

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of November was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on Tuesday, November 10, 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; 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, County Casework Supervisor; Mr. Luis A. Linarez, Building Maintenance Foreman; Mr. Rory L. Ulrich, Building Maintenance Foreman; Mr. Noble A. Werner, Fiscal Assistant; Ms. Yaa Mendez, Clerk Typist 2; Ms. Jeannette Rivera, Substitute Clerk Typist 2; Mr. Andres Gonzalez, Maintenance Mechanic; Mrs. Catherine Lebron, County Social Services Aide 2; Ms. Dorene Ayala, Clerk Typist 2; Mr. Richard Mlutzie, Retired Building Maintenance Foreman; Mrs. Marilyn Guzman, Clerk Typist 2 and Ms. Janice M. Eickhoff, Clerk Typist 3. Attorney Edwin Stock, Solicitor for the Authority and Mr. Valdis Lacis, Reading Eagle Reporter 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
 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 Mr. Pawling and second by Ms. White approving the minutes of the regular monthly meeting held August 25, 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 August 1, 2015 to September 30, 2015. The motion was carried unanimously.

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

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$5,015,891.21	\$.00	\$375,100.97	\$ 5,390,992.18
P-4628 Section 8	250,249.69	.00	0.00	250,249.69
P-15 Sylvania	87,854.50	201,804.34	1,733,937.79	2,023,596.63
River Oak Apts.	47,325.77	.00	138,899.40	186,225.17
Park Place	9,350.02	.00	.00	9,350.02
Total	\$5,410,671.19	\$ 201,804.34	\$2,247,938.16	\$7,860,413.69

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

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$5,004,093.08	\$.00	\$465,851.18	\$ 5,469,944.26
P-4628 Section 8	265,776.10	.00	0.00	265,776.10
P-15 Sylvania	87,501.00	3,777.71	1,937,094.49	2,028,373.20
River Oak Apts.	47,336.14	.00	139,130.37	186,466.51
Park Place	9,450.02	.00	.00	9,450.02
Total	\$5,414,156.34	\$ 3,777.71	\$2,542,076.04	\$7,960,010.09

A motion was made by Mrs. Acosta and second by Mr. Pawling 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 – 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

7/1/15 – 9/30/15	4/1/15 – 6/30/15	1/1/15 – 3/31/15	10/1/14 – 12/31/14	7/1/14 – 9/30/14
98.0%	98.5%	98.9%	98.8%	98.5%

Sylvania Homes

7/1/15 – 9/30/15	4/1/15 – 6/30/15	1/1/15 – 3/31/15	10/1/14 – 12/31/14	7/1/14 – 9/30/14
94.3%	97.2%	96.9%	96.2%	95.3%

River Oak Apartments

7/1/15 – 9/30/15	4/1/15 – 6/30/15	1/1/15 – 3/31/15	10/1/14 – 12/31/14	7/1/14 – 9/30/14
96.7%	94.6%	99.3%	93.7%	92.3%

UTILIZATION RATE BY PROGRAM (CY-funded)

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

3/31/15	6/30/15	9/30/15	12/31/15
80.9%	82.8%	83.3%	

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

3/31/15	6/30/15	9/30/15	12/31/15
97.2%	99.7%	99.3%	

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%	103%

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%	87.2%

ACCOUNTS RECEIVABLE BY PROGRAM

	9/30/15	6/30/15	3/31/15	12/31/14	9/30/14
Public Housing	98.4%	98.1%	97.5%	98.0%	97.9%
Sylvania Homes	98.1%	98.7%	99.3%	99.1%	99.5%
River Oak Apartments	98.8%	98.6%	98.6%	98.2%	98.6%

CHARGE-OFFs

	7/1/15 – 9/30/15	4/1/15 – 6/30/15	XXX – 3/31/15		
Public Housing	\$35,631.39 (net) 30 accounts	\$37,462.76 (gross)	\$7,484.63 (gross)		
Sylvania Homes	\$4,855.93 (net) 6 accounts	5,433.13 (gross)	\$1,756.09 (gross)		
River Oak Apartments	\$1,986.90 (net) 1 account	737.90 (gross)	\$0		

RESIDENT SERVICES – 230 unduplicated residents have been seen by department Service Coordinators so far this CY. 249 unduplicated residents were seen in the month of September in the Wellness Program, with a monthly programming goal of learning about diabetes management. In cooperation with Centro Hispano, efforts were undertaken to increase attendance to the Kennedy Senior Neighborhood Center. Citywide Resident Council has initiated the process for a financial record review by accountant Tony Mazzo. The final report for the youth summer camp program yielded an average daily attendance of 85 campers from Oakbrook and 23 from Glenside. At Berks Community Health Center in Oakbrook, the patient load has increased from 197 in September to 287 in October, with 91 of these patients residing in Oakbrook Homes.

DECEMBER BOARD MEETING – Traditionally we have not had the December Board meeting and I have put this on the agenda for discussion. Since the October Board meeting was moved to November we may just have the next meeting in January. However, we do not know if we may need one before that date as yet. At this time we do not have any need for resolutions at this time.

2015 PHAS SCORE – RHA received our Public Housing Management Assessment (PHAS) Score and have been again designated as a High Performer by HUD Management Assessment Program score. I have put this on the Workshop agenda to discuss the aspects of this score and what it means. However, as a high performer we are relieved of some of the reporting requirements (though, there is not that many perks for being a high performer).

Technically, we are supposed to receive any additional Capital Funds that may become available though in practical fact we have not received much additional funds in the past. However, it is nice to know our operations are being managed at a high level despite the lack of adequate funding.

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. I recently spoke to Tim Daley and he indicated he might have a project in the near future. I will keep you apprised of any new developments in this area.

2015 ANNUAL PLAN APPROVAL – The 2015 Annual Plan is up for approval and there have not been any changes to any of the policies and procedures since the plan was adopted last year. I should note the Capital Fund that usually is the only item which normally changes is no longer a part of the Annual Plan. The public meeting was this afternoon and is the reason we have scheduled the Board meeting today so we will be able to approve the Annual Plan at this meeting.

VACANT UNIT REPORT

	<u>Units Scheduled to be leased</u>	<u>Units Accepted by Eligible Applicant</u>	<u>Units for Transfer</u>	<u>Unassigned Units</u>	<u>Total Vacant Units</u>
Public Housing					
Glenside Homes	1	3		1	5
Hensler Homes	1				1
Oakbrook Homes	1	2	14	1	18
Franklin Tower					
Kennedy Towers			1	1	2
Rhodes Apartments	4	2	1	1	8
Eisenhower Apartments		5			5
Hubert Apartments	2	1	1		4
TOTAL (1607)	9	13	17	4	43
Scattered Sites (2)					
Sylvania Homes (126)	2	1	1	1	5
River Oak Apartments (72)	1	2		1	4
726 North 11th Street (2)					
NSP Units (6)	1			1	2
TOTAL, ALL DEVELOPMENTS (1815)	13	16	18	7	54

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	270	04/14	9 - 12 months	N/A	N/A
One Bedroom-Elderly	6	04/14	9 - 18 months	N/A	N/A
One Bedroom – Family	105	04/14	18-24 months	38	N/A
Two Bedroom – Family	250	04/14	18-24 months	38	11

Three Bedroom – Family	206	04/14	18-24 months	6	7
Four Bedroom – Family	42	04/14	18-24 months	5	N/A
Five Bedroom – Family	10	6/15	12 months	N/A	N/A
Total – Public Housing	908			87	17

The months for an applicant his waiting is down in a few of the different bedrooms sizes and though there is still a wait of over a year or more for most of the bedrooms sizes.

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. At this time we have instituted a painting program for all of the units we own and manage.

RHODES AND EISENHOWER ROOF REPLACEMENT – The work on the roofs is going well. Eisenhower is now 100% complete. Rhodes work is done and the contractor is in the midst of landscaping work to fix areas where they located the equipment and materials. Once this work has been completed they will be done. This project has gone 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.

We have been operating the Painting program with the Youth Build program for the past few months and is doing well. I put this on the agenda and asked Ashley from Youth Build to come and explain how it is working. I put this on the agenda for the Workshop so the Board may understand how the program has been working.

I am sure the Board will appreciate the value of the program. However, if you do not we may discontinue this program at any time.

PARK PLACE ON PENN PROJECT- As was noted, a builder was selected and we were to negotiate with the builder. As it stands we the builder has been contacted and has not met with us to date. Therefore, we will not have anything again this month, though something may come in before the Board meeting. Once we get

some of our other projects completed we will be concentrating on rolling this project out with a marketing plan in the spring. I plan to advertise and or contract with a marketing firm to help us get this project underway and perhaps a realtor in addition to a marketing firm

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. As noted before we will only be installing on a limited basis and not agency wide. The reasons are we want to see how well received they will be and to evaluate the design to ensure it functions the way we expected.

If it does not, we can either change the design or if it does not work at all we have the option of not putting in any more patios.

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.~~

TRANSFER TO CORRECT UNIT SIZE – Staff have been in the midst of ensuring our residents are in the appropriate size unit for which their family size requires in accordance with our occupancy policy. In the past we have not been moving this along as it requires the use of a lot of maintenance and management time to undertake this process.

ANNUAL EMPLOYEE MEETING – The selected date for this meeting is December 4 and notices have been sent.

COLLECTION AGREEMENT –This agreement formalizes what we have been doing for years with them. It appears we did not have an agreement with the Credit Bureau whereby we would send them rents and fees uncollected from tenants and the charge-offs. This will formalize the process.

CANVASSING AND SOLICITING ON RHA PROPERTY – There have been a number of people who have requested they be able to solicit on RHA property for a number of reasons whether they be for monetary or political reasons and there was no formal policy for handling these request. Normally we would ask them to contact the Resident Councils and they would invite them to their meeting. However, not everyone followed this procedure and we asked Ed Stock to develop a policy on this issue.

I should point out some people believe RHA property is public property and that simply is not so. RHA owns our properties and it is entirely for the use and enjoyment of the residents and not the public and the purpose of this policy to reinforce this issue.

Staff is asking if the Board will approve this so they have a policy to follow when this occurs in the future.

MEETINGS:

- Workforce Investment Board Policy and Planning Committee
- Our City Reading Meeting.

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. 5832

RESOLUTION ACKNOWLEDGING RICHARD MULUTZIE'S
THIRTY-TWO PLUS [32+] YEARS OF EMPLOYMENT BY
THE READING HOUSING AUTHORITY.

WHEREAS, Richard Mulutzie began his tenure of employment with Reading Housing Authority as a Laborer on July 11, 1983. He then was elevated to Maintenance Mechanic on January 11, 1984 and appointed to Building Maintenance Foreman on February 28, 1995. With thirty-two plus [32+] years of employment, he will be retiring from the position of Building Maintenance Foreman effective November 4, 2015.

BE IT RESOLVED AND IT HEREBY IS RESOLVED that the Reading Housing Authority acknowledges with gratitude and appreciation Richard Mulutzie's thirty-two plus [32+] years of employment.

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. 5833

RESOLUTION ACKNOWLEDGING THE APPOINTMENT
(BY REINSTATEMENT)
OF A BUILDING MAINTENANCE FOREMAN.

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

1. THAT Rory Ulrich be appointed (by reinstatement) to a Building Maintenance Foreman at a annual salary of \$59,196.00 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 November 5, 2015.

Mr. Belinski congratulated Rory Ulrich on his appointment, as well as the years of dedicated service to the Reading Housing Authority.

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. 5834

RESOLUTION ACKNOWLEDGING THE PROMOTION
WITHOUT EXAMINATION OF A CLERK TYPIST 2
TO AN ASSISTANT PROPERTY MANAGER.

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

1. THAT Yasaira Modeste be promoted from a Clerk Typist 2 to an Assistant Property Manager at the rate of \$20.49 per hour, 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 August 31, 2015.

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: 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. 5835

RESOLUTION APPROVING A REGULAR STATUS
FISCAL ASSISTANT.

WHEREAS, probationary period of 180 days for Noble A. Werner ends November 13, 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 Noble A. Werner is approved as a regular status Fiscal Assistant.
2. THIS Resolution shall be effective November 14, 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: 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.

The following resolution was read and considered:

RESOLUTION NO. 5836

~~RESOLUTION ACKNOWLEDGING THE HIRING
OF A CLERK TYPIST 2.~~

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

1. THAT Yaa Mendez be hired as a Clerk Typist 2 at an hourly rate of \$19.79, 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 November 2, 2015.

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: 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.

The following resolution was read and considered:

RESOLUTION NO. 5837

RESOLUTION ACKNOWLEDGING THE HIRING
OF A SUBSTITUTE CLERK TYPIST 2.

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

1. THAT Jeannette Rivera be hired as a Substitute Clerk Typist 2 at an hourly rate of \$19.79, 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 November 2, 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.

The following resolution was read and considered:

RESOLUTION NO. 5838

RESOLUTION APPROVING CHANGE ORDER NO. 4
TO THE CONTRACT WITH BALTON CONSTRUCTION, INC.

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

1. THAT the Commissioners of the Reading Housing Authority do hereby approve Change Order No. 4 submitted by Balton Construction, Inc., in the amount of \$9,103.44.

Project Name & Location: Community Health Center Renovation.

Description of Change: Replace rotted concealed conditions at Cornice through-out = \$9,103.44.

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

2. THIS Resolution shall be effective October 5, 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: 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.

The following resolution was read and considered:

RESOLUTION NO. 5839

RESOLUTION APPROVING THE TERMS AND AUTHORIZING THE
EXECUTION OF A COLLECTION AGREEMENT
WITH CREDIT BUREAU COLLECTION SERVICES, INC., DBA, CBCS.

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

1. THAT the terms of the agreement with Credit Bureau Collections Services, Inc., DBA, CBCS, to provide account collection services are hereby approved, the said agreement to be in substantially the following form:

AGREEMENT ON FILE IN THE COMPTROLLER'S OFFICE.

2. The said Agreement has been reviewed and approved by the Solicitor.
3. THIS Resolution shall be effective August 24, 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.

The following resolution was read and considered:

RESOLUTION NO. 5840

RESOLUTION AUTHORIZING THE ADOPTION OF
A POLICY REGARDING CANVASSING AND
SOLICITING ON READING HOUSING AUTHORITY PROPERTY.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority that the Canvassing and Soliciting Policy is hereby adopted.

THIS Resolution shall be effective November 10, 2015.

Copy of the Canvassing and Soliciting Policy is attached.

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: Mrs. 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.

The following resolution was read and considered:

RESOLUTION NO. 5841

PHA CERTIFICATIONS OF COMPLIANCE WITH THE PHA PLANS
AND RELATED REGULATIONS,
BOARD RESOLUTION TO ACCOMPANY THE PHA PLAN.

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual Plan for PHA fiscal year beginning April 1, 2016, hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. ~~The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.~~
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify and impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiative to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;

- The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
 9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
 10. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
 11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
 12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
 13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
 14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 15. ~~The PHA will provide HUD or the responsible entity and documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.~~
 16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
 17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
 18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
 19. The PHA will comply with the policies, guidelines and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
 20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its' Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
 21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

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.

The following resolution was read and considered:

RESOLUTION NO. 5842

RESOLUTION AUTHORIZING THE ADOPTION OF BOARD POLICY NO. 1
DELINEATING AND CLARIFYING WHEN CERTAIN MATTERS ARE REQUIRED
TO BE BROUGHT TO THE ATTENTION OF THE BOARD OF COMMISSIONERS,
AS WELL AS TO SET FORTH BEST PRACTICES REGARDING SUCH MATTERS.

WHEREAS, it is the desire of the Commissioners of the Reading Housing Authority to adopt Board Policy No. 1, which reads as follows:

READING HOUSING AUTHORITY BOARD POLICY NO. 1

PURPOSE: To further delineate and clarify when certain matters are required to be brought to the attention of the Board of Commissioners of Reading Housing Authority and to set forth best practices for the Reading Housing Authority to follow regarding such matters.

RESPONSIBILITY FOR ENFORCEMENT: The responsibility for enforcement of this policy rests with the Executive Director.

POLICY: It is the policy of Reading Housing Authority as follows:

- A. The Board of Commissioners of Reading Housing Authority understands that, due to its reputation and financial strength, entities or individuals will approach Reading Housing Authority with certain proposals and initiatives, which proposals and initiatives may require the commitment of Reading Housing Authority.
- B. It is the policy of Reading Housing Authority that any such proposals or initiatives should be related only to the core mission of Reading Housing Authority which is to provide decent, safe and sanitary housing to individuals and families who are in need of such housing.
- C. It is the policy of the Board of Commissioners of Reading Housing Authority that before any resources of Reading Housing Authority are committed to any proposal or initiative submitted by a third party individual or entity, that the Board of Commissioners of Reading Housing Authority be apprised of the proposal and give approval at a Board Meeting to have further discussion.
- D. It is the policy of Reading Housing Authority that before any resources of Reading Housing Authority are committed to any proposal or initiative that such commitment may be made only pursuant to a written agreement executed between Reading Housing Authority and any such third party entity or individual, which written agreement shall be approved by the Board of Commissioners of Reading Housing Authority in advance of any actual commitment of funds, personnel or other resources of Reading Housing Authority.
- E. The Executive Director is responsible for compliance with this Policy.
- F. This Policy does not repeal, amend, alter or modify any existing Policy of Reading Housing Authority, including Personnel and Procurement/Purchasing Policies, all of which remain in full force and effect.

THIS Resolution shall be effective immediately.

Mr. Pawling stated that he would like to amend Resolution No. 5842, Part C, by substituting three words – “be apprised of” to read “receive in writing”. Mr. Pawling stated that a third party written proposal would provide the Board with enough information. The Board would be properly

informed and have a better understanding of the scope of the proposal. Mr. Belinski thanked Mr. Pawling for his leadership.

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

The following resolution was read and considered:

RESOLUTION NO. 5843

RESOLUTION APPROVING TRAVEL TO MIAMI, FL,
TO ATTEND PHADA'S 2016 COMMISSIONERS' CONFERENCE
TO BE HELD JANUARY 10-13, 2016.

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 Miami, FL, to attend PHADA's 2016 Commissioners' Conference to be held January 10-13, 2016.
2. THIS Resolution shall be effective November 10, 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: Mrs. 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.

The following resolution was read and considered:

RESOLUTION NO. 5844

RESOLUTION PROVIDING FOR CERTAIN EMPLOYEES AND OFFICERS
TO SIGN CHECKS FOR THE PAYMENT OF MONEY.

WHEREAS, it is necessary for the Board of Commissioners of the Reading Housing Authority to authorize certain employees and officers to sign checks for the payment of money.

NOW, THEREFORE, BE IT RESOLVED, AND IT IS HEREBY IS RESOLVED by the Board

of this Authority, as follows:

1. That Steven E. Belinski, J. Walter Pawling, Daniel F. Luckey, Stacey J. Keppen, and Theresa Reustle are hereby authorized signers of checks for the payment of money issued by Reading Housing Authority.
2. Any prior Resolution regarding facsimile checks is amended insofar as the authorized signers of said facsimile checks are required.
3. Any check in an amount greater than Twenty-Five Thousand Dollars (\$25,000.00) shall require at least two (2) original signatures of the persons set forth in this Resolution.
4. This Resolution shall be effective November 10, 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: 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.

The following resolution was read and considered:

RESOLUTION NO. 5845

RESOLUTION APPROVING THE TERMS AND AUTHORIZING
THE EXECUTION OF A CONTRACT WITH HIRNEISEN ELECTRIC, INC.,
TO PROVIDE CO (CARBON MONOXIDE) DETECTION IMPROVEMENTS
AT OAKBROOK, SYLVANIA AND HENSLER HOMES.

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

1. THAT the terms of the contract with Hirneisen Electric, Inc., to provide CO (Carbon Monoxide) Detection Improvements at Oakbrook, Sylvania, and Hensler Homes 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 \$720,500.00 is pending review and approval by the Solicitor.
3. THIS Resolution shall be effective November 10, 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: 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.

The following resolution was read and considered:

RESOLUTION NO. 5846

RESOLUTION APPROVING THE TERMS AND AUTHORIZING
THE EXECUTION OF A CONTRACT WITH LANTEK,
TO PROVIDE OUTSOURCED IT SUPPORT AND MANAGED SERVICES.

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

1. THAT the terms of the contract with LANtek, to provide Outsourced IT Support and Managed Services, 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 \$44,760.00 is pending review and approval by the Solicitor.

3. THIS Resolution shall be effective November 10, 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: 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.

The following charge-offs were presented:

Public Housing	\$35,631.39 (net) 30 accounts
Sylvania Homes	\$ 4,855.93 (net) 6 accounts
River Oak Apts.	\$ 1,986.90 (net) 1 account

A motion was made by Mr. Pawling 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. Pawling 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, January 26, 2016.

Recording Secretary