

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 Thursday, January 30, 2014.

Members of the staff attending were as follows: Mr. Daniel F. Luckey, Executive Director; Mr. Ronald J. Fioravanti, Deputy Executive Director; Mr. George F. Eisenhower, Purchasing Agent; Mr. David C. Talarico, Maintenance Superintendent; 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; Ms. Theresa Reustle, Accountant 2; Mrs. Marilyn Guzman, Clerk Typist 2; and Ms. Janice M. Eickhoff, Clerk Typist 3. Attorney Edwin Stock, Solicitor for the Authority and Valdis Lacis, Reading Eagle Reporter were present. Laura Shelton, City Wide Resident Council Treasurer, was also 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

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 December 6, 2013. The motion was carried unanimously.

A motion was made by Mrs. Acosta and second by Ms. White approving the bills as submitted by Ms. Fonseca for the period of November 1, 2013 to December 31, 2013. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of November 2013.

Fund	Cash or Checking	Investments	Escrow	Total
W-66 General	\$4,112,098.00	\$3,323,436.05	\$310,117.80	\$ 7,745,651.85
P-4628 General	113,652.43	99,000.00	0.00	212,652.43
P-15 General	306,430.85	1,303,175.86	77,530.50	1,687,137.21
Payroll	0.00	279,531.49	(279,531.49)	0.00
River Oak Apts.	8,082.09	0.00	43,071.24	51,153.33
Total	\$4,540,263.37	\$5,005,143.40	\$151,188.05	\$ 9,696,594.82

The following balances in bank and on account were reported for the month of December 2013.

Fund	Cash or Checking	Investments	Escrow	Total
W-66 General	\$3,915,463.53	\$3,323,510.55	\$310,117.80	\$ 7,549,091.88
P-4628 General	94,740.33	99,000.00	0.00	193,740.33
P-15 General	308,004.66	1,303,175.86	77,530.50	1,688,711.02
Payroll	0.00	185,816.24	(185,816.24)	0.00
River Oak Apts.	8,006.39	0.00	43,080.98	51,087.37
Total	\$4,326,214.91	\$4,911,502.65	\$244,913.04	\$ 9,482,630.60

A motion was made by Mrs. Acosta and second by Ms. White that the Treasurer's Reports 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 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.

RIVER OAK APARTMENTS – The occupancy rate at River Oak is good as it is about 97% overall with a total of 2 vacant units. There are about 9 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 in most instances are in poor condition we do not feel we can rent these units without replacing the carpets, especially since we have replaced the kitchen.

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 OCCUPANCY RATE %

2008				2009				2010				2011				2012				2013			
Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec
93.8	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

Sylvania is 96.5.7% leased up and is doing well in this area.

SECTION 8 ANNUALIZED UTILIZATION (%) RATE

2008				2009				2010				2011				2012				2013			
Mar	Jun	Sept	Dec	Mar	June	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

The leasing rate for the last quarter is 82.1%. 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.

PUBLIC HOUSING ANNUALIZED OCCUPANCY RATE (%)

2008				2009				2010				2011				2012				2013			
Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec												
98.4	98.4	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	98.8	98.7	98.4	98.7	98.6	98.8	98.8	98.6

The annualized vacancy rate for the last quarter shows a good leasing rate and translates into vacancy rate of 1.4% for RHA. 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.

ACCOUNTS RECEIVABLE (ANNUALIZED QUARTERLY) – PUBLIC HOUSING

2008				2009				2010				2011				2012				2013			
Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec
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	3.5	3.1	2.6	3.4	2.7	3.4	4.2	3.2	5.7	5.9

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.

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 nearing the completion of 201 N. 3rd and 331 Elm Street and those units will be ready for rental in the coming months.

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.

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 Sylvania and Oakbrook Homes. This will alleviate most, if not all, of our maintenance concerns in the bathroom flooring. For the most part they were not moving very quickly, but they have been picking up speed as the students gain experience in installing ceramic tiles.

I will keep the Board posted on the status of this program.

WELLNESS PROGRAM – The Wellness program at RHA may be in the newspaper sometime in the future regarding the success of our different programs and collaborations we have with different organizations. I thought I would mention this if and when they appear in the newspaper. Also, 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.

BOOKBINDERY APARTMENTS – The Reading Redevelopment Authority (RRA) took ownership of the Bookbindery Apartments and RHA at their request has been helping manage the building since they took over ownership. I have a Management Agreement and a Management Plan for the Board to approve for RHA to manage this building. If the Board does not approve this, RHA will then withdraw from the management of the Bookbindery.

RHA is being reimbursed for all the work performed.

HABITAT FOR HUMANITY – I met with Tim Daley, Executive Director of Habitat for Humanity to discuss how or if we can work together on increasing homeownership in the City of Reading. I believe there may be things we can work together on and will be exploring these in the near future.

Vacant Unit Report for the Current Month

	Units Scheduled <u>To Be Leased</u>	Unit Accepted By <u>Eligible Applicant</u>	Unit Scheduled <u>Transfer</u>	Unassigned <u>Units</u>	Total Vacant <u>Units</u>
Glenside	3	1	1	0	5
Hensler	1	0	1	0	2
Oakbrook	2	0	0	0	2
Franklin	0	0	0	0	0
Kennedy	0	0	0	0	0
Rhodes	0	1	0	0	1
Eisenhower	1	0	1	0	1
Hubert	0	0	0	1	1
Total Conventional					
Public Housing	7	2	2	1	12
Scattered Sites	0	0	0	0	0
Sylvania Homes	4	0	0	1	5
726 N. 11th St.	0	0	0	0	3
River Oak	0	0	1	2	0
NSP Units	0	0	0	0	0
Total	11	2	3	4	20

Our current occupancy rate is high at 99.26% for Public Housing and is quite possibly the best leasing rate we have ever had that I can remember. The leasing rate for all of our units we own (a total of 1808) comes to 98.90%. Of the 12 vacant units, 11 are scheduled to be leased, 2 have been accepted by applicant, 3 are transfers and 4 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.

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	69	10/12	12-24 months	N/A	N/A
One Bedroom-Family/Elderly	232	05/11	12-24 months	28	N/A
Two Bedroom Family	115	05/11	12-24 months	16	4
Three Bedroom Family	173	10/12	12-24 months	7	5
Four Bedroom Family	17	05/11	12-24 months	5	N/A
Five Bedroom Family	44	07/12	12-24 months	N/A	N/A
<u>Total</u>	550			56	9

The waiting list is still fairly long and we do not anticipate opening the waiting list any time soon for Public Housing in the near future. However, with Sylvania and River Oak we may open up the waiting list on an as needed basis. We might be looking at opening up the waiting list sometime this year as we may need to replenish our waiting list. While we do have a number of people on the waiting list it has been our experience there are a lot of applicants on the list who when their name comes to the top of the list are not interested, have other living arrangement or are not eligible in accordance with our ACOP.

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.

RHA CENTRAL OFFICE FUNDS – I have had discussions with various people regarding these funds as it will be important in the coming years to invest these funds in programs and projects which will benefit not only the Agency, but the City as well. I should note these funds are “de-federalized” and hence HUD is supposedly not able to regulate how and what a Housing Authority can do or use this money for. I also plan to research this to see if other agencies will be looking at measures to use these funds.

Technically, these funds are as I noted “de-federalized”, but as we have found out HUD seems to ignore this and it would be best if we use these funds for a project in the City that will possibly make money and benefit the City at the same time. In any case, it is my belief that if we do not do something of this nature, HUD will find a way to encourage a Housing Authority to use these funds for operations just as they have with our reserves.

To date, there has been no change in this.

ISLANDS IN FRONT OF OAKBROOK – We have taken over the maintenance of these islands and we are maintaining them. In regards to any new landscaping for these areas, we plan to work over the winter on some kind of design or landscaping plan as it does not make any sense to do anything other than that over the winter.

I will keep the Board apprised of any developments in the planning of this in the coming future.

RHODES AND EISENHOWER – This project will be on the agenda for approval.

PARK PLACE ON PENN STREET PROJECT- I spoke to the Realtor regarding the marketing of Park Place on Penn and she informed me of the following:

- Advertising geared towards Urban Lifestyle.
- Hold Open Houses.
- Work on selling the City of Reading as a place to live.
- Work on a special mortgage program for condos.

The Condo documents have been revised. A meeting was held. They were approved and will be recorded at the Court House. So they now become part of the deeds for the future. I think it will be an excellent tool for the Authority to expand into different areas to help the City recover economically by using our financial resources together rather than individually.

2014 AGENCY PLAN – This year’s Agency Plan was recently submitted it is at HUD for review and approval, I will keep the Board apprised of any new developments in the Agency Plan. I do not foresee any issues with our Plan and expect it to be approved.

PENN SQUARE PROJECT – Recently the City of Reading purchased five (5) buildings at 5th and Penn which we are calling the Penn Square and includes a total of five (5) buildings on the north side of Penn Street and the west side of 5th Street. One of the buildings is occupied and the rest are vacant and in varying stages of disrepair.

In addition, this team is also analyzing the buildings to identify the potential uses of these buildings for the future. RHA has been working with a team on these buildings. RHA is appreciative of the City for relying on us to help them in this endeavor. RHA has worked closely with the City on the Penn Square project and to date we have been able to have a new fire panel installed and become operational, have a new heating system installed and put into operation, repaired and updated the elevators, installed steel bracing for deteriorated steel beams. As a result of our efforts two businesses in the buildings and were able to stay. The buildings is now stabilized to the point they will not deteriorate any further and are ready for development in the future. The City is working on an RFP for developers.

However, there is a downside as the City is unable to pay us for the work as soon as we would like and recently came to light. I should mention, the City said they will pay and are responsible for the work. The City just was or is unable to pay in the short run.

I have put this on the agenda for discussion as it is an issue.

CHARGE OFF’S – As the Board may notice the Charge Off’s for this month are high. This is due to our process requesting past years tax returns and comparing the returns to the income at the Annual Recertification. In some cases where there is a discrepancy in the amount, we are requiring the monies to be repaid. In addition, the additional charges or maintenance charges and is higher than normal. As a result of this high amount, we are reviewing what is charged to make sure it is correct.

In support of this, we contacted the HUD Office of the Inspector General to see if we could get them to help us in the investigation of these cases. Staff met with Special Agent Prout and discussed the situation and issues with him. He agreed to look into this matter and see if there is any legal action HUD can take against these people if fraud was committed. Information was sent to him soon after and we are awaiting further instruction on how and when to proceed. It is hoped we will be able to either get these monies back and or to have HUD take legal action of some kind.

We have not heard back from the HUD Inspector General on this matter.

PHAS SCORE – RHA received a score of 89 on this year’s PHAS and we have submitted an appeal so we can get an additional point that will enable us to become a High Performer. The basis for the appeal is that HUD incorrectly counted the debt associated with the energy savings program. It is our contention it should not be counted and thereby should be excluded from the calculation.

If this is done we should receive a point or two and become a high performer.

WINTER OF 2013 – This winter has been especially cold and snowy and has been a bit harsh on our residents and equipment. We will not know how the cold has or is affecting our equipment until the weather breaks and the consequence the weather will have on our concrete and related items.

HUD FUNDING – From what we have heard the HUD funding for the remainder of the year is estimated to be 85 to 89% or higher of what we should receive if we were funded at 100%. This is not the ideal amount of funding we would have wanted; it is far higher than what was expected. If Congress had not passed the bill we might have been funded at 85% of the 85% and is probably about 75% of the 100% of funding. So while it is less than what we should get, it is higher than what we might have received if Congress had not passed the bill.

MEETINGS:

- Our City Reading 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. 5709

RESOLUTION AUTHORIZING THE HIRING
OF A MAINTENANCE AIDE.

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

1. THAT David M. Kline be hired as a Maintenance Aide at an hourly rate of \$19.73.
2. THIS Resolution shall be effective December 17, 2013.

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. 5710

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, 2013.

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 \$240,647.07 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, 2013.
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: 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. 5711

RESOLUTION APPROVING THE TERMS
AND AUTHORIZING THE EXECUTION OF A CONTRACT
WITH HOUCK & COMPANY, INC., FOR MASONRY RESTORATION AT RHODES &
EISENHOWER APARTMENTS.

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

1. THAT the terms of the contract with Houck & Company, Inc. for Masonry Restoration at Rhodes & Eisenhower Apartments, 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 \$1,799,905.00 is the lowest acceptable bid as reviewed and approved by the Solicitor.

3. THIS Resolution shall be effective January 30, 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. 5712

RESOLUTION APPROVING CHANGE ORDER NO. 1
TO THE CONTRACT WITH HIRNEISEN ELECTRIC, 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. 1 submitted by Hirneisen Electric, Inc., in the amount of \$60,712.67.

Project Name & Location: Fire Panel Upgrade @ 5 RHA High Rises.

Description of Change: In the 1-Bedroom Apartments at all locations, (Qty. 232) install additional 500 Wiremold Raceway to tie the bedroom speaker into the existing room speaker. In the Handicap Apartments, (Qty. 35) install additional 500 Wiremold Raceway to tie the Strobe/Audio Visual Devices into existing circuits. Additional work at Hubert Apartments-Lower the Strobes in the ADA/Handicap Units to 24" (Qty. 7). Remove the speakers in the stairs (Qty. 4). Relocate the Corridor Visual Units (Qty. 14). Add a Smoke Detector in the Mail Room. Also, due to an additional work scope, a 75 day Contract extension is requested which will establish a completion date of April 30, 2014 instead of February 15, 2014.

Statement of Justification: All work items were reviewed and approved by Reading Housing Authority and Kautter & Kelley Architects. Supporting information has been documented.

2. THIS Resolution shall be effective January 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. 5713

RESOLUTION AUTHORIZING THE MAXIMUM INCOME LIMITS
FOR ADMISSION TO LOW-INCOME PUBLIC HOUSING/
SECTION 8 ASSISTED UNDER THE UNITED STATES
HOUSING ACT OF 1937, AS AMENDED.

WHEREAS, Public Housing Authorities are required to achieve the housing of resident families with a broad range of income representative of the low-income populace in the area of operation of such Public Housing Authority/Section 8; and,

WHEREAS, the Reading Housing Authority desires to make low-income Public

Housing/Section 8 available to all eligible families to the fullest extent allowed; and,

WHEREAS, the Reading Housing Authority has received from the Department of Housing and Urban Development revised Public Housing/Section 8 Income Limits on which maximum income limits for admission to low-income housing are based.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED that the Reading Housing Authority adopts as the maximum income limits for admission to low-income Public Housing/Section 8, operated by the Reading Housing Authority, the following:

INCOME LIMITS

<u>No. of persons in family</u>	<u>Low Income</u>	<u>Very Low Income</u>	<u>Extremely Low Income</u>
1	\$37,450.00	\$23,450.00	\$14,050.00
2	\$42,800.00	\$26,800.00	\$16,050.00
3	\$48,150.00	\$30,150.00	\$18,050.00
4	\$53,500.00	\$33,450.00	\$20,050.00
5	\$57,800.00	\$36,150.00	\$21,700.00
6	\$62,100.00	\$38,850.00	\$23,300.00
7	\$66,350.00	\$41,500.00	\$24,900.00
8	\$70,650.00	\$44,200.00	\$26,500.00
9	\$74,900.00	\$46,850.00	\$28,050.00
10	\$79,200.00	\$49,500.00	\$29,650.00
11	\$83,450.00	\$52,200.00	\$31,300.00
12	\$87,750.00	\$54,850.00	\$32,900.00

BE IT RESOLVED AND IT HEREBY IS FURTHER RESOLVED, that utilization of the foregoing maximum income limits for low-income Public Housing/Section 8 operated by the Reading Housing Authority, shall be effective January 1, 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. 5714

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, 2014:

2 Bedroom - \$726.00
3 Bedroom - \$842.00

2. THIS Resolution shall be effective April 1, 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. 5715

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, 2014:

1 Bedroom – \$ 646.00
2 Bedroom - \$ 783.00
3 Bedroom - \$ 921.00
4 Bedroom - \$1,058.00

2. THIS Resolution shall be effective April 1, 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. 5716

RESOLUTION REVISING THE SECTION 8 HOUSING
CHOICE VOUCHER PROGRAM PAYMENT STANDARDS.

WHEREAS, the payment standard is established to assure continued affordability of units in the Reading Housing Authority's jurisdiction.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED that the Reading Housing Authority adopts the following payment standards for the Section 8 Housing Choice Voucher Program operated by the RHA:

<u>Unit Size</u>	<u>% of FMR</u>	<u>Payment Standard</u>
0 Bedroom	90.0	\$471.00
1 Bedroom	90.0	\$584.00
2 Bedrooms	90.0	\$773.00
3 Bedrooms	90.0	\$963.00
4 Bedrooms	90.0	\$1,033.00
5 Bedrooms	90.0	\$1,188.00
6 Bedrooms	90.0	\$1,343.00

BE IT RESOLVED AND IT HEREBY IS FURTHER RESOLVED that the utilization of the foregoing payment standards for the Reading Housing Authority Section 8 Housing Choice Voucher Programs shall be effective January 1, 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. 5717

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, 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. 5718

RESOLUTION APPROVING TRAVEL TO WASHINGTON, D.C.,
TO ATTEND NAHRO'S 2014 LEGISLATIVE CONFERENCE
TO BE HELD MARCH 10 – MARCH 12, 2014.

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

1. THAT approval be given to Stacey J. Keppen, Daniel F. Luckey, Attorney Edwin L. Stock and Steven E. Belinski for travel to Washington, D.C., to attend NAHRO's 2014 Legislative Conference to be held March 10 – March 12, 2014.

2. THIS Resolution shall be effective January 30, 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. 5719

RESOLUTION APPROVING AND AUTHORIZING
THE ADOPTION OF THE RIVER OAK DEVELOPMENT, LLC,
OPERATING BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2015.

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

1. THAT the River Oak Development, LLC, Operating Budget for the fiscal year ending March 31, 2015, is hereby approved and adopted.

2. THIS Resolution shall be effective April 1, 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 and River Oak Apartments:

CHARGE-OFFS

15	Glenside Homes PA-9-1	\$ 18,083.53	
7	Oakbrook Homes PA-9-3	65,775.17	
2	Kennedy Towers PA-9-5	163.43	
4	Rhodes Apts. PA-9-6	730.65	
6	Sylvania Homes P-15	13,129.93	
3	River Oak Apartments	9,391.80	
37	Gross Charge-Offs		\$ 107,274.51

SUMMARY OF GROSS CHARGE OFFS

Current Dwelling Rent	\$23,016.46
Additional Charges	47,751.16
Excess Utilities	698.21
Retro Rent	<u>35,808.68</u>
	107,274.51

RECOVERIES

Glenside Homes PA-9-1	\$ 1,460.79
Oakbrook Homes PA-9-3	1,464.71
Franklin Tower PA- 9-4	150.00
Kennedy Towers PA-9-5	75.00

Gross Recoveries \$ 3,150.50

CHARGE-OFFS NET OF RECOVERIES \$ 104,124.01

15 Accounts Charged Off Due to Eviction \$ 61,847.05

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 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.

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, February 25, 2014.

Recording Secretary