

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 February 23, 2016.

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; Mrs. Theresa Reustle, Comptroller; Mr. George F. Eisenhauer, Purchasing Agent; Ms. Gloria J. Guard, Property Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; 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
 Mr. Walter Pawling
 Ms. Lorena Patricia Keely
 Mrs. Rebecca Acosta

Absent: Ms. Tina White

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

A motion was made by Mrs. Acosta and second by Mr. Pawling approving the minutes of the regular monthly meeting held January 26, 2016. The motion was carried unanimously.

A motion was made by Mrs. Acosta and second by Mr. Pawling approving the bills as submitted by Mrs. Reustle for the period of January 1, 2016 to January 31, 2016. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of January 2016.

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$4,451,945.27	\$.00	\$387,847.64	\$ 4,839,792.91
P-4628 Section 8	296,760.45	.00	0.00	296,760.45
P-15 Sylvania	91,052.50	3,645.85	1,941,755.61	2,036,453.96
River Oak Apts.	47,375.36	.00	263,650.35	311,025.71
Park Place	9,850.02	.00	.00	9,850.02
Total	\$4,896,983.60	\$ 3,645.85	\$2,593,253.60	\$7,493,883.05

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

The Executive Director submitted the following report:

COMPREHENSIVE GRANT PROJECTS

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 now working on the items in this funding allocation.

224-2015 Capital Fund – Staff submitted work items for this Capital Fund allocation to HUD for their review and to input these work items into their system so we will be able to access funding. I believe this has been completed and we can begin scheduling the work.

225-2016 Capital Fund – The funding for this allocation has been awarded and it is in excess of 2.2 million dollars and we will provide a breakdown of the work items we will be funding.

OCCUPANCY RATES BY PROPERTY/PROGRAM

Public Housing

10/1/15 – 12/31/15	7/1/15 – 9/30/15	4/1/15 – 6/30/15	1/1/15 – 3/31/15	10/1/14 – 12/31/14
97.6%	98.0%	98.5%	98.9%	98.8%

Sylvania Homes

10/1/15 – 12/31/15	7/1/15 – 9/30/15	4/1/15 – 6/30/15	1/1/15 – 3/31/15	10/1/14 – 12/31/14
95.6%	94.3%	97.2%	96.9%	96.2%

River Oak Apartments

10/1/15 – 12/31/15	7/1/15 – 9/30/15	4/1/15 – 6/30/15	1/1/15 – 3/31/15	10/1/14 – 12/31/14
95.3%	96.7%	94.6%	99.3%	93.7%

UTILIZATION RATE BY PROGRAM (CY-funded)

Housing Choice Voucher (Section 8) YTD Utilization, by Number of Vouchers, As of:

3/31/15	6/30/15	9/30/15	12/31/15
80.9%	82.8%	83.3%	84.1%

Housing Choice Voucher (Section 8) YTD Utilization, by Funding, As of:

3/31/15	6/30/15	9/30/15	12/31/15
97.2%	99.7%	99.3%	99.3%

Shelter Plus Care Utilization, by Number of Vouchers

10/1/15 – 12/31/15	1/1/16 – 3/31/16	4/1/16 – 6/30/16	7/1/16 – 9/30/16
105.5%			

Shelter Plus Care Utilization to Date, by Funding

10/1/15 – 12/31/15	1/1/16 – 3/31/16	4/1/16 – 6/30/16	7/1/16 – 9/30/16
20.4%			

CHARGE-OFFs

	Net Charge-off on Vacated accounts as of 11/30/2015	7/1/15 – 9/30/15	4/1/15 – 6/30/15	XXX – 3/31/15	
Public Housing	\$12,983.00 – 10 accounts	\$35,631.39 (net) 30 accounts	\$37,462.76 (gross)	\$7,484.63 (gross)	
Sylvania Homes	\$462.92 – 1 account	\$4,855.93 (net) 6 accounts	5,433.13 (gross)	\$1,756.09 (gross)	
River Oak Apartments	\$5,839.59 – 4 accounts	\$1,986.90 (net) 1 account	737.90 (gross)	\$0	

Vacant Unit Report

	Units Scheduled to be leased	Units Accepted by Eligible Applicant	Units for Transfer	Unassigned Units	Total Vacant Units
Public Housing					
Glenside Homes	4				4
Hensler Homes					
Oakbrook Homes	5	1	3		9
Franklin Tower					
Kennedy Towers	3				3
Rhodes Apartments					
Eisenhower Apartments					
Hubert Apartments	2				2
TOTAL (1607)	14	1	3		18
Scattered Sites (2)					
Sylvania Homes (126)	4	1		5	10
River Oak Apartments (72)	2	1		1	4
726 North 11th Street (2)					
NSP Units (6)					
TOTAL, ALL DEVELOPMENTS (1815)	20	3	3	6	32

Waiting List Report

<u>Bedroom Size</u>	<u># on WL</u>	<u>Contacting Applicants from</u>	<u>Waiting Period</u>	<u>Sylvania</u>	<u>River Oak</u>
Studio	191		9 - 12 months	N/A	N/A
		6/15			
One Bedroom-Elderly	3	4/14	9 - 18 months	N/A	N/A
One Bedroom – Family	100	4/14	18- 24 months	34	N/A
Two Bedroom – Family	175	4/14	18- 24 months	45	8
Three Bedroom – Family	178	4/14	18- 24 months	8	9
Four Bedroom – Family	28	4/14	18-24 months	3	N/A
Five Bedroom – Family	7	7/15	12 months	N/A	N/A
<u>Total – Public Housing</u>	702	<u>Total – Section 8</u>	350	90	17

A total of 3,265 applications were submitted for the Section 8 Housing Choice Waiting List while opened in December 2015. For the first time, the Tenant Placement opened and conducted data-entry for all applicants, so as to determine an exact understanding of the number of unduplicated applicants (2,880) and the applicant’s current residency. A scientific lottery selection was held amongst the total unduplicated count, and 350 applicants were randomly selected to be placed upon the waiting list. Of this applicant list, 73% of currently reside in the City of Reading.

PUBLIC HOUSING FUNDING - Preliminary estimates are showing we will receive 83% of our funding for our Operating Fund and is about the same as the last few years. The Capital Fund appears to be about the same amount as last year but do not know exactly what it will be before HUD does its alleged calculations to come up with the final funding amount. Hopefully, we will get the final numbers sooner than later.

HABITAT FOR HUMANITY (HFH) – The agreement with HFH has been signed and Tim Daley has a project and may be at the Board meeting to provide details of the upcoming project. As this will be the first one it will be interesting to see how the process will move along. As we become more experienced in these projects, Habitat should be able to do more. I should point out Habitat expects the projects to take at least a year to complete and possibly more. We are still awaiting some paperwork

from them as required by the MOU. However, that will not hold up the project as I believe we have sufficient paperwork to go forward.

RHA PAINTING PROGRAM FOR OCCUPIED UNITS – We continue the painting program. 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. At this time we have instituted a painting program for all of the units we own and manage.

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, 331 Elm Street and 460 Centre Avenue are in either occupied or in the process 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 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 a 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 and may have started.

PARK PLACE ON PENN PROJECT- I plan to advertise and or contract with a marketing firm to help us get this project underway and perhaps a realtor in addition to a marketing firm

There has been no change in this program to date.

OAKBROOK AND GLENSIDE HOMES PATIO DESIGN –We are scheduling this work to be done in the spring of 2016. As noted before we will only be installing on a limited basis and not agency wide. The reasons are we want to see how well received they will be and to evaluate the design to ensure it functions the way we expected.

If it does not, we can either change the design or if it does not work at all we have the option of not putting in any more patios.

MASANO CAR MALL – REDESIGN Reading has been designated as the coordinator along with Masano as of the development of the Lancaster Avenue Development area which includes but is not limited to new Masano Auto Mall and all of Lancaster Avenue from 222/422 exit all the way to Shillington. The group included RRA, RHA, RPA, City of Reading, Alvernia University, Reading

Body, Masano Group, Queen City Diner with the intent to get more organizations and businesses in this areas involved in the project as they are identified.

The Group convened to discuss the implementation of streetscape and green infrastructure development in Community and to coordinate various development activities in the focused neighborhood areas into an overall development Plan. There are several critical and or important projects currently underway and/or have been completed such as the Regional Auto Showroom (scheduled to open December of 2016) and the development of The Environmental Exploration Center at Angelica Park by Berks County Conservancy and the Oakbrook Health Center (completed). Discussions are ongoing and other development partners are being identified and being invited to participate in this project.

OUTSTANDING RESIDENT AWARD – In your packet there is a summary of the reason staff wanted to award the Outstanding Resident Award to these residents. They during the winter storm helped an Emergency Services vehicle that became stuck in the snow. I

WINTER STORM – Prior to the winter storm a plan of action was developed with our maintenance staff on how we were going to handle the storm. It was decided key maintenance staff would take home our 4 wheel drive trucks with the snow plow and they would come in on Saturday to do their best to clean up and wait to Sunday to complete the cleanup when the snow stopped.

As it turned out the Saturday was so bad the maintenance staff left when it became clear they might not be able to get home they left to come back on Sunday. While it was one of the more difficult snow storms we have had we were able to provide our residents with a decent snow removal process. In addition, we are reviewing our entire process to see how we can improve on how and when we do this to see if we can improve on this.

Dave is looking at snow blower apparatus we can purchase that will fit on our trucks that will throw the snow away from the street. As it is now, when we, and the City plow the streets the snow is pushed to the side and when the residents clear their cars they (unfortunately) throw the snow back into the street. If we get a snow blower that will push the snow onto the grass it might solve this issue. Or we might be able clear enough on the sidewalk area the residents will be more likely to put it there. So this is something we will be looking at for the future.

Overall the snow storm was tough on both the staff and our equipment and hope we do not face another one like that for quite a while. However, our Maintenance staff did an excellent job in clearing the snow despite the large amount and we are proud of their work.

WATER MAIN BREAK – We found and as I write this we are trying to locate and fix a water main break at Glenside and as it is buried it is taking longer to find and fix. Things like this usually come with very cold weather and hope we do not have many more.

MEETINGS:

- Workforce Investment Board Policy and Planning Committee
- Our City Reading 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. 5865

RESOLUTION ACKNOWLEDGING THE PROMOTION
WITHOUT EXAMINATION OF AN ACCOUNTANT 2
TO A COMPTROLLER.

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

1. THAT Theresa A. Reustle be promoted from an Accountant 2 to a Comptroller at annual base salary of \$60,429.32, 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 retroactive to February 15, 2016.

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: Mrs. Rebecca Acosta
Ms. Lorena Patricia Keely
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

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

The following Resolution was read and considered:

RESOLUTION NO. 5866

RESOLUTION ACKNOWLEDGING THE HIRING
OF A CLERK TYPIST 2.

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

1. THAT Maritza Manzueta be hired as a Clerk Typist 2 at an hourly rate of \$20.09, 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 16, 2016.

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: Mrs. Rebecca Acosta
Ms. Lorena Patricia Keely
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

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

The following Resolution was read and considered:

RESOLUTION NO. 5867

RESOLUTION APPROVING TRAVEL TO CLEARWATER BEACH, FL,
TO ATTEND HAB LIVE! 2016 CONFERENCE
TO BE HELD APRIL 10-12, 2016.

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

1. THAT approval be given to Stacey J. Keppen for travel to Clearwater Beach, FL, to attend HAB Live! 2016 Conference to be held April 10-12, 2016.
2. THIS Resolution shall be effective February 23, 2016.

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: Mrs. Rebecca Acosta
Ms. Lorena Patricia Keely
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

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

The following Resolution was read and considered:

RESOLUTION NO. 5868

RESOLUTION APPROVING TRAVEL TO ARLINGTON, VA,
TO ATTEND 2016 NAHRO WASHINGTON CONFERENCE
TO BE HELD APRIL 10-13, 2016.

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

1. THAT approval be given to Daniel F. Luckey, Attorney Edwin L. Stock and Steven E. Belinski for travel to Arlington, VA, to attend 2016 NAHRO's Washington Conference to be held April 10-13, 2016.
2. THIS Resolution shall be effective February 23, 2016.

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

Ayes: Mrs. Rebecca Acosta
Ms. Lorena Patricia Keely
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

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

The following charge-offs were presented:

Public Housing	\$12,983.00 (10 accounts)
Sylvania Homes	\$ 462.92 (1 account)
River Oak Apts.	\$ 5,839.59 (4 accounts)

Delinquent accounts with an amount of less than \$75.00, of tenants who de cease or leave public housing and enter a nursing home or public health care facility are not to be sent to the collection agency.

All delinquent accounts of Federal Low-Income Housing, Sylvania Homes Middle-Income Housing, River Oak Market Rate Housing and Goggleworks Apts. 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.

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 on Tuesday, March 22, 2016.

Recording Secretary

