

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of May was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on May 24, 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; Ms. Gloria J. Guard, Property Manager; Mr. Frederick H. Prutzman, Building Construction Inspector; Mr. John E. Knockstead, County Casework Supervisor; Mr. Josh K. Smith, Property Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mr. Ricardo G. Bailey, Maintenance Mechanic; Ms. Asia Crawford and family, Stokes Stitt Memorial Scholarship Recipient; 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 Mr. Frank B. Denbowski, Special Assistant to the Mayor 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
 Ms. Tina White
 Ms. Lorena Patricia Keely

Absent: None

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

A motion was made by Mrs. Acosta and second by Ms. Keely approving the minutes of the Regular Monthly meeting held April 26, 2016. The motion was carried unanimously.

A motion was made by Mr. Pawling and second by Ms. White approving the bills as submitted by Mrs. Reustle for the period of April 1, 2016 to April 30, 2016. The motion was carried unanimously.

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

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$3,637,049.54	\$.00	\$375,670.58	\$ 4,012,720.12
P-4628 Section 8	379,020.56	.00	0.00	379,020.56
P-15 Sylvania	85,459.00	3,480.11	2,223,881.52	2,312,820.63
River Oak Apts.	47,404.81	.00	319,698.49	367,103.30
Park Place	10,150.02	.00	.00	10,150.12
Total	\$4,159,083.93	\$ 3,480.11	\$2,919,250.59	\$7,081,814.63

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

The Executive Director submitted the following report:

COMPREHENSIVE GRANT PROJECTS

223-2014 CAPITAL FUND – We received this allocation in the amount of \$2,146,877.00. Work items included roofs at Rhodes/Eisenhower and the limited boiler replacement program as explained at a previous Board Meeting. These items are complete 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 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 and 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

1/1/16 – 3/31/16	10/1/15 – 12/31/15	7/1/15 – 9/30/15	4/1/15 – 6/30/15	1/1/15 – 3/31/15
98.4%	97.6%	98.0%	98.5%	98.9%

Sylvania Homes

1/1/16 – 3/31/16	10/1/15 – 12/31/15	7/1/15 – 9/30/15	4/1/15 – 6/30/15	1/1/15 – 3/31/15
93.1%	95.6%	94.3%	97.2%	96.9%

River Oak Apartments

1/1/16 – 3/31/16	10/1/15 – 12/31/15	7/1/15 – 9/30/15	4/1/15 – 6/30/15	1/1/15 – 3/31/15
95.0%	95.3%	96.7%	94.6%	99.3%

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%			

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%			

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%		

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%		

CHARGE-OFFs

	12/1/15 – 2/29/16	10/1/15 - 11/30/15	7/1/15 – 9/30/15	4/1/15 – 6/30/15	XXX – 3/31/15
Public Housing	\$12,896.23 – 18 accounts	\$12,983.00 – 10 accounts	\$35,631.39 (net) 30 accounts	\$37,462.76 (gross)	\$7,484.63 (gross)
Sylvania Homes	\$0	\$462.92 – 1 account	\$4,855.93 (net) 6 accounts	5,433.13 (gross)	\$1,756.09 (gross)
River Oak Apartments	\$9,468.48- 3 accounts	\$5,839.59 – 4 accounts	\$1,986.90 (net) 1 account	737.90 (gross)	\$0

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		1	1	1	3
Hensler Homes				1	1
Oakbrook Homes	2		1		3
Franklin Tower		1			1
Kennedy Towers					0
Rhodes Apartments	1				1
Eisenhower Apartments		1	1	2	4
Hubert Apartments					0
TOTAL (1607)	3	3	3	4	13
Scattered Sites (2)					
Sylvania Homes (126)	2	2	3	3	10
River Oak Apartments (72)	1		1		2
726 North 11th Street (2)					0
NSP Units (6)					0
TOTAL, ALL DEVELOPMENTS (1815)	6	4	7	8	25

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

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	140	72	6/2015	9–12	XX	XX	XX
1 BR – E/D	2	0	4/2014	12-24	XX	XX	XX
1 BR – Gen Occ	121	84	4/2014	12-24	32	XX	XX
2 BR – Gen Occ	146	121	4/2014	12-24	44	13	XX
3 BR – Gen Occ	168	151	4/2014	12-24	10	5	XX

4 BR – Gen Occ	28	25	4/2014	12-24	4	XX	XX
5 BR – Gen Occ	4	1	4/2014	12-24	XX	XX	With City Pref: 166
TOTAL	609	454			90	18	TOTAL: 257

RESIDENT SERVICES – 156 unduplicated residents have been served so far this year, with more than half of the issues related to the lease compliance areas of housekeeping and rent payments. Service Coordinators continue to work on strategies with the management offices regarding delinquent rents, as approximately 25% of residents in Oakbrook and Glenside either pay late, in part, or not at all on a monthly basis. Elevated degrees of coordination are resulting in more home visits to assist with budgeting and other related issues.

An Alvernia Social Work student internship will occur this summer. 3 interviews have occurred this month in effort to fill the vacant VISTA position. Plans continue with the RSD, BCHC, ReDesign Reading & RHS for the summer youth lunch program in Oakbrook, including application for grant funding for picnic tables, a mural and walkway access. Proposals for Youth, Wellness and Chore Services are in the process of being received.

SAFETY & SECURITY – Officer Russel Foltz will ensure our new Police Officer’s orientation and introduction to staff and residents and Resident Councils up to and including making introductions to our Commissioners at an upcoming meeting. There are no notable concerns in any developments at this time.

Efforts were made to submit an application for a HUD Safety and Security grant. If funded, the application would provide funding for additional cameras, lighting and fencing. However, these are extremely competitive in nature and not much in funds and we have not been successful in the past. Notwithstanding, our crime rate statistics when compared to some other Housing Authorities do not show as great a need. We are always hopeful.

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 placed a budget summary which shows what our budget would look like if we would receive the full funding it is estimated we should receive. I thought it might be worthwhile seeing what our budget would look like if full funding was ever provided, though not likely.

HABITAT FOR HUMANITY (HFH) – The Habitat project to date is currently at 95% completion on the demolition of the building. The next phase will be interior framing. 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 moving along and the participants are installing ceramic tile in the bathrooms and 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.

PARK PLACE ON PENN PROJECT- We 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 as we have had other issues to deal with at RHA and hope we can get this up and moving in the near future.

OAKBROOK AND GLENSIDE HOMES PATIO DESIGN – We are in the midst of installing the first patios at Oakbrook and Glenside in the next few months so it should be interesting. However, the weather has not cooperated with the many days of rain and clouds which has caused a delay in the work on the patios.

We are looking forward to seeing how well they are received and will have some pictures of the first ones for the Board to look at as soon as they are installed.

We will then be looking to see how well they are received and used to determine if there are modifications we could make so they are more attractive for use by the residents. We do not want to put something in that does not meet our standards and is fully embraced by the residents.

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.

RHA BUDGET – I have put the budget summary for discussion so the Board can see what has been done. In the recent past we have gotten away from having budgets for staff to see what their individual developments are costing and to have them manage these costs. I also have a summary of what our budget would look like if we were receiving 100% of our subsidy so you have an idea of what we are dealing with in regards to our financial situation.

They are the following:

1. RHA spends \$800,000 for services which includes the Resident Services Department, City of Reading Police, Stokes Stitt Scholarship, Olivet Boys and Girls Club, RHA Wellness Program to name a few. All of which help us to provide our residents with a high level of services.
2. RHA only receives 83 to 84% of the costs HUD estimates it costs to manage and operate the Housing Authority.
3. Increases in wages and health insurance.
4. As HUD acknowledged, RHA has a large number of tenants paying the least amount of rent and as result we depend on the subsidy by HUD for revenue to make up the difference. We cannot increase rents if we have revenue shortfalls and if Congress does not give us sufficient funding.
5. Additionally, HUD is proposing to re-federalize the Central Office funds and when this is done it will have a positive effect on our budgets. Though, we have the option of including them for these purposes.
6. RHA has seven months of reserves and HUD may decrease the reserves to three months (as they did previously) and using these reserves for this could mean less for any sequestration.
7. There were a large number of our tenants who were over and under housed and last year staff worked very hard to move people into the correct bedroom size and increased our maintenance costs to rehabilitate these units.
8. RHA replaced a large amount of concrete this past year because of past REAC inspection issues and is reflected in our budget. We do not expect any large concrete project in the future.

All of the items above, if taken out, changed or decreased would help to make our budget balance. However, these are the same programs that make RHA the agency it is and do not recommend any changes for those reasons.

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.

It will also be good when attending the Honeywell Users Group to see if any of the other participants have been involved in solar energy as an energy savings program.

MEETINGS:

- o Workforce Investment Board Policy and Planning Committee.

In regards to Park Place on Penn, Mr. Belinski remarked that he wanted to get this project going and appoint a marketing person to sell more units. Mr. Belinski said it would be a lot easier for Mr. Talarico and the maintenance staff if the units were occupied. Mr. Belinski wants Mr. Luckey to get to work on getting these units sold.

A motion was made by Ms. Keely 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. 5885

RESOLUTION ACKNOWLEDGING THE PROMOTION
WITHOUT EXAMINATION OF A FISCAL ASSISTANT
TO A SUBSTITUTE ACCOUNTANT 2.

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

1. THAT Janice C. Sick be promoted from a Fiscal Assistant to a Substitute Accountant 2 at annual base salary of \$42,776.27, 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 May 9, 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: Ms. Lorena Patricia Keely
Ms. Tina White
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. 5886

RESOLUTION ACKNOWLEDGING A REGULAR STATUS
BUILDING MAINTENANCE FOREMAN.

WHEREAS, probationary period for Rory L. Ulrich ended May 2, 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 Rory L. Ulrich is approved as a regular status Building Maintenance Foreman.

2. THIS Resolution shall be effective May 3, 2016.

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. Lorena Patricia Keely
Ns. Tina White
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. 5887

RESOLUTION AWARDING THE
STOKES STITT MEMORIAL SCHOLARSHIP.

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

THAT the Stokes Stitt Memorial Scholarship be awarded to Yessenia Garcia (Glenside Homes) and Asia Crawford (Oakbrook Homes), residents of the Reading Housing Authority, for the 2016-2017 academic year. The Stokes Stitt Memorial Scholarship is for a maximum of \$2,000.00 per year for each student.

THIS Resolution shall be effective May 24, 2016.

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

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
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. 5888

RESOLUTION APPROVING THE SECTION EIGHT
MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Commissioners of the Reading Housing Authority that the Section Eight Management Assessment Program [SEMAP] Certification for fiscal year ending March 31, 2016 is hereby approved.

THIS Resolution shall be effective May 24, 2016.

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

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
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. 5889

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 was donated to Habitat for Humanity:

3-file cabinets

2. THAT the equipment was donated and has 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 May 24, 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: Ms. Lorena Patricia Keely
Ms. Tina White
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 charge-offs were presented:

Public Housing	\$12,896.23 (18 accounts)
River Oak Apts.	\$ 9,468.48 (3 accounts)

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, Sylvania Homes Middle-Income Housing, River Oak Market Rate Housing and Goggleworks Apts., shall be collected in a manner that is consistent with the applicable Federal Rent Collection Policy.

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 George M. Rhodes Apartments, 815 Franklin Street on Tuesday, June 28, 2016.

Recording Secretary

