

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of March was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on Tuesday, March 24, 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, Substitute County Casework Supervisor; Mr. Richard D. Mulutzie, Maintenance Foreman; Mr. Luis A. Linarez, Maintenance Foreman; Mrs. Carol Corrigan, Clerk Typist 3; Mr. William T. Lockhart, Sr., Maintenance Mechanic; Mrs. Marilyn Guzman, Clerk Typist 2; and Ms. Janice M. Eickhoff, Clerk Typist 3. Attorney Edwin Stock, Solicitor for the Authority, Mr. Valdis Lacis, Reading Eagle Reporter; Mayor Vaughn Spencer; Mrs. Nadine Luckey; Mr. Jeff Palmer were 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
 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. Pawling and second by Mr. Giddens approving the minutes of the annual meeting and regular monthly meeting held February 24, 2015. The motion was carried unanimously.

A motion was made by Mr. Giddens and second by Mr. Pawling approving the bills as submitted by Ms. Monzo for the period of February 18, 2015 to March 17, 2015. The motion was carried unanimously.

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

| Fund | Restricted/Escrow | Investments | Unrestricted | Total |
|------------------|-------------------|---------------|----------------|-----------------|
| W-66 Public Hsg | \$4,564,826.92 | \$.00 | \$386,579.14 | \$ 4,951,406.06 |
| P-4628 Section 8 | 145,336.03 | .00 | 0.00 | 145,336.03 |
| P-15 Sylvania | 87,948.04 | 749,180.05 | 3,546,915.63 | 4,384,043.72 |
| River Oak Apts. | 47,266.50 | .00 | 113,851.04 | 161,117.54 |
| Park Place | .00 | .00 | 8,750.02 | 8,750.02 |
| Total | \$4,845,377.49 | \$ 749,180.05 | \$4,056,095.83 | \$9,650,653.37 |
| | | | | |

A motion was made by Mr. Giddens 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 – 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 – We have been notified we are going to receive \$2,172,433.00 for this allocation of Capital Fund monies. Staff will be assembling the Capital Fund documents to describe the various work items we plan to implement using these funds.

The paperwork for this allocation which 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 – No comments

| | | | | |
|-------------------|-----------------|------------------|------------------|-------------------|
| 1/1/14 – 12/31/14 | 10/1/13–9/30/14 | 7/1/14 – 6/30/14 | 4/1/13 – 3/31/14 | 1/1/13 – 12/31/13 |
| 98.7 % | 98.6% | 98.6% | 98.7% | 98.6% |

Sylvania Homes – No comments

| | | | | |
|-------------------|-----------------|------------------|------------------|-------------------|
| 1/1/14 – 12/31/14 | 10/1/13–9/30/14 | 7/1/14 – 6/30/14 | 4/1/13 – 3/31/14 | 1/1/13 – 12/31/13 |
| 96.3% | 96.4% | 96.4% | 96.4% | 96.5% |

River Oak Apartments – No comments

| | | | | |
|-------------------|-----------------|------------------|------------------|-------------------|
| 1/1/14 – 12/31/14 | 10/1/13–9/30/14 | 7/1/14 – 6/30/14 | 4/1/13 – 3/31/14 | 1/1/13 – 12/31/13 |
| 94.1% | 94.3% | 94.3% | 94.1% | 93.9% |

UTILIZATION RATE BY PROGRAM

Section 8 Housing Choice Voucher Program – Utilization is measured by HUD through consideration of both the number of vouchers in use in comparison to the number authorized by the Annual Contributions Contract (604), AND the amount of monies utilized based upon current funding (subject to appropriations, recapture/ offset, additional funding received through special allocations, and timeliness of awards). Both measures are equally effective in demonstrating compliance, and in establishing performance under HUD’s scoring in the Section Eight Management Assessment Program (SEMAP). The funding is based on a Calendar Year award.

Utilization, by Number of Vouchers

| | | | | |
|-------------------|-------------------|------------------|------------------|-------------------|
| 1/1/14 – 12/31/14 | 10/1/13 – 9/30/14 | 7/1/14 – 6/30/14 | 4/1/13 – 3/31/14 | 1/1/13 – 12/31/13 |
| 79.2% | 79.2% | 80.0% | 80.7% | 82.1% |

Utilization, by Funding

| | | | | |
|-------------------|--|--|--|--|
| 1/1/14 – 12/31/14 | | | | |
| 96.8% | | | | |

In recent months, efforts have been taken to increase the number of vouchers in use by processing applications from the Waiting List, by absorbing vouchers from other Housing Authorities that have posed difficulty in collections of funds, and in maximizing utilization of our Project-Based Voucher and Shelter Plus Care programs. We anticipate a slight decline in utilization for the first quarter of 2015 but are planning accordingly.

Shelter Plus Care Program – Program funding is received through annual competition in the HUD Continuum of Care Program. Utilization is measured solely through utilization of funds, but grantees are awarded funds based upon an established number of units and local Fair Market Rents. Our award is based on 30 1-bedroom vouchers, but we are permitted to exceed this number if funding permits. The funding is based on a grant-year award and is reflected in the reporting periods.

Utilization, by Number of Vouchers

| | | | | |
|--------------------|--|--|--|--|
| 10/1/14 – 12/31/14 | | | | |
| 116.6% | | | | |

Utilization, by Funding

| | | | | |
|--------------------|--|--|--|--|
| 10/1/14 – 12/31/14 | | | | |
| 85.6% | | | | |

Efforts are underway to move 3-5 participants to the Section 8 Program to allow participants who no longer need the supportive services to continue to be housed, while providing opportunities to new applicants. In accordance with regulations, we will make public advertisement regarding the opening of the Section 8 Waiting List for applicants enrolled in Shelter Plus Care program, and at the same time make a similar statement for applicants who would be eligible for the Emma Lazarus Project-Based voucher program that we operate with Berks Women in Crisis.

ACCOUNTS RECEIVABLE (ANNUALIZED QUARTERLY) – PUBLIC HOUSING

| 2010 | | 2011 | | | 2012 | | | 2013 | | | 2014 | | | 2015 | | | | |
|------|-----|------|-----|-----|------|------|-----|------|-----|------|------|-----|-----|------|-----|-----|-----|-----|
| Mar | Jun | Sept | Dec | Mar | Jun | Sept | Dec | Mar | Jun | Sept | Dec | Mar | Jun | Sept | Dec | | | |
| 3 | 2.9 | 2.8 | 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 | 4.3 | 5.2 | 3.8 |

There are no significant changes to the current collections in Public Housing. This section of the Report is being revised and is expected to be updated by June 2015.

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. I have been working on other projects that are more time sensitive and will have them under control very soon.

There has been no change in this project.

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 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 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.

WELLNESS PROGRAM – A new partnership has been formed with Alvernia University Department of Occupational Therapy, in which students have worked with program nurses and service coordinators to assess the needs and obstacles of older adults in the Glenside/Hensler communities.

VACANT UNIT REPORT – AS OF 3/13/15

| | <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 | 5 | 2 | 1 | 1 | 9 |
| Hensler Homes | 0 | 0 | 1 | 0 | 1 |
| Oakbrook Homes | 2 | 1 | 2 | 0 | 5 |
| Franklin Tower | 0 | 0 | 0 | 0 | 0 |
| Kennedy Towers | 0 | 1 | 0 | 0 | 1 |
| Rhodes Apartments | 3 | 0 | 1 | 0 | 4 |
| Eisenhower Apartments | 1 | 0 | 0 | 0 | 1 |
| Hubert Apartments | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 11 | 4 | 5 | 1 | 21 |
| Scattered Sites | 0 | 0 | 0 | 1 | 1 |

| | | | | | |
|---|-----------|----------|----------|----------|-----------|
| Sylvania Homes | 0 | 0 | 0 | 4 | 4 |
| River Oak Apartments | 0 | 0 | 0 | 0 | 0 |
| 726 North 11th Street | 0 | 0 | 0 | 0 | 0 |
| NSP Units | 0 | 0 | 0 | 3 | 3 |
| TOTAL, ALL DEVELOPMENTS | 11 | 4 | 5 | 9 | 29 |

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. For your information 10 occupied units in Sylvania were painted in 2014.

RHODES AND EISENHOWER WALL REBUILDING – The work is nearly completed with the remaining work to be cleaning and waterproofing of the bricks which is temperature sensitive and may be a while before the Contractor is able to accomplish this task. That is also why the fencing and other items are still on the buildings and should be coming off when there are a few days of warm weather.

I believe we are nearing the time when this project will be done as the weather has been warming up.

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.

FEDERALLY QUALIFIED HEALTH CENTER (FQHC) – We are in the process of designing the rehabilitation of the building and an agreement has been signed with Easter Seals. Settlement on this property has been tentatively scheduled for March 20th. The designing of the Health Center is started and will be advertising the work for perhaps the April Board meeting. In conjunction with this project, we are demolishing the obsolete boiler equipment to make room for either a temporary location of the Health Center or a Resident Council Office. Once we know the Health Center is on track for the August opening, we will have meetings with the Oakbrook Resident Council to discuss details on their using this space for the resident council activities This will enable us to place the unit back on the rent rolls.

So far we are on schedule for this project.

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 | 106 | 4/14 | 9 - 12 months | N/A | N/A |
| One Bedroom-Elderly | 10 | 4/14 | 9 - 12 months | N/A | N/A |
| One Bedroom – Family | 363 | 10/12 | 24-36 months | 29 | N/A |
| Two Bedroom - Family | 509 | 4/14 | 12 months | 12 | 7 |
| Three Bedroom - Family | 106 | 10/12 | 12-24 months | 6 | 10 |
| Four Bedroom - Family | 10 | 10/12 | 24-36 months | 3 | N/A |
| Five Bedroom - Family | 363 | 4/14 | 12-24 months | N/A | N/A |
| <u>Total – Public Housing</u> | 1,446 | | | 50 | 12 |

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.

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.

MASANO CAR MALL – I will have met with John Masano to determine the best way to work together to make maximize his success in developing his auto mall at the site located across the street from Oakbrook Homes.

There has not been any change in this project to date.

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. I have put this on for discussion for the Board to approve. Please note we will be reimbursed for all of our costs.

If the Board approves us going ahead and manage the building we will work closely with OCR on the endeavor.

2014 PHAS SCORE AND HIGH PERFORMER STATUS RHA has again attained “HIGH PERFORMER STATUS” for the year 2014 with a score of 94. I believe this is the highest score we have attained in the past years scores.

I am very happy we have again attained high performer status as it shows RHA is doing an excellent job in all areas of operation.

MEETINGS:

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

A motion was made by Mr. Pawling and second by Mr. Giddens to accept the report of the Executive Director. The motion was carried unanimously.

The following Resolution was read and considered:

RESOLUTION NO. 5781

RESOLUTION APPROVING A REGULAR STATUS
FISCAL ASSISTANT.

WHEREAS, probationary period of 180 days for Janice C. Sick ends March 8, 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 Janice C. Sick is approved as a regular status Fiscal Assistant.
2. THIS Resolution shall be effective March 9, 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.

The following Resolution was read and considered:

RESOLUTION NO. 5782

RESOLUTION AUTHORIZING THE HIRING
OF AN ACCOUNTANT.

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

1. THAT Adam Przybylski be hired as an Accountant at an annual salary of \$33,485.00 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 effective March 2, 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
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. 5783

RESOLUTION APPROVING AND AUTHORIZING
THE ADOPTION OF THE CITY WIDE RESIDENT COUNCIL (CWRC) OPERATING
BUDGET.

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

1. THAT the City Wide Resident Council (CWRC) Operating Budget Expenditures, in the amount not to exceed \$39,600 for the 12 month period of 01/01/2015 – 12/31/2015, is hereby approved and adopted.

2. THIS Resolution shall be effective March 24, 2015.

Mr. Giddens 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
Mr. Steven E. Belinski

Abstained: Ms. Tina White

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

The following Resolution was read and considered:

RESOLUTION NO. 5784

RESOLUTION APPROVING AND AUTHORIZING
THE ADOPTION OF THE CENTRAL OFFICE FUNDS OPERATING
BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2016.

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

1. THAT the Central Office Funds (COCC) Operating Budget, in the amount of \$1,425,470.00 for the fiscal year ending March 31, 2016, is hereby approved and adopted.

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 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. 5785

RESOLUTION APPROVING AND AUTHORIZING
THE ADOPTION OF THE HOUSING CHOICE VOUCHER OPERATING
BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2016.

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

1. THAT the Housing Choice Voucher (HCV) Operating Budget, in the amount of \$453,443.00 for the fiscal year ending March 31, 2016, is hereby approved and adopted.

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 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. 5786

RESOLUTION APPROVING THE FYE MARCH 31, 2016, CONTRACT W-66
OPERATING BUDGETS, SAID BUDGETS HAVING BEEN EXAMINED AND
APPROVED BY THE BOARD OF COMMISSIONERS.

WHEREAS, the Reading Housing Authority's Contract W-66 Operating Budgets' total expenditure, for Asset Management Projects (AMP's), 10-Glenside, 11-Hensler, 20-Oakbrook, 30-High Rises and 40-Scattered Sites, for the fiscal year beginning April 1, 2015, and ending March 31, 2016, shall not exceed the amount of \$10,315,284.49 have been reviewed by the Board of Commissioners of the Reading Housing Authority.

WHEREAS, the Board of Commissioners has determined, with regard to said budget, that;

- [1] All regulatory and statutory requirements have been met;
- [2] The PHA has sufficient operating reserves to meet the working capital needs of its developments;
- [3] Proposed budget expenditures are necessary in the efficient and economical operation of the housing authority for the purpose of serving low-income residents;
- [4] The budget indicates a source of funds adequate to cover all proposed expenditures;
- [5] The calculation of eligibility for Federal funding is in accordance with the provisions of the regulations;
- [6] All proposed rental charges and expenditures will be consistent with provisions of law;
- [7] The PHA/IHA will comply with the wage rate requirements under 24 CFR 968.110(e) and (f) or 24 CFR 905.120(c) and (d);
- [8] The PHA/IHA will comply with the requirements of access to records and audits under 24 CFR 968.110(I) or 24 CFR 905.120(g);
- [9] The PHA/IHA will comply with the requirements for the re-examination of family income and composition under 24 CFR 960.209, 990.115 and 905.315; and
- [10] The PHA/IHA will comply with the requirements for certification of Housing

Manager and Assisted Housing Manager positions (24 CFR 967.304 and 967.305).

THEREFORE, the Operating Budgets for AMP's, Contract W-66 for the FYE March 31, 2016, are hereby approved.

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 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. 5787

RESOLUTION APPROVING AND AUTHORIZING
THE ADOPTION OF THE RIVER OAK DEVELOPMENT, LLC,
OPERATING BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2016.

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

1. THAT the River Oak Development, LLC, Operating Budget, in the amount of \$499,506.00 for the fiscal year ending March 31, 2016, is hereby approved and adopted.
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 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. 5788

RESOLUTION APPROVING AND AUTHORIZING
THE ADOPTION OF THE SHELTER PLUS CARE OPERATING
BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2016.

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

1. THAT the Shelter Plus Care (SPC) Operating Budget, in the amount of \$22,017.00 for the fiscal year ending March 31, 2016, is hereby approved and adopted.

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 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. 5789

RESOLUTION APPROVING AND AUTHORIZING
THE ADOPTION OF THE SYLVANIA HOMES OPERATING
BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2016.

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

1. THAT the Sylvania Homes Operating Budget, in the amount of \$957,064.00 for the fiscal year ending March 31, 2016, is hereby approved and adopted.

2. THIS Resolution shall be effective April 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. 5790

RESOLUTION APPROVING TRAVEL TO SCOTTSDALE, AZ,
TO ATTEND THE 2015 HONEYWELL USERS GROUP (HUG) SYMPOSIUM
TO BE HELD JUNE 7 – JUNE 11, 2015.

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

1. THAT approval be given to Daniel F. Luckey, David C. Talarico and Frederick H. Prutzman for travel to Scottsdale, AZ, to attend the 2015 Honeywell Users Group (HUG) Symposium to be held June 7 – June 11, 2015.
2. THIS Resolution shall be effective March 24, 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.

The following Resolution was read and considered:

RESOLUTION NO. 5791

RESOLUTION AUTHORIZING THE DISPOSITION
OF NON-EXPENDABLE EQUIPMENT.

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

1. THAT the following non-expendable equipment be removed from the inventory of the Reading Housing Authority in accordance with the Procurement and Disposition Policy:

| 2. | <u>ACCOUNTING DEPT. DECAL</u> | <u>COST</u> | <u>PURCHASED</u> |
|----|-------------------------------|-------------|------------------|
| | Truck 96 Ford - Ranger 011363 | \$17,799.00 | 10/1996 |
| | Truck 96 Ford - F150 012182 | \$20,420.00 | 10/1996 |
| | Truck 02 GMC Canyon 002170 | \$19,500.00 | 5/2003 |

3. THAT the equipment sold was of no useful value to the Authority, and
4. THAT the aggregate amounts of \$ 57,719.00 have been fully depreciated
5. THAT the net book value of the assets are zero.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED that the non-expendable equipment shall be removed from the Reading Housing Authority's inventory.

THIS Resolution shall be effective February 9, 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.

The following Resolution was read and considered:

RESOLUTION NO. 5792

RESOLUTION AUTHORIZING THE NEGOTIATION OF A
 CONTRACT WITH KAUTTER & KELLEY ARCHITECTS FOR PROFESSIONAL SERVICES
 FOR CO DETECTION IMPROVEMENTS
 AT VARIOUS RHA LOCATIONS.

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

1. THAT negotiation of a Contract with Kautter & Kelley Architects (Wyomissing, PA) is hereby authorized to provide Professional Services for CO Detection Improvements at various RHA locations.
2. THE said contract is pending review and approval by the Solicitor.
3. THIS Resolution shall be effective March 24, 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. 5793

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR
TO DISPOSE OF MISCELLANEOUS REAL ESTATE PROPERTY
VALUED AT LESS THAN \$25,000.00.

WHEREAS, Reading Housing Authority owns miscellaneous properties throughout the City of Reading, all of which are believed to be valued at less than Twenty-Five Thousand Dollars (\$25,000.00); and

WHEREAS, from time to time, it is in the best interests of the Housing Authority to dispose of these properties for fair market value.

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

1. Daniel F. Luckey is authorized to dispose of the miscellaneous properties owned by Reading Housing Authority from time to time, which in his judgment, would be necessary to serve the best interests of Reading Housing Authority;
2. Any such disposal of such property will occur for fair market value, said fair market value to be documented by an appraisal or other similar evidence of fair market value; and
3. Daniel F. Luckey will, to the extent possible, notify the Board of Commissioners of Reading Housing Authority of the intent to dispose of said miscellaneous properties in advance of said disposal, such notification to occur in his monthly report to the Board or by other reasonable means.

THIS Resolution shall be effective March 24, 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 charge-offs were presented for Glenside Homes, Hensler Homes, Oakbrook Homes, Kennedy Towers, Rhodes Apts.:

CHARGE-OFFS

| | | | |
|----|-----------------------------------|--------------|--------------|
| 12 | Glenside Homes | \$ 14,554.44 | |
| 1 | Hensler Homes | 64.73 | |
| 13 | Oakbrook Homes | 11,918.71 | |
| | Franklin Tower | .00 | |
| 1 | Kennedy Towers | 430.50 | |
| 1 | Rhodes Apts. | 59.18 | |
| | Eisenhower Apts. | .00 | |
| | Hubert Apartments | .00 | |
| | Sylvania Homes | .00 | |
| | River Oak Apts. | .00 | |
| | Goggleworks Apartments | .00 | |
| | 726 North 11 th Street | .00 | |
| 28 | Gross Charge-Offs | | \$ 27,027.56 |

SUMMARY OF GROSS CHARGE OFFS

| | |
|-----------------------|-----------------|
| Current Dwelling Rent | \$10,908.52 |
| Additional Charges | 12,446.24 |
| Excess Utilities | 1,637.80 |
| Retro Rent | <u>2,035.00</u> |
| | \$27,027.56 |

RECOVERIES

| | | |
|----|-------------------|-----------|
| 3 | CBCS | \$ 940.62 |
| 10 | Direct Collection | 3,173.44 |

Gross Recoveries \$ 4,114.06

CHARGE-OFFS NET OF RECOVERIES \$ 22,913.50

Accounts Charged Off Due to Eviction \$ 15,283.72

Delinquent accounts with an amount of less than \$75.00, of tenants who deacease 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 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.

Mr. Richard Mulutzie, Maintenance Foreman, reported that earlier this month Shawn Rudy, a maintenance mechanic, noticed a school bus was on fire in the Glenside parking lot at the office. He immediately got the fire extinguisher from the gator and extinguished the flames that were coming out of the engine before the fire company arrived. This brave act saved our tenants in Glenside from possible harm.

Mr. Belinski congratulated Dan Luckey for his twenty-five years of dedicated service to the Reading Housing Authority and said we will be looking forward to the next twenty-five.

There being no further business to come before the Commissioners, a motion was made by Mr. Giddens 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, April 21, 2015.

Recording Secretary