	\$3,861,092.41	\$5,541,781.37	\$268,617.48	\$ 9,671,491.26
P-4628 General	123,813.37	228,008.30	0.00	351,821.67
P-15 General	3,659.06	805,763.25	74,079.57	883,501.88
Payroll	0.00	0.00	0.00	0.00
River Oak Apts.	15,396.53	0.00	40,466.49	55,863.02
Total	\$4,003,961.37	\$6,575,552.92	\$383,163.54	\$10,962,677.83

A motion was made by Mrs. Acosta and second by Mr. Colon that the Treasurer's Report be accepted and filed. The motion was carried unanimously.

The Executive Director submitted the following report:

## **COMPREHENSIVE GRANT PROJECTS**

**219 - 2010 Capital Funds** – This has been approved by HUD. As I mentioned before, HUD has been questioning our funding of the Police, Olivet Boys and Girls Club, the Wellness Program and other related services we provide to our residents. We have been providing these services out of our Capital Fund ever since HUD discontinued the Drug Elimination Program and we were told these were eligible work items.

**STIMULUS FUNDING** – The High Rise kitchen project is complete for the most part with some punch list items remaining. As the Board can see, there are still some change orders which need to be passed to complete the project.

Overall, this went very well and the kitchens will serve us well over the coming years.

**CO-GENERATION PLANT AT GLENSIDE** – As I mentioned before, the equipment for this project is 8 to 10 months out as the manufacturer builds them to order. We have started the process of seeing if this project can be funded through an extension of the Honeywell Energy Savings Program and are in the negotiation stage with them at this point. We have signed with Honeywell to perform the Investment Grade Energy Audit which will determine if the work items we included can be paid out of the energy savings and if HUD agrees with their assessment. As I noted last month, most of the energy savings were included in the previous energy savings project but had to be dropped because of the uncertainty of the actual savings. Now we know what the actual energy savings are, we can include them to help pay for this round of savings.

As noted before, the regulations regarding this require us to go back to Honeywell and no other energy savings Company. This is the reason we are and have to stay with them and cannot do this on our own. Though, Honeywell did an excellent job and have stood by their product and have every confidence this will continue in the next phase.

**PARK PLACE ON PENN STREET PROJECT**- We are still waiting for the economic climate and consumer interest to increase so we can sell more of these units. In addition, we are still working on an application that will give us the official condominium status that is necessary for banks to lend money for the purchase of these condos. As I understand, unless a bank is willing to hold onto a mortgage (i.e., keep it in its portfolio) they will sell the mortgage and unless the condo's have been approved by Fannie Mae, the mortgage cannot be sold. Therefore, it is in our best interest to apply for this and get the development approved officially as a condo project. This has been completed by Roland and Stock.

We have signed an agreement with a Realtor to market these units and hope when the market changes and the availability of financing, we will be ready to sell these units.

**RIVER OAK APARTMENTS** – Overall, River Oak is still having financial issues and have every expectation this will get better as we get a handle on the development and put it into the shape and condition we want our units to be in. However, it will be a challenge to get to that point, but it is in better physical shape than when we took it over, but have farther to go in this area till we are sure it is in good shape.

**YOUTHBUILD PROGRAM** - Currently, the YouthBuild program is gearing up for the next year's program (2011) and they have about 40 participants for this coming program year and from what our staff are saying this should be a very successful year. The YouthBuild program has created a classroom environment where they are actually teaching and showing the participant by hands on training how to perform all of the skills necessary. They have a mock up of the kitchens and flooring whereby the students rehab and install the kitchens and flooring in a classroom setting.

By doing the training this way, the trainees should be able to move from the classroom to the work site and do a better and more efficient job than what was done in the past. So, I expect (and hope) the YouthBuild participants will complete more kitchens than they did in the past. It should be a very productive year if all goes well. From what I have heard, this new crop of participants is very motivated and should do well. We are looking forward to see how well they do over the year.

**CITY OF READING POLICE PATROLS** – I had a meeting with the Mayor and the Acting Managing Director regarding the hourly rate we are paying for the two officers who are assigned to us and was told the rate is higher. I asked if they could give me the hourly rate to include this in a new contract with them.

I received a letter from the City regarding the hourly rate and the expected cost of the City of Reading Police contract and have a resolution for the Board's approval for a contract in the amount of \$265,000. As we have had excellent success and cooperation with the City and the Police, I hope the Board approves this contract so we will be able to continue to have the high level of safety and security for our residents as our residents have come to expect.

**FHEO/DOJ STATUS** – RHA submitted the final plan to HUD for the development of these units and are awaiting HUD's approval of this so we can begin the next step of the process. Though, the biggest hurdle at this point is the funding for these units as noted below but have confidence we will be able to get these built before the end of 2011.

As I noted before, it was our intent to take funds out of the 2010 Capital Fund to pay to build these units and use our Operating reserves to pay for the kitchens. Unfortunately, HUD made a determination this was or is not permitted even though the regulations clearly (at least from my reading of the regulations) forced us to change and pay for the kitchens from our Capital Fund and do something else for the 504 units. Currently, Otto and Whitney are developing strategies for the funding of this project and while we don't need to do anything until next year, we are presently in compliance with the DOJ.

Possible funding strategies:

1. QHWRA states that a HA could borrow monies and then pay it back out of the operating funds.
2. Borrow against future capital funds (i.e. next years Capital Fund) and pay it back from future monies.
3. Wait till we receive our next Capital funding to begin building.

It is planned that we will construct all of the units at once so we meet the requirements of the agreement with DOJ. We submitted the final construction development plan to HUD for their review and approval of this project. And once that is approved we can then determine when the best time is to build the units with the only remaining issue to be funding.

**GOGGLE WORKS APARTMENTS** – The news is that the closing is closer than it has ever been. It is now scheduled for December 1 and perhaps Ed Stock will be able to provide additional information on the status of the closing at the Board meeting.

As noted before and what I have heard, this project is one of the most complicated deals people have seen. The major reason it is taking so long is the various financing aspects of this project need to come together.

I just hope it gets done before the cold shuts things down over the winter.

**PUBLIC HOUSING HOMEOWNERSHIP** – Total units sold 46, with 4 remaining, (2 occupied and 2 vacant). I still have not heard from our Public Housing Representative concerning the Board’s interest in disposing of the remaining scattered site units. Despite this, we continue to work towards selling these units.

**525 LANCASTER AVE BUILDING** – Currently the Bank has accepted and/or agreed to the amount of the appraisal and am not sure what the next step is for this project.

At the moment we are in discussion with the City regarding the disposition of this building and what can be done with it. They would like to purchase this or have RHA purchase this with HOME or CDBG monies. I need the Board’s input into whether they want RHA to participate in this. I have asked the City of Reading’s Community Development Director to come to the meeting to inform the Board of what they are asking us to do for 525 Lancaster Avenue.

**SYLVANIA HOMES ANNUALIZED OCCUPANCY RATE %**

2005	2006				2007				2008				2009				2010			
Sep Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	
94.7	93.9	92.7	92.6	93.2	94.8	96.1	95.9	95.1	94.0	93.8	94.9	96.2	97.8	97.8	96.9	97	96.6	96.6	96.9	97.3

As of August, Sylvania is 96.9% leased up and are doing well in this area.

**ARTIST HOUSING** – There has been no change in the status of this program as yet, though there has been discussion that some of the housing for the NSP program can be used for artist housing in some way. This will be an ongoing program as we go forward.

**SECTION 8 ANNUALIZED UTILIZATION (%) RATE**

2005	2006				2007				2008				2009				2010			
Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept
96	94.2	93.9	95.8	99.2	100.5	99.2	97.9	96	95.7	94.2	94.4	96.2	98.1	98.2	99.5	97.9	95.8	94.5	93.2	92.1

The leasing rate for the last quarter is 92.1%. Please note the waiting list has been exhausted and we have advertised this and have received many applications. However, as we noted before, only 250 were randomly selected and letters which have applications were sent to these people and the first ones to come back were placed on the list.

To date, RHA has sent letters on 09/22/2010 asking them to come in for the first interviews for the Section 8 Vouchers and is the first step in becoming a voucher holder. Interestingly enough we still have not received all of the applications from the people who were randomly selected and unless we get something back, they will not be served.

**PUBLIC HOUSING ANNUALIZED OCCUPANCY RATE (%)**

2005	2006				2007				2008				2009				2010			
Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	
96.9	97.2	97.4	97.3	97.3	97.5	98.1	98.2	98.3	98.4	98.4	98.4	98.4	98.5	98.6	98.7	98.8	98.8	98.8	98.8	98.9

The annualized vacancy rate for the last quarter shows a good leasing rate and translates into vacancy rate of 1.1% for RHA. This continues to be a decent occupancy rate even though it is slightly higher than the previous quarter. We continue to monitor our progress in this area and work towards improving the leasing rate, while everyone strives to attain 100% leasing rate.

**ACCOUNTS RECEIVABLE (ANNUALIZED QUARTERLY) – PUBLIC HOUSING**

2005	2006				2007				2008				2009				2010			
Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept
2	2.4	3.2	2.6	3.1	2.4	2.9	1.8	2.5	2.5	1.8	1.7	1.9	2.3	2.10	2.3	2.5	3	3	2.90	2.80

The Tar's are a slightly less this quarter, but we still need to work on this area. Staff is working hard to reduce these amounts in hopes to get them to a more reasonable level.

**NEIGHBORHOOD STABILIZATION PROGRAM (NSP)** – The City of Reading is the lead agency and we are partners in this project along with Our City Reading Inc. Currently, houses have been identified, appraisals have been received and offers are being made. An issue has come about in that some of the owners hear this is a government program and they increase the price to the point it is above the appraised value. This has been a factor in acquiring properties and because of the funding limitations and the amounts people want for their properties, it has delayed acquisition of some properties.

This project is moving along, but not as fast as expected, though I believe it will move along faster in the coming months as the process evolves.

**Vacant Unit Report for the Current Month**

	<b>Units Scheduled To Be Leased</b>	<b>Unit Accepted By Eligible Applicant</b>	<b>Units Scheduled Transfer</b>	<b>Unassigned Units</b>	<b>Total Vacant Units</b>
Glenside	3	0	1	1	5
Hensler	0	1	0	0	1
Oakbrook	4	0	3	2	9
Franklin	0	0	0	0	0
Kennedy	1	0	0	0	1
Rhodes	0	0	0	0	0
Eisenhower	1	0	0	0	1
Hubert	1	1	0	1	3
<b>Total</b>					
<b>Conventional</b>					
Public Housing	10	2	4	4	20
Scattered Sites	0	0	0	2	2
Sylvania Homes	0	0	1	1	2
River Oak	0	0	1	0	1
726 N. 11 <sup>th</sup> Street	0	0	0	1	1
<b>Total</b>	<b>10</b>	<b>2</b>	<b>6</b>	<b>8</b>	<b>26</b>

Our current occupancy rate is high at 98.75% for Public Housing, but it is a little lower and while this is a decent leasing rate, we have done better and need to work on this issue as we are not satisfied with this percentage. The leasing rate for all of our units we manage (a total of 1800+) units our leasing rate comes to 98.56% In addition, of the 26 vacant units, 10 are scheduled to be leased, 2 have been accepted by applicants and 6 are transfers.

This leaves a total of 8 units that have not been assigned. Staff is in the process of assigning them and maintenance is rehabilitating the units. Please note the transfer units are ones in which most cases the occupants are either over housed or under housed and need to be moved to a more appropriate size unit. In some cases there may be other factors whereby a unit transfer is appropriate and are done on a case by case basis.

**HUD REVIEWS** – As part of the stimulus funding, HUD is doing what they call a “remote review” of our ARRA funding and we sent them over 900 pages of information electronically as requested. Given the large amount of information they requested, it appears they are uncertain of what they are asking. Rather than argue with them, we sent them the information and they can review the information at their leisure.

The HUD Labor Review response was sent down some time in March and to date we have not received a reply.

**DEVELOPMENT WAITING LIST STATUS**

<b>Bedroom Size</b>	<b>P/H</b>	<b>Contacting</b>	<b>Waiting Period</b>	<b>Sylvania</b>	<b>River Oak</b>
Studio	175	04/09	24-30 months	N/A	N/A
One Bedroom-Family/Elderly	192	04/09	24-30 months	9	N/A
Two Bedroom Family	187	05/08	24-30 months	31	6
Three Bedroom Family	156	02/08	24-36 months	19	19
Four Bedroom Family	17	10/07	36 months	10	N/A
Five Bedroom Family	19	05/10	12-18 months	N/A	N/A
<b>Total</b>	<b>584</b>			<b>69</b>	<b>25</b>

The waiting list is fairly long and a little different, as we were reporting different things regarding the waiting list and now we have everyone who is on the waiting list and it is accurate.

**FRANKLIN PARKING LOT** – The fencing was built and we have had an issue with it. While it isn’t the greatest thing, we can live with it at this time for we know the Fire Marshall is looking into the matter. In the interim, we will be looking at ways that we can alleviate some of the parking problems at Franklin.

In looking at the manner in which the Pennsylvania Counseling Service went about this, they lost three parking spaces and spent a large amount of money to create something that was already there. I am extremely disappointed in the way in which they handled this situation but don’t see how we can do anything else at this time.

We are, however, looking at various ways in which we can increase the parking by using some of the yard in the back. This will take some time before we get a plan in place.

**CITY WIDE RESIDENT COUNCIL (CWRC)** – We received the budget form the CWRC and based on the previous resolution approved by the Board, I signed the agreement. In support of the CWRC program, we are permitting them to use the office space at Kennedy as it is not being used. I believe this program will be a success, as the CWRC has been doing a good job of working with RHA and all of our staff. They should help and support us in our efforts to manage our units.

Stacey will also answer any questions the Board may have on this program and objectives regarding both the short and long term goals.

**COMPUTERS** – The computers were given out to residents through a lottery system in which all of the applications from our various developments applied. As part of this program, RHA received 366 applications that were from each of our developments as well as a diversity of our resident populations. The applicants included, but were not limited to, households with school-aged children, adults, adults with disabilities and elderly in their 70’s. As most of the applicants were those with low and severely low incomes, it is highly unlikely that any of these households would have the opportunity or resources to have a computer without this program. Having received applications from approximately 23% of the households, a significant level of participation demonstrates the residents desire to use technology within the home and is shared across one’s age, abilities and level of activity.

The overall goal of the program was to eliminate the economic barriers faced by low income people from owning a personal and/or home computer. It has been realized by 41 of our residents. As part of RHA’s process, a lottery style system was developed and information was included in all of the application materials. This way everyone was aware and those not being “winners” would not be as disappointed since everything was explained in advance.

What was experienced was something to behold as there were 6 families waiting in line to get in to pick up their computer. Overall, thirty eight arrived the first day and the remaining 3 came the next day. As requested, everyone had ample assistance to take the computers home and every “winner” had smiles, hugged RHA staff, really appreciated the work RHA staff did in making these computers available for them and told staff how it will help them in their everyday lives.

An older adult shared with us that she had learned to “email” at a local senior center and could now do so at home to communicate with her grandchildren out of the area. Others indicated they could now use the computers to acquire English Language skills and children could do homework. Plus there were many other related comments.

Overall, this program seems to have done far more than staff anticipated and everyone on staff is very happy with the results. The fact is we were able to constructively recycle the computers and take advantage of the offer of the computers.

**RENTAL ASSISTANCE FOR NON-ELDERLY PERSONS WITH DISABILITES VOUCHER APPLICATION** – This application is still active and we are waiting to hear if it was successful. I will keep you apprised of any developments in this application.

**ENERGY SAVINGS PROGRAM WITH HONEYWELL** – An important part of the Energy Saving Program initiative with Honeywell has been to educate and engage residents in the process. To date, our ‘Resident Trainers’ have attempted door-to-door education to every unit in our public housing program. Trainers have also delivered group presentations to each of our 7 resident councils.

**MUNICIPAL HEALTH POOL SEMINAR** – We met with the people from this Municipal Health Pool and they are working on a possible program but will not be able to get one to us till March of next year. So this will have to be put on hold till then. I will keep you informed of any changes in this as they develop.

**ANNUAL EMPLOYEE MEETING** – The annual meeting is scheduled for December 17 and staff are now preparing for this event. I hope that any and all Board members can attend. At this meeting,, we will take the opportunity to go over what has happened during the year, introduce new staff, and go over our expectations for the coming year.

All in all, this has been a good event and helps to bring our employees together. This happens very infrequently, because of the various developments being spread out throughout the City, employees sometimes do not get the chance to meet their fellow employees from the other developments.

**HEALTH CARE QUOTES** – RHA has asked for and received quotes for Health Care. We have about a 20% increase over last year. Therefore, we have asked for other quotes from other providers. Some presented a quote, but others did not as they declined for one reason or another.

I believe we will have to go with the lower quote and wanted to make the Board aware of this situation.

**STAFF TRAINING** – RHA will be contracting to have Nan McKay perform Section 8 Voucher training for all of the new staff we have in this Department to help them become better at managing this program. Given the number of people in need of this training, we have determined it is cheaper and less disruptive to contract for the trainers to come and do the training at RHA than for us to send our staff individually for the same training. This is the reason why we will be doing it in this manner.

**MEETINGS**

- Meeting with the HUD Regional Administrator at City Hall.

Rev. Belinski had a question if Capital Funds for 2008 & 2009 have been fully expended. Mr. Luckey replied that this is pretty much the case and since they have been obligated, he felt that there was no need to include them on his report.

Rev. Belinski asked about the status of Park Place on Penn. Mr. Luckey stated that recently he signed a sales agreement and we will be starting to market them soon. The realtor, Judith M. Ciervo, Prudential, remains the same. Mr. Luckey is positive that once the economy changes, mortgage accessibility improves, Gogglework apartments and hotel are built, these units will be sold.

A motion was made by Mr. Colon and second by Mrs. Acosta, to accept the report of the Executive Director. The motion was carried unanimously.

The following Resolution was read and considered:

RESOLUTION NO. 5516

RESOLUTION APPROVING A REGULAR STATUS  
MANAGEMENT AIDE.

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WHEREAS, probationary period of 180 days for Elizabeth L. Roman-Torres ends November 12, 2010, 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 Elizabeth L. Roman-Torres is approved as a regular status Management Aide.
2. THIS Resolution shall be effective November 13, 2010.

Mr. Colon introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Acosta, and upon roll call the Ayes and Nays were as follows:

Ayes: Mrs. Rebecca Acosta  
Mr. Eligio Colon, Jr.  
Mr. Nelson De Leon  
Mrs. Lillie Mathies  
Rev. Steven Belinski

Nays: None

The Acting Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5517

RESOLUTION APPROVING THE TERMS AND AUTHORIZING THE EXECUTION OF A  
CONTRACT WITH THE CITY OF READING  
AND THE READING HOUSING AUTHORITY TO PROVIDE  
COMMUNITY POLICING TO THE RESIDENTS OF  
OAKBROOK, GLENSIDE, HENSLER HOMES AND ALL HIGH RISES.

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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 the City of Reading to provide community  
policing to the residents of Oakbrook, Glenside, Hensler Homes and all High Rises are hereby  
approved, the said five-year 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 an amount, not to exceed \$265,000 has been reviewed and  
approved.

3. THIS Resolution shall be effective November 23, 2010.

Mr. Colon introduced and moved the adoption of the Resolution as read, and which  
motion was second by Mr. De Leon, and upon roll call the Ayes and Nays were as follows:

Ayes: Mrs. Rebecca Acosta  
Mr. Eligio Colon, Jr.  
Mr. Nelson De Leon  
Mrs. Lillie Mathies  
Rev. Steven Belinski

Nays: None

The Acting Chairman thereupon declared the said motion carried and the said Resolution  
adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5518

PHA CERTIFICATIONS OF COMPLIANCE WITH THE PHA PLANS  
AND RELATED REGULATIONS,  
BOARD RESOLUTION TO ACCOMPANY THE PHA PLAN.

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Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual Plan for PHA fiscal year beginning April 1, 2011, hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify and impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiative to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide HUD or the responsible entity and documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its' Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

Mr. De Leon introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. Colon, and upon roll call the Ayes and Nays were as follows:

Ayes: Mrs. Rebecca Acosta  
 Mr. Eligio Colon, Jr.  
 Mr. Nelson De Leon  
 Mrs. Lillie Mathies  
 Rev. Steven Belinski

Nays: None

The Acting Vice Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5519

RESOLUTION APPROVING CHANGE ORDER NO. 8 TO  
 THE CONTRACT WITH SIMERAL CONSTRUCTION COMPANY.

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

1. THAT the Commissioners of the Reading Housing Authority do hereby approve Change Order No. 8 submitted by Simeral Construction Company (Lititz, PA), for a 120-day extension.

**Description of Change:** No cost to 120-day extension of time. Completion date to be extended to February 15, 2011.

**Statement of Justification:** An extension has been requested due to the corridor floor tile installation and punch list items.

Simeral Construction Company is the General Contractor providing kitchen renovations at all the High Rises.

2. THIS Resolution shall be effective November 23, 2010.

Mrs. Mathies introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Acosta, and upon roll call the Ayes and Nays were as follows:

Ayes: Mrs. Rebecca Acosta  
Mr. Eligio Colon, Jr.  
Mr. Nelson De Leon  
Mrs. Lillie Mathies  
Rev. Steven Belinski

Nays: None

The Acting Vice Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

**RESOLUTION 5520**

**RESOLUTION AUTHORIZING READING HOUSING AUTHORITY  
TO REAFFIRM AND CONFIRM RESOLUTIONS NOS. 5382 AND 5452  
AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO ANY  
AND ALL NECESSARY DOCUMENTS TO EFFECT AND CARRY OUT THE  
"GOGGLEWORKS APARTMENTS" MULTIFAMILY HOUSING PROJECT.**

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WHEREAS, the READING HOUSING AUTHORITY (the "**Authority**") has been incorporated under and is governed by the Pennsylvania Housing Authorities Law, approved May 28, 1937, P.L. 955, as amended and supplemented (the "**Act**"); and

WHEREAS, the Authority is a participant in a series of transactions, which include but are not limited to the acquisition, financing, construction, management, and leasing of a proposed multifamily rental housing project on land owned by the Authority located at 102 North Second Street in the City of Reading, which rental housing project will be known as the "Goggle Works Apartments" (collectively, this series of transactions and project hereinafter shall be referred to as the "**Goggleworks Project**"); and

WHEREAS, in furtherance of the Authority's ongoing involvement and participation in the Goggleworks Project, the Authority previously adopted Resolution No. 5382 on September 23, 2008, and Resolution No. 5452 on December 8, 2009; and

WHEREAS, the Authority remains involved, and is desirous of continued participation, in the Goggleworks Project and hereby wishes to reaffirm its commitment to the Goggleworks Project.

NOW, THEREFORE, BE IT RESOLVED by the Board of this Authority, as follows:

1. Resolution No. 5382 of September 23, 2008, and Resolution No. 5452 of December 8, 2009 (collectively, the "**Goggleworks Resolutions**") are hereby restated, reaffirmed, and remain in full force and effect.

2. In supplementation of the Goggleworks Resolutions, and in addition to the Officers of the Authority who are specifically identified at Paragraph(s) 3 of the Goggleworks Resolutions, it is specifically resolved that, in addition to those individuals and officers specifically identified in Paragraph(s) 3 of the Goggleworks Resolutions, the Executive Director of the Authority is authorized, empowered and directed to execute, acknowledge, attest and/or deliver, as appropriate, any and all such documents, agreements, certificates and instruments as may be necessary, proper or desirable, in the discretion of the Executive Director to issue the Goggleworks Project Bonds and to accomplish the requirements and transactions contemplated in furtherance of the Goggleworks Project and Goggleworks Resolutions, all of which shall be subject to the review and approval (as to both form and substance) by the Authority's Solicitor.

3. This Resolution shall become effective immediately.

4. In the event any provision, section, sentence, clause or part of this Resolution shall be held to be invalid, such invalidity shall not effect or impair any remaining provision, section, sentence, clause or part of this Resolution, it being the intent of this Board that such remainder shall be and shall remain in full force and effect.

5. All resolutions or parts of resolutions, insofar as the same shall be inconsistent herewith, shall be and the same expressly are hereby repealed.

DULY ADOPTED, this 23rd day of November, 2010, by the Board of the Reading Housing Authority, in lawful session duly assembled.

Mrs. Colon introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Acosta, and upon roll call the Ayes and Nays were as follows:

Ayes: Mrs. Rebecca Acosta  
Mr. Eligio Colon, Jr.  
Mr. Nelson De Leon  
Mrs. Lillie Mathies  
Rev. Steven Belinski

Nays: None

The Acting Vice 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 Mrs. Acosta and second by Mr. De Leon, 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, Reading, Pennsylvania on Tuesday, December 28, 2010, at 5:00 p.m.

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Recording Secretary