

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of June was held at George M. Rhodes Apartments, 815 Franklin Street, Reading, Pennsylvania, on Tuesday, June 23, 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; Mrs. Nydia Staples, Assistant 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, Mr. Frank Denbowski, Special Assistant to the Mayor; Mr. Valdis Lacis, Reading Eagle Reporter and approximately 8-10 residents were in attendance.

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. Tina White
 Mr. William Giddens

Absent: Mrs. Rebecca Acosta

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

A motion was made by Mr. Giddens and second by Ms. White approving the minutes of the regular monthly meeting held May 26, 2015. The motion was carried unanimously.

A motion was made by Mr. Pawling and second by Mr. Giddens approving the bills as submitted by Ms. Monzo for the period of May 1, 2015 to May 31, 2015. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of April 2015.

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$3,155,078.13	\$.00	\$375,251.65	\$ 3,530,329.78
P-4628 Section 8	173,956.33	.00	0.00	173,956.33
P-15 Sylvania	89,200.50	498,970.28	3,522,484.50	4,110,655.28
River Oak Apts.	47,295.96	.00	197,671.93	244,967.89
Park Place	.00	.00	9,050.02	9,050.02
Total	\$3,465,530.92	\$ 498,970.28	\$4,104,458.10	\$8,068,959.30

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

The Executive Director submitted the following report:

COMPREHENSIVE GRANT PROJECTS

222-2013 CAPITAL FUND – All of the funds have been obligated and nearly expended for this allocation. The vast majority of the monies were allocated for the Rhodes and Eisenhower Apartments wall renovations.

223-2014 CAPITAL FUND – We received this allocation in the amount of \$2,146,877.00. Work items include roofs at Rhodes/Eisenhower, porch renovation at Oakbrook/Glenside and the limited boiler replacement program as explained at a previous Board Meeting. We are 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.

The paperwork for this allocation includes but is not limited to the new electrical switching gear at Glenside, new roofs and gutters at Hensler Homes and other work items have been sent to HUD for them to review and insert into the system where we can draw down the funds. Rounding out the monies is 20 to 25% for supplementing operating funds for our public housing operations.

OCCUPANCY RATES BY PROPERTY/PROGRAM

Public Housing

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

Sylvania Homes

1/1/15 – 3/31/15	10/1/14 – 12/31/14	7/1/14 – 9/30/14	4/1/14 – 6/30/14	1/1/14 – 3/31/14
96.9%	96.2%	95.3%	96.9%	96.3%

River Oak Apartments

1/1/15 – 3/31/15	10/1/14 – 12/31/14	7/1/14 – 9/30/14	4/1/14 – 6/30/14	1/1/14 – 3/31/14
99.3%	93.7%	92.3%	94.7%	95.7%

There are no issues of significance associated with Occupancy Rates.

UTILIZATION RATE BY PROGRAM

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

1/1/15 – 3/31/15	4/1/15 – 6/30/15	7/1/15 – 9/30/15	10/1/15 – 12/31/15
80.9%			

Housing Choice Voucher (Section 8) Utilization, by Funding

1/1/15 – 3/31/15	4/1/15 – 6/30/15	7/1/15 – 9/30/15	10/1/15 – 12/31/15
97.2%			

Shelter Plus Care Utilization, by Number of Vouchers

10/1/14 – 12/31/14	1/1/15 – 3/31/15	4/1/15 – 6/30/15	7/1/15 – 9/30/15
116%	124%		

Shelter Plus Care Utilization to Date, by Funding

10/1/14 – 12/31/14	1/1/15 – 3/31/15	4/1/15 – 6/30/15	7/1/15 – 9/30/15
21.4%	52.5%		

Our HCV Program SEMAP certification was submitted electronically to HUD Headquarters, and a preliminary rating has been forwarded to the Field Office. No further information is known at this time.

ACCOUNTS RECEIVABLE BY PROGRAM

	1/1/15 – 3/31/15	10/1/14 – 12/31/14	7/1/14 – 9/30/14	4/1/14 – 6/30/14	1/1/14 – 3/31/14
Public Housing	97.5%	98.0%	97.9%	98.1%	97.9%
Sylvania Homes	99.3%	99.1%	99.5%	99.5%	99.5%
River Oak Apartments	98.6%	98.2%	98.6%	99.4%	98.2%

CHARGE-OFFs

Gross Charge-Offs

	XXX – 3/31/15	10/1/14 – 12/31/14	7/1/14 – 9/30/14	4/1/14 – 6/30/14	1/1/14 – 3/31/14
Public Housing	\$7,484.63				
Sylvania Homes	\$1,756.09				
River Oak Apartments	\$0				

The Charge-Off information reported above represents the total monies due from dwelling rents, retroactive rents, excess utilities and additional charges (including maintenance and court costs) owed by vacated tenants as of 3/31/15. These charges will be submitted to CBCS collection agency upon approval of the Board. The reporting period has been reconfigured to coincide with the agency’s FY quarters, to provide a true snapshot of delinquent accounts at Fiscal Year End, and for purposes of reporting our HUD Public Housing Assessment System (PHAS) scoring methodology.

It is expected that the September reporting will include an accurate portrayal of recoveries and net charge-offs.

Significant influences will be explained in the narrative, such as extraordinary individual accounts and program changes that may influence the overall amount of uncollectable accounts.

RESIDENT SERVICES - For the month of May, 198 unduplicated individuals were seen in our Wellness Program. Group programs were delivered to inform resident about depression and healthy eating. The Resident Services Department continues to work towards selection of a replacement AmeriCorps VISTA volunteer, and a new Service Coordinator has been selected, with an anticipated start date in July. Additionally, workers from Reading Truck Body volunteered time and resources to refresh the Oakbrook playground. Plans remain to replace the decking platforms and to work with the Olivets to design a mural for the playground building. These services are

provided as an effort to help residents be as self-sufficient as possible, thus improving their length of successful tenancy at RHA and reducing overall costs.

VACANT UNIT REPORT

	<u>Units Scheduled to be leased</u>	<u>Units Accepted by Eligible Applicant</u>	<u>Units for Transfer</u>	<u>Unassigned Units</u>	<u>Total Vacant Units</u>
Public Housing					
Glenside Homes	2	2	5	2	11
Hensler Homes	0	0	0	0	0
Oakbrook Homes	0	1	6	0	7
Franklin Tower	1	0	0	0	1
Kennedy Towers	2	2	0	0	4
Rhodes Apartments	1	0	1	1	3
Eisenhower Apartments	0	1	0	0	1
Hubert Apartments	0	2	0	0	2
TOTAL (1607)	6	8	12	3	29
Scattered Sites (2)	0	0	0	0	0
Sylvania Homes (126)	1	0	0	3	4
River Oak Apartments (72)	2	2	0	0	4
726 North 11th Street (2)	0	0	0	0	0
NSP Units (6)	0	0	0	3	3
TOTAL, ALL DEVELOPMENTS (1815)	9	10	12	9	40

There are no significant issues associated with our current vacancies.

DEVELOPMENT WAITING LIST STATUS

<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	64	4/14	9 - 12 months	N/A	N/A
One Bedroom-Elderly	5	4/14	9 - 12 months	N/A	N/A
One Bedroom – Family	102	10/12	24-36 months	30	N/A
Two Bedroom – Family	275	4/14	12 months	24	11
Three Bedroom – Family	352	10/12	24-36 months	5	9
Four Bedroom – Family	69	10/12	24-36 months	3	N/A
Five Bedroom – Family	10	8/13	24-36 months	N/A	N/A
Total – Public Housing	877			62	20

The Public Housing Waiting List is presently open and accepting applications for families who qualify for 0-Bedroom (Efficiency) and 5-Bedroom units. Applications will be accepted until 6/29/15.

RHA PAINTING PROGRAM FOR OCCUPIED UNITS – We continue the painting program and hope funding cuts do not affect our efforts. We want to make sure each and every unit was and is painted at least once every ten years. To date, this program is going well and we are well ahead of schedule in regards to having all units painted once every ten years. I should note our painting program was not being done agency wide for all of our units. We have instituted a painting program for every unit we are managing to ensure unit is treated the same and being painted within ten years.

RHODES AND EISENHOWER ROOF REPLACEMENT – The contracts have been signed and the work has started. The same company, Houck, who did the walls at Rhodes and Eisenhower are doing the roof, based on the excellent job they did on the walls, we have no doubt they will do the same excellent job on the roof replacement.

There are no updates on this project other than it is proceeding.

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.

HABITAT FOR HUMANITY – I have not gotten to work with Habitat to develop an agreement as yet and hope to get this moving in the coming months. There has been no change in this project. I may have Tim Daley at either this month's Board meeting or next to talk about new developments in this potential project. Mr. Daley has made some changes to the Habitat structure which will make it a lot more feasible to work with Habitat. Two of the issues are the homeowner will be paying interest and the mortgage will now be held by a bank. Previously the loans were at no interest and Habitat held the mortgages and there was or is a monthly cost to Habitat to hold these mortgages.

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

RENTAL ASSISTANCE DEMONSTRATION (RAD) – Out of the 60,000 units HUD was interested in having participate in this program, only 11,000 units were submitted and approved nationwide. This represents just 18% of the number of units HUD wanted in the program. It fell far short and perhaps it is related to the flaws in the program funding.

There are some attractive issues for participating in this program; the major one supposedly is not being under the public housing regulations. The most unattractive issue is the lack of or uncertainty of funding and other related issues. We have not and do not plan to apply at this time. We will monitor how this program works for some agencies over the long run.

I will keep you posted on any new developments in this program. To date, there have not been any new updates on the RAD program.

YOUTHBUILD – This program is moving along and the participants are installing ceramic tile in the bathrooms at Oakbrook Homes. This will alleviate most, if not all, of our maintenance concerns with the bathroom flooring. There is 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.

The next group of trainees started in February. This Youth build program has been a very successful and we are happy the program is continuing. We met with the Youthbuild staff and they are in the midst of applying for an additional round of funding.

OAKBROOK FEDERALLY QUALIFIED HEALTH CENTER (FOHC) – The Oakbrook Health Center construction is moving along and below are the change orders passed to date and change orders for this month:

- A. Steel beams beam installation, new electric service, trenching and conduit, rain leader repairs and exterior wall construction installed awaiting cost projections.
- B. Fire Safety system – Passed last month.
- C. Landscaping and asphalt work to bring the site up to current handicapped standards.

Overall the project seems to be on schedule with the completion date set for the beginning of August and the ribbon cutting is scheduled for some time in September and as soon as we have further details we will be sending the information.

Please plan on attending this event and when everything is finalized we will advise the Board.

PARK PLACE ON PENN PROJECT- As was noted, 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 again this month, though something may come in before the Board meeting. There has been no change in this program to date.

OAKBROOK AND GLENSIDE HOMES PATIO DESIGN – We have completed the design for the patio's we are looking to put in at both Oakbrook and Glenside Homes. We are looking forward to moving this along and believe it will be well received. As was mentioned, with the installation of the fencing the backyards are used far more than in the past and this will compliment these areas.

We had hoped to have some Patios in before the end of this summer, but it does not look like we will be able to do any this year. I believe it is a little too late in the summer to do any patios and plan on being ready in the spring of next year. The plan was to install a sampling of Patios and evaluate how well they were/are used and how well the design works and make changes to improve on any observed deficiencies for patios installed in the future.

Given the time left in the summer (this includes advertising, having Board resolution and construction) we would not have sufficient time to accomplish this task and will begin planning this for spring of next year. Given the cost of the Patios we want to make sure we evaluate all potential issues.

MASANO CAR MALL – The purpose of this meeting was to get the Multi-stakeholders in an effort to guide and create a redevelopment area in the Southwest Reading. This development area includes the 18th Ward, Oakbrook Housing Development and Alvernia University. The group included RRA, RHA, RPA, City of Reading, Alvernia University and Masano Group and many others will be invited 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 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. Discussion are ongoing and other development partners are being identified to participate.

PENN SQUARE – As the Board is aware Our City Reading (OCR) has been selected as the Developer of Penn Square and we have been asked by OCR to manage the building on the day to day basis. There have not been any changes since the last Board meeting and we have not been given a management agreement. There is no change.

DVIT- DVIT our health care organization is having a conference on what they offer and will be going over a lot of information on where they believe health care will be going in the future. This conference will provide good information for our upcoming union negotiations and our annual request for proposals for health care providers.

Some of the topics on the agenda are: Effective Bargaining Strategies in the Affordable Care Act, Collective Bargaining Economics and Upcoming Affordable Care Act Hurdles and Stumbling Blocks.

TRAINING PROGRAMS – The Fair Housing Training for staff went well and are now even more knowledgeable of our Fair Housing responsibilities. At the moment staff is taking various computer programs training on HAB (RHA Housing Software) updates and various other software trainings as needed to ensure the success of RHA.

MEETINGS:

- o Our City Reading.

A motion was made by Mr. Giddens 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. 5812

RESOLUTION APPROVING A REGULAR STATUS
COUNTY CASEWORK SUPERVISOR.

WHEREAS, probationary period of 180 days for John Knockstead ends June 19, 2015, 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 John Knockstead is approved as a regular status County Casework Supervisor.
2. THIS Resolution shall be effective June 20, 2015.

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

Ayes: Mr. William Giddens
Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

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

RESOLUTION NO. 5813

RESOLUTION ACKNOWLEDGING THE HIRING
OF A LABORER.

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

1. THAT Shaquille L. Walker be hired as a Laborer at an hourly rate of \$19.77.
2. THIS Resolution shall be effective June 1, 2015.

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

Ayes: Mr. William Giddens
Ms. Tina White
Mr. Walter Pawling
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. 5814

RESOLUTION ACKNOWLEDGING THE HIRING
OF A PART-TIME STREET CLEANER.

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

1. THAT Jordan Almodovar be hired as a part-time street cleaner at the rate of \$8.00 per hour.
2. THIS Resolution shall be effective June 1, 2015.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. Giddens and upon roll call the Ayes and Nays were as follows:

Ayes: Mr. William Giddens
Ms. Tina White
Ms. 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. 5815

RESOLUTION AUTHORIZING THE EXECUTION OF AN
ADMINISTRATIVE LEGAL SERVICES CONTRACT WITH
ROLAND/STOCK, LLC.

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

1. THAT the Administrative Legal Services Contract with Roland/Stock, LLC, (Reading, PA) is hereby approved, the said two-year Contract with the option to renew one additional term, to be in substantially the following form:

CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.

The said Contract is in the following amount:

- \$22,000.00 yearly retainer
- \$220.00 hourly rate for other legal services
- \$125.00 hourly rate for paralegal services
- plus additional miscellaneous charges; mileage, telephone calls, etc.

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

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

Ayes: Mr. William Giddens
Mrs. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Abstained: None

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

The following Resolution was read and considered:

RESOLUTION NO. 5816

RESOLUTION APPROVING THE TERMS AND AUTHORIZING
THE EXECUTION OF A CONTRACT WITH
JAMES R. KENNEY EXCAVATING AND PAVING, INC., TO PROVIDE
REMOVAL AND REPLACEMENT OF APPROXIMATELY
1800 SQ. YDS. OF PARKING AREA AT 1040 LIGGETT AVENUE.

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

1. THAT the terms of the contract with James R. Kenney Excavating and Paving, Inc, to provide removal and replacement of approximately 1800 sq. yds. of parking area at 1040 Liggett Avenue, 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 \$71,200.00 is pending review and approval by the Solicitor.

3. THIS Resolution shall be effective June 23, 2015.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. Giddens and upon roll call the Ayes and Nays were as follows:

Ayes: Mr. William Giddens
Ms. Tina White
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. 5817

RESOLUTION APPROVING TRAVEL TO AUSTIN, TX,
TO ATTEND NAHRO'S 2015 SUMMER CONFERENCE
TO BE HELD JULY 30, 2015-AUGUST 1, 2015.

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

1. THAT approval be given to William Giddens and Tina White for travel to Austin, TX, to attend NAHRO's 2015 Summer Conference to be held July 30-August 1, 2015.

2. THIS Resolution shall be effective June 23, 2015.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. Belinski and upon roll call the Ayes and Nays were as follows:

Ayes: Mr. William Giddens
Ms. Tina White
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. 5818

RESOLUTION APPROVING CHANGE ORDER NO. 2
TO THE CONTRACT WITH BALTON CONSTRUCTION, 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. 2 submitted by Balton Construction, Inc., in the amount of \$97,051.84.

Project Name & Location: Community Health Center Renovation.

Description of Change:

- 1) Changes to exterior wall assembly-delete walls below windows, build new full height 3 5/8" to joists, insulate stud walls with R-19 Batt, spray foam bottom C channel to floor, Credit Z furring and Rigid Insulation. **\$16,471.09**
- 2) Provide excavation and conduit to pull in new service cables to meter base location. Replace service wires for increased load. **\$15,228.96**
- 3) New downspout boot location #1, new downspout and lateral tied into existing orange leader piping, new downspout tied into existing piping system, new schedule PVC leader pipes into 3 exiting 4" cast iron leader pipes, new yard drain tied into existing leader pipe and tie new downspout boot into existing leader pipe, install PVC line from new yard drain line over to corner of existing building to install new downspout boot for existing downspout. **\$7,477.88**
- 4) Structural repairs to support existing attic floor, additional length of studs due to actual floor height, hang accordion supports from beam due to increased 2nd floor height, load bearing metal stud walls, addition demo time and equipment due to unforeseen conditions, pick up and return kitchen hood not being used now, additional metal studs at wood walls that were to remain. **\$57,083.62**
- 5) Time and material to clear clog in existing "orange" rain water leader drain line. **\$790.29.**

Statement of Justification: All requests were reviewed and approved by Reading Housing Authority and Olsen Design Group.

2. THIS Resolution shall be effective June 11, 2015.

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

Ayes: Mr. William Giddens
Ms. Tina White
Mr. Walter Pawling
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. 5819

RESOLUTION APPROVING CHANGE ORDER NO. 1
TO THE CONTRACT WITH HOUCK SERVICES 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 Houck Services, Inc., in the amount of \$14,260.00.

Project Name & Location: Rhodes and Eisenhower Roof Replacement.

Description of Change:

- 1) Replace the 6 ½” Secure Edge recently installed on the stair tower of both Rhodes and Eisenhower buildings with 8” Secure Edge needed to cover three (3) wood nailers or 4 ½” (60 LF and 4 miters). **\$2,360.00**
- 2) Pull new wires to each fan located on the roof to accommodate the new roofing installation – 3 Phase Fan \$550.00 per unit x 10 units = \$5,500.00; 1 Phase Fan \$320.00 per unit x 20 units = \$6,400.00. Total **\$11,900.00**.

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

2. THIS Resolution shall be effective June 9, 2015.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. Giddens and upon roll call the Ayes and Nays were as follows:

Ayes: Mr. William Giddens
Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

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

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

Ayes: Mr. William Giddens
Ms. Tina White
Mr. Walter Pawling
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	\$7,484.63
Sylvania Homes	\$1,756.09

A motion was made by Mr. Pawling 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 Mr. Pawling 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 Kennedy Towers, 300 South Fourth Street, Reading, Pennsylvania, on Tuesday, July 28, 2015.

Recording Secretary