

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of January was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania on January 26, 2010.

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; Mr. Thomas B. Marsh, Comptroller; Mr. George F. Eisenhauer, Purchasing Agent; Ms. Gloria J. Guard, Property Manager; Mr. Josh Smith, Property Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mr. Charles K. Huckstep, Administrative Assistant; Mrs. Carolyn Bower, Section 8 Coordinator; Mrs. Stacey J. Keppen, Social Services Director; Mr. Frederick Prutzman, Building Construction Inspector; Mr. David R. Chlebowski, Computer Systems Analyst and Mrs. Elaine K. Adesso, Executive Secretary. Attorney Edwin L. Stock, Solicitor for the Authority, was also present.

The Chairwoman called the regular meeting to order at 5:00 p.m., and upon roll call those present and absent was as follows:

Present: Ms. Mary Beth Hennigan  
Mr. Nelson De Leon  
Mrs. Lillie Mathies  
Rev. Steven Belinski

Absent: Mr. Eligio Colon, Jr.

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

A motion was made by Rev. Belinski, and second by Mr. De Leon, approving the minutes of the Regular Monthly Meeting held December 8, 2009 and the Special Meeting held December 18, 2010. The motion was carried unanimously.

A motion was made by Rev. Belinski, and second by Mrs. Mathies approving the bills as submitted by Mr. Fioravanti for the period of December 2, 2009 to January 15, 2010. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of October 2009.

Fund	Cash or Checking	Investments	Escrow	Total
W-66 General	\$2,918,303.85	\$5,141,662.84	\$264,784.54	\$8,324,751.23
P-4628 General	258,391.95	70,000.00	0.00	328,391.95
P-15 General	2,569.85	657,065.99	71,997.88	731,633.72
Payroll	0.00	0.00	0.00	0.00
River Oak Apts.	4,096.12	0.00	40,399.21	44,495.33
Total	\$3,183,361.77	\$ 5,868,728.83	\$377,181.63	\$9,429,272.23

A motion was made by Rev. Belinski and second by Mr. De Leon that the Treasurer's Report be accepted and filed. The motion was carried unanimously.

The Executive Director submitted the following report:

**COMPREHENSIVE GRANT PROJECTS**

**A. 217– 2008 Capital Funds** – The vast majority of the funding for this allocation is nearly expended. We expect to be closing this allocation in the near future. The generator replacement is one of the last work items from this funding source which is nearing completion.

**B. 218 – 2009 Capital Funds** – This allocation is now proceeding as contracts for the offices at Oakbrook/Glenside as well as the completion of the outside of five additional buildings were signed. The work started on October 1, 2009. We have also included funding for the 2-5 handicapped accessible units we agreed to build as part of the DOJ agreement. While this funding is not sufficient to complete the entire project, it will be included in future funding.

**C. 219 - 2010 Capital Funds** – This has been submitted to HUD and they have 75 days to review. I hope they will approve this as it was submitted. I should mention HUD has been questioning our funding of the Police, Olivet Boys and Girls Club, the Wellness program and other related services we provide our residents. We have been providing these services out of our Capital Fund ever since HUD discontinued the Drug Elimination program and we were told these were eligible work items.

We can only wait and see what and how HUD will treat these items and believe these services are needed by our residents and would like to continue them.

**STIMULUS FUNDING** – The High Rise kitchen project is in the mock up stage and so far has not made it out of that phase. The contractor is still working on the kitchen cabinets and who will supply them, to date RHA has not approved a cabinet and therefore a kitchen cannot be completed. I should mention there have been two manufactures of cabinets the first of which was approved but the contractor decided to use another manufacturer and then the approval process started all over.

As a result, we do not have any kitchens completed. On January 20<sup>th</sup> a meeting was held with the owner Mark Simeral and we explained our position regarding the project and issues regarding the status of the kitchens. It was a good meeting and Mark Simeral assured us that he will personally make sure this project moves along and is completed.

**CO-GENERATION PLANT AT GLENSIDE** – RHA has selected an Engineering Firm to begin working on the design of the co-generation plant and is on the agenda for the Board. This includes but is not limited to evaluating the electrical needs of RHA (at Glenside) and design the plant which is most beneficial to RHA.

At this time, we do not know what the most beneficial method of implementing this project and the selected engineering firm will be responsible for determining the most efficient method of creating electricity whether it is the primary or secondary product of the Glenside Boiler plant.

**2009 AGENCY PLAN** – This Capital Fund will be used in conjunction with the stimulus monies.

**2010 AGENCY PLAN** – This has been submitted to HUD electronically and they have 75 days to review our submission. As I noted in the Capital Fund, HUD has questioned our use of Capital funds to pay for the various programs we have been supporting in the past. These are the Police, the Olivet Boys and Girls Club and the Wellness programs.

As you may or may not know these programs were first paid for out of Drug Elimination grants which later were not funded. As a result, HUD gave us permission to include and fund them out of our Capital Fund and we have done so for years. I am not sure where this will be going and will keep you informed of any developments in this area.

**PARK PLACE ON PENN STREET PROJECT**- We are still waiting for the economic climate and consumer interest to increase so we can sell more of these units. In addition, we are still working on an application that will give us official condominium status that is necessary for Banks to lend money for the purchase of these condos. As I understand, unless a bank is willing to hold onto a mortgage (i.e., keep it in its portfolio) they will sell the mortgage and unless the condo has been approved by Fannie Mae, the mortgage cannot be sold. Therefore, it is in our best interest to apply for this and get the development approved officially as a condo project.

**UNION CONTRACT** – The Union contract will be on the agenda for Board approval and I hope to have it included in the Board material. As the Board knows the pay increase will be 2.75%, the Health care has changed to Capital HMO and the employees will be responsible for the deductible.

For the month of January, all benefits have been carried over and will continue till the end of the month. It was a bit hectic at the end (once it had been approved by the Union) to get all of the paperwork filled out by all employees and submitted to Capital, but everyone worked hard and it was done on time. The only alternative was to continue the current health plan into February.

I have just been told by John Roland he will not have the Union contract available for inclusion in the Board materials and may not have it ready for the Board meeting. If that is the case, we can put off the adoption of the Union contract until next month so the Board can review it. I apologize as I was assured it would be ready.

**RIVER OAK APARTMENTS** – We are continually working on plans for the Youth Build Program to install new kitchens and perhaps some new windows over the next two years. We recently met with the people from Youth Build to discuss the program. They are excited about working with us on this project and feel it will be successful. Youth Build staff is now in the recruitment stage. The next step is the GED training and they hope to have people working sometime in the New Year.

RHA has been working closely with the Youth Build people and hope to have this program up and running in the near future. We are a little concerned the person who has been selected to be the supervisor is not a carpenter and feel this is a very important quality for this project to be a success. We will continue to monitor the development of this project and have set up meetings with the Youth build people to discuss these issues.

**CITY OF READING POLICE PATROLS** – This program is doing well and we are still being supported in the operation of this program with the City of Reading. We continue to have among the safest neighborhoods any where in the City, both Oakbrook and Glenside Homes have very little issues with crime.

**FHEO/DOJ STATUS** – Muhlenberg/Greene is working on the development phase of the new accessible units to ensure we stay within the time frame required by the agreement with DOJ. We are moving ahead with the design and planning stages, now that a decision on how to proceed has been made.

It is our intent to take funds out of this year Capital Fund to pay for the cost of these units. It is planned that we will construct all of the units at once so we meet the requirements of the agreement with DOJ.

**GOGGLE WORKS APARTMENTS** – There is no news on this as yet and I have not been informed of any groundbreaking taking place in the near future. I will do my best to keep you informed of any changes and or developments of this project.

As always, I am hopeful this will be closing so construction can begin.

**PUBLIC HOUSING HOMEOWNERSHIP** – Total units sold 45, with 5 remaining, (3 occupied and 2 vacant). I still have not heard from our Public Housing Representative concerning the Board’s interest in disposing of the remaining scattered site units. Despite this, we continue to work towards selling these units.

We placed a notice on the December rent statement asking people if they are interested in Homeownership and gave them a number to call. We will continue this until we have sold all of the units or have potential homeowners.

**SYLVANIA HOMES ANNUALIZED OCCUPANCY RATE %**

2005			2006			2007			2008			2009						
Jun	Sep	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec
93.7	94.7	93.9	92.7	92.6	93.2	94.8	96.1	95.9	95.1	94.0	93.8	94.9	96.2	97.8	97.8	96.9	97	96.6

Overall the leasing rate is not quite as good as we normally would like as the annualized occupancy rate is 97.6% and the current monthly occupancy rate is 96.6%. Staff is aggressively marketing these units and we hope to have all units occupied. As you might notice on the vacancy list of the three vacant units, one is scheduled to be leased, one has been accepted by an applicant and one is scheduled to be a transfer and really means the units will be occupied very soon. Overall we are satisfied with our efforts.

**SECTION 8 ANNUALIZED UTILIZATION (%) RATE**

2005			2006			2007			2008			2009						
June	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec
96.7	96	94.2	93.9	95.8	99.2	100.5	99.2	97.9	96	95.7	94.2	94.4	96.2	98.1	98.2	99.5	97.9	95.8

The leasing rate for the last quarter is 95.8%, and continues to do well. We are not issuing vouchers at this time as the program requirements put us very close to using up our funds and unit months by the end of the year. We monitor this very closely. Currently there are 29 people on the waiting list for the Housing Choice Voucher programs and we do not expect this to change much in the coming months because of the reasons noted. Please note the waiting list increased by one over last month as an applicant that was purged from the waiting list was reinstated when they were able to document reasons they should be reinstated.

**PUBLIC HOUSING ANNUALIZED OCCUPANCY RATE (%)**

2005			2006			2007			2008			2009						
June	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec
96.5	96.6	96.9	97.2	97.4	97.3	97.5	98.1	98.2	98.3	98.4	98.4	98.4	98.4	98.5	98.6	98.7	98.8	

The annualized vacancy rate for the last quarter rate shows a good leasing rate and translates into a 1.2% vacancy rate for RHA and continues to be a decent occupancy rate even though it is slightly higher than the previous quarter. We continue to monitor our progress in this area. We continue to work towards improving the leasing rate and everyone strives to attain a 100% leasing rate.

**ACCOUNTS RECEIVABLE (ANNUALIZED QUARTERLY) – PUBLIC HOUSING**

2005			2006			2007			2008			2009						
Jun	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec				
2.3	2	2.4	3.2	2.6	3.1	2.4	2.9	1.8	2.5	2.5	1.8	1.7	1.9	2.3	2.10	2.3	2.5	3

The Tar's are a little higher again this quarter. Staff is working hard towards reducing these amounts and hope to get them to a more reasonable level, though staff will never eliminate the Tar's, we work towards reducing them.

**NEIGHBORHOOD STABILIZATION PROGRAM (NSP)** – The City of Reading was awarded the NSP grant that was applied for last year and has taken this long for them to award the grant. I have put this on the agenda for discussion. The major focus of this program is to work with various agencies in the City to handle vacant, abandoned and foreclosed properties.

The City of Reading is the lead agency and we are a partner in this project along with Our City Reading Inc. and will help with these types of units. I should add RHA has not signed any agreements and is not obligated to continue with this project should the Board decide not to go ahead with this project.

**WEBSITE DEVELOPMENT** – RHA is nearing the completion of the web site and it will soon be published. Included in the web will be descriptions of the programs we offer and access to a large amount of information about our agency. The intent was to provide access to as much information as possible on all of the programs or services we offer to people who are interested, including residents who have access and want to find out about RHA and have questions regarding our agency.

We are confident this web site will become an asset to the agency as there are many people who have access to the internet and will use this website. I hope to have a small demonstration of the Website at the Board meeting for your information.

**YOUTHBUILD** – The Youth Build (YB) Program was awarded to United Community Service Program (UCSP). UCSP works with youth who would like to learn a trade and need work experience. This program combines work experience and classroom work each week to build a strong foundation.

The Youth Build staff informed us they expect to have this program operational in the coming year and are busy recruiting. We have posted information on this program for our residents at the Management offices. We are awaiting a schedule so we can begin the planning of this project which includes ordering of the materials and other related items.

**RESIDENT OPPORTUNITY AND SELF-SUFFICIENCY (ROSS)** – This application for additional funding for Service Coordination remains under consideration.

**HARRISBURG HA AREA RESIDENT COUNCIL (HHARC)** – The Harrisburg Housing Authority Resident Council Executive Committee will join the Reading Housing Authority for a two day visit either on March 9-10 or April 13-14. The dates will be finalized following a 1/27/10 Executive Meeting of the HHARC.

I will keep the Board informed of any updates on this visit and hope Board members will be able to attend a meeting between Resident Councils.

**Vacant Unit Report as of December 2009**

	Units Scheduled <u>To Be</u> <u>Leased</u>	Unit Accepted By <u>Eligible Applicant</u>	Unit Scheduled <u>Transfer</u>	Unassigned <u>Units</u>	Total Vacant <u>Units</u>
<b>Glenside</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
<b>Hensler</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Oakbrook</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>
<b>Franklin</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Kennedy</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>Rhodes</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Eisenhower</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>Hubert</b>	<b><u>0</u></b>	<b><u>2</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>2</u></b>
<b>Total</b>					
<b>Conventional</b>					
<b>Public Housing</b>	<b>8</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>15</b>
<b>Scattered Sites</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>Sylvania Homes</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>3</b>
<b>River Oak</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>6</b>
<b>726 N. 11<sup>th</sup> Street</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>
<b>Total</b>	<b>9</b>	<b>5</b>	<b>5</b>	<b>9</b>	<b>28</b>

Our current occupancy rate is still high at 98.8% for Public Housing and is an excellent leasing rate and if we take all of the units we manage (a total of 1800 units our leasing rate comes to 98.45%. In addition, of the 28 vacant units, 9 are scheduled to be leased, 4 units have been accepted by an applicant and 5 units are transfers. This leaves a total of 9 units that have not been assigned as yet and in the process of being filled.

I believe this level of leasing is excellent and we continue to work towards one hundred percent leasing rate and hope one day to get there.

**SHELTER PLUS CARE (SPC)** - RHA is currently processing three new applications for SPC. There has not been any change in this application and we are still hopeful in being awarded this grant.

**FAMILY REUNIFICATION APPLICATION** – An application has been submitted via Grants.Gov to secure up to 20 Section 8 vouchers to be reserved for families in the child welfare system for whom a lack of affordable housing is either a precipitating factor of a child’s placement in foster care, or a barrier in the return of a child from out-of-home care of his/her family, or for young adults under age 22 who have aged out of foster care who are homeless or precariously housed. If funded, RHA will work in tandem with Berks County Children and Youth Services to identify participants and ensure that participants receive supportive services necessary to meet program guidelines.

This application is still under consideration by HUD and we are waiting to hear if we were successful in this application.

**PUBLIC HOUSING/SYLVANIA HOMES WAITING LIST STATUS**

<b><u>Bedroom Size</u></b>	<b><u>P/H</u></b>	<b><u>Contacting</u></b>	<b><u>Waiting Period</u></b>	<b><u>Sylvania</u></b>	<b><u>River Oak</u></b>
Studio	591	07/08	16 months	N/A	N/A
One Bedroom-Family/Elderly	423	08/08	16 months	18	N/A
Two Bedroom- Family	392	02/08	16 months	25	7
Three Bedroom-Family	241	01/08	16-24 months	17	8
Four Bedroom-Family	29	06/07	16-24 months	7	N/A
Five Bedroom-Family	15	06/09	9-12 months	N/A	N/A
<b><u>Total</u></b>	1691			67	15

The Board can see the waiting period for a unit continues to increase and as a result we have closed all of the bedroom waiting list except for the five bedroom units. The reason for closing a waiting list is because if the time is much longer, the applicants may have moved, lost interest made other arrangements and is not eligible.

**HUD REVIEWS** – As part of the stimulus funding HUD is sending staff to review the ways in which we have handled the stimulus monies. The following HUD departments have either started or will be scheduling their reviews:

- a. HUD Labor Relations Review - We received the findings letter and they had three finding of which regards the issuance or inclusion of the Davis Bacon wage rates for our capital work items. When RHA prepares the specifications the last item placed into the booklet is the current Davis Bacon wage rates and has been done that way since I have been here. However, they are saying we are required by regulation to request a new one prior to, during and just before contract signing and we did not do that and are responsible for going back to make sure everyone was paid the correct amount. I asked them to provide me with the specific regulatory section which states the time frame required. Unfortunately, it was not included so I will be asking for clarification.
- b. HUD Management Review of the stimulus monies – At the exit conference HUD informed RHA of some findings they found. In many instances they were questioning why our Procurement Policy did not contain items they seemed to feel should be included. An example is RHA does not have a clause in the Procurement Policy on “cost plus” method of contracting saying we would not do this type of contracting. Now I should mention this is strictly prohibited by the regulations and told them since it can’t be done why should it be mentioned in our policy? Notwithstanding, if it is not in our policy then we would not do it anyway. We are awaiting the letter on this review.

All in all there was no real substance to the reviews and we are in the midst of determining if they are correct in their findings as we have not been able to find anything in the regulations that reflects the findings. As we just received the letter last week it will be a while before we have sufficiently analyzed the contents. Once we have completed our analysis we will reply.

**MEETINGS:**

- Work Force Investment Board.
- BCTV on Housing issues in today’s climate.

A motion was made by Mrs. Mathies and second by Mr. De Leon, to accept the report of the Executive Director. The motion was carried unanimously.

The following Resolution was read and considered:

RESOLUTION NO. 5453

RESOLUTION AUTHORIZING THE APPOINTMENT OF  
A LIMITED-TERM BUILDING MAINTENANCE FOREMAN.

---

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

1. THAT Rory Ulrich be appointed as a Limited-Term Building Maintenance Foreman of Oakbrook-Sylvania Homes at a annual salary of \$40,143.00 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 December 30, 2009.

Rev. Belinski introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. De Leon, and upon roll call the Ayes and Nays were as follows:

Ayes: Rev. Steven Belinski  
Mrs. Lillie Mathies  
Mr. Nelson De Leon  
Ms. Mary Beth Hennigan

Nays: None

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

The following Resolution was read and considered:

RESOLUTION NO. 5454

RESOLUTION APPROVING TRAVEL TO WASHINGTON, D.C.,  
TO ATTEND NAHRO'S 2010 LEGISLATIVE CONFERENCE  
TO BE HELD MARCH 28 – MARCH 31, 2010.

---

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

1. THAT approval be given to Rev. Steven Belinski, Attorney Edwin Stock, Mr. Daniel Luckey and Ms. Mary Beth Hennigan for travel to Washington, D.C., to attend NAHRO's 2010 Legislative Conference to be held March 28 – March 31, 2010.

2. THIS Resolution shall be effective January 26, 2010.

Mr. De Leon introduced and moved the adoption of the Resolution as read, and which motion was second by Rev. Belinski, and upon roll call the Ayes and Nays were as follows:

Ayes: Rev. Steven Belinski  
Mrs. Lillie Mathies  
Mr. Nelson De Leon  
Ms. Mary Beth Hennigan

Nays: None

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

The following Resolution was read and considered:

RESOLUTION NO. 5455

RESOLUTION AUTHORIZING THE PAYMENT IN LIEU  
OF TAXES FOR PROJECTS PA-9-1, 2, 3, 4, 5, 6, 8, 10, 14, AND 15,  
CONTRACT W-66 FOR THE FISCAL YEAR  
ENDED MARCH 31, 2009.

---

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

1. THAT a Payment in Lieu of Taxes be made to the City of Reading, in the amount of \$167,118.65 to be dispersed proportionately among the City of Reading, the Reading School District, and the County of Berks, for the PHA Owned Rental Housing Federally Subsidized, Contract W-66, Projects PA-9-1, 2, 3, 4, 5, 6, 8, 10, 14, and 15, for fiscal year of the Reading Housing Authority ended March 31, 2009.

2. THIS Resolution shall be effective immediately.

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

Ayes: Rev. Steven Belinski  
Mrs. Lillie Mathies  
Mr. Nelson De Leon  
Ms. Mary Beth Hennigan

Nays: None

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

The following Resolution was read and considered:

RESOLUTION NO. 5456

RESOLUTION AUTHORIZING THE MARK DOWN  
OF SCATTERED SITES BASED UPON  
APPRAISED VALUES AND THE WRITE OFF  
OF SIXTH WARD RECEIVABLES.

---

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

1. THAT the mark down of the following scattered sites based upon appraised values and the write off of sixth ward receivables are hereby approved:

**Mark Down of Scattered Sites**

<u>Scattered Site</u>	<u>Location</u>	<u>Book Value</u>	<u>Appraisal Date</u>	<u>Appraised Value</u>	<u>Mark Down</u>
14	351 Pear St.	191,485.63	8/28/2000	\$21,200.00	\$170,285.63
15	340 McKnight St.	159,833.23	8/17/2007	\$37,000.00	\$122,833.23
	408 N. 2 <sup>nd</sup> St.	159,833.24	5/21/2001	\$22,500.00	\$137,333.24
17	916 Franklin St.	178,315.57	7/24/2009	\$40,000.00	\$138,315.57
	922 Franklin St.	133,736.68	5/31/2001	\$24,000.00	\$109,736.68

**Write Off of Sixth Ward Receivable** \$ 26,000.00

TOTAL \$704,504.35

THIS Resolution shall be effective January 26, 2010.

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

Ayes: Rev. Steven Belinski  
Mrs. Lillie Mathies  
Mr. Nelson De Leon  
Ms. Mary Beth Hennigan

Nays: None

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

The following Resolution was read and considered:

**RESOLUTION NO. 5457**

**RESOLUTION AUTHORIZING THE READING HOUSING AUTHORITY  
TO CONTRACT WITH Z & F CONSULTING (WAYNE, PA)  
FOR SERVICES TO PERFORM A FEASIBILITY STUDY AND TO  
DESIGN A CO-GENERATION PLANT AT GLENSIDE HOMES.**

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

1. THAT to contract with Z & F Consulting (Wayne, PA) for services to perform a feasibility study and to design a co-generation plant to develop electricity at the Glenside Homes boiler plant is hereby approved.

2. THIS Resolution shall be effective January 26, 2010.

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

Ayes: Rev. Steven Belinski  
Mrs. Lillie Mathies  
Mr. Nelson De Leon  
Ms. Mary Beth Hennigan

Nays: None

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

The following Resolution was read and considered:

RESOLUTION NO. 5458

RESOLUTION APPROVING CHANGE ORDER NO. 2 TO  
THE CONTRACT WITH SIMERAL CONSTRUCTION COMPANY.

---

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. 2 submitted by Simeral Construction Company (Lititz, PA), in the amount of \$1,841.75.

**Description of Change:** The following changes will occur at Franklin Tower:

- GC - #10: Supply and install four additional circuit breakers in panel PP2: (1)2P-20A, (1)3P-20A, (1)3P-30A and (1)3P-50A. Reconnect existing four circuits to remain active.
- GC - #11: Install a 2P-50A breaker, reroute the existing two (2) 1P-20A circuits.
- GC- #12: No charge.

General Contract: General Conditions & Labor	\$ 316.00
Electrical Contractor: Material/Sub/Supplier	\$ 1,313.00
Overhead	\$ 131.00
Profit	<u>\$ 81.45</u>

Total Change Order: \$1,841.75

**Statement of Justification:** The aforementioned modifications have been reviewed and approved by RHA and its Architects and Engineers on this project.

Simeral Construction Company is the General Contractor providing kitchen renovations at all the High Rises.

2. THIS Resolution shall be effective January 26, 2010.

Rev. Belinski introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. De Leon, and upon roll call the Ayes and Nays were as follows:

Ayes: Rev. Steven Belinski  
Mrs. Lillie Mathies  
Mr. Nelson De Leon  
Ms. Mary Beth Hennigan

Nays: None

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

The following Resolution was read and considered:

RESOLUTION NO. 5459

RESOLUTION APPROVING THE ADOPTION OF  
THE SYLVANIA HOMES RENTAL AMOUNTS.

---

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

1. THAT the following rents will be charged at Sylvania Homes effective April 1, 2010:

1 Bedroom – \$585.00  
2 Bedroom - \$709.00  
3 Bedroom - \$833.00  
4 Bedroom - \$959.00

2. THIS Resolution shall be effective April 1, 2010.

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

Ayes: Rev. Steven Belinski  
Mrs. Lillie Mathies  
Mr. Nelson De Leon  
Ms. Mary Beth Hennigan

Nays: None

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

The following Resolution was read and considered:

RESOLUTION NO. 5460

RESOLUTION APPROVING THE ADOPTION OF  
THE RIVER OAK APARTMENTS RENTAL AMOUNTS.

---

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

1. THAT the following rents will be charged at River Oak Apartments effective April 1, 2010:

2 Bedroom - \$638.00  
3 Bedroom - \$740.00

2. THIS Resolution shall be effective April 1, 2010.

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

Ayes: Rev. Steven Belinski  
Mrs. Lillie Mathies  
Mr. Nelson De Leon  
Ms. Mary Beth Hennigan

Nays: None

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

The following Resolution was read and considered:

RESOLUTION NO. 5461

RESOLUTION REVISING APPENDIX A, FLAT RENTS,  
OF THE ADMISSIONS AND CONTINUED OCCUPANCY  
POLICY [ACOP] FOR PUBLIC HOUSING.

-----

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

1. THAT Appendix A, Flat Rents, of the Admissions and Continued Occupancy Policy [ACOP] for Public Housing is hereby revised.

Copy of the revised Flat Rents is attached.

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

Ayes: Rev. Steven Belinski  
Mrs. Lillie Mathies  
Mr. Nelson De Leon  
Ms. Mary Beth Hennigan

Nays: None

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

The following charge-offs were presented for Glenside Homes, Oakbrook Homes, Kennedy Towers, Eisenhower Apts., Sylvania Homes and River Oak Apts.:

**CHARGE-OFFS**

8 Glenside Homes PA-9-1	\$ 4,579.28
21 Oakbrook Homes PA-9-3	19,825.32
2 Kennedy Towers PA-9-5	163.67
1 Eisenhower Apts. PA-9-8	21.67
2 Sylvania Homes P-15	3,956.34
1 River Oak Apartments	<u>1,226.75</u>
35-Gross Charge-Offs	\$ 29,773.03

**RECOVERIES**

Glenside PA-9-1	\$2,991.13
Hubert Apts PA-9-10	523.80
Oakbrook Homes PA-9-3	1,111.69
Rhodes Apts PA-9-6	120.00

Gross Recoveries \$ 4,746.62

**CHARGE-OFFS NET OF RECOVERIES** \$25,026.41

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 and Sylvania Homes Middle-Income Housing shall be collected in a manner that is consistent with the applicable Federal Rent Collection Policy.

A motion was made by Rev. Belinski second by Mrs. Mathies to concur with the recommendation to write the potential uncollectible amount off the books. This motion was carried unanimously.

Rev. Belinski asked why every quarter Oakbrook Development has a substantially more amount of charge-offs than Glenside Development. Mr. Fioravanti said what he has noticed is that there are more charges being made for maintenance, which he doesn't understand why. He will be researching it.

There being no further business to come before the Commissioners, a motion was made by Mr. De Leon and second by Rev. Belinski, 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, February 23, 2010, at 5:00 p.m.

---

Recording Secretary

