

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of February was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on Tuesday, February 24, 2015.

Members of the staff attending were as follows: Mr. Daniel F. Luckey, 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; Mr. John E. Knockstead, Substitute County Casework Supervisor; Mrs. Marilyn Guzman, Clerk Typist 2; and Ms. Janice M. Eickhoff, Clerk Typist 3. Attorney Edwin Stock, Solicitor for the Authority, Mr. Valdis Lacis, Reading Eagle Reporter and Mr. Frank B. Denbowski, Special Assistant to the Mayor 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
 Mr. Walter Pawling
 Ms. Tina White
 Mr. William Giddens

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 Mr. Pawling approving the minutes of the regular monthly meeting held January 27, 2015. The motion was carried unanimously.

A motion was made by Mrs. Acosta and second by Ms. White approving the bills as submitted by Ms. Monzo for the period of January 9, 2015 to February 17, 2015. The motion was carried unanimously.

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

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$4,973,771.50	\$.00	\$44,207.57	\$ 5,017,979.07
P-4628 Section 8	135,300.61	.00	0.00	135,300.61
P-15 Sylvania	86,972.00	749,127.38	3,479,737.14	4,315,836.52
River Oak Apts.	46,817.18	.00	167,804.80	214,621.98
Park Place	.00	.00	8,650.01	8,650.01
Total	\$5,242,861.29	\$ 749,127.38	\$3,700,399.52	\$9,692,388.19

A motion was made by Mrs. Acosta and second by Mr. Pawling 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 – All of the funds have been obligated and nearly expended for this allocation. The vast majority of the monies were allocated for the Rhodes and Eisenhower Apartments wall renovations.

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 a previous Board meeting. We are still awaiting some paperwork to be completed and will begin on some of the work items in the future.

224-2015 Capital Fund – We have been notified we are going to receive \$2,172,433 for this allocation of Capital Fund monies. Staff will be assembling the Capital Fund documents to describe the various work items we plan to implement using these funds.

Preliminary work items were selected in the initial application and now that we have received the dollar amount of the Capital Fund, staff will now be assembling those work items into the final application using the actual dollar amount. The previous one had last year's dollar amount and is the process HUD has us follow. Some of the items to be included are installing CO2 detectors at Oakbrook and Hensler Homes, new electrical switching gear at Glenside, new roofs and gutters at Hensler Homes and other work items. Rounding out the monies is 20 to 25% for supplementing operating funds for our public housing operations.

RIVER OAK APARTMENTS – The occupancy rate at River Oak is good as it is about 100% overall with a total of 0 vacant units. There are about 15 people on the waiting list for units so we should be able to rent the unassigned units when they are available. I believe this is the first time.

We hope to complete some or all of the kitchens this year as we have about 8 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.

of being filled. However, 201 N. 3rd does not have a Certificate of Occupancy as yet and expect it to happen soon. So we are unable to fill these units until that occurs.

As I mentioned before, Albert would like to have the units at 201 N. 3rd rented to Artists and we are asking him to give us the criteria to be used for selecting artist for these units. I will update you on any changes in this project.

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 thoughts 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 and may have started.

The next group of trainees will be starting in February. This Youthbuild program has been a very successful and we are happy the program is continuing.

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</u>	<u>Unit Accepted By</u>	<u>Unit Scheduled</u>	<u>Unassigned</u>	<u>Total Vacant</u>	
	<u>To Be Leased</u>	<u>Eligible Applicant</u>	<u>Transfer</u>	<u>Units</u>	<u>Units</u>	
Glenside	1	1	2	0	4	
Hensler	0	0	0	0	0	
Oakbrook	5	0	2	0	7	
Franklin	0	0	0	0	0	
Kennedy	0	1	0	0	1	
Rhodes	0	1	0	2	3	
Eisenhower	0	1	1	0	2	
Hubert	0	0	0	0	0	
Total onventional						
Public Housing	6	4	5	2	17	
Scattered Sites	0	0	0	1	1	
Sylvania Homes	3	1	0	1	5	
726 N. 11 th St.	0	0	0	0	0	

River Oak	0	0	0	0	0
NSP Units	0	0	0	3*	3
Total	9	5	5	7	26

Our current occupancy rate is high at 98.95% for (1,617 total units) Public Housing. The leasing rate for all of our units we own (a total of 1825) comes to 98.58%. of the 26 vacant units, 9 are scheduled to be leased, 5 have been accepted by applicant, 5 are transfers and 7 units remaining units are unassigned. There is an asterisk (*) in the NSP unit category and represents three new units we are in the midst of filling and is why we have three extra vacant units.

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. There may be other factors whereby a unit transfer is appropriate and done on a case-by-case basis.

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. 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. For your information 10 occupied units in Sylvania were painted in 2014.

RHODES AND EISENHOWER WALL REBUILDING – The work is nearly completed with the remaining work to be cleaning and waterproofing of the bricks which is temperature sensitive and may be a while before the Contractor is able to accomplish this task. That is also why the fencing and other items are still on the buildings and should be coming off when there are a few days of warm weather.

In any case, the project will not be fully completed until the spring or when the temperature climbs to the point when the contractor can complete the work and also do corrective work on the landscaping. We do not want them to do this until the weather is conducive to plants growing.

FEDERALLY QUALIFIED HEALTH CENTER (FOHC) – We have this in process and an agreement has been signed with the Easter Seals and will be on the agenda for a resolution. We currently are in the midst of designing the Health Center and in conjunction with this project we are demolishing the obsolete boiler equipment to make room for either a temporary location or an extension of the Health Center and/or a Resident Council Office. This will enable us to put the unit being used by the Resident Council back on the rent rolls.

There will be a change order due to the increase in work in regards to the Oakbrook Homes Boiler room demolition and construction design. I have put this on the agenda for a discussion and an update of the status of this project.

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	123	04/2014	06-09 Months	N/A	N/A
One Bedroom-Elderly	9	04/2014	03-06 Months		N/A
One Bedroom – Family	371	10/2012	24-36 Months	29	N/A
Two Bedroom Family	527	10/2014	9-12 Months	10	7
Three Bedroom Family	381	10/2012	12-24 Months	5	8
Four Bedroom Family	75	05/2011	24-36 Months	5	N/A
Five Bedroom Family	12	06/2013	12-24 Months	N/A	N/A
Total	1,498			49	15

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.

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.

OAKBROOK AND GLENSIDE HOMES PATIO DESIGN – We have completed the design for the patio’s we are looking to put in at both Oakbrook and Glenside Homes. I have put this on the agenda so the Board will be able to see the concept of what is planned. We are planning to do this in various increments such as the fencing in order to determine how well it is received and utilized by the residents. Once we are certain the residents are happy with the design and installation (or request modifications to them) of the patios we can then install more of them over time.

We are looking forward to moving this along and believe it will be well received. As was mentioned, with the installation of the fencing the backyards are used far more than in the past and this will compliment these areas.

MASANO CAR MALL – I will have met with John Masano to determine the best way to work together to make maximize his success in developing his auto mall at the site located across the street from Oakbrook Homes.

CENTRAL OFFICE FUNDS – It was recommended by the RHA Accounting consultant Casterline and Associates that we move our Central Office funds to our Sylvania program to ensure HUD will be unable to recapture these funds. As a result of this advice, we have moved the monies out of the central office fund to Sylvania and have included a post resolution for this action.

While it may not be necessary as this bank account does not provide HUD with authority to take the funds as the other public housing accounts provides HUD with authority to take money out. All Housing Authorities were required to do this for certain types of accounts. However, we never included this authority for the central office funds, however this provides an additional layer of security.

I have put this on the agenda for discussion.

MEETINGS:

- Workforce Investment Board Committee meeting.
- Our City Reading.

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

The following Resolution was read and considered:

RESOLUTION NO. 5774

RESOLUTION AUTHORIZING THE HIRING
OF A CLERK TYPIST 2.

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

1. THAT Mya M. Hornberger be hired as a Clerk Typist 2 at an hourly rate of \$19.79, for a probationary period of 180 days in accordance to the rules and regulations of

the State Civil Service Commission of Pennsylvania.

2. THIS Resolution shall be effective February 17, 2015.

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. William Giddens
Ms. Tina White
Mr. Walter Pawling
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. 5775

RESOLUTION AUTHORIZING THE PAYMENT IN LIEU
OF TAXES FOR PROJECTS PA-9-1, 2, 3, 4, 5, 6, 8, 10, AND 18,
CONTRACT W-66 FOR THE FISCAL YEAR
ENDED MARCH 31, 2014.

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

1. THAT a Payment in Lieu of Taxes be made to the City of Reading, in the amount of \$235,767.60 to be dispersed proportionately among the City of Reading, the Reading School District, and the County of Berks, for the PHA Owned Rental Housing Federally Subsidized, Contract W-66, Projects PA-9-1, 2, 3, 4, 5, 6, 8, 10, and 18, for fiscal year of the Reading Housing Authority ended March 31, 2014.

2. THIS Resolution shall be effective immediately.

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. William Giddens
Ms. Tina White
Ms. Walter Pawling
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. 5776

RESOLUTION APPROVING CHANGE ORDER NO. 3
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. 3 submitted by Houck & Company, Inc., in the amount of \$18,964.00.

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

Description of Change: Request #1: Additional work required to replace cracked brick units (Replace 3SF @ \$25.12 per SF = **\$75.36**. **Request #2:** 12 of the existing aluminum window sills no longer fit due to the fact that the old masonry was not plumb and the new masonry is. Larger sills were fabricated and installed-material only = **\$1,959.62**. **Request #3:** Additional work required to prepare the 4" CMU parge coat for the installation of the fluid applied air barrier -390SF x \$4.08 = **\$1,591.20**. **Request #4:** Additional labor, equipment and material expenses to be incurred as a result of installing new joint sealant at the 1st floor soffit to steel angel perimeter joint for detail 17/A4.00= **\$491.60**. **Request #5:** Additional work required for window lintel modification as a result of RFI#28 on the South Elevation of Rhodes and Eisenhower Apartments= **\$3,363.08**. **Request #6:** Additional labor and material expenses to be incurred as a result of replacing damaged window crank case covers-15 units @ \$55.36 each = **\$830.40**. **Request #7:** Additional work required as a result of RFI#48-lintel replacement at 1st floor soffit level on the South Elevation of Eisenhower Apartments = **\$10,652.74**.

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

2. THIS Resolution shall be effective January 12, 2015.

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. William Giddens
Ms. Tina White
Mr. Walter Pawling
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. 5777

RESOLUTION APPROVING TRAVEL TO WASHINGTON, D.C.,
TO ATTEND 2015 NAHRO WASHINGTON CONFERENCE
TO BE HELD MARCH 15 – MARCH 18, 2015.

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

1. THAT approval be given to Attorney Edwin L. Stock and Steven E. Belinski for travel to Washington, D.C., to attend 2015 NAHRO's Washington Conference to be held March 15 – March 18, 2015.

2. THIS Resolution shall be effective February 24, 2015.

Mr. Pawling 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. William Giddens
Ms. Tina White
Mr. Walter Pawling
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. 5778

RESOLUTION POST-APPROVING THE MOVEMENT OF
FUNDS FOR FUTURE ACQUISITIONS AND
BOARD APPROVED ACTIVITIES.

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

1. THAT the Commissioners do hereby approve the movement of

\$3,000,000.00 in funds from the Central Office Cost Center [COCC] to Sylvania Homes, P-15, for future acquisitions and Board approved activities.

2. THIS Resolution shall be effective January 1, 2015.

Mr. Pawling 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. William Giddens
Ms. Tina White
Mr. Walter Pawling
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. 5779

RESOLUTION APPROVING THE TERMS AND AUTHORIZING
THE EXECUTION OF A CONTRACT WITH NEUBER ENVIRONMENTAL
SERVICES, INC., TO PROVIDE BOILER ROOM EQUIPMENT DEMOLITION AND
UNDERGROUND OIL TANK REMOVAL AT OAKBROOK.

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

1. THAT the terms of the contract with Neuber Environmental Services, Inc., to perform selected demolition of obsolete boiler room equipment and complete removal of 2-15,000 gallon underground storage tanks at Oakbrook, are hereby approved, the said Contract to be in substantially the following form:

CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.

2. THE said Contract in the amount of \$129,700.00 is pending review and approval by the Solicitor.

3. THIS Resolution shall be effective February 24, 2015.

Mr. Pawling 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: Mr. William Giddens
Ms. Tina White
Mr. Walter Pawling
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. 5780

RESOLUTION APPROVING CHANGE ORDER NO. 1 TO THE
PROFESSIONAL SERVICES CONTRACT WITH OLSEN DESIGN
GROUP ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING
SERVICES TO DESIGN THE COMMUNITY HEALTH CENTER.

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

1. THAT the Commissioners do hereby approve Change Order No. 1 to the professional services contract with Olsen Design Group Architects for additional scope of work items associated with the demolition of the Oakbrook Homes Boiler House building, underground storage tank (UST) removal, limited general construction over site and boiler house office space build-out, in the total amount of \$45,607.00.

Project Name and Location: Oakbrook Homes Boiler House Building; select demolition and UST removal/limited general construction.

Description of Changes:

(1) Boiler Equipment Demolition Scope

Element Environmental Solutions

\$10,870.00 - (a) \$995.00 - Hazardous Materials Investigation; (b) \$1,925.00 - Abatement Specifications and Bidding; (c) \$7,950.00 - UST Specification/Oversight & Documentation

Consolidated Engineers

\$7,500.00 - Boiler Demolition Documentation, Bidding and Construction Observation

Olsen Design Group

\$4,837.00 - Boiler Demolition Documentation, Specification, Bidding & Construction Observation

\$23,207.00 - TOTAL BOILER EQUIPMENT DEMOLITION SCOPE

(2) Boiler House Office Space Build-out

Consolidated Engineers

\$15,600.00 - complete MEP design and documentation for Boiler House office build-out

Olsen Design Group

\$6,800.00 - complete A/S design and documentation for the Boiler House Office build-out

\$22,400.00 - TOTAL BUILD-OUT SCOPE

Statement of Justification: Additional request made by RHA for Olsen Design Group Architects to perform tasks (listed-above) associated with Oakbrook Homes boiler equipment demolition and boiler house office space built-out.

2. THIS Resolution shall be effective February 24, 2015.

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. William Giddens
Ms. Tina White
Mr. Walter Pawling
Mrs. Rebecca Acosta
Mr. Steven E. Belinski

Nays: None

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

There being no further business to come before the Commissioners, a motion was made by Mrs. Acosta and second by Mr. Pawling to adjourn the meeting. The motion was carried unanimously.

The next regular meeting of the Reading Housing Authority is scheduled to be held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on Tuesday, March 24, 2015.

Recording Secretary