

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of September was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on Tuesday, September 23, 2014.

Members of the staff attending were as follows: Mr. Daniel F. Luckey, Executive Director; Mr. David C. Talarico, Maintenance Superintendent; Mrs. Audrey L. Wenrich, Administrative Assistant; Ms. Kimberly F. Monzo, Comptroller; Mr. George F. Eisenhower, Purchasing Agent; Ms. Gloria J. Guard, Property Manager; Mr. Josh K. 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. Benjamin Sadowskas, Management Aide; Mrs. Janice C. Sick, Fiscal Assistant; Mrs. Marilyn Guzman, Clerk Typist 2; and Ms. Janice M. Eickhoff, Clerk Typist 3. Ms. Laura Shelton, Treasurer for City Wide Resident Council and Valdis Laxis, 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

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 August 28, 2014. 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 August 16, 2014 to September 12, 2014. The motion was carried unanimously.

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

Fund	Cash or Checking	Investments	Escrow	Total
W-66 General	\$3,789,738.07	\$3,172,668.83	\$335,549.60	\$ 7,297,956.50
P-4628 General	118,142.70	.00	0.00	118,142.70
P-15 General	661,722.33	758,175.86	88,286.96	1,508,185.15
Payroll	0.00	195,537.49	(190,537.49)	5,000.00
Goggleworks	73,465.45	.00	52,488.00	125,953.45
River Oak Apts.	6,019.51	.00	46,551.66	52,571.17
Total	\$4,649,088.06	\$4,126,382.18	\$332,338.73	\$9,107,808.97

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.

**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 91.67% overall with a total of 6 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**

2008				2009				2010				2011				2012				2013				2014							
June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar
94.9	96.2	97.8	97.8	96.9	97	96.6	96.6	96.9	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							

Sylvania is 96.4% leased up.

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

2008				2009				2010				2011				2012				2013				2014							
Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec												
95.7	94.2	94.4	96.2	98.1	98.2	99.5	97.9	95.8	94.5	93.2	92.1	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						

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 (%)**

2008		2009		2010		2011		2012		2013		2014	
Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec
98.4	98.4	98.5	98.6	98.7	98.8	98.8	98.8	98.9	98.8	98.7	98.5	98.6	98.8

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**

2008		2009		2010		2011		2012		2013		2014	
Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun
1.8	1.7	1.9	2.3	2.10	2.3	2.5	3	3	2.90	2.80	3	2.6	3.2

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 3<sup>rd</sup> 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. 3<sup>rd</sup> 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. A new group just started and as usual they are not moving very quickly, but they will pick up speed as they gain experience.

**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.

**Vacant Unit Report for the Current Month**

	<b><u>Units Scheduled To Be Leased</u></b>	<b><u>Unit Accepted By Eligible Applicant</u></b>	<b><u>Unit Scheduled Transfer</u></b>	<b><u>Unassigned Units</u></b>	<b><u>Total Vacant Units</u></b>
<b>Glenside</b>	1	0	1	2	4
<b>Hensler</b>	0	0	0	0	0
<b>Oakbrook</b>	4	1	2	2	9
<b>Franklin</b>	0	0	0	0	0
<b>Kennedy</b>	1	0	0	1	2
<b>Rhodes</b>	0	0	0	1	1
<b>Eisenhower</b>	1	0	0	0	1
<b>Hubert</b>	0	0	0	0	0
<b>Total Conventional</b>					
<b>Public Housing</b>	7	1	3	6	17
<b>Scattered Sites</b>	0	0	0	1	1
<b>Sylvania Homes</b>	2	1	0	4	7
<b>726 N. 11<sup>th</sup> St.</b>	0	0	0	0	6
<b>River Oak</b>	0	0	0	6	0
<b>NSP Units</b>	0	0	0	0	0
<b>Total</b>	9	2	3	17	31

Our current occupancy rate is high at 98.95% for Public Housing. The leasing rate for all of our units we own (a total of 1822) comes to 98.30%. Of the 31 vacant units, 9 are scheduled to be leased, 1 has been accepted by applicant, 3 are transfers and 17 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.

**DEVELOPMENT WAITING LIST STATUS**

<b><u>Bedroom Size</u></b>	<b><u>P/H</u></b>	<b><u>Contacting</u></b>	<b><u>Waiting Period</u></b>	<b><u>Sylvania</u></b>	<b><u>River Oak</u></b>
Studio	156	04/2014	06-09 Months	N/A	N/A
One Bedroom-Elderly	8	04/2014	03-06 Months		N/A
One Bedroom – Family	429	10/2012	12-24 Months	36	N/A
Two Bedroom Family	542	04/2011	12-24 Months	11	8
Three Bedroom Family	421	10/2012	12-24 Months	13	12
Four Bedroom Family	67	05/2011	24-36 Months	8	N/A
Five Bedroom Family	44	08/2012	12-24 Months	N/A	N/A
<b><u>Total</u></b>	1,667			67	20

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 has begun and as the Board can see it is a very extensive project to say the least. There have been some issues along the way in regards to the project and how it will be carried out and the needs of the residents. One of the most important was the fact the air conditioners in the windows had to be taken out and could not be used along with the windows. A solution was devised and for the most part everyone is happy.

There will be some change orders for this project and some discussion on the status of this project. It is nearly on schedule for completion in December.

**PARK PLACE ON PENN STREET 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 therefore we will not have anything this month. We will however have a resolution next month on this project.

We will explain in more detail at the workshop.

**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.

**EISENHOWER, RHODES AND HUBERT GARDENS** – The gardens at Rhodes and Eisenhower were officially opened and there has been a great amount of satisfaction from the residents on the development of these gardens. We are also looking to determine if there is interest in expanding the gardens to Oakbrook Homes which is the last development that does not have a garden for the coming year. To date, all of the gardens are extremely successful and we are looking to have one installed at Oakbrook Homes.

**ANNUAL EMPLOYEE MEETING DATE IN DECEMBER** – The date for the next Employee meeting is December 12<sup>th</sup> at the O’Pake community center. Staff is planning for this event. 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.

Currently we are seeing an increased usage of the backyard for social and recreational use by the residents since the installation of the fencing and this maybe the next logical step. So we are in the midst of a design and will then take it to the Resident Councils for their review and comments. Much like the fencing we plan to put in a sampling to see if there is any interest by the residents for something of this nature or it will be scrapped if we find there is no interest. I should add this is in the Agency Plan and has been discussed at the RHA City Wide Resident Council and has passed the preliminary test.

Notwithstanding the porches are original and are in need of replacing. While we do not expect to be able to replace all of the porches at once because of costs, we expect we will have to phase it in the replacement over a period of time. This is in the design phase and we do not have any updates on this at this time.

**STREAMLINED 5 YEAR AGENCY PLAN 2015 TO 2020** – This is the year we do the 5 Year Agency Plan and we are presenting the first draft this month. As we are a High Performer we are eligible to do the “Streamlined” Agency Plan and permits RHA to do less in completing the plan.

We have not made any substantive changes to the Agency Plan as there is not much one can change from year to year other than the Capital Fund. However, this year is a little different in that HUD permits agencies to do Section 8 inspections every two years rather than doing them every year. Given this change, we would like to implement this as we feel this will give our

inspector additional time to perform the inspections and do more follow-up on the more problem landlords.

There have not been any problems; it just seems we will be able to provide the Section 8 Inspector with additional time to be more thorough in performing the inspections and in the follow up units.

**RHA BOARD MEETING** – I have changed the Board meeting to our main office as I have scheduled some presenters on one of the items on the agenda and Franklin does not have sufficient room for what needs to be done.

I hope you approve of this change.

**FEDERALLY QUALIFIED HEALTH CENTER (FQHC)** – The FQHC (a program administered by the U.S. Department of Health and Human Services) is located at 838 Penn Street and wants to expand into the Oakbrook area and have asked if RHA would be able to help develop a FQHC in the area. Currently they have a consultant writing the grant for this program and this particular grant writer has never had an application that was not successful so they are hopeful it will be successful.

However, if the application is not successful, I have been told they can create a “Lookalike” health center which means they will not be able to charge (or should I say be reimbursed) the higher service rates for the health care provided. What this means, is no matter what happens to the application they will be able to start and create a FQHC on or near Oakbrook Homes. Both the FQHC management and Alvernia University have done the research and have determined there is sufficient demand for this program to be successful at Oakbrook Homes and they are asking for RHA to participate. I should also mention, this model is being operated at the Philadelphia Housing Authority at two different developments and is very successful and is the model they will replicate at Oakbrook Homes.

The Berk’s FQHC is asking RHA to take the lead in acquiring a site and doing whatever it takes to get the project going and be up and running by August of next year or sooner. It is expected this project will possibly cost 2 million dollars. As part of their commitment, they will agree to pay rent that will be sufficient for RHA to realize a return on its money and at the end of the day have a FQHC on or near Oakbrook Homes which will serve our residents and the surrounding area.

I have put this on the agenda for discussion and we will have representatives from the FQHC and Alvernia University who are participating in the development of this project. I have been assured that if the Board agrees with this project it will go forward and by next August there will be a FQHC operating in the Oakbrook Homes area.

**MEETINGS:**

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

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. 5750

RESOLUTION APPOINTING A SECRETARY-TREASURER.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Commissioners of the Reading Housing Authority that Kimberly F. Monzo, Comptroller, be appointed to serve as Secretary-Treasurer.

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: 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. 5751

RESOLUTION APPROVING A REGULAR STATUS  
MANAGEMENT AIDE.

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WHEREAS, probationary period of 180 days for Benjamin E. Sadowskas ends September 20, 2014, 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 Benjamin E. Sadowskas is approved as a regular status Management Aide.
2. THIS Resolution shall be effective September 21, 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: 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. 5752

RESOLUTION AUTHORIZING THE HIRING  
OF A FISCAL ASSISTANT.

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

1. THAT Janice C. Sick be hired as a Fiscal Assistant at an hourly rate of \$20.63, 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 September 10, 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: 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. 5753

RESOLUTION APPROVING TRAVEL TO SPRINGFIELD, MA,  
TO ATTEND NAN MCKAY AND ASSOCIATES, INC., HCV FINANCIAL ACCOUNTING  
AND REPORTING SEMINAR  
TO BE HELD OCTOBER 21-23, 2014.

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

1. THAT approval be given to Theresa A. Reustle for travel to Springfield, MA, to attend Nan McKay and Associates, Inc., HCV Financial Accounting and Reporting Seminar to be held October 21-23, 2014.

2. THIS Resolution shall be effective September 23, 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: 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. 5754

RESOLUTION APPROVING TRAVEL TO ORLANDO, FL,  
TO ATTEND CASTERLINE ASSOCIATES ADVANCED PHA BUDGETING  
& ACCOUNTING SEMINAR  
TO BE HELD DECEMBER 9-10, 2014.

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

1. THAT approval be given to Kimberly F. Monzo for travel to Orlando, FL, to attend Casterline Associates Advanced PHA Budgeting & Accounting Seminar to be held December 9-10, 2014.

2. THIS Resolution shall be effective September 23, 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: 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. 5755

RESOLUTION APPROVING CHANGE ORDER NO. 1  
TO THE CONTRACT WITH HOUCK & COMPANY, INC.

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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. 1 submitted by Houck & Company, Inc., in the amount of \$119,936.24.

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

**Description of Change: Request #1:** Providing windowless air conditioner units. The unit cost is \$512.53 and there are currently 69 units installed for a total of **\$35,364.57**. **Request #2:** Additional work required to prepare the 4" CMU parge coat for the installation of the fluid applied air barrier. The request for the parge coating listed is 2,608 SF x \$4.08 = **\$10,640.64**. **Request #3:** The

recessed slab edge requires a larger steel relief angle detailed. The request is for reimbursement for the additional material cost of **\$6,779.74**. **Request #4:** Additional work required to patch the existing floor slabs (Unit Price 5) or cut the floor slabs (Unit Price 14). The request total is \$2,642.08 + \$8,681.12 = **\$11,323.20**. **Request #5:** Additional work required to install flashing at the window head condition illustrated in Detail SK.02. There is a total of 1,365 LF of this detail which includes both buildings. Total Cost for Detail SK.02 is **\$6,412.67**. **Request #6:** Additional work requested to rebuild brick parapets that are more than ½” out of plane per RFI#34. The parapets will be built to the standard of Detail 2/A4.00. The coping wood blocking (if in good condition) will be reused, as well as the existing coping metal. Total cost for both buildings is **\$32,109.49**. **Request #7:** The request is for additional work required on Window Lintel Modification LF as a result of RFI#28 on the South Elevation of Eisenhower Apartments only. The cost is **\$17,305.93**. **Request #8:** Time extension as follows for extra work performed with the same sized crew: CO#1 – 1 day, CO#2 – 1 day, CO#3 – N/A, CO#4 – ½ day, CO#5 – ½ day, CO#6 – 7 days, for a total of ten days.

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

2. THIS Resolution shall be effective September 3, 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: 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. 5756

RESOLUTION APPROVING THE TERMS AND AUTHORIZING  
THE EXECUTION OF A CONTRACT WITH SOLUTION CONCRETE, INC.,  
FOR CONCRETE REPLACEMENT AT VARIOUS RHA LOCATIONS.

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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 Solution Concrete, Inc., (Mohnton, PA) for concrete replacement at various RHA locations, are hereby approved, the said 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 the amount of \$105,716.00 is the lowest acceptable

bid and has been reviewed and approved by the Solicitor.

3. This Resolution shall be effective September 23, 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: 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, Oakbrook Homes, Kennedy Towers, Rhodes Apts., Sylvania Homes, Goggleworks Apts. and River Oak Apartments:

**CHARGE-OFFS**

13	Glenside Homes PA-9-1	\$ 12,033.59	
12	Oakbrook Homes PA-9-3	8,756.29	
1	Kennedy Towers PA-9-5	406.99	
1	Rhodes Apts. PA-9-6	20.00	
4	Sylvania Homes P-15	3,715.40	
2	Goggleworks Apts.	510.00	
3	River Oak Apartments	8,505.43	
36	Gross Charge-Offs		\$ 33,947.70

**SUMMARY OF GROSS CHARGE OFFS**

Current Dwelling Rent	\$ 7,559.08
Additional Charges	23,464.86
Excess Utilities	383.51
Retro Rent	<u>2,540.25</u>
	\$33,947.70

**RECOVERIES**

Glenside Homes PA-9-1	\$ 38.25
Hensler Homes PA-9-2	\$ 400.00

Gross Recoveries \$ 438.25

**CHARGE-OFFS NET OF RECOVERIES** \$ 33,509.45

14 Accounts Charged Off Due to Eviction \$ 20,262.35

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 Ms. White to concur with the recommendation to write the potential uncollectible amount off the books. This motion was carried unanimously.

Mr. Belinski stated that our Human Resources Consultant recommended that the Board meet with the maintenance, clerical, and administrative employees in groups. A schedule for three (3) group meetings will be forthcoming.

There being no further business to come before the Commissioners, a motion was made by Mrs. Acosta and second by Ms. White 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, October 28, 2014.

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Recording Secretary