

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of October was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on Tuesday, October 28, 2014.

Members of the staff attending were as follows: Mr. Daniel F. Luckey, Executive Director; Mr. Ronald J. Fioravanti, Deputy Executive Director; Mr. David C. Talarico, Maintenance Superintendent; Mrs. Audrey L. Wenrich, Administrative Assistant; Ms. Kimberly F. Monzo, Comptroller; Mr. George F. Eisenhower, Purchasing Agent; Ms. Gloria J. Guard, Property Manager; Mr. Josh K. Smith, Property Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mr. Charles K. Huckstep, Administrative Assistant; Mrs. Carolyn K. Bower, Section 8 Coordinator; Mrs. Stacey J. Keppen, Deputy Executive Director; Mr. Frederick H. Prutzman, Building Construction Inspector; 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.

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
 Mr. Walter Pawling

Absent: None

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

A motion was made by Mrs. Acosta and second by Ms. White approving the minutes of the regular monthly meeting held September 23, 2014. The motion was carried unanimously.

A motion was made by Mrs. Acosta and second by Mr. Pawling approving the bills as submitted by Ms. Monzo for the period of September 18, 2014 to October 21, 2014. The motion was carried unanimously.

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

Fund	Cash or Checking	Investments	Escrow	Total
W-66 General	\$4,036,627.76	\$3,171,273.20	\$335,549.60	\$ 7,543,450.56
P-4628 General	267,017.63	.00	0.00	267,017.63
P-15 General	653,130.24	758,175.86	88,695.50	1,500,001.60
Payroll	5,000.00	182,980.16	(182,980.16)	5,000.00
Goggleworks	73,465.45	.00	52,488.00	125,953.45
River Oak Apts.	5,803.34	.00	46,778.08	52,581.42
Total	\$5,041,044.42	\$4,112,429.22	\$340,531.02	\$9,494,004.66

A motion was made by Mrs. Acosta and second by Ms. White that the Treasurer's Report be accepted and filed. The motion was carried unanimously.

The Executive Director submitted the following report:

COMPREHENSIVE GRANT PROJECTS

222-2013 CAPITAL FUND – RHA has received \$1,866,196.00 in Capital Funds, the majority of these funds will go to repair and/or rehabilitate the walls at Rhodes and Eisenhower. The remaining monies will go to administrative expenses and management improvements.

223-2014 CAPITAL FUND – We received this allocation in the amount of \$2,146,877.00. Work items include roofs at Rhodes/Eisenhower, porch renovation at Oakbrook/Glenside and the limited boiler replacement program as explained at the March Board meeting. We are still awaiting some paperwork to be completed and will begin on some of the work items in the coming future.

RIVER OAK APARTMENTS – The occupancy rate at River Oak is good as it is about 91.67% overall with a total of 6 vacant units. There are about 20 people on the waiting list for a unit so we should be able to rent the unassigned units when they have been readied for occupancy.

We hope to complete some or all of the kitchens this year as we have about 8 or so remaining to be done and would like to get them all done before the end of next year or sooner. It depends on when and what units become vacant and other factors.

We would like to replace the windows and have been replacing the carpets as the existing carpets are original and as you can imagine are in poor condition and in a lot of cases we are not comfortable in renting these units without replacing the carpets. This is especially true after we have replaced the kitchen and other flooring in the units; however we do this on a case by case basis.

SHELTER PLUS CARE PROGRAM – The Shelter Plus Care Vouchers in conjunction with the treatment to prevent future episodes of Homelessness is still running and doing well. I will advise the Board of any developments in regards to this project. Currently, because of funding we have 39 vouchers active even though the number authorized is 30; we have sufficient funding to pay for the 39 vouchers for this program.

SYLVANIA HOMES ANNUALIZED UTILIZATION RATE

2008		2009		2010		2011		2012		2013		2014							
Sept	Dec	Mar	Jun																
96.2	97.8	97.8	96.9	97	96.6	96.6	96.9	97.3	97.2	97	97.1	97.5	97.7	97.7	96.6	96.2	95.6	95.5	96.6

Sylvania is 96.4% leased up.

SECTION 8 ANNUALIZED UTILIZATION (%) RATE

2008				2009				2010				2011				2012				2013				2014							
Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec																								
95.7	94.2	94.4	96.2	98.1	98.2	99.5	97.9	99.5	98.8	94.5	93.2	92.1	90.3	90.0	88.3	88.2	89.2	90.6	91.2	90.8	89.2	86.9	84.4	82.1	80.7	80	79.2				

The leasing rate for the last quarter is 79.2%. Current HUD funding practice does not and will not allow 100% utilization of the vouchers and funding and is especially difficult

when we do not know what the funding will be for this program. Currently there are 155 people on the waiting list.

PUBLIC HOUSING ANNUALIZED OCCUPANCY RATE (%)

2010				2011				2012				2013				2014		
Mar	Jun	Sept	Dec	Mar	Jun	Sept												
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	98.7	98.6	98.6

The annualized vacancy rate for the last quarter shows an excellent leasing rate and translates into vacancy rate of 1.4% for RHA for the year. This continues to be a decent occupancy rate. We continue to monitor our progress in this area and work towards improving the leasing rate, while everyone strives to attain 100% leasing rate, it is difficult to attain at least for a very long time.

ACCOUNTS RECEIVABLE (ANNUALIZED QUARTERLY) – PUBLIC HOUSING

2010				2011				2012				2013				2014		
Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept
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	4.3	5.2	3.8

Staff is working hard to reduce these amounts in hopes to get them to a more reasonable level. However, the increases are due to our finding discrepancies between what the residents claim they are earning and what is on their tax returns.

HABITAT FOR HUMANITY – I have been working with Habitat for Humanity to determine if we can participate in their program in some way shape or form. I am hoping to develop a Habitat hybrid program in which we pay for the costs for acquisition and rehabilitation and will be reimbursed from HOME money for the difference between the mortgage (mortgage will be held by Habitat and will be paid back to RHA) and the cost of the building and rehabilitation costs along with interest. I hope to work with HABITAT on filling our Homeownership unit in the near future.

If we do this (and make sure it is permissible under the HOME program) we will be reimbursed for everything paid out along with interest (paid up front) and will be re- paid the end of the day and there will be new homeowners. There have not been any changes since the last Board meeting.

NEIGHBORHOOD STABILIZATION PROGRAM (NSP) – The City of Reading is the lead agency and RHA and Our City Reading Inc., (OCR) are partners in this project. Currently, 201 North 3rd Street, 331 Elm Street and another unit at 460 Centre Avenue are in the mix for units owned by RHA for the NSP program. We have filled all of the three units at 460 Centre Avenue with tenants at or below 50% of median income. They are nearing the completion of 201 N. 3rd and 331 Elm Street and those units will be ready for rental very soon as I have recently been told they are ready for occupancy and are looking to get the keys for the buildings.

Albert would like to have these units rented to Artists and I have asked him for a listing and or ideas as to how he would like us to advertise and select Artist for these units. We do not have any problems with this as long as they meet the income restriction of 50% of median income. I have asked him on numerous occasions to provide me with the information on the Artists and if I do not get that soon and the units are available for occupancy we will have to fill them with other income qualified people.

I have been told we will be getting these units in the near future, but do not have a date as yet. However, we hope to get these units in the very near future.

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

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

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

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

WELLNESS PROGRAM – The Wellness program has three Universities working with us in providing services. Currently, we have the University of Pennsylvania, Drexel and Alvernia University working with us in this area and should bode well for us in the long run. There are no updates to this program this month.

	<u>Vacant Unit Report for the Current Month</u>				
	<u>Units Scheduled To Be Leased</u>	<u>Unit Accepted By Eligible Applicant</u>	<u>Unit Scheduled Transfer</u>	<u>Unassigned Units</u>	<u>Total Vacant Units</u>
Glenside	1	0	1	2	4
Hensler	0	0	0	0	1
Oakbrook	4	1	2	2	4
Franklin	0	0	0	0	0
Kennedy	1	0	0	1	2
Rhodes	0	0	0	1	0
Eisenhower	1	0	0	0	1
Hubert	0	0	0	0	1
Total Conventional					
Public Housing	7	1	3	6	13
Scattered Sites	0	0	0	1	1
Sylvania Homes	2	1	0	4	4
726 N. 11th St.	0	0	0	0	6
River Oak	0	0	0	6	0
NSP Units	0	0	0	0	9
Total	9	2	3	17	33

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

Please note the transfer units are units, which in most cases the occupants are either over-housed or under-housed and need to be moved to a more appropriate size unit. In some cases, there may be other factors whereby a unit transfer is appropriate and done on a case-by-case basis. But also means, we are creating another vacant unit and will now have to rehabilitate the unit and fill it. As I mentioned before, these unit transfers are required to ensure people are in the correct size units and are not over or under housed.

The above leasing rate is a snap shot of the status of our units on a particular day as opposed to the annualized and monthly vacancy rates noted in other sections. It represents the status of our vacant units as of the day this information was requested and is the reason it differs from what the total monthly vacancy rate is reported.

RHA PAINTING PROGRAM FOR OCCUPIED UNITS – We continue the painting program and hope funding cuts do not affect our efforts. We want to make sure each and every unit was and is painted at least once every ten years. To date, this program is going well and we are well ahead of schedule in regards to having all units painted once every ten years. Not many units are being done at this time as we are up to date.

I should note our painting program was not being done agency wide for all of our units. We have instituted a painting program for every unit we are managing to ensure unit is treated the same and being painted within ten years.

GOGGLEWORKS APARTMENT – We have been managing the Goggleworks Apartments and have not been reimbursed for all of our expenses to date which is about \$280,000 to date. I should point out, 99% of this money will be reimbursed when the property tax escrow amount is reduced and other funds are released next month. We have addressed these issues with Our City Reading and they have provided us with a letter agreeing to repay any outstanding monies. In addition, there were some extraordinary expenses which will not be recurring and funds will be reimbursed. Going forward the Goggleworks Apartments will be self-sustaining.

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	142	04/2014	06-09 Months	N/A	N/A
One Bedroom-Elderly	14	04/2014	03-06 Months		N/A
One Bedroom – Family	404	10/2012	12-24 Months	26	N/A
Two Bedroom Family	545	10/2012	12-24 Months	7	4
Three Bedroom Family	404	10/2012	12-24 Months	8	4
Four Bedroom Family	68	05/2011	24-36 Months	4	N/A
Five Bedroom Family	36	06/2013	12-24 Months	N/A	N/A
<u>Total</u>	1,613			45	8

All applications for public Housing have been processed and the waiting list has been updated.

CITY OF READING LAND BANK PROGRAM – The City of Reading is in the midst of instituting a Land Bank program in the City and asked if it would be possible to contract with RHA to perform some of the day to day maintenance on the properties. I said once they have formed the Land Bank and decided on what they would like in this kind of program I would approach the Board on this matter. As it stands now the Land Bank is in the process of being developed and established. In any case, RHA would be paid for any services we provided.

As I noted before, everything is in the planning stages and nothing has been decided on who, what, where and when this will occur, though I know at some time it will become a reality. I will keep the Board informed of any developments in this area and think this will be an exciting program for the City of Reading. I believe any support we can give the City of Reading to make this successful would be appreciated.

There has not been any new development on this to date.

RHODES AND EISENHOWER WALL REBUILDING – The work has begun and as the Board can see it is a very extensive project to say the least. There have been some issues along the way in regards to the project and how it will be carried out and the needs of the residents Eisenhower is 90% complete; Rhodes is 50% complete and the project is on schedule for December completion.

PARK PLACE ON PENN STREET PROJECT- As was noted last month a builder was selected and we were to negotiate with the builder. As it stands we did not meet and 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.

BERKS WOMEN IN CRISES – I was called by the Berks Women in Crisis who have a Project Based Section 8 Certificate program at the Emma Lazarus development which expired 2/28/14.

They requested a renewal to Project-Based Voucher program. Reading Housing Authority will convert the program from Project-Based Certificates to Project-Based Vouchers effective 3/1/2014 for one year.

There was discussion regarding them wanting to divest themselves of this property but have not heard anything more regarding this. There has been no update or changes regarding this item.

ANNUAL EMPLOYEE MEETING DATE IN DECEMBER – The date for the next Employee meeting is December 12th at the O’Pake community center. Staff is planning for this event. As in the past this meeting has been very good in that we and all of the employees are able to meet each other in one place. This meeting as practice has shown in years past is the only time the staff get together. In addition, we use this time to go over any changes and/or updates on various employee programs.

OAKBROOK AND GLENSIDE HOMES PATIO DESIGN – We are in the midst of working with Olsen on a design for a potential patio at both Oakbrook and Glenside Homes. It seems with the installation and or privatizing of the backyards through the fencing we need to expand our vision. So we are looking to see if there is a design or layout that will provide our residents with a patio or similar type of plan which will increase their usable space.

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

FEDERALLY QUALIFIED HEALTH CENTER (FQHC) – I have attached a copy of the letter from the Berks Federally qualified Health Center. We have requested an appraisal of the Easter Seals and will use that to negotiate a price for the property. To date we have not received the appraisal. We have advertised for an A&E firm to do the design and this is on the agenda for approval. Staff reviewed the proposals and determined this is the best proposal and the firm has a lot of experience in doing work of this kind.

REDESIGN READING CDC – Brian Kelly, the Director of Redesign Reading will attend the Board the meeting and provide the Board with an update on what has been happening with this program and its accomplishments over the past year and what Redesign Reading will accomplish in the coming months. He will also be asking for an additional 12 month of funding and hopes the CDC will be self-sufficient after the next year. The Reading Parking Authority and Water Authority have agreed to continue their funding and recommend we continue with our share of the funding.

2015 RHA ENERGY SAVINGS POSTER CONTEST AND CALENDAR – The Energy Savings Poster Calendar Contest will be conducted and prepared with the assistance of the Olivet Boys and Girls Club. Judging will occur on 11/6 at 1:30 p.m. at the WCA. The Award Ceremonies will occur on 11/10 at the Oakbrook Olivet Boys and Girls Club at 4:15 and 6:00 pm at Glenside. Commissioners are invited to attend.

OUTSTANDING RESIDENT AWARD – Gloria Ruiz, a resident at Eisenhower Apartments was nominated by Gloria Guard for being an Outstanding Resident because of her efforts and her untiring participation in the Resident Council, language translation and helping others who need help in any areas. Gloria is always willing to help anyone at any time. She is truly the ideal “Neighbor” and for that she has been selected as the first resident to be selected as the “Outstanding Resident” of the Reading Housing Authority.

Gloria Ruiz has been invited to the Board meeting.

HIGH PERFORMER STATUS – I am happy to report that RHA has again been declared a HIGH PERFORMER by HUD for fiscal year 3/31/2013 with a score of 91. I hope we continue with this trend.

MEETINGS:

- o Workforce Investment Board Committee meeting.

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

The following Resolution was read and considered:

RESOLUTION NO. 5757

RESOLUTION AUTHORIZING THE PROMOTION
WITHOUT EXAMINATION OF A SOCIAL SERVICES DIRECTOR
TO A DEPUTY EXECUTIVE DIRECTOR.

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

1. THAT Stacey J. Keppen be promoted from a Social Services Director to a Deputy Executive Director at annual base salary of \$66,381.75, for a probationary period of 180 days in accordance to the rules and regulations of the State Civil Service Commission of Pennsylvania.

2. THIS Resolution shall be retroactive to October 8, 2014.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. Pawling.

Before the vote by the entire Board was taken, Rebecca Acosta made the following comment: She stated at first she was not going to support the resolution because of the process. She had not seen a job description or a resume. However, Mrs. Acosta has worked with Stacey Keppen who is a valuable employee of the Housing Authority. For that merit, Mrs. Acosta will support the resolution. Mrs. Acosta again stated she was very upset with the process and the lack of communication from the Executive Director. Mr. Belinski agreed with the comments made by Mrs. Acosta adding that this position is the second most important in the Authority and the Board only found out through a letter in the mail. Mr. Belinski stated that Stacey is a great asset to the Authority. Mr. Belinski stated that although he did not agree with the process, he too will support Mrs. Keppen in this position and upon roll call the Ayes and Nays were as follows:

Ayes: Mr. Walter Pawling
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. 5758

RESOLUTION AUTHORIZING THE HIRING
OF A LABORER.

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

1. THAT Johnny Diaz be hired as a Laborer at an hourly rate of \$19.29.
2. THIS Resolution shall be effective October 1, 2014.

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

Ayes: Mr. Walter Pawling
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. 5759

RESOLUTION APPROVING THE TERMS AND AUTHORIZING
THE EXECUTION OF A CONTRACT WITH KKBS FACILITY SERVICES
TO PROVIDE CLEANING SERVICES AND PRODUCTS AT TEN READING
HOUSING LOCATIONS.

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

1. THAT the terms of the contract with KKBS Facility Services to provide cleaning services and products at ten Reading Housing Authority locations, 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 \$106,590.00 has been reviewed and approved by the Solicitor.

3. THIS Resolution shall be effective November 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: Mr. Walter Pawling
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. 5760

RESOLUTION AUTHORIZING AN EXTENSION TO THE
MEMORANDUM OF UNDERSTANDING [MOU]
BETWEEN READING HOUSING AUTHORITY [RHA]
AND THE COMMUNITY DEVELOPMENT CORPORATION [CDC].

WHEREAS, Reading Housing Authority is a participant of the Community Development Corporation [CDC] in conjunction with the City of Reading, Reading Area Water Authority, Reading Parking Authority, Downtown Improvement District and Reading Redevelopment Authority, and paid an initial initiation fee of \$35,000.00 for the one year period ending October 31, 2014.

WHEREAS, Reading Housing Authority would like to continue participation in the CDC for the one-year period, beginning November 1, 2014, - October 31, 2015, at a cost of \$32,500.00 to be paid in equal monthly installments.

THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED, by the Commissioners of Reading Housing Authority authorizing an extension to the Memorandum of Understanding with CDC for a total annual cost of \$32,500.00.

This Resolution shall be effective October 28, 2014.

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

Ayes: Mr. Walter Pawling
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. 5761

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	\$476.00
1 Bedroom	90.0	\$590.00
2 Bedrooms	90.0	\$781.00
3 Bedrooms	90.0	\$973.00
4 Bedrooms	90.0	\$1,044.00
5 Bedrooms	90.0	\$1,201.00
6 Bedrooms	90.0	\$1,357.00

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, 2015.

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

Ayes: Mr. Walter Pawling
 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. 5762

RESOLUTION APPROVING THE TERMS AND AUTHORIZING
 THE EXECUTION OF A PROFESSIONAL SERVICES CONTRACT WITH
 OLSEN DESIGN GROUP ARCHITECTS
 FOR ARCHITECTURAL AND ENGINEERING SERVICES TO DESIGN A
 COMMUNITY HEALTH CENTER.

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

1. THAT the terms of the contract with Olsen Design Group Architects for architectural and engineering services to design a Community Health Center, 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 an amount not to exceed \$78,000.00, is pending review and approval by the Solicitor.

3. THIS Resolution shall be effective October 28, 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: Mr. Walter Pawling
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.

Before the meeting was adjourned, Mr. Ronald Fioravanti turned to Mrs. Stacey Keppen, the new Deputy Executive Director, and congratulated her. Mr. Belinski inquired from Mrs. Keppen what has been happening in terms of finding someone to fill her Social Services Director position. Mrs. Keppen replied that we have one employee, who applied for a promotion without examination and their resume is currently being reviewed by Civil Service. Mr. Belinski requested a copy of the resume to be submitted to the Board.

There being no further business to come before the Commissioners, a motion was made by Mr. Pawling and second by Mrs. Acosta 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, December 2, 2014.

Recording Secretary