

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of January was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on Tuesday, January 27, 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; Mr. Charles K. Huckstep, Administrative Assistant; Mrs. Carolyn K. Bower, Section 8 Coordinator; Mr. Frederick H. Prutzman, Building Construction Inspector; Mr. John E. Knockstead, County Casework Supervisor; Mrs. Marilyn Guzman, Clerk Typist 2; and Ms. Janice M. Eickhoff, Clerk Typist 3. Attorney Edwin Stock, Solicitor for the Authority and Mr. 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
 Mr. Walter Pawling
 Mr. William Giddens

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 December 2, 2014. The motion was carried unanimously.

A motion was made by Mr. Pawling and second by Mrs. Acosta approving the minutes of the special meeting held December 12, 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 November 21, 2014 to January 8, 2015. The motion was carried unanimously.

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

Fund	Cash or Checking	Investments	Escrow	Total
W-66 General	\$6,392,560.46	\$ 632,618.63	\$344,509.06	\$ 7,369,688.15
P-4628 General	507,584.72	.00	0.00	507,584.72
P-15 General	693,625.04	658,525.29	88,695.50	1,440,845.83
Goggleworks	199,675.04	.00	44,788.00	244,463.04
River Oak Apts.	6,038.34	.00	46,796.66	52,835.00
Park Place	8,450.02	.00	.00	8,450.02
Total	\$7,807,933.62	\$1,291,143.92	\$524,789.22	\$9,623,866.76

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	Jun	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				

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 113 people on the waiting list.

PUBLIC HOUSING ANNUALIZED OCCUPANCY RATE (%)

2011				2012				2013				2014				2015			
Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec
98.5	98.6	98.8	98.8	98.7	98.4	98.7	98.6	98.8	98.8	98.6	98.7	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. In any case, I would like to allocate \$90,000 to this effort for Habitat whereby we “Sponsor” a house. I hope to work this out with Habitat and the City so we can be reimbursed for our Sponsorship from HOME monies.

I have put this on the agenda for discussion.

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 these 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. We are now renting the NSP units at 331 Elm Street.

Albert would like to have the units at 201 N. 3rd rented to Artists and I have asked him a number of times 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. 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 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. So far it is just in the formative stages.

If there are any developments in this we will update you when they occur. I have been informed by Al Linarez, the Oakbrook Foreman, that tenants are asking him when they will get the new tile bathrooms. So this program is well appreciated by the tenants.

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.

Vacant Unit Report for the Current Month

	<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	4	0	1	1	6
Hensler	0	0	0	0	0
Oakbrook	2	0	1	0	3
Franklin	0	0	0	0	0
Kennedy	0	1	1	0	2
Rhodes	2	0	0	0	2
Eisenhower	0	1	0	0	1
Hubert	0	1	0	0	1
Total Conventional					
Public Housing	8	3	3	1	15
Scattered Sites	0	0	0	1	1

Sylvania Homes	3	0	0	2	3
726 N. 11th St.	0	0	0	0	1
River Oak	1	0	0	0	0
NSP Units	0	0	0	3	3
Total	10	3	3	5	23

Our current occupancy rate is high at 99.08% for (1,617 total units) Public Housing. The leasing rate for all of our units we own (a total of 1822) comes to 98.74%. Of the 23 vacant units, 10 are scheduled to be leased, 3 have been accepted by applicant, 3 are transfers and 5 units remaining units are unassigned. The three NSP units represents 331 Elm Street which just came on-line. We are in the midst of filling those units for the first time(and technically should not be counted, but I decided to include them)..

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	128	04/2014	06-09 Months	N/A	N/A
One Bedroom-Elderly	9	04/2014	03-06 Months		N/A
One Bedroom – Family	378	10/2012	12-24 Months	28	N/A
Two Bedroom Family	534	04/2014	09-12 Months	11	5
Three Bedroom Family	384	10/2012	12-24 Months	8	8
Four Bedroom Family	74	05/2011	24-36 Months	5	N/A
Five Bedroom Family	34	06/2013	12-24 Months	N/A	N/A
<u>Total</u>	1,531			52	13

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.

FEDERALLY QUALIFIED HEALTH CENTER (FOHC) – There will be an Executive Session to discuss this property as it has become a bit more complicated than originally anticipated.

We will explain the details at that time.

2015 RHA ENERGY SAVINGS POSTER CONTEST AND CALENDAR – The Energy Savings Poster Calendar Contest was conducted and the calendars will be handed out at the Board meeting.

The Olivet Boys and Girls Club did an excellent job of managing this project.

MASANO CAR MALL – We heard Masano has purchased part or the entire 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.

BOTTOM DOLLAR STORE – The Bottom Dollar store closed and we have been working with Senator Schwank in contacting ALDI regarding this store. RHA was instrumental in coordinating the participation of the Mayor on a conference call with an executive of ALDI and Senator Schwank concerning the Bottom Dollar store,

The Senator briefed me on the results of the call. Ultimately, nothing was resolved, however, the ALDI executive did say he would keep the Senator and Mayor informed as they go along and appreciated hearing of their interest. As it stands, the deal will not close until March for the Bottom Dollar stores.

There are many issues involved in the transaction between ALDI and Bottom Dollar (most of which are confidential). We will have to wait to see what happens. I have put this on the agenda for an update.

RHODES AND EISENHOWER ROOF REPLACEMENT – We have had the roof designs at Rhodes and Eisenhower ready, however we did not look into some kind of Green replacement roof at these buildings. I would like to look into this to determine if this it is feasible and cost effective. It is my understanding the costs are much higher than just a replacement. However, the roof lasts much longer and rain runoff is reduced quite a bit.

Therefore, we will be looking at the potential of doing this at Rhodes and Eisenhower in the coming months.

MEETINGS:

- o Workforce Investment Board Committee meeting.

Mrs. Acosta inquired that if Reading Housing Authority chose to work on a partnership with the Habitat for Humanity Project, would it be possible for someone from Reading Housing to serve on their Board. Mr. Luckey would make an inquiry on that request to see if their Bylaws would permit it.

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. 5770

RESOLUTION ACKNOWLEDGING THE PROMOTION
WITHOUT EXAMINATION OF A COUNTY CASEWORKER 2
TO A COUNTY CASEWORK SUPERVISOR.

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

1. THAT John E. Knockstead be promoted from a County Caseworker 2 to a County

Casework Supervisor at annual base salary of \$53,106.00, 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 December 22, 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. William Giddens
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. 5771

RESOLUTION APPROVING THE ADOPTION OF
THE SYLVANIA HOMES RENTAL AMOUNTS.

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

1. THAT the following rents will be charged at Sylvania Homes effective April 1, 2015:

1 Bedroom - \$ 659.00
2 Bedroom - \$ 799.00
3 Bedroom - \$ 939.00
4 Bedroom - \$1,079.00

2. THIS Resolution shall be effective April 1, 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
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. 5772

RESOLUTION APPROVING THE ADOPTION OF
THE RIVER OAK APARTMENTS RENTAL AMOUNTS.

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

1. THAT the following rents will be charged at River Oak Apartments effective April 1, 2015:

2 Bedroom - \$741.00
3 Bedroom - \$859.00

2. THIS Resolution shall be effective April 1, 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
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. 5773

RESOLUTION REVISING APPENDIX A, FLAT RENTS,
OF THE ADMISSIONS AND CONTINUED OCCUPANCY
POLICY [ACOP] FOR PUBLIC HOUSING.

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

1. THAT Appendix A, Flat Rents, of the Admissions and Continued Occupancy Policy [ACOP] for Public Housing is hereby revised.

Copy of the revised Flat Rents is attached.

2. THIS Resolution shall be effective April 1, 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
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, February 24, 2015.

Recording Secretary