

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of March was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania on March 24, 2009.

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; Mr. Josh K. Smith, Property Manager; Ms. Gloria J. Guard, Property Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mr. Charles K. Huckstep, Administrative Assistant; Mrs. Stacey J. Keppen, Social Services Director; Mr. Frederick Prutzman, Building Construction Inspector and Mrs. Elaine K. Adesso, Executive Secretary. Attorney Edwin L. Stock, Solicitor for the Authority and Mr. Valdis Lacis, Reading Eagle Reporter were 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
Mr. Eligio Colon, Jr.
Rev. Steven Belinski

Absent: None

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

A motion was made by Mrs. Mathies, and second by Mr. De Leon, approving the minutes of the Regular Monthly Meeting and the Annual Meeting held February 24, 2009. The motion was carried unanimously.

A motion was made by Mr. De Leon, and second by Rev. Belinski approving the bills as submitted by Mr. Fioravanti for the period of February 14, 2009 to March 16, 2009. The motion was carried unanimously.

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

Fund	Cash or Checking	Investments	Escrow	Total
W-66 General	\$2,069,273.54	\$4,623,535.90	\$250,290.60	\$6,943,100.04
P-4628 General	98,789.33	144,000.00	0.00	242,789.33
P-15 General	1,450.02	576,114.95	71,847.50	649,412.47
Payroll	0.00	0.00	0.00	0.00
River Oak Apts.	99,067.51	0.00	0.00	99,067.51
Total	\$2,268,580.40	\$5,343,650.85	\$322,138.10	\$7,934,369.35

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

The Executive Director submitted the following report:

COMPREHENSIVE GRANT PROJECTS

A. 216 – 2007 Capital Funds – RHA has expended most of the funding for this allocation of capital monies and we should be closing this out in the near future.

C. 217– 2008 Capital Funds – The vast majority of the funding for this allocation is nearly completed as the generator replacement is one of the last work items to be done from this funding source.

D. 218 – 2009 Capital Funds – Congress recently approved and the President signed the funding bill for this allocation and we expect this money to be available in June. As you will note in the Stimulus Funding section, we will be doing our best to couple these two together to get the best prices for the work we want to get done. If it goes as we have planned, we could have more than 5 million dollars worth of work advertised in April with the work expected to start in late May early June.

STIMULUS FUNDING – The monies for this funding will soon be available and we are nearly ready for the work to be advertised and expect the work to begin in early June for the kitchens at the High Rises. The Glenside exteriors will have to be done later in the year when our normal capital funds become available as we do not have enough to advertise them both.

In light of this we have scheduled the following:

- a. Renovation of all High Rise kitchens to include an update to the electrical system in the units - 2.8 million
- b. Completion of the exterior of the remaining buildings at Glenside Homes and renovation of the Management Offices - 2.5 million.

Given the funding issues noted above, it will be best if we renovate the kitchens at the High Rises as this will give us the best outcome for these monies. The reasoning is we will have one contract to rehabilitate over 500+ kitchens at the High Rises. This will mean every kitchen will have the same faucets; sinks, electrical upgrades, cabinets and other items which mean all components will be the same. By renovating every high rise kitchen, we will standardize all of our materials and parts giving RHA a purchasing advantage based on economies of scale. Not to mention the goodwill of the tenants who will appreciate the work as everyone wants a new kitchen. In regards to the Offices at Oakbrook and Glenside Homes, staff have been concerned for years of the lack of privacy when interviewing residents and this will address that concern.

In addition, it is intended the A&E Firm will make this project as “green” as possible through requiring recycling of materials removed and any materials installed.

APRIL/MAY BOARD MEETING AND WORKSHOP – Given the time frames needed for the advertisement of the work for the stimulus funding, it does not appear we will be able to make the April Board meeting because of certain procurement issues. Given this situation, it would put Board approval of the bids to the end of May and would mean the contracts would not be signed and all of the paperwork completed until early to mid June.

It would be better if we could cancel (or we could have it and then another one in early May) the April Board meeting and have the April/May Board meeting on May 12. This will enable us to complete the bid documents, advertise, open and select a contractor for the work. I have put this on the agenda for discussion so we can outline our reasons for this request and the Board can then make its decision on the date of the meeting.

While one never knows how well the paperwork will go in projects such as this, we want to obligate these funds and get the work going as quickly as possible. If we accomplish this, I believe RHA will be far ahead of the game as compared to many other Housing Authorities throughout the country and could lead to additional funding. If that is the case, we will by May 15th have obligated all of the dollars from the Stimulus Bill which is about 20 days after the funding was made available.

2009 AGENCY PLAN – The Agency Plan has been approved by HUD. We are gearing up to get the Capital Fund items started in conjunction with the stimulus monies. Since we did not have enough funding for the building exteriors at Glenside and the kitchens at the high rises, we feel we should reallocate the Capital Funds to cover the completion of the buildings at Glenside.

PARK PLACE ON PENN STREET PROJECT- There has not been any activity on this project as the economy seems to have drained any interest in these types of projects. We will have to wait until the economic climate changes. We are still making sure the project is taken care of and the Realtor is still working on selling the units. There have not been any problems or issues with the buildings.

UNION CONTRACT – The current Union Contract ends December 31, 2009, and thought I would remind the Board of the need to begin thinking of any issues or items to be negotiated in the upcoming Union Contract. Considering the current economic climate the issues in the contact can be even more important.

RIVER OAK APARTMENTS – The water saving measures have now been installed and we should see some savings from the decrease in water usage beginning in March. We will be monitoring the water usage to determine actual savings realized from these measures and expect them to pay off what was spent on the water savings measures. We hope the savings will provide a payback within 12 months, though we believe the savings which is not as tangible in that a lot of our work orders were related to the items we replaced. So there should be a maintenance savings which is more difficult to track.

Given the financial situation at River Oak, we will not be doing much work in the coming months or at least till we accumulate sufficient funds to do other work. However, we completed those items we deemed necessary for River Oak which are the water saving measures, the rekeying of the locks, securing the management office/laundry room with mag-locks and sometime soon cameras will make a difference.

CITY OF READING POLICE PATROLS – A meeting with the Community Police Officers was held Tuesday, February 24th at the Hensler Community building at which all issues and concerns were discussed. Overall, staff and the Officers are very happy with the way things are going and that it continues to have a positive impact on the developments.

Chief Heim spoke to me concerning the CPTED conference and he said he thought it would be best if I and Dave Talarico attended the conference as he felt this would serve RHA best. Given that, I and Dave have made arrangements to go to this conference with the Chief. This will also be a good time to meet with the Chief and develop strategies that will help make our developments safer and more secure for the residents. I also would like to work very closely with the Chief in developing and implementing CPTED strategies at our developments.

FHEO/DOJ STATUS – The agreement with the DOJ has been executed and we have begun implementing the requirements of the agreement. One important item was to get the A&E Firm to begin working on the feasibility of either the rehabbing or new construction of the five two bedroom wheelchair accessible units as required by the agreement. Muhlenberg and Green is working on this task. In addition, Muhlenberg and Green will be required to attend to all the reporting requirements of the agreement and feel confident we will meet all of the requirements of this agreement without needed extensions. I will keep you informed of any new developments.

GOGGLE WORKS APARTMENTS – All of the information and paperwork from RHA has been given to Our City Reading and hopefully construction will begin in the coming months. If there are changes, Ed Stock will provide an update on the status of all of these items. I have not heard from anyone on the Goggleworks Apartments and do not know what the status is of this project, though I have heard that most of the hold up is due to the request for a waiver for RHA to own and manage the apartments in some way shape or form.

ENERGY SAVING PROGRAM – RHA is looking at a possible second phase on energy savings as the regulations permit us to do more projects if there are sufficient savings generated from this program. Preliminary estimates are that we should or could have an additional two million to do more energy savings work items. Given that possibility, we are negotiating with Honeywell on this, but we do not have anything concrete as of yet and will report when we do get something more.

A letter has been sent to Honeywell regarding their failure to adhere to the terms of conditions of the contract through Ed Stock and we have not heard from them. We continue to get this issue resolved.

PUBLIC HOUSING HOMEOWNERSHIP – Total units sold 44, with 6 remaining, (4 occupied and 2 vacant). I sent an email to our Housing Representative concerning the Boards interest in disposing of the remaining scattered site units. I have not heard from Mr. Santo Duca as yet and I will be following up on this in the near future.

PURCHASING CARD PROGRAM – This program is still being reviewed to see if it provides any benefit to RHA. Currently, Wachovia requires a million dollars to be spent using the credit cards in order to qualify for cash back and or credits. According to our current vendors we could only get about a half a million and would see no benefit and told them so. It appears they are willing to negotiate this and we are awaiting a new proposal.

BOOKBINDERY – I have not heard from Penrose for a while since I was informed by them that PHFA was not interested in giving us the same terms and conditions as we received for River Oak. Given the amount of debt tied to the Bookbindery held by PHFA and the City of Reading, I do not see the benefit. However, this could change and I will keep you up to date on any news on the Bookbindery.

SYLVANIA HOMES ANNUALIZED OCCUPANCY RATE %

2005				2006				2007				2008				2009			
Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	Mar	June	Sept	Dec
92.8	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	97.8					

Overall the leasing rate is quite good as the annualized occupancy rate is 97.8%; the current monthly occupancy rate is 97.9% which is an excellent number in terms of leasing.

SECTION 8 ANNUALIZED UTILIZATION (%) RATE

2005				2006				2007				2008				2009			
Mar	June	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec
96.4	96.7	96	94.2	93.9	95.8	99.2	100.5	99.2	97.9	96	95.7	94.2	94.4	98.1					

The leasing rate for the last quarter is 98.1%, and continues to do well. We are issuing vouchers to increase the leasing rate, and will monitor the progress in this area.

PUBLIC HOUSING ANNUALIZED OCCUPANCY RATE (%)

2005				2006				2007				2008				2009			
Mar	June	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec
96.8	96.5	96.6	96.9	97.2	97.4	97.3	97.3	97.5	98.1	98.2	98.3	98.4	98.4	98.4					

The annualize vacancy rate for the last quarter rate shows a very good leasing rate and translates into a 1.6% vacancy for the entire RHA and think this is the best leasing rate and we are according to our internal calculation closing in on 99% occupancy. The 98.4% occupancy is closing on the best leasing rate we have had in many, many years and certainly not one we have attained since I began working at RHA.

We continue to work towards improving the leasing rate. The current leasing rate demonstrates the hard work and effort by employees to get to this high level of leasing and should be commended for their efforts.

ACCOUNTS RECEIVABLE (ANNUALIZED QUARTERLY) – PUBLIC HOUSING

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

The Tar's are a little higher this quarter. Staff is working 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.

WEBSITE DEVELOPMENT – RHA is still exploring the possibility of developing a website; however the initial costs we received from vendors while relatively cheap in the beginning were very expensive for them to host. It was decided to look into this further to determine if there are better ways of managing a web site that is cost effective and efficient. I do not wish to have a web site that does not do a good job and save staff time by letting the web site do the work. I should note that we will not require anyone to apply on online; it will just be an option for those who wish to use the web site.

YOUTHBUILD – The Youth Build program works with kids who are looking to learn a trade and do not want to attend the traditional vocational schooling program. In this program the kids are given actual work and then spend some time in a class to get some of the training and get paid as an incentive. The United Community Services already does this and would like to expand the program with the Youth Build funds.

RHA would only have to provide them with projects to work on for the training aspects of the program. This could include identifying construction projects for the students to work on with supervision being provided and not done by RHA.

Vacant Unit Report as of February 18, 2009

	Units Scheduled	Unit Accepted By	Unit Scheduled	Unassigned	Total Vacant
	<u>To Be Leased</u>	<u>Eligible Applicant</u>	<u>Transfer</u>	<u>Units</u>	<u>Units</u>
Glenside	2	1	3	0	6
Hensler	0	1	0	0	1
Oakbrook	1	0	2	1	4
Franklin	0	0	0	1	1
Kennedy	1	2	0	0	3
Rhodes	1	1	0	0	2
Eisenhower	2	1	0	1	4
Hubert	0	0	1	0	1
Total Conventional					
Public Housing	7	6	6	3	22
Scattered Sites	0	10	0	1	2
Sylvania Homes	0	3	0	0	3
River Oak	2	0	0	2	4
726 N. 11 th Street	0	0	0	1	1

As the Board can see our occupancy rate is very high and at 98.78% or rounded up to 99% is very good, though we always strive to do better. In support of that, staff will continue to work towards attaining the 100% lease up for public housing, even if it is for a short period of time. The interesting part of the worksheet is that only 3 of the units have not been assigned to new tenants.

Please note, we have because of the very low vacancy rate, begun to do some transfers of people who need a larger or smaller unit as we slowed that down because of the high level of vacancies. This could mean we may experience an increase in the number of vacancies, however, we feel confident we will be able to deal with these vacancies due to the low number we have been experiencing.

OAKBROOK WELLNESS CENTER – The Oakbrook Wellness Program continues to be a success and is operating at a high level of operation with many residents taking advantage of this program.

PUBLIC HOUSING/SYLVANIA HOMES WAITING LIST STATUS

<u>Bedroom Size</u>	<u>P/H</u>	<u>Contacting</u>	<u>Waiting Period</u>	<u>Sylvania</u>	<u>River Oak</u>
Studio	618	03/08	12-16 months	N/A	N/A
One Bedroom-Family/Elderly	461	02/08	16 months	26	N/A
Two Bedroom- Family	613	01/08	12 months	31	2
Three Bedroom-Family	450	11/07	16 months	15	1
Four Bedroom-Family	65	01/07	16 months	6	N/A
Five Bedroom-Family	9	12/09	12 months	N/A	N/A
<u>Total</u>	2169			78	3

The Board can see the waiting list continues to increase and as a result we have closed the two and three bedroom waiting list because these lists have increased to the point where we can not house someone in less than a year. 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.

SHELTER PLUS CARE (SPC) - There are currently a total of 20 potential applicants in the pipeline or have been processed for this program. Overall, this program is moving along fairly well and the Section 8 Department and Resident Services are meeting the goals of this program. This was noted in a letter from HUD on our Annual Progress Report which noted that we have met the requirements of the program.

TRAINING – In partnership with the Eastern Association, we have contracted with NAHRO to conduct a training program for management staff to be done in early May. The training will be open to other Housing Authorities so the costs of the training will be less and there will be interaction with other staff from other agencies. Given the changes and additions to our overall staff it was thought this will be the most cost effective method in providing training to all staff. We expect 20 of our staff members to attend and hope to have at least 10 or more attending this course from other agencies.

I should also mention there will be a test and certification for successfully passing this course and feel this is another positive aspect for training of this kind. We also plan to have more training over the coming year so our staff are abreast of all of the changes. We also hope to have a Public Housing Managers Certification Training in the coming months for our new employees

MEETINGS:

- a. Attended the NAHRO Legislative Conference.
- b. WIB Meeting.

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

The following Resolution was read and considered:

RESOLUTION NO. 5410

RESOLUTION APPROVING TRAVEL TO OCEAN CITY,
MD, TO ATTEND MARC-NAHRO 2009 SPRING CONFERENCE
TO BE HELD MAY 19-22, 2009.

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

1. THAT approval be given to Lillie Mathies for travel to Ocean City, MD, to attend MARC-NAHRO 2009 Spring Conference to be held May 19-22, 2009.

2. THIS Resolution shall be effective March 24, 2009.

Mr. Colon 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
Mr. Eligio Colon, Jr.
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. 5411

RESOLUTION APPROVING TRAVEL TO LAS VEGAS, NEVADA,
TO ATTEND A CRIME PREVENTION THROUGH
ENVIRONMENTAL DESIGN (CPTED) TRAINING
TO BE HELD APRIL 28-30, 2009.

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

1. THAT approval be given to Daniel Luckey, David Talarico, and Chief William Heim for travel to Las Vegas, Nevada, to attend a Crime Prevention Through Environmental Design (CPTED) training to be held April 28-30, 2009.

2. THIS Resolution shall be effective March 24, 2009.

Mr. Colon 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
Mr. Eligio Colon, Jr.
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. 5412

RESOLUTION AUTHORIZING THE DISPOSITION
OF NON-EXPENDABLE EQUIPMENT.

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

1. THAT the following non-expendable equipment be removed from the inventory of the Reading Housing Authority in accordance with the Procurement and Disposition Policy:

<u>Oakbrook Maintenance</u>		<u>DECAL</u>	<u>COST</u>	<u>PURCHASED</u>
1 – Airless Sprayer		9873	\$1,201.98	09/1991
1 – Airless Sprayer		9874	\$1,201.98	09/1991
1 – Paint Pump	12400		\$1,100.00	02/1995
		<u>Glenside Office</u>		
1 – Xerox Memory Typewriter	9013		\$2,076.00	10/1986
		<u>Rhodes Maintenance</u>		
1 – Boiler Tube Cleaner	7531		\$2,805.40	10/1985

2. THAT the equipment to be scrapped is of no useful value to the Authority, and

3. THAT all useable parts have been salvaged, and

4. THAT the aggregate amount of \$8,385.36, which represents the original purchase price will be removed from the books of record.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED that this non-expendable equipment shall be removed from the Reading Housing Authority's inventory.

THIS Resolution shall be effective March 24, 2009.

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

Ayes: Rev. Steven Belinski
Mr. Eligio Colon, Jr.
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. 5413

RESOLUTION APPROVING THE TERMS AND AUTHORIZING
THE EXECUTION OF A CONTRACT WITH HIRNEISEN ELECTRIC, INC.,
FOR THE REPLACEMENT OF EMERGENCY GENERATORS
AT RHODES AND EISENHOWER APARTMENTS.

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

1. THAT the terms of the Contract with Hirneisen Electric, Inc. (Reading, PA) for the replacement of emergency generators for the Rhodes and Eisenhower Apartments 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 \$168,670.00 is the lowest acceptable bid and has been reviewed and approved by the Solicitor.

3. This Resolution shall be effective March 24, 2009.

Mr. Colon 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
Mr. Eligio Colon, Jr.
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. 5414

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ACCEPT
THE AMERICAN RECOVERY & RE-INVESTMENT ACT (ARRA) GRANT
TO BE USED FOR ITS INTENDED PURPOSE.

WHEREAS, HUD has agreed to provide the American Recovery and Reinvestment Act (ARRA) grant to the Reading Housing Authority in the amount of \$3,075,295.00.

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

1. THAT this resolution authorizes the Executive Director to accept the American Recovery and Re-investment Act (ARRA) grant to be used for its intended purpose.

2. This resolution shall be effective March 24, 2009.

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

Ayes: Rev. Steven Belinski
Mr. Eligio Colon, Jr.
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. 5415

RESOLUTION APPROVING THE FYE MARCH 31, 2010, CONTRACT W-66
OPERATING BUDGETS, SAID BUDGETS HAVING BEEN EXAMINED AND
APPROVED BY THE BOARD OF COMMISSIONERS.

WHEREAS, the Reading Housing Authority's Contract W-66 Operating Budgets, for Asset Management Projects (AMP's), 10-Glenside, 11-Hensler, 20-Oakbrook, 30-High Rises and 40-Scattered Sites, for the fiscal year beginning April 1, 2009 and ending March 31, 2010, not to exceed the amount of \$12,717,276.00 have been reviewed by the Board of Commissioners of the Reading Housing Authority.

WHEREAS, the Board of Commissioners has determined, with regard to said budget, that;

[1] All regulatory and statutory requirements have been met;

[2] The PHA has sufficient operating reserves to meet the working capital needs of its developments;

[3] Proposed budget expenditures are necessary in the efficient and economical operation of the housing authority for the purpose of serving low-income residents;

[4] The budget indicates a source of funds adequate to cover all proposed expenditures;

[5] The calculation of eligibility for Federal funding is in accordance with the provisions of the regulations;

[6] All proposed rental charges and expenditures will be consistent with provisions of law;

[7] The PHA/IHA will comply with the wage rate requirements under 24 CFR 968.110(e) and (f) or 24 CFR 905.120(c) and (d);

[8] The PHA/IHA will comply with the requirements of access to records and audits under 24 CFR 968.110(I) or 24 CFR 905.120(g);

[9] The PHA/IHA will comply with the requirements for the re-examination of family income and composition under 24 CFR 960.209, 990.115 and 905.315; and

[10] The PHA/IHA will comply with the requirements for certification of Housing Manager and Assisted Housing Manager positions (24 CFR 967.304 and 967.305).

THEREFORE, the Operating Budgets for AMP's, Contract W-66 for the FYE March 31, 2010, are hereby approved.

THIS Resolution shall be effective April 1, 2009.

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
Mr. Eligio Colon, Jr.
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. 5416

RESOLUTION APPROVING AND AUTHORIZING THE
ADOPTION OF THE SYLVANIA HOMES OPERATING
BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2010.

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

1. THAT the Sylvania Homes Operating Budget Expenditures, in the amount of \$1,002,508.00 for the fiscal year ending March 31, 2010, is hereby approved and adopted.

2. THIS Resolution shall be effective April 1, 2009.

Mr. Colon 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
Mr. Eligio Colon, Jr.
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, Rhodes Apartments, Hensler Homes, Eisenhower Apartments, Hubert Apartments, Sylvania Homes and River Oak Apartments:

CHARGE-OFFS

2 Glenside Homes PA-9-1	\$ 180.13	
1 Hensler Homes PA-9-2	1,168.52	
8 Oakbrook Homes PA-9-3	4,410.38	
2 Franklin Tower PA-9-4	1,040.12	
3 Kennedy Towers PA-9-5	543.33	
1 Rhodes Apts. PA-9-6	687.53	
1 Eisenhower Apts. PA-9-8	461.86	
1 Scattered Site PA-9-17	756.58	
2 Hubert Apts. PA-9-10	87.83	
2 Sylvania Homes P-15	4,598.15	
1 River Oak Apartments	<u>3,217.85</u>	
24-Gross Charge-Offs		\$17,152.28

RECOVERIES

Glenside Homes PA-9-1	\$ 114.30	
Hubert Apts PA-9-10	100.00	
Oakbrook Homes PA-9-3	75.00	
Gross Recoveries		\$ 289.30

CHARGE-OFFS NET OF RECOVERIES \$16,862.98

14 Accounts charged off were due to Eviction - \$9,913.14

Delinquent accounts with an amount of less than \$75.00, of tenants who de cease 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 Mr. Colon 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 Rev. Belinski and second by Mr. De Leon, to adjourn the meeting. The motion was carried unanimously.

The next regular meeting of the Reading Housing Authority is scheduled to be held at Willis W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania on Tuesday, May 19, 2009, at 5:00 p.m.

Recording Secretary