

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of August was held at Samuel G. Hubert Apartments, 125 North Tenth Street, Reading, Pennsylvania, on August 23, 2016.

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; Mrs. Theresa Reustle, Comptroller; Mr. George F. Eisenhauer, Purchasing Agent; Mr. Thomas Stianche, Section 8 Coordinator; Ms. Gloria J. Guard, Property Manager; Mr. John E. Knockstead, County Casework Supervisor; Mr. Josh K. Smith, Property Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mr. Charles K. Huckstep, Administrative Assistant; Mrs. Marilyn Guzman, Clerk Typist 2 and Ms. Janice M. Eickhoff, Clerk Typist 3. Attorney Edwin Stock, Solicitor for the Authority, Mr. Valdis Lacis, Reading Eagle Reporter, and several residents of the Samuel G. Hubert Apartments were 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
 Mr. Walter Pawling
 Mrs. Rebecca Acosta

- Absent: Ms. Tina White
 Ms. Lorena Patricia Keely

The record reflects that Ms. White and Ms. Keely are on vacation this week.

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

A motion was made by Mrs. Acosta and second by Mr. Pawling approving the minutes of the Regular Monthly meeting held June 28, 2016. The motion was carried unanimously.

A motion was made by Mrs. Acosta and second by Mr. Pawling approving the bills as submitted by Mrs. Reustle for the period of June 1, 2016 to July 31, 2016. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of June 2016.

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$4,100,987.24	\$.00	\$371,536.47	\$ 4,472,523.71
P-4628 Section 8	461,978.92	.00	0.00	461,978.92
P-15 Sylvania	86,909.50	3,346.57	2,192,141.41	2,282,397.48
River Oak Apts.	47,424.89	.00	334,066.69	381,491.58
Park Place	10,350.02	.00	.00	10,350.02
Total	\$4,707,650.57	\$ 3,346.57	\$2,897,744.57	\$7,608,741.71

The following balances in bank and on account were reported for the month of July 2016.

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$4,353,594.70	\$.00	\$368,292.91	\$ 4,721,887.61
P-4628 Section 8	222,615.59	.00	0.00	222,615.59
P-15 Sylvania	90,267.00	3,274.47	2,300,178.92	2,393,720.39
River Oak Apts.	47,434.28	.00	351,444.03	398,878.31
Park Place	10,450.02	.00	.00	10,450.02
Total	\$4,724,361.59	\$ 3,274.47	\$3,019,915.86	\$7,747,551.92

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

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 items; Glenside electric, Hensler roofs and siding, and patios at Glenside and Oakbrook.

225-2016 Capital Fund – The funding for this allocation has been awarded and it is in excess of 2.2 million dollars. We will provide a breakdown of the work items we will be funding; roof replacement at Kennedy, Franklin and Hubert; patios at Oakbrook and Glenside and boilers at Oakbrook.

OCCUPANCY RATES BY PROPERTY/PROGRAM

Public Housing

4/1/16 – 6/30/16	1/1/16 – 03/31/16	10/1/15 – 12/31/15	7/1/15 – 9/30/15	4/1/15 – 6/30/15
99.2%	98.4%	97.6%	98.0%	98.5%

Sylvania Homes

4/1/16 – 6/30/16	1/1/16 – 03/31/16	10/1/15 – 12/31/15	7/1/15 – 9/30/15	4/1/15 – 6/30/15
93.9%	93.1%	95.6%	94.3%	97.2%

River Oak Apartments

4/1/16 – 6/30/16	1/1/16 – 03/31/16	10/1/15 – 12/31/15	7/1/15 – 9/30/15	4/1/15 – 6/30/15
97.7%	95.0%	95.3%	96.7%	94.6%

UTILIZATION RATE BY PROGRAM (CY-funded)

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

3/31/2016	6/30/2016	9/30/2016	12/31/2016
89.5%	93.2%		

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

3/31/2016	6/30/2016	9/30/2016	12/31/2016
98.0%	93.2%		

Utilization by number of vouchers refers to the percentage of vouchers in use to baseline the number of vouchers HUD allocated to the RHA. However, HUD has since stopped allocating funding based on the number of vouchers, rather funding is now based on dollar amounts. In a nut shell HUD has not been able to change either the regulatory and administrative methodology to match its current allocation methodology. Therefore, they and we struggle to work with the system.

Shelter Plus Care Utilization, by Number of Vouchers

10/1/15 – 12/31/15	1/1/16 – 3/31/16	4/1/16 – 6/30/16	7/1/16 – 9/30/16
105.5%	122.2%	126.1%	

Shelter Plus Care Utilization to Date, by Funding

10/1/15 – 12/31/15	1/1/16 – 3/31/16	4/1/16 – 6/30/16	7/1/16 – 9/30/16
20.4%	43.4%	66.3%	

CHARGE-OFFs

	3/1/16 – 5/31/16	12/1/15 - 2/29/16	10/1/15 11/30/15	7/1/15 – 9/30/15	4/1/15– 3/31/15
Public Housing	\$5,864.79 – 11 accounts	\$12,983.23 – 18 accounts	\$12,983.00 10 accounts	\$35,631.39 (net) 10 accounts	\$37,462.76 (gross)
Sylvania Homes	\$6,789.89 - 6 accounts	\$0	\$462.92 1 accounts	\$4,855.93 (net) 6 Accounts	\$5,433.13 (gross)
River Oak Apartments	\$15,057.89- 2 accounts	\$9,468.48 – 4 accounts	\$1,986.90 (net) 1 account	\$1,986.90 (net) 1 account	\$737.90 (gross)

Sylvania reporting includes two accounts from prior periods that were inadvertently not included in previous charge offs. River Oak reporting includes one account that was placed on hold until the legal action taken by the tenant was completed. As it was the tenant moved out without notice and therefore failed to abide by a mediated agreement.

Vacant Unit Report

	Units Scheduled to be leased	Units Assigned to by Eligible Applicant	Units for Transfer	Unassigned Units	Total Vacant Units
Public Housing					
Glenside Homes	4	1		1	6
Hensler Homes					
Oakbrook Homes	3	5			8
Franklin Tower					
Kennedy Towers					
Rhodes Apartments			1		1
Eisenhower Apartments		1	1		2
Hubert Apartments				1	1
TOTAL (1607)	7	7	2	2	18
Scattered Sites (2)					

Sylvania Homes (126)	3	3	1	2	9
River Oak Apartments (72)	3	1		1	5
726 North 11th Street (2)					
NSP Units (6)					
TOTAL, ALL DEVELOPMENTS (1815)	13	11	3	5	32

Advertisement for Sylvania has occurred via Craigslist. Response to the advertisements has been positive, with more than 10 requests for applications and 15 applications in progress.

KENNEDY EMERGENCY TRANSFORMER REPLACEMENT – There is a lot of detail we can go into on this matter, suffice it to say the power went off at Kennedy at around 11 in the evening on August 11 and thanks to the hard work of staff, contractors and everyone, RHA was able to have the power restored by 5:00 pm the next day.

It was a tremendous effort by everyone to ensure the residents were taken care of and no one had to be evacuated or had any serious health issues. All staff are to be congratulated. It was really great to see all of the staff working together towards getting the electric on and ensuring the residents were taken care of throughout the emergency. All in all, I am extremely pleased with the way staff performed in this emergency and we will be reviewing both Maintenance and Management to see if we can improve upon our response to emergencies.

There will be a few emergency purchases in the coming months as it will take a while for them to come in for payment. We also had an Engineering firm come and look at what was being done to ensure what we were installing and what was being done was correct. Given the circumstances and the situation, it did not make sense to just rely on the Electrical Contractor to install the transformers. Rather, we felt it was imperative we have an electrical engineering firm agree what was being installed was correct and would provide documentation to that effect and we are awaiting the report.

Waiting List Report

Bedroom Size	# on WL	# on WL with City Pref	Contacting Applicants from	Waiting Period (months)	Sylvania	River Oak	Housing Choice Voucher Program
Studio	46	19	6/2015	9–12	XX	XX	XX
1 BR – E/D	0	0			XX	XX	XX
1 BR – Gen Occ	62	41	4/2014	12-24	38	XX	XX
2 BR – Gen Occ	80	60	4/2014	12-24	48	12	XX
3 BR – Gen Occ	103	94	4/2014	12-24	8	7	XX
4 BR – Gen Occ	22	19	4/2014	12-24	8	XX	XX
5 BR – Gen Occ	3	2	4/2014	12-24	XX	XX	With City Pref: 173
TOTAL	316	235			102	19	TOTAL: 265

RESIDENT SERVICES – Service Coordinators assisted 51 unduplicated residents in the month of July. Reading School District’s Summer Feeding Program concluded with a success including completion of a mural with the expectation of continuing next year. In Oakbrook, Greater Berks Food Bank saw an increase of 120 participating in the Mobile Food Bank. A Health Fair was held at BCHC in Oakbrook, August 9th from 4 to 7 p.m. Wellness total visits for July were 415 with 187 unduplicated clients seen.

Fifty three (53) applications were received for the portable AC units. RSD, Management and Maintenance worked together to follow through with the applications. Residents were reported to be very happy with the units after being installed.

PUBLIC HOUSING FUNDING - Preliminary estimates are showing we will receive 83 to 86% of our funding for our Operating Fund and is about the same as the last few years. The Capital Fund appears to be about the same amount as last year and is about 2.2 million dollars. I have not heard of any updates on the budget amounts as yet.

HABITAT FOR HUMANITY (HFH) – The Habitat project to date is currently at 90% completion on the demolition of the building. I will keep you up to date on this project as it moves along.

RHA PAINTING PROGRAM FOR OCCUPIED UNITS – We continue the painting program. To date, this program is going well and all units are in compliance with our requirement they be painted every ten years.

RHA has instituted a painting program for all of the units we own and manage which will ensure all units have and or painted within ten years.

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. At the NAHRO Conference it was noted that HUD had a very large backlog of agencies applying for RAD and it was noted it may be a long time before they would be processed.

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 slowly moving along and a new group of the participants are installing ceramic tile in the bathrooms and in the foyer of the units. 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 not heard anything new on this.

PARK PLACE ON PENN PROJECT- We contacted a Realtor to work with us on the marketing of Park Place on Penn and it was suggested we look at making some changes to the units that would make them even more marketable. In addition, are working with an architect to redesign the units in line with the comments of the Realtor and hope to begin working on this in the very near future and the Realtor will market the units.

OAKBROOK AND GLENSIDE HOMES PATIO DESIGN – The patios have been completed and we will have pictures of them for the Board to look at and see how the residents are using them. From what we have seen in the short amount of time they have been in use, it seems the residents are using them as additional living space. This is exactly how these spaces were intended to be used.

MASANO CAR MALL – REDESIGN Reading has been designated as the coordinator along with Masano as of the development of the Lancaster Avenue 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 with the intent to get more organizations and businesses in this areas involved in the project as they are identified.

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 and/or have been completed 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 (completed). Discussions are ongoing and other development partners are being identified and being invited to participate in this project.

Another meeting is scheduled for the end of this month.

2016 PHAS SCORE – We estimate we will have a score of 91 for our PHAS score for 2016 if everything remains the same for all of the scoring measures. While this is an estimate for the year we believe if we continue to manage RHA in the same manner we will again be a high performer.

I do not see us not being a High Performer based on the information we have at this time and will keep you informed if there are any changes. However, this is an estimate and could change from now till the time they post the scores early next year.

There has not been any change since the last report.

SOLAR ENERGY – RHA is looking at the possibility of participating in an innovative solar energy program which will permit us to have most and possibly all of the cost paid for with a mixture of tax credits and loans to be paid out of the energy savings. Right now we are having our energy consultant looking into the feasibility and or the possibility of incorporating the solar energy project into and with our current energy savings program as there may or may not be incentives to make this feasible and cost effective. It will be at least a year or two before we know how this will work of if it can be done.

There has been no change in this since the last meeting.

SPARK SOLUTIONS CUSTOMER SERVICE TRAINING – As part of our continuing efforts to increase and improve our customer service to our residents we have contracted with Sparks Solutions to provide customer service training for our employees. This training is in response to some issues and or concerns of some of the staff that we need to improve and or identify ways to work with our residents and they felt they have never had any customer training in the first place. As a result we have contracted with Spark Solutions to perform customer training and we have asked them to come to the Board Meeting to give the Board a short presentation on what they will be doing in regards to the “Customer Service” training.

EMMA LAZARUS – We have been approached to take over Emma Lazarus from BWIC and are in the midst of negotiating with PHFA and BWIC on taking ownership of the development. In the interim we are working on a lease purchase agreement and Ed Stock and I will speak on that at the

Board Meeting. It was thought it would be best to begin managing the development prior to the coming fall so we are able to get a handle on the management of the building before the winter. In any case, it is the Boards decision though I believe we have discussed this before.

GOGGLEWORKS II ARTIST HOUSING (GWAH) - A meeting will be taking place just before the Board Meeting and I believe it has something to do with the Goggleworks Artist Housing. I believe OCR will be asking RHA to participate in this in some way shape or form. I did ask for clarification on the meeting I never received a reply. Ed Stock will be attending and will report back. I believe it has to do with RHA helping with bonds for the apartments, but am not certain and will know more later in the week. This may or may not be brought up at the Board Meeting as I mentioned before I am not entirely sure if the meeting concerns this.

MEETINGS:

No meetings this month.

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

The following Resolution was read and considered:

RESOLUTION NO. 5894

RESOLUTION ACKNOWLEDGING A REGULAR STATUS
COMPTROLLER.

WHEREAS, probationary period of 180 days for Theresa A. Reustle ends August 12, 2016, in accordance with the rules and regulations of the Civil Service Commission of the State of Pennsylvania.

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

1. THAT Theresa A. Reustle is approved as a regular status Comptroller.
2. THIS Resolution shall be effective August 13, 2016.

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. Rebecca Acosta
Mr. Walter Pawling
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. 5895

RESOLUTION ACKNOWLEDGING A REGULAR STATUS
CLERK TYPIST 2.

WHEREAS, probationary period for Maritza Manzueta ended August 13, 2016, 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 Maritza Manzueta is approved as a regular status Clerk Typist 2.
2. THIS Resolution shall be effective August 14, 2016.

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. Rebecca Acosta
Mr. Walter Pawling
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. 5896

RESOLUTION ACKNOWLEDGING THE PROMOTION
WITHOUT EXAMINATION OF AN ASSISTANT PROPERTY MANAGER
TO A SECTION 8 COORDINATOR.

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

1. THAT Thomas Stianche be promoted from an Assistant Property Manager to a Section 8 Coordinator at annual base salary of \$43,509.35, 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 15, 2016.

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. Rebecca Acosta
Mr. Walter Pawling
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. 5897

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 Marilyn Guzman be promoted from a Clerk Typist 2 to an Assistant Property Manager at the rate of \$20.80 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 effective to August 29, 2016.

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. Rebecca Acosta
Mr. Walter Pawling
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. 5898

RESOLUTION APPROVING THE TERMS AND AUTHORIZING
THE EXECUTION OF A CONTRACT
WITH OLIVET BOYS AND GIRLS CLUB TO PROVIDE YOUTH SERVICES FOR
RESIDENTS OF OAKBROOK AND GLENSIDE HOMES PUBLIC HOUSING SITES
MANAGED BY READING HOUSING AUTHORITY.

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

1. THAT the terms of the Contract with Olivet Boys and Girls Club (Reading, PA), to provide youth services for residents of Oakbrook and Glenside Homes, in the form of after-school/academic year programs and summer camping programs, with the option to renew, 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 an amount not to exceed \$195,000.00, is pending review and approval by the Solicitor.

3. THIS Resolution shall be effective Sept. 1, 2016.

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. Rebecca Acosta
Mr. Walter Pawling
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. 5899

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>SECTION 8 DEPT.</u>	<u>DECAL</u>	<u>COST</u>	<u>PURCHASED</u>
1-2006 Ford Taurus	001550	\$12,950.00	06/2005

- 2. THAT the equipment to be sold is of no useful value to the Authority, and
- 3. THAT the aggregate amount of \$12,950.00 has been fully depreciated, and
- 4. THAT the net book value of the asset is zero.

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

THIS Resolution shall be effective July 26, 2016.

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. Rebecca Acosta
Mr. Walter Pawling
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. 5900

RESOLUTION AUTHORIZING THE DISPOSITION BY DONATION
OF NON-EXPENDABLE EQUIPMENT TO HABITAT FOR HUMANITY.

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

1. THAT the following Reading Housing Authority non-expendable equipment determined to be unusable was donated to Habitat for Humanity:

Section 8
11-file cabinets
1-desk
1-typewriter

2. THAT the equipment was donated and had no useful value to the Authority.

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

THIS Resolution shall be effective July 26, 2016.

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. Rebecca Acosta
Mr. Walter Pawling
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. 5901

RESOLUTION APPROVING CHANGE ORDER NO. 2 TO THE
CONTRACT WITH SIMERAL CONSTRUCTION COMPANY FOR PHASE 1 PATIO AND
SIDEWALK REPLACEMENT PROJECT AT OAKBROOK & GLENSIDE HOMES.

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

1. THAT the Commissioners do hereby approve Change Order No. 2 to the contract with Simeral Construction Company, for the Phase 1 Patio and Sidewalk Replacement Project in the total amount of \$3,797.00.

Project Name & Location: Patio and Sidewalk Replacement Project Phase 1.

Description of Change:

- Remove and replace 30' x 8'6" public sidewalk at Oakbrook (255 sq. ft. @ \$14.89 per unit pricing on Bid Form. **\$3,797.00**)

- Time Change -Completion date extended one day to 08/24/2016.

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

2. THIS Resolution shall be effective August 23, 2016.

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. Rebecca Acosta
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

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

Stave Belinski stated that before the Board approves the Charge Offs, Stacey Keppen will give an explanation regarding the \$15,000.00 of Charge Offs for the River Oak Apartments. Stacey explained that one account of \$12,000.00 amounted to rent arrears and also maintenance charges. This particular resident had an attorney and through negotiations, we were looking for her to pay it back. However, she left without paying.

The following charge-offs were presented:

Public Housing	\$ 5,864.79 (11 accounts)
Sylvania Homes	\$ 6,789.89 (6 accounts)
River Oak Apts.	\$15,057.89 (2 accounts)

Delinquent accounts with an amount of less than \$75.00, of tenants who decease or leave public housing and enter a nursing home or public health care facility are not to be sent to the collection agency.

All delinquent accounts of Federal Low-Income Housing, Sylvania Homes Middle-Income Housing, River Oak Market Rate Housing, shall be collected in a manner that is consistent with the applicable Federal Rent Collection Policy.

A motion was made by Mrs. Acosta second by Mr. Pawling 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 Franklin Tower, 120 South Sixth Street on Tuesday, September 27, 2016.

Recording Secretary

