

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of December was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on Tuesday, December 2, 2014.

Members of the staff attending were as follows: Mr. Daniel F. Luckey, Executive Director; Mr. Ronald J. Fioravanti, Deputy Executive Director; Mrs. Stacey J. Keppen, Deputy Executive Director; Mr. David C. Talarico, Maintenance Superintendent; Mrs. Audrey L. Wenrich, Administrative Assistant; Ms. Kimberly F. Monzo, Comptroller; Mr. George F. Eisenhauer, Purchasing Agent; Ms. Gloria J. Guard, Property Manager; Mr. Josh K. Smith, Property Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mrs. Carolyn K. Bower, Section 8 Coordinator; Mr. Frederick H. Prutzman, Building Construction Inspector; Mrs. Marilyn Guzman, Clerk Typist 2; and Ms. Janice M. Eickhoff, Clerk Typist 3. Attorney Edwin Stock, Solicitor for the Authority and Valdis Lacis, Reading Eagle Reporter were present.

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

Present: Mr. Steven E. Belinski
 Mrs. Rebecca Acosta
 Ms. Tina White
 Mr. Walter Pawling

Absent: None

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

A motion was made by Mrs. Acosta and second by Ms. White approving the minutes of the regular monthly meeting held October 28, 2014. The motion was carried unanimously.

A motion was made by Mrs. Acosta and second by Mr. Pawling approving the bills as submitted by Ms. Monzo for the period of October 23, 2014 to November 20, 2014. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of October 2014.

| Fund | Cash or Checking | Investments | Escrow | Total |
|-----------------|------------------|-----------------|--------------|-----------------|
| W-66 General | \$6,510,510.01 | \$ 841,991.18 | \$344,445.36 | \$ 7,696,946.55 |
| P-4628 General | 483,721.67 | .00 | 0.00 | 483,721.67 |
| P-15 General | 662,007.60 | 658,175.86 | 88,695.50 | 1,408,878.96 |
| Payroll | 5,000.00 | 276,992.87 | (276,992.87) | 5,000.00 |
| Goggleworks | 8,235.45 | .00 | 50,374.00 | 58,609.45 |
| River Oak Apts. | 6,308.34 | .00 | 46,788.01 | 52,826.35 |
| Total | \$7,675,513.07 | \$ 1,777,159.91 | \$253,310.00 | \$9,705,982.98 |

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

The Executive Director submitted the following report:

COMPREHENSIVE GRANT PROJECTS

222-2013 CAPITAL FUND – RHA has received \$1,866,196.00 in Capital Funds, the majority of these funds will go to repair and/or rehabilitate the walls at Rhodes and Eisenhower. The remaining monies will go to administrative expenses and management improvements. There is some funding available and eligible for purchasing vehicles and will be reprogramming the funds for these items. One of reasons is items such as these are or will not be eligible items on later Capital funds and might be the last year we will be able to do this. This will close out this cost center.

223-2014 CAPITAL FUND – We received this allocation in the amount of \$2,146,877.00. Work items include roofs at Rhodes/Eisenhower, porch renovation at Oakbrook/Glenside and the limited boiler replacement program as explained at the March Board meeting. We are still awaiting some paperwork to be completed and will begin on some of the work items in the coming future.

RIVER OAK APARTMENTS – The occupancy rate at River Oak is good as it is about 97.47% overall with a total of 3 vacant units. There are about 20 people on the waiting list for a unit so we should be able to rent the unassigned units when they have been readied for occupancy.

We hope to complete some or all of the kitchens this year as we have about 9 or so remaining to be done and would like to get them all done before the end of next year or sooner. It depends on when and what units become vacant and other factors.

We would like to replace the windows and have been replacing the carpets as the existing carpets are original and as you can imagine are in poor condition and in a lot of cases we are not comfortable in renting these units without replacing the carpets. This is especially true after we have replaced the kitchen and other flooring in the units; however we do this on a case by case basis,

SHELTER PLUS CARE PROGRAM – The Shelter Plus Care Vouchers in conjunction with the treatment to prevent future episodes of Homelessness is still running and doing well. I will advise the Board of any developments in regards to this project. Currently, because of funding we have 39 vouchers active even though the number authorized is 30; we have sufficient funding to pay for the 39 vouchers for this program.

SYLVANIA HOMES ANNUALIZED UTILIZATION RATE

| 2011 | | | | 2012 | | | | 2013 | | | | 2014 | | | | 2015 | | | |
|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|-----|-----|------|
| Sept | Dec | Mar | Jun | Sept | Dec | Mar | June | Sept | Dec | Mar | Jun | Sept | Dec | Mar | Jun | Sep | Dec | Mar | June |
| 97.3 | 97.2 | 97.0 | 97.1 | 97.5 | 97.7 | 97.7 | 96.6 | 96.2 | 95.6 | 95.5 | 96.6 | 96.7 | 94.5 | 96.4 | 96.4 | 96.4 | | | |

Sylvania is 96.4% leased up.

SECTION 8 ANNUALIZED UTILIZATION (%) RATE

| 2011 | | | | 2012 | | | | 2013 | | | | 2014 | | | | 2015 | | | |
|------|------|------|------|------|------|------|------|------|------|------|------|------|-----|------|------|------|-----|------|-----|
| Mar | Jun | Sept | Dec | Mar | Jun | Sept | Dec | Mar | June | Sept | Dec | Mar | Jun | Sept | Dec | Mar | Jun | Sept | Dec |
| 90.3 | 90.0 | 88.3 | 88.2 | 89.2 | 90.6 | 91.2 | 90.8 | 89.2 | 86.9 | 84.4 | 82.1 | 80. | 7 | 80 | 79.2 | | | | |

The leasing rate for the last quarter is 80%. Current HUD funding practice does not and will not allow 100% utilization of the vouchers and funding and is especially difficult when we do not know what the funding will be for this program. Currently there are 155 people on the waiting list.

PUBLIC HOUSING ANNUALIZED OCCUPANCY RATE (%)

| 2011 | | | | 2012 | | | | 2013 | | | | 2014 | | | | 2015 | | | |
|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| Mar | Jun | Sept | Dec |
| 98.5 | 98.6 | 98.8 | 98.8 | 98.7 | 98.7 | 98.4 | 98.7 | 98.6 | 98.8 | 98.8 | 98.8 | 98.6 | 98.7 | 98.6 | 98.6 | 98.6 | 98.6 | 98.6 | 98.6 |

The annualized vacancy rate for the last quarter shows an excellent leasing rate and translates into vacancy rate of 1.4% for RHA for the year. This continues to be a decent occupancy rate. We continue to monitor our progress in this area and work towards improving the leasing rate, while everyone strives to attain 100% leasing rate, it is difficult to attain at least for a very long time.

ACCOUNTS RECEIVABLE (ANNUALIZED QUARTERLY) – PUBLIC HOUSING

| 2011 | | | | 2012 | | | | 2013 | | | | 2014 | | | | 2015 | | | |
|------|-----|------|-----|------|-----|------|-----|------|-----|------|-----|------|-----|------|-----|------|-----|------|-----|
| Mar | Jun | Sept | Dec |
| 2.6 | 3.2 | 3.5 | 3.1 | 2.6 | 3.4 | 2.7 | 3.4 | 4.2 | 3.2 | 5.7 | 5.9 | 4.3 | 5.2 | 3.8 | | | | | |

Staff is working hard to reduce these amounts in hopes to get them to a more reasonable level. However, the increases are due to our finding discrepancies between what the residents claim they are earning and what is on their tax returns.

HABITAT FOR HUMANITY – I have been working with Habitat for Humanity to determine if we can participate in their program in some way shape or form. I am hoping to develop a Habitat hybrid program in which we pay for the costs for acquisition and rehabilitation and will be reimbursed from HOME money for the difference between the mortgage (mortgage will be held by Habitat and will be paid back to RHA) and the cost of the building and rehabilitation costs along with interest. I hope to work with HABITAT on filling our Homeownership unit in the near future.

If we do this (and make sure it is permissible under the HOME program) we will be reimbursed for everything paid out along with interest (paid up front) and will be re- paid the end of the day and there will be new homeowners. There have not been any changes since the last Board meeting.

NEIGHBORHOOD STABILIZATION PROGRAM (NSP) – The City of Reading is the lead agency and RHA and Our City Reading Inc., (OCR) are partners in this project. Currently, 201 North 3rd Street, 331 Elm Street and another unit at 460 Centre Avenue are in the mix for units owned by RHA for the NSP program. We have filled all of the three units at 460 Centre Avenue with tenants at or below 50% of median income. They are nearing the completion of 201 N. 3rd and 331 Elm Street and those units will be ready for rental very soon as I have recently been told they are ready for occupancy and are looking to get the keys for the buildings.

Albert would like to have these units rented to Artists and I have asked him for a listing and or ideas as to how he would like us to advertise and select Artist for these units. We do not have any problems with this as long as they meet the income restriction of 50% of median income. I have asked him on numerous occasions to provide me with the information on the Artists and if I do not get that soon and the units are available for occupancy we will have to fill them with other income qualified people.

I have been told we will be getting these units in the near future, but do not have a date as yet. However, we hope to get these units in the very near future.

RENTAL ASSISTANCE DEMONSTRATION (RAD) – Out of the 60,000 units HUD was interested in having participate in this program, only 11,000 units were submitted and approved nationwide. This represents just 18% of the number of units HUD wanted in the program. It fell far short and perhaps it is related to the flaws in the program funding.

There are some attractive issues for participating in this program; the major one supposedly is not being under the public housing regulations. The most unattractive issue is the lack of or uncertainty of funding and other related issues. We have not and do not plan to apply at this time. We will monitor how this program works for some agencies over the long run.

I will keep you posted on any new developments in this program. To date there have not been any new updates on the RAD program.

YOUTHBUILD – This program is moving along and the participants are installing ceramic tile in the bathrooms at Oakbrook Homes. This will alleviate most, if not all, of our maintenance concerns with the bathroom flooring. There is thought of starting a home health care training program with the Youth Build to be incorporated into the Federally Qualified Health Care Center we are working on and would be a great offshoot for this program. So far it is just in the formative stages.

If there are any developments in this we will update you when they occur.

WELLNESS PROGRAM – The Wellness program has three Universities working with us in providing services. Currently, we have the University of Pennsylvania, Drexel and Alvernia University working with us in this area and should bode well for us in the long run. There are no updates to this program this month.

| | <u>Vacant Unit Report for the Current Month</u> | | | | |
|-----------------------------|--|---|---------------------------------------|--------------------------------|----------------------------------|
| | <u>Units Scheduled To Be Leased</u> | <u>Unit Accepted By Eligible Applicant</u> | <u>Unit Scheduled Transfer</u> | <u>Unassigned Units</u> | <u>Total Vacant Units</u> |
| Glenside | 2 | 2 | 2 | 1 | 7 |
| Hensler | 1 | 0 | 0 | 0 | 1 |
| Oakbrook | 2 | 3 | 0 | 0 | 5 |
| Franklin | 0 | 0 | 0 | 0 | 0 |
| Kennedy | 1 | 2 | 0 | 0 | 3 |
| Rhodes | 0 | 1 | 2 | 1 | 4 |
| Eisenhower | 1 | 2 | 0 | 0 | 3 |
| Hubert | 0 | 0 | 0 | 0 | 0 |
| Total Conventional | | | | | |
| Public Housing | 7 | 10 | 4 | 2 | 23 |
| Scattered Sites | 0 | 0 | 0 | 1 | 1 |
| Sylvania Homes | 1 | 0 | 0 | 2 | 3 |
| 726 N. 11 th St. | 2 | 0 | 0 | 0 | 5 |
| River Oak | 0 | 0 | 0 | 3 | 0 |
| NSP Units | 0 | 0 | 0 | 0 | 0 |
| Total | 10 | 10 | 4 | 8 | 32 |

Our current occupancy rate is high at 98.6% for (1,617 total units) Public Housing. The leasing rate for all of our units we own (a total of 1822) comes to 98.30%. Of the 32 vacant units, 10 are scheduled to be leased, 10 have been accepted by applicant, 4 are transfers and 8 units remaining units are unassigned.

Please note the transfer units are units, which in 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 done on a case-by-case basis. But also means, we are creating another vacant unit and will now have to rehabilitate the unit and fill it. As I mentioned before, these unit transfers are required to ensure people are in the correct size units and are not over or under housed.

The above leasing rate is a snap shot of the status of our units on a particular day as opposed to the annualized and monthly vacancy rates noted in other sections. It represents the

status of our vacant units as of the day this information was requested and is the reason it differs from what the total monthly vacancy rate is reported.

RHA PAINTING PROGRAM FOR OCCUPIED UNITS – We continue the painting program and hope funding cuts do not affect our efforts. We want to make sure each and every unit was and is painted at least once every ten years. To date, this program is going well and we are well ahead of schedule in regards to having all units painted once every ten years. Not many units are being done at this time as we are up to date.

I should note our painting program was not being done agency wide for all of our units. We have instituted a painting program for every unit we are managing to ensure unit is treated the same and being painted within ten years.

GOGGLEWORKS APARTMENT – We have been managing the Goggleworks Apartments and have not been reimbursed for all of our expenses to date which is about \$200,000 to date. We are expecting all this money to be reimbursed very soon as the property tax issue has been resolved and the funds held in escrow for property tax will be sent to us very soon. In addition, there was we believe the overcharges for water and will be working with the Water Authority to work out an agreement. The reason for this was the reader which the Water Authority uses to read the meter electronically was defective for some reason and was giving them the wrong usage information.

I hope to clear all of this up in the coming weeks as we get an average water usage reading for November and December.

DEVELOPMENT WAITING LIST STATUS

| <u>Bedroom Size</u> | <u>P/H</u> | <u>Contacting</u> | <u>Waiting Period</u> | <u>Sylvania</u> | <u>River Oak</u> |
|----------------------------|-------------------|--------------------------|------------------------------|------------------------|-------------------------|
| Studio | 133 | 04/2014 | 06-09 Months | N/A | N/A |
| One Bedroom-Elderly | 14 | 04/2014 | 03-06 Months | | N/A |
| One Bedroom – Family | 399 | 10/2012 | 12-24 Months | 27 | N/A |
| Two Bedroom Family | 541 | 10/2012 | 12-24 Months | 8 | 3 |
| Three Bedroom Family | 395 | 10/2012 | 12-24 Months | 7 | 8 |
| Four Bedroom Family | 69 | 05/2011 | 24-36 Months | 4 | N/A |
| Five Bedroom Family | 35 | 06/2013 | 12-24 Months | N/A | N/A |
| <u>Total</u> | 1,586 | | | 46 | 11 |

All applications for public Housing have been processed and the waiting list has been updated.

CITY OF READING LAND BANK PROGRAM – The City of Reading is in the midst of instituting a Land Bank program in the City and asked if it would be possible to contract with RHA to perform some of the day to day maintenance on the properties. I said once they have formed the Land Bank and decided on what they would like in this kind of program I would approach the Board on this matter. As it stands now the Land Bank is in the process of being developed and established. In any case, RHA would be paid for any services we provided.

As I noted before, everything is in the planning stages and nothing has been decided on who, what, where and when this will occur, though I know at some time it will become a reality. I will keep the Board informed of any developments in this area and think this will be an exciting program for the City of Reading. I believe any support we can give the City of Reading to make this successful would be appreciated.

There has not been any new development on this to date.

RHODES AND EISENHOWER WALL REBUILDING – The work is nearly completed and the project has gone fairly well and is nearing completion for the large part of the work. There are change orders for this project and some discussion on the status of this project. It is still on schedule for completion in December, however it will not be fully completed until the spring when they will come and do corrective landscaping.

PARK PLACE ON PENN PROJECT- As was noted last month a builder was selected and we were to negotiate with the builder. As it stands we did not meet and did not receive any plans for this project. Therefore, we will not have anything this month, though something may come in before the Board meeting.

There has been no change in this program to date.

BERKS WOMEN IN CRISES – I was called by the Berks Women in Crisis who have a Project Based Section 8 Certificate program at the Emma Lazarus development which expired 2/28/14.

They requested a renewal to Project-Based Voucher program. Reading Housing Authority will convert the program from Project-Based Certificates to Project-Based Vouchers effective 3/1/2014 for one year.

There was discussion regarding them wanting to divest themselves of this property but have not heard anything more regarding this. There has been no update or changes regarding this item.

ANNUAL EMPLOYEE MEETING DATE IN DECEMBER – Please be reminded, the date for the Employee meeting is December 12th at the O’Pake community center. As in the past this meeting has been very good in that we and all of the employees are able to meet each other in one place. This meeting as practice has shown in years past is the only time the staff get together. In addition, we use this time to go over any changes and/or updates on various employee programs.

OAKBROOK AND GLENSIDE HOMES PATIO DESIGN – We are in the midst of working with Olsen on a design for a potential patio at both Oakbrook and Glenside Homes. It seems with the installation and or privatizing of the backyards through the fencing we need to expand our vision. So we are looking to see if there is a design or layout that will provide our residents with a patio or similar type of plan which will increase their usable space.

FEDERALLY QUALIFIED HEALTH CENTER (FOHC) – We have this in process and are waiting to hear back from the Easter Seals. I hope to have something by the December Board meeting.

2015 RHA ENERGY SAVINGS POSTER CONTEST AND CALENDAR – The Energy Savings Poster Calendar Contest was conducted and prepared with the assistance of the Olivet Boys and Girls Club. Judging occurred on 11/6 at 1:30 at the WCA. The Award Ceremonies were held on 11/10 at the Oakbrook Olivet Boys and Girls Club at 4:15 and 6:00 pm at Glenside.

PENN SQUARE – RHA has been reimbursed for the work done at Penn Square.

MASANO CAR MALL – We have found that Masano has purchased part of the Baldwin Brass complex across the street from us at Oakbrook Homes. I believe this will be a positive development in this area and should increase the safety and security of the area. It will be a positive influence on the area and hope we can collaborate with Masano on projects for the area.

MEETINGS:

- Workforce Investment Board Committee meeting.

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

The following Resolution was read and considered:

RESOLUTION NO. 5763

RESOLUTION AUTHORIZING THE ELEVATION
OF A LABORER
TO A MAINTENANCE AIDE.

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

1. THAT Francisco Arroyo be elevated from a Laborer to a Maintenance Aide at the rate of \$20.12 per hour.
2. THIS Resolution shall be effective November 17, 2014.

Mrs. Acosta 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: Mr. Walter Pawling
Ms. Tina White
Mrs. Rebecca Acosta
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. 5764

RESOLUTION AUTHORIZING THE ELEVATION
OF A LABORER
TO A MAINTENANCE AIDE.

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

1. THAT Derek M. Delong be elevated from a Laborer to a Maintenance Aide at the rate of \$20.12 per hour.
2. THIS Resolution shall be effective November 17, 2014.

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

Ayes: Mr. Walter Pawling
Ms. Tina White
Mrs. Rebecca Acosta
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. 5765

RESOLUTION AUTHORIZING THE HIRING
OF A PART-TIME STREET CLEANER.

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

1. THAT Julio E. Melendez be hired as a part-time street cleaner at the rate of \$7.25 per hour.
2. THIS Resolution shall be effective October 30, 2014.

Mrs. Acosta 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: Mr. Walter Pawling
Ms. Tina White
Mrs. Rebecca Acosta
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. 5766

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

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, 2015, 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.

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

Ayes: Mr. Walter Pawling
Ms. Tina White
Mrs. Rebecca Acosta
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. 5767

RESOLUTION APPROVING CHANGE ORDER NO. 2
TO THE CONTRACT WITH HOUCK & COMPANY, INC.

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. 2 submitted by Houck & Company, Inc., in the amount of \$40,823.86.

Project Name & Location: Masonry Restoration at Rhodes and Eisenhower Apts.

Description of Change: Request #1: Additional work required to patch the existing floor slabs (Unit Price 5) or cut the floor slabs (Unit Price 14) at the Rhodes Apartments = **\$9,931.39. Request #2:** Additional work required as a result of RFI# 28 on the South Elevation of Rhodes Apartments for window lintel modification = **\$23,753.02. Request #3:** Additional work required as a result of RFI# 40 on balcony #1401 of the North Elevation of Eisenhower Apartments. The extensive deterioration of the concrete and steel reinforcement required the complete demolition and replacement of the balcony = **\$7,139.45. Request #4:** Request time extension through April 1, 2015 due to weather conditions that are not typically conducive to landscaping and installing elastomeric coatings and sealants for awnings.

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

2. THIS Resolution shall be effective November 12, 2014.

Mrs. Acosta 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: Mr. Walter Pawling
Ms. Tina White
Mrs. Rebecca Acosta
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. 5768

RESOLUTION AUTHORIZING THE DISPOSITION
OF NON-EXPENDABLE EQUIPMENT.

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

1. THAT the following non-expendable equipment be removed from the inventory of the Reading Housing Authority in accordance with the Procurement and Disposition:

| <u>ACCOUNTING DEPT.</u> | <u>DECAL</u> | <u>COST</u> | <u>PURCHASED</u> |
|--|--------------|-------------|------------------|
| 1 - Kyocera 2530 (with scanner system) | 1181 | \$5,467.48 | 5/2003 |
| 1 - Kyocera 2530 | 1197 | \$3,998.85 | 5/2003 |

2. THAT the equipment to be scrapped is of no useful value to the Authority, and

3. THAT the aggregate amounts of \$9,466.33 have been fully depreciated.

4. THAT the net book value of the assets are zero.

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

THIS Resolution shall be effective December 2, 2014.

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

Ayes: Mr. Walter Pawling
Ms. Tina White
Mrs. Rebecca Acosta
Mr. Steven E. Belinski

Nays: None

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

The following charge-offs were presented for Glenside Homes, Hensler Homes, Oakbrook Homes, Kennedy Towers, Rhodes Apts., Eisenhower Apts. and Sylvania Homes:

CHARGE-OFFS

| | | |
|----|-------------------------|--------------|
| 7 | Glenside Homes PA-9-1 | \$ 2,843.00 |
| 17 | Oakbrook Homes PA-9-3 | 16,563.13 |
| 1 | Kennedy Towers PA-9-5 | 199.24 |
| 1 | Rhodes Apts. PA-9-6 | 745.55 |
| 1 | Eisenhower Apts. PA-9-8 | 248.27 |
| 3 | Sylvania Homes P-15 | 2,409.35 |
| 1 | River Oak Apts. | 1,395.00 |
| 31 | Gross Charge-Offs | \$ 24,403.54 |

SUMMARY OF GROSS CHARGE OFFS

| | |
|-----------------------|-------------|
| Current Dwelling Rent | \$ 6,080.66 |
| Additional Charges | 17,788.33 |
| Excess Utilities | 534.55 |
| Retro Rent | \$24,403.54 |

RECOVERIES

| | |
|-----------------------|------------------|
| Glenside Homes PA-9-1 | \$ 161.49 |
| Oakbrook Homes PA-9-3 | 31.84 |
| Rhodes Apts. PA-9-6 | 100.00 |
| Gross Recoveries | \$ <u>293.33</u> |

CHARGE-OFFS NET OF RECOVERIES

\$ 24,110.21

18 Accounts Charged Off Due to Eviction \$ 18,056.73

Delinquent accounts with an amount of less than \$75.00, of tenants who decease 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 Mrs. Acosta second by Mr. Pawling to concur with the recommendation to write the potential uncollectible amount off the books. This motion was carried unanimously.

Dan Luckey informed the Board that Burkey Construction Company has requested that Reading Housing Authority reimburse them for costs on the Penn Square Project in the amount of \$65,187.00. The City of Reading will then in turn reimburse the Reading Housing Authority.

Steve Belinski asked for a motion to approve this payment. A motion was made by Mrs. Acosta and second by Mr. Pawling approving payment to Burkey Construction with the condition that a letter from the City of Reading's Administration be received confirming reimbursement to Reading Housing Authority. The motion was carried unanimously by the Board.

There being no further business to come before the Commissioners, a motion was made by Mr. Pawling and second by Mrs. Acosta 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, January 27, 2015.

Recording Secretary