

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of September was held at Franklin Tower, 120 South Sixth Street, Reading, Pennsylvania, on Tuesday, September 24, 2013.

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. Sherryann I. Fonseca, Comptroller; 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; Mr. John E. Knockstead, County Caseworker 2; Mrs. Grisel E. Saez, County Caseworker 2; Mr. Rick Bailey, Maintenance Mechanic; Ms. Marissa Tann, VISTA Volunteer; 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. There were also 8-10 residents attending.

Mr. Belinski, Chairman, called the regular meeting to order and upon roll call those present and absent was as follows:

Present:           Mr. Steven E. Belinski  
                       Mrs. Rebecca Acosta  
                       Mr. Eligio C. Colon, Jr.  
                       Ms. Tina White

Absent:            Mrs. Lillie L. Mathies

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

A motion was made by Mrs. Acosta and second by Mr. Colon approving the minutes of the regular monthly meeting held July 23, 2013. The motion was carried unanimously.

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

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

Fund	Cash or Checking	Investments	Escrow	Total
W-66 General	\$4,158,799.70	\$3,423,478.86	\$310,117.80	\$ 7,892,396.36
P-4628 General	135,091.68	99,000.00	0.00	234,091.68
P-15 General	205,557.56	1,303,175.86	77,120.56	1,585,853.98
Payroll	0.00	177,990.17	(177,990.17)	0.00
River Oak Apts.	7,725.34	0.00	43,035.86	50,761.20
Total	\$4,507,174.28	\$5,003,644.89	\$252,284.05	\$ 9,763,103.22

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

Fund	Cash or Checking	Investments	Escrow	Total
W-66 General	\$4,188,882.10	\$3,423,484.52	\$310,117.80	\$ 7,922,484.42
P-4628 General	108,132.21	99,000.00	0.00	207,132.21
P-15 General	205,657.56	1,303,175.86	77,088.96	1,585,922.38
Payroll	0.00	174,933.49	(174,933.49)	0.00
River Oak Apts.	7,878.87	0.00	43,044.70	50,923.57
Total	\$4,510,550.74	\$5,000,593.87	\$255,317.97	\$ 9,766,462.58

A motion was made by Mrs. Acosta and second by Mr. Colon 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 Fund which is just about what I had predicted given the funding climate. This is about 25% less than what we usually receive. The majority of the 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. There are about 18 people on the waiting list for a unit so we should be able to rent the three unassigned units when they have been readied for occupancy.

We hope to complete some 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. However, it depends on when and what units become vacant and other factors.

We would like to replace the windows and are finding the replacement of the carpets is becoming a big issue and one we will be looking at very closely. However, we have to be sensitive to funding issues as we have to pay for these out of available funds.

**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	June	Sept	Dec	Mar	Jun				
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

Sylvania is 96.6% 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	Jun																
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

The leasing rate for the last quarter is 86.9%. 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														
98.4	98.4	98.4	98.4	98.5	98.6	98.7	98.8	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	

The annualized vacancy rate for the last quarter shows a good leasing rate and translates into vacancy rate of 1.2% 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	June	Sept	Dec	Mar	Jun		
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		

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 3<sup>rd</sup> 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 have started rehabilitating 201 N. 3<sup>rd</sup> and 331 Elm Street and hope to have those units ready for rental in the coming months upon completion of the rehabilitation.

We expect these units to be done in the near future and will keep you apprised of any new developments.

**NAHRO CONFERENCE PANEL PARTICIPATION** – I mentioned this last month regarding a panel discussion with Albert Boscov, William Lowenstein and Lenin Agudo in a panel discussion on “Private Sector Leadership in Community Developments and Low Income Housing”. The Panel discussion will take place at the National NAHRO convention in October. It was agreed by the Board that I would attend and it is on the agenda as a resolution.

I should also mention RHA has been awarded a National Award of Excellence and I will attend the ceremony to receive this award. This is the first time we have received a National Award of Excellence and I am pleased RHA was selected to receive this award. It is clearly an indication of the high level of excellence our staff maintain day in and day out. The Board should be pleased.

**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 we’re 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.

**Vacant Unit Report for the Current Month**

	<u>Units Scheduled To Be Leased</u>	<u>Unit Accepted By Eligible Applicant</u>	<u>Unit Scheduled Transfer</u>	<u>Unassigned Units</u>	<u>Total Vacant Units</u>
Glenside	2	0	1	1	6
Hensler	1	0	0	0	1
Oakbrook	4	3	3	2	12
Franklin	0	0	0	0	0
Kennedy	0	1	0	0	1
Rhodes	0	0	0	1	0
Eisenhower	2	0	0	0	2
Hubert	0	0	1	0	1
<b>Total Conventional</b>					
Public Housing	11	4	5	3	23
Scattered Sites	0	0	0	0	0
Sylvania Homes	3	1	0	2	6
River Oak	1	1	0	3	5
NSP Units	0	0	0	0	0
<b>Total</b>	<b>15</b>	<b>6</b>	<b>5</b>	<b>8</b>	<b>34</b>

Our current occupancy rate is high at 98.57% for Public Housing and is a decent occupancy overall. The leasing rate for all of our units we own (a total of 1873) comes to 98.13%. Of the 34 vacant units, 15 are scheduled to be leased, 6 have been accepted by applicant, 5 are transfers and 8 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.

**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**

<b>Bedroom Size</b>	<b>P/H</b>	<b>Contacting</b>	<b>Waiting Period</b>	<b>Sylvania</b>	<b>River Oak</b>
Studio	136	10/12	06-12 months	N/A	N/A
One Bedroom-Family/Elderly	279	05/11	12-24 months	19	N/A
Two Bedroom Family	150	05/11	12-24 months	17	11
Three Bedroom Family	233	10/12	06-12 months	13	7
Four Bedroom Family	24	05/11	12-24 months	5	N/A
Five Bedroom Family	36	07/12	12 months	N/A	N/A
<b>Total</b>	<b>858</b>			<b>54</b>	<b>18</b>

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.

**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.

It is the Board’s decision, but I highly recommend RHA do something whereby these funds are involved in or a part of a project that will benefit the City in its renaissance. I do not wish to lose these funds like we did with the reserves, which we had accumulated over a period of time, as we now have a reserve of central office funds.

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 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** – A while ago, there were issues with the side walls at Rhodes and Eisenhower and repaired them. Plans and specifications for the repair and or rehabilitation of the walls are being developed and will be advertised so we will have the project on for a Board Resolution before the springtime. It is hoped we will be able to begin this work sometime at near or soon after the beginning of next year as the weather is a factor.

**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 completed and RHA will soon have a meeting to accept the revised Association Documents and then have them recorded. We also plan to advertise for or get proposals from different builders to complete the project when we have buyers for the units. A meeting was held with Ed Stock to go over the next step in adopting the revised documents.

I apologize for not working on this in the past month as I have been focused on other issues and will be working on this in the coming weeks.

**MAYOR'S ECONOMIC SUMMIT** – I attended a couple of meetings with the Mayor and his staff regarding some possible economic improvements in the City along with all the other Authorities in the City. The major point was to get all the different Authorities to work together as a cohesive unit on various development projects and to determine which agencies can help the City in the coming future.

Some of the points which were developed were the following:

1. Have the various Authorities working together.
2. Perhaps have the Authorities fund a Community Development Corporation and be a founding member.
3. Develop a public banking component to help ensure funding of development projects.

In support of an economic development, the Authorities in the City of Reading ( include the Reading Area Water Authority, Reading Parking Authority) would like to start a Community Development Corporation. There is a \$35,000 startup or initiation fee to be a member. I know the Mayor will be attending the Board meeting to give his input and thoughts on this program.

I think it will be an excellent tool for the Authorities to expand into different areas to help the City recover economically by using our financial resources together rather than individually.

**PENN SQUARE PROJECT** – Recently the City of Reading purchased five (5) buildings on 5<sup>th</sup> 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 5<sup>th</sup> Street. One of the buildings is occupied and the rest are vacant and in varying stages of disrepair.

During discussions with the Mayor and his team regarding the CDC and following the City's purchase of these buildings they were unsure of what they were going to do regarding these buildings. I suggested, RHA would be able to help them in the short run regarding the maintenance and management of these properties and have been working on stabilizing these buildings. We have developed in agreement with the City and a team of professionals to get the building stabilized for the long term. In addition, they will be able to identify what the potential uses of these buildings could be in the future.

Again, the Mayor and his staff will be attending the Board meeting to discuss this project.

**CHARGE OFF'S** – As the Board may notice the Charge Off's are fairly high this month. It is due to our process receiving the years tax returns and comparing it to what was reported at the Annual Recertification. In some cases where there is a discrepancy in the amount, we are requiring the monies to be repaid.

In support of this RHA staff 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.

**2014 AGENCY PLAN** – RHA will be presenting the 2014 Agency Plan to the Board at the September Board meeting. Overall, there are no changes to the plan as the only items which changed is the Capital Fund work items and the reason for this is there does not appear to be any regulatory or programmatic changes we want or need to make in our Agency Plan.

We will go over this and answer any questions you might have regarding the Agency Plan.

**MEETINGS:**

- Mayor's Economic Summit.
- Eastern Meeting.
- Workforce Investment Board.

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

The following Resolution was read and considered:

RESOLUTION NO. 5694

RESOLUTION AUTHORIZING THE HIRING  
OF A LABORER.

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

1. THAT Derek M. DeLong be hired as a Laborer at an hourly rate of \$18.91.
2. THIS Resolution shall be effective August 26, 2013.

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

Ayes: Ms. Tina White  
Mr. Eligio C. Colon, Jr.  
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. 5695

RESOLUTION APPROVING A REGULAR STATUS  
ACCOUNTANT 2.

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WHEREAS, probationary period of 180 days for Theresa A. Reustle ends September 20, 2013, 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 Theresa A. Reustle is approved as a regular status Accountant 2.
2. THIS Resolution shall be effective September 21, 2013.

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

Ayes: Ms. Tina White  
Mr. Eligio C. Colon, Jr.  
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. 5696

RESOLUTION APPROVING A REGULAR STATUS  
CLERK TYPIST 3.

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WHEREAS, probationary period of 180 days for Janice M. Eickhoff ends August 3, 2013, 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 M. Eickhoff is approved as a regular status Clerk Typist 3.
2. THIS Resolution shall be effective August 4, 2013.

Mr. Colon 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: Ms. Tina White  
Mr. Eligio C. Colon, Jr.  
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. 5697

RESOLUTION APPROVING TRAVEL TO CLEVELAND, OH,  
TO ATTEND NAHRO'S 2013 NATIONAL CONFERENCE  
TO BE HELD OCTOBER 24-26, 2013.

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

1. THAT approval be given to Daniel F. Luckey for travel to Cleveland, OH, to attend NAHRO's 2013 National Conference to be held October 24-26, 2013.

2. THIS Resolution shall be effective September 24, 2013.

Mr. Colon 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: Ms. Tina White  
Mr. Eligio C. Colon, Jr.  
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. 5698

RESOLUTION APPROVING TRAVEL TO MIAMI, FL,  
TO ATTEND THE NATIONAL ALLIANCE OF RESIDENT SERVICES  
IN AFFORDABLE AND ASSISTED LIVING NATIONAL CONFERENCE  
TO BE HELD OCTOBER 2-5, 2013.

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

1. THAT approval be given to Odelia White for travel to Miami, FL, to attend the Resident Commissioners Track at the National Alliance of Resident Services in Affordable and Assisted Living National Conference to be held October 2-5, 2013.

2. THIS Resolution shall be effective September 24, 2013.

Mr. Colon 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: Ms. Tina White  
Mr. Eligio C. Colon, Jr.  
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. 5699

RESOLUTION APPROVING TRAVEL TO  
LYNDHURST, NJ, TO ATTEND THE  
NUTS & BOLTS OF PHA ACCOUNTING, BUDGETING,  
AND REPORTING SEMINAR  
TO BE HELD OCTOBER 8-10, 2013.

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

1. THAT approval be given to Theresa A. Reustle for travel to Lyndhurst, NJ, to attend the Nuts & Bolts of PHA Accounting, Budgeting, and Reporting Seminar to be held October 8-10, 2013.

2. THIS Resolution shall be effective September 24, 2013.

Mr. Colon 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: Ms. Tina White  
Mr. Eligio C. Colon, Jr.  
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. 5700

RESOLUTION APPROVING CHANGE ORDER NO. 1  
TO THE CONTRACT WITH RONNIE C. FOLK PAVING, INC.

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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 Ronnie C. Folk Paving, Inc., in the amount of \$394.25.

**Project Name & Location:** Paving of Oakbrook Maintenance Lot.

**Description of Change:** Increased scope: Excavate and pave an additional 45 sq. yds. @ \$33.88 per yd. in the playground area (\$1,524.60). Decreased scope: Credit 37 sq. yds. @ \$30.55 from sub-base repairs not required (-\$1,130.35).

**Statement of Justification:** Increased scope was requested by Reading Housing Authority and unit prices were bid publicly.

2. THIS Resolution shall be effective September 24, 2013.

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

Ayes: Ms. Tina White  
Mr. Eligio C. Colon, Jr.  
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. 5701

RESOLUTION APPROVING THE TERMS  
AND AUTHORIZING THE EXECUTION OF A CONTRACT  
WITH LOUISVILLE FIRE PROTECTION, LLC,  
DBA: LOUISVILLE FIRE & SAFETY FOR THE PURCHASE OF  
THREE THOUSAND SEVEN HUNDRED [3,700] STOVETOP FIRESTOP  
FIRE EXTINGUISHERS.

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

1. THAT the terms of the contract with Louisville Fire Protection, LLC, DBA: Louisville Fire & Safety (Louisville, KY) for the purchase of 3,700 StoveTop FireStop Fire Extinguishers, Mfg. Part No. FireStop 675-3, are hereby approved, the said Contract to be in substantially the following form:

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CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.

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2. THE said Contract in the amount of \$62,530.00 is the lowest acceptable bid as reviewed and approved by the Solicitor.

3. THIS Resolution shall be effective September 24, 2013.

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

Ayes: Ms. Tina White  
Mr. Eligio C. Colon, Jr.  
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. 5702

RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING [MOU] BETWEEN READING HOUSING AUTHORITY [RHA] AND THE COMMUNITY DEVELOPMENT CORPORATION [CDC] AND APPROVING THE PAYMENT OF AN INITIATION FEE.

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WHEREAS, the Reading Housing Authority wishes to participate in a Community Development Corporation [CDC] in conjunction with the City of Reading and in partnership with the Reading Area Water Authority, Reading Parking Authority, Downtown Improvement District and the Reading Redevelopment Authority. As part of its' membership, the Reading Housing Authority is required to pay a onetime initiation fee of \$35,000.00 in equal monthly installments for the startup of this CDC to work on development projects with the Authorities within the City of Reading.

THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED, by the Reading Housing Authority that the Executive Director is hereby authorized to execute the Memorandum of Understanding, and pay the initiation fee of \$35,000.00 in equal monthly installments as its' contribution, pending review and approval of the Solicitor.

This Resolution shall be effective September 24, 2013.

Mr. Colon 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: Ms. Tina White  
Mr. Eligio C. Colon, Jr.  
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, Franklin Tower, Kennedy Towers, Eisenhower Apts, Sylvania Homes and River Oak Apartments:

**CHARGE-OFFS**

13	Glenside Homes PA-9-1	\$ 48,343.73
7	Oakbrook Homes PA-9-3	12,735.32
1	Franklin Tower PA 9-4	213.27
2	Kennedy Towers PA-9-5	466.25
3	Eisenhower Apts. PA-9-8	520.38
2	Sylvania Homes P-15	3,378.24
3	River Oak Apartments	5,497.98
31	Gross Charge-Offs	\$ 71,155.17

## SUMMARY OF GROSS CHARGE OFFS

Current Dwelling Rent	\$11,478.71
Additional Charges	22,393.24
Excess Utilities	844.00
Retro Rent	<u>36,439.22</u>
	\$71,155.17

## RECOVERIES

Glenside Homes PA-9-1	\$ 210.00
Eisenhower Apts PA-9-8	18.00
Oakbrook Homes PA-9-3	368.32
Franklin Tower PA- 9-4	100.00
Kennedy Towers PA-9-5	50.00
Sylvania Homes P-15	1,353.64

Gross Recoveries \$ 2,099.96

**CHARGE-OFFS NET OF RECOVERIES** \$ 69,055.21

15 Accounts Charged Off Due to Eviction \$ 25,938.60

Delinquent accounts with an amount of less than \$75.00, of tenants who decease 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. Colon second by Mrs. Acosta 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 Mr. Colon 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, October 22, 2013.

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Recording Secretary