

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of August was held at Samuel G. Hubert Apartments, 125 North Tenth Street, Reading, Pennsylvania, on Tuesday, August 25, 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; Mr. George F. Eisenhauer, Purchasing Agent; Mr. Josh K. Smith, Property Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mr. Frederick H. Prutzman, Building Construction Inspector; Mr. John E. Knockstead, County Casework Supervisor; Mrs. Grisel Saez, County Caseworker 2; Mrs. Mya Hornberger, Clerk Typist 2; Mr. Adam Przybylski, Accountant; 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 and approximately 5-6 residents were also in attendance.

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

Present: Mr. Steven E. Belinski
 Mrs. Rebecca Acosta
 Mr. Walter Pawling
 Ms. Tina White

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 July 28, 2015. The motion was carried unanimously.

A motion was made by Mrs. Acosta and second by Ms. White approving the bills as submitted by Ms. Monzo for the period of July 1, 2015 to July 31, 2015. The motion was carried unanimously.

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

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$4,164,974.22	\$.00	\$375,100.97	\$ 4,540,075.19
P-4628 Section 8	316,802.81	.00	0.00	316,802.81
P-15 Sylvania	87,385.00	201,856.15	2,815,937.58	3,105,178.73
River Oak Apts.	47,316.37	.00	182,362.48	229,678.85
Park Place	9,250.02	.00	.00	9,250.02
Total	\$4,625,728.42	\$ 201,856.15	\$3,373,401.03	\$8,200,985.60

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

The Executive Director submitted the following report:

COMPREHENSIVE GRANT PROJECTS

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

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

224-2015 Capital Fund – Staff submitted work items for this Capital Fund allocation to HUD for their review and to input these work items into their system so we will be able to access funding. I believe this has been completed and we can begin scheduling the work.

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

OCCUPANCY RATES BY PROPERTY/PROGRAM

Public Housing

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

Sylvania Homes

4/1/15 – 6/30/15	1/1/15 – 3/31/15	10/1/14 – 12/31/14	7/1/14 – 9/30/14	4/1/14 – 6/30/14
97.2%	96.9%	96.2%	95.3%	96.9%

River Oak Apartments

4/1/15 – 6/30/15	1/1/15 – 3/31/15	10/1/14 – 12/31/14	7/1/14 – 9/30/14	4/1/14 – 6/30/14
94.6%	99.3%	93.7%	92.3%	94.7%

UTILIZATION RATE BY PROGRAM

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

1/1/15 – 3/31/15	4/1/15 – 6/30/15	7/1/15 – 9/30/15	10/1/15 – 12/31/15
80.9%	82.8%		

Housing Choice Voucher (Section 8) YTD Utilization, by Funding

1/1/15 – 3/31/15	4/1/15 – 6/30/15	7/1/15 – 9/30/15	10/1/15 – 12/31/15
97.2%	99.7%		

Shelter Plus Care Utilization, by Number of Vouchers

10/1/14 – 12/31/14	1/1/15 – 3/31/15	4/1/15 – 6/30/15	7/1/15 – 9/30/15
116%	124%	120%	

Shelter Plus Care Utilization to Date, by Funding

10/1/14 – 12/31/14	1/1/15 – 3/31/15	4/1/15 – 6/30/15	7/1/15 – 9/30/15
21.4%	52.5%	67.0%	

ACCOUNTS RECEIVABLE BY PROGRAM

	4/1/15 – 6/30/15	1/1/15 – 3/31/15	10/1/14 – 12/31/14	7/1/14 – 9/30/14	4/1/14 – 6/30/14
Public Housing	98.1%	97.5%	98.0%	97.9%	98.1%
Sylvania Homes	98.7%	99.3%	99.1%	99.5%	99.5%
River Oak Apartments	98.6%	98.6%	98.2%	98.6%	99.4%

CHARGE-OFFs

	4/1/15 – 6/30/15	XXX – 3/31/15			
Public Housing	\$37,462.76 (gross)	\$7,484.63 (gross)			
Sylvania Homes	5,433.13 (gross)	\$1,756.09 (gross)			
River Oak Apartments	737.90 (gross)	\$0			

RESIDENT SERVICES - Through technical assistance from the Resident Services Department and RolandStock, new City Wide Resident Council by-laws have been approved, with efforts continuing to establish a 501c3. The Wellness Program delivered programming related to the benefit of receiving a flu shot.

SEPTEMBER BOARD MEETING – I will be on vacation during this Board meeting time and believe with the August Board meeting, we can cancel this one if the Board agrees. We believe all of the programs and project we have in operation been taken care of and therefore I do not believe there is a need for a September meeting.

I believe this was agreed to at the last meeting.

2015 SEMAP SCORE – RHA received our Section 8 Management Assessment Program score and we have been determined to be a Standard performer. I have put this on the Workshop agenda to discuss the aspects of this score and what it means.

HABITAT FOR HUMANITY (HFH) – The agreement with HFH has been signed and I have not seen a project as yet and will keep the Board apprised of any new developments.

VACANT UNIT REPORT

	Units <u>Scheduled</u> to be leased	Units <u>Accepted</u> by Eligible Applicant	Units for <u>Transfer</u>	<u>Unassigned</u> Units	Total Vacant Units
Public Housing					

Glenside Homes	5	1	1	1	8
Hensler Homes					
Oakbrook Homes	3	1	6	5	15
Franklin Tower	1				1
Kennedy Towers					
Rhodes Apartments	3				3
Eisenhower Apartments	2	1	1		4
Hubert Apartments			1		1
TOTAL (1607)	14	3	9	6	32
Scattered Sites (2)	0	0	0	0	0
Sylvania Homes (126)	0	0	1	6	7
River Oak Apartments (72)	0	0	0	3	3
726 North 11th Street (2)	0	0	0	0	0
NSP Units (6)	0	0	0	3	3
TOTAL, ALL DEVELOPMENTS (1815)	14	3	10	18	45

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	260	4/14	9 - 18 months	N/A	N/A
One Bedroom-Elderly	3	4/14	9 - 18 months	N/A	N/A
One Bedroom – Family	82	10/12	24-36 months	33	N/A
Two Bedroom – Family	240	4/14	12 months	28	10
Three Bedroom – Family	213	10/12	24-36 months	8	5
Four Bedroom – Family	30	10/12	24-36 months	5	N/A
Five Bedroom – Family	16	8/13	24-36 months	N/A	N/A
<u>Total – Public Housing</u>	844			74	15

RHA PAINTING PROGRAM FOR OCCUPIED UNITS – We continue the painting program. 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.

RHODES AND EISENHOWER ROOF REPLACEMENT – The work on the roofs is going well. Eisenhower is now 100% complete. Rhodes work has begun and is going well.

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

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

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

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

YOUTHBUILD – This program is moving along and the participants are installing ceramic tile in the bathrooms at Oakbrook Homes. This will alleviate most, if not all, of our maintenance concerns with the bathroom flooring. There is a thought of starting a home health care training program with the Youth Build to be incorporated into the Federally Qualified Health Care Center we are working on and would be a great offshoot for this program and may have started.

In support of this program, staff have developed a program by which we will work with the Youthbuild and its participants and or graduates to develop a painting program which we would hope could be the start of an entrepreneurial endeavor. Currently, we pay for painting contractors to clean, repair and paint vacant units and it was thought we can pay the Youth build program to develop the graduates of the program into a business. We always have units to be rehabilitated and know what the costs are and if we can pay the same amount using the graduates to develop a business as a result. The idea is we will stick to the same dollar amount we are currently paying so they will be trained and a business developed as a result. The only down side as we see it is it may take longer for the unit to be completed however, that should not be a problem and one we can manage.

We have scheduled a meeting with Youth Build to discuss this project further.

OAKBROOK FEDERALLY QUALIFIED HEALTH CENTER (FOHC) – The Oakbrook Health Center construction is moving along and is 99% completed at this time, there are however some siding work and punch list items. The opening is on for August 24 and hope all Board Members can attend as all staff are proud of what we were able to accomplish.

I should add this, project once it is fully up and running will have over 30 employees working there and some will be residents who will be hired over time for both training and for on-site work. There will be a health care training component which we hope to place some of our residents. Please plan on attending this event and when everything is finalized we will advise the Board. A Grand-Opening and Ribbon-Cutting Ceremony is scheduled to take place on Monday, August 24th at 10am. A confirmation with further details will be forthcoming.

PARK PLACE ON PENN PROJECT- As was noted, a builder was selected and we were to negotiate with the builder. As it stands we did not meet and did not receive any plans for this project.

Therefore, we will not have anything again this month, though something may come in before the Board meeting.

There has been no change in this program to date.

OAKBROOK AND GLENSIDE HOMES PATIO DESIGN –We are scheduling this work to be done in the spring of 2016.

MASANO CAR MALL – REDESIGN Reading has been designated as the coordinator along with Masano as of the development of the Lancaster Development area which includes but is not limited to new Masano Auto Mall and all of Lancaster Avenue from 222/422 exit all the way to Shillington. The group included RRA, RHA, RPA, City of Reading, Alvernia University, Reading Body, Masano Group, Queen City Diner and the intent to get more organizations and businesses involved and Masano Group and many others will be invited as they are identified along Lancaster.

The Group convened to discuss the implementation of streetscape and green infrastructure development in Community and to coordinate various development activities in the focused neighborhood areas into an overall development Plan. There are several critical and or important projects currently underway such as the Regional Auto Showroom (scheduled to open December of 2016) and the development of The Environmental Exploration Center at Angelica Park by Berks County Conservancy and the Oakbrook Health Center. Discussions are ongoing and other development partners are being identified to participate as noted above.

ANNUAL EMPLOYEE MEETING – The selected date for this meeting is December 4 and we will be sending reminder notices in the future.

MEETINGS:

- Workforce Investment Board Policy and Planning Committee

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

The following Resolution was read and considered:

RESOLUTION NO. 5827

RESOLUTION APPROVING A REGULAR STATUS
CLERK TYPIST 2.

WHEREAS, probationary period of 180 days for Mya Hornberger ends August 15, 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 Mya Hornberger is approved as a regular status Clerk Typist 2.
2. THIS Resolution shall be effective August 16, 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: Ms. Tina White
Mr. Walter Pawling
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. 5828

RESOLUTION APPROVING A REGULAR STATUS
ACCOUNTANT.

WHEREAS, probationary period of 180 days for Adam Przybylski ends August 28, 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 Adam Przybylski is approved as a regular status Accountant.
2. THIS Resolution shall be effective August 29, 2015.

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

Ayes: Ms. Tina White
Mr. Walter Pawling
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. 5829

RESOLUTION APPROVING TRAVEL TO LAS VEGAS, NV,
TO ATTEND CASTERLINE ASSOCIATES NUTS & BOLTS OF
PHA ACCOUNTING, BUDGETING
& REPORTING SEMINAR
TO BE HELD OCTOBER 20-23, 2015.

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

1. THAT approval be given to Kimberly F. Monzo for travel to Las Vegas, NV, to attend Casterline Associates Nuts & Bolts of PHA Accounting, Budgeting & Reporting Seminar to be held October 20-23, 2015.

2. THIS Resolution shall be effective August 25, 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: Ms. Tina White
Ms. Walter Pawling
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. 5830

RESOLUTION APPROVING TRAVEL TO LANCASTER, PA,
TO ATTEND THE 8TH ANNUAL LANDLORD-TENANT LAW SEMINAR
TO BE HELD SEPTEMBER 24, 2015.

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

1. THAT approval be given to Charles K. Huckstep, Stacey J. Keppen and Josh K. Smith for travel to Lancaster, PA, to attend the 8th Annual Landlord-Tenant Law Seminar to be held September 24, 2015.

2. THIS Resolution shall be effective August 25, 2015.

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: Mrs. Tina White
Mr. Walter Pawling
Mrs. Rebecca Acosta
Mr. Steven E. Belinski

Nays: None

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

At this point, an additional resolution was added to the agenda by Solicitor Edwin Stock. Solicitor Edwin Stock stated the following: "I will read what I have written and then have it typed and sent to Janice."

The following was read and considered:

RESOLUTION NO. 5831

RESOLUTION APPROVING A DEVELOPER LOAN AGREEMENT
FOR 247 WASHINGTON STREET

WHEREAS, Reading Housing Authority has been approached by the City of Reading to assume ownership of the property located at 247 Washington Street.

NOW, THEREFORE, BE IT RESOLVED, AND IT IS HEREBY IS RESOLVED by the Board of this Authority, as follows:

1. That Daniel F. Luckey is authorized to execute the Developer Loan Agreement by and between the City of Reading and Reading Housing Authority in support of 247 Washington Street.

2. This Resolution shall be effective August 25, 2015.

Solicitor Stock added: "Let me make one comment: I did mention before, we were given a template of a developer loan agreement; this is not a loan and no repayment obligation. The actual agreement will be defined further and subject to my approval. Time is of the essence that is why we are asking to approve it tonight."

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: Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: Mrs. Rebecca Acosta

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

There being no further business to come before the Commissioners, a motion was made by Mrs. Acosta and second by Ms. White to adjourn the meeting. The motion was carried unanimously.

The next regular meeting of the Reading Housing Authority is scheduled to be held at William W. Willis Center for Administration, 400 Hancock Boulevard on Tuesday, October 27, 2015. The September 22, 2015 meeting was cancelled.

Recording Secretary