

# Monthly Report to the Board of Commissioners

Cindy Thompson  
Chief Executive Officer

May 22, 2025

# **Board of Commissioners**

## **Regular Meeting**

**Thursday, May 22, 2025, at 3:30 PM**

1. PUBLIC DISCUSSION PERIOD FOR RESIDENT GROUPS- **10 MINUTES**
2. PUBLIC DISCUSSION PERIOD ON AGENDA AND NON-AGENDA ITEMS- **5 MINUTES**
3. ADOPTION OF MINUTES OF THE REGULAR MEETING HELD ON **WEDNESDAY, April 16, 2025.**
4. CONSENT DOCKET
  - **Resolution No. 25-13 -Approving the independent single audit for FY2024 from Barbacane, Thornton and Company.**
5. ACTION DOCKET
6. FINANCIAL REPORT
7. NEW BUSINESS
8. ANNOUNCEMENTS
9. ADJOURNMENT
10. EXECUTIVE SESSION TO DISCUSS A PERSONEL MATTER

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**CHESTER HOUSING AUTHORITY/**

**REGULAR MEETING OF April 16, 2025**

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A Regular Meeting of the Authority ("CHA") was held on Wednesday, April 16, 2025, at 3:30PM at 1111 Avenue of the States Chester, Pennsylvania.

**PRESENT:** Alethea Freeman, Catherine A. Feminella, Tonya Warren, and Roderick Powell

**ABSENT:** Alicia Stewart-Martin

**ALSO:** Quineice N. Harris, Roman Kubas, Cindy Thompson, and Maria Zissimos

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**Ms. Freeman** called the Meeting to order at 3:50 PM. Motion by **Warren** seconded by **Feminella** and passed unanimously approving the minutes of the **March 19, 2025**, Meeting as read.

Motion by **Warren**, seconded by **Feminella** and passed unanimously adopting **Resolution No. 25-12** Approving the submittal of the agency's 2025 Annual Plan to HUD.

Motion by **Feminella**, seconded by **Powell** and passed unanimously adopting **Resolution No. 25-09** Approving the agency to apply for a line of credit with Franklin Mint Credit Union to replace previous line of credit with former bank Truist.

Motion by **Warren**, seconded by **Feminella** and passed unanimously adopting **Resolution No. 25-10** Approving the entrance into a contract with Ceisler Media for Public Relations Services.

Motion by **Feminella**, seconded by **Warren** and passed unanimously adopting **Resolution No. 25-11** Approving the entrance into a contract with Clifton Larson Allen LLP for the audit of the Housing Choice Voucher Program (HCVP) tenant files.

Cindy Thompson reported that HUD reported that the authority is on track with its recovery plan. HUD would like the authority to create a cushion in public housing occupancy.

Cindy Thompson reported that the authority received notice of upcoming INSPIRE site inspections by HUD. The Asset Manager has been organizing staff and overtime to prepare for the inspections. The authority has noticed that residents are not calling in work orders, which has led to deteriorating unit conditions. While conducting pre-inspections, it was found that vacant properties had been broken into, and the authority is working on a strategy to keep the properties secure moving forward.

Cindy Thompson reported that the authority is working on a relocation plan for the Bennett Residents while work is being done. At the next tenant meeting, management will continue to stress the importance of reporting repairs in a timely manner. One of the most significant issues not reported is water leaks. The authority is creating a fee schedule for tenants who cause damage to units.



Cindy Thompson reported that the authority will hold a swearing-in ceremony for newly elected tenant council members at the senior sites. After the swearing-in, the newly elected board members will be trained by legal on the resident council by laws.

**The Chair** moved the meeting into an executive session to discuss a personnel matter.

MEETING ADJOURNED: 4:25 PM

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Respectfully submitted

# EXECUTIVE SUMMARY

- A. PHAS Recovery Plan Status
  - Risk Management/Internal Controls
  - Occupancy Challenges- Site based waiting list
  - Capital Improvements
  - Strategic Planning
- B. Staffing
  - Changes with the Police Unit
  - Revised Org Structure
- C. Development
  - Silvercare Project- Maria
  - E- Health Center- Quineice
  - Wellington Ridge
  - William Penn
- E. Executive Session
  - Personnel Matter

# HOUSING OPERATIONS

## SERVICE STATISTICS-NEW CLIENTS

Housing Program	Waiting List	Final Eligibility/Briefings	New Leases April 2025	Total New Clients Leased YTD 2025
HCVP	424	2	5	12
PBV	3	1	1	16
Incoming Ports		4	3	2
Foster Youth		1	1	1
Mainstream		0	1	3
Housing Stability NFP		3	0	0
Public Housing	1761 Community Wide	7	7	12

## TOTAL HOUSEHOLDS LEASED

Housing Program	APR 2025	MAY 2025	JUNE 2025
Public Housing	499		
Project Based Vouchers	281		
Housing Choice Voucher	1234		

## SERVICE STATISTICS EXISTING CLIENTS

Service Area	APR 2025	MAY 2025	JUNE 2025
HCVP Annuals	92		
PH Annual	45		
PBV Annual	31		
HCVP Interims	36		
PH Interims	10		
PBV Interims	1		
HCVP Change of Unit	6		
PH Change of Unit	1		
PBV Change of Unit	0		



### SERVICE STATISTICS-HCVP Inspections

Type	APR 2025	MAY 2025	JUNE 2025	Notes
Initial	28			
Annual	74			
Complaint	6			
Quality Control	30			
Reinspects	89			

### SERVICE STATISTICS-PH Inspections

Type	APR 2025	MAY 2025	JUNE 2025	Notes
Housekeeping	None reported			Focus on leasing
Unit Prep	None reported			Focus on REAC
Quality Control	Assigned to REAC prep			Tina
Annual	285			CHA Maintenance
Emergency Assessment	17*			Dave Evers

### PUBLIC HOUSING OCCUPANCY REPORT

AMP/DEVELOPMENT	TOTAL ACC	LEASED	VACANT	MOD VAC	ND Unit	%
AMP 10 WM PENN	160	140	13	5	2	91.5%
AMP 11 RL BENNETT	261	107	3	146	5	97.3%
AMP 13 CHATHAM FAMILY	110	108	2	0	0	98.2%
CHATHAM SENIOR	40	39	1	1	0	97.5%
AMP 15 WELLINGTON	110	106	0	4	0	100%
	681	500	19	156	7	

Housing staff continued outreach to PH WL applicants for lease-up candidates at Wm Penn. Additional units placed in Mod at RLB and WR. \*Surge in costly pipe breaks and other site hazards.

63% of the emergency maintenance calls were related to plumbing (66) and HVAC (13). There were 2 electrical and 39 coded as general maintenance. The maintenance team met the goal of 1 day response on all emergency work orders.

66% of the 412 non-emergency maintenance calls (272) were coded as general maintenance, 59 grounds, 46 plumbing, 13 HVAC, 8 electrical and 6 for pest control. Average close time was 4.16 days. Close times have improved dramatically due to improved documentation on work orders and timely submission of closed work orders.



# STAFF CAPACITY

Program	FTE	Vacant	Requested not yet posted	Capacity	Note
Public Housing-Admin	1 Asset Mgr 2 Asst Property Manager 3 Client Service Specialist 4 Compliance Specialist 5 Contractor-Reexams	Site manager Resident Services/Community Outreach Workers (2-parttime)	QC Inspector	62.5%	Reduction in number of households served since fully staffed
Public Housing-Maintenance	10	0	0	100%	Based on 1 per 90 units and outside contractors
HCVP- Admin	1 Director 1 Compliance Sp 3 Occ Spec FT 1 Occ Spec PT 1 HP Asst FT 1 HP Asst PT 1 Inspection Contractor	Admissions and Eligibility Specialist Occ Specialist Housing Programs Manager	QC PT	62.5%	Lost 1 Occ Spec in March

# MAINTENANCE OPERATIONS

## SERVICE STATISTICS-Work Orders

Work Order Type	APR 2005/ Avg Close Time	MAY 2025	JUNE 2025	YTD/Avg Close Time
Emergency	124/1.19			915/4.86
Non Emergency	412/4.16			1946/5.53

# LEGAL/COMPLIANCE

## Compliance Report

April 2025

Eviction Dispositions	3	
No AOC	0	
Repayment Agreements	5 (5 cases continued to May)	
One Strikes/disturbing the peace	0	
Pet Policy Violations	0	
Non-payment of Rent	13 (2 cases withdrawn Tenants paid in full 4 continued, 1 pd. \$5,000)	
Fire/insurance	0	
Theft	0	
Lease violation Harassment etc.	0	
Appeals	3 (3 evictions granted)	
Total Cases	19	

# SAFETY

## POLICE CALLS FOR SERVICE

Domestic	Fire Alarm	Missing person	Motor Vehicle	Misc.
3	2	2	2	43



# FINANCE

## Chester Housing Authority Notes - Financial Results for Low Rent Program For The Period Ended March 31, 2025

Major Category	NOTATION
Revenue	Revenue is approx. \$110,550 above budget. The primary driver is subsidy being currently funded at approx. 97 % compared to a budget projection of 95%.
Administrative	Admin Expenses are over budget by \$124,655 due to a combination of the conversion of vacation time to retirement contribution, costs for CEO search, an increase in training costs, the payout of accrued vacation time to the former ED, and a third payroll processed in January. In addition, we are currently calculating asset management (AM) fees for vacant units under modernization, which was not factored into the budget as these were not HUD-approved vacancies at the time. The additional AM Fees for mod units will be evaluated closer to our



	yearend and possibly rebated back.
Resident Services	Variance of actual to budget of \$3,832. The costs incurred are primarily related to the RLB farm.
Utilities	Utilities overall are running over budget by approx. \$235,250. The primary factor is a combination of water / sewer are running above budget due to pipe breaks and gas costs incurred due to colder weather conditions over the winter and early spring months.
Maintenance	Maintenance costs compared to budget are running over by \$297,096. Costs have been incurred for maintenance contracts and supplies for: unit turnovers / appliance purchases; window and door guards at Ruth Bennet; and landscaping costs incurred during the summer, fall, and winter seasons. Please note that starting in January we incurring costs for trash collection services. We continue to monitor these costs and are using our Capital Fund Program for any eligible expenditures.

Protective Services	Protective Services are under budget currently over budget by \$6,822.
Other General	Other General expenses are over budget by approx. \$3,600 primarily due to costs incurred for grant writing which are offset by a lower allowance of collection losses against tenant rents greater than 90 days old.
Non-routine	CHA incurred major casualty loss costs at the William Penn for water damage from brittle PVC piping; along with, payment of insurance deductible for claims has been filed and has received some proceeds. At the RLB, we incurred water damage that resulted in restoration repairs of approx. \$64,000. Also for each incident the deductible was \$10,000 but in 2025 has been increased to \$20,000.
FASS MASS & MOR	The Financial score increased from 4.74 to 7.83. Our management score increased from 18.49 to 19.13. We continue to monitor our financial position, as we are currently below the 15-point threshold to be deemed standard. The MOR decreased from a negative 0.48 to a negative 0.68, and we continue to remain below the target of 1.50.

**NOTE**

The actual data is presented primarily on a cash basis with limited accrual entries; while the budget data presumes that revenue and expenses will be incurred on a monthly basis at the same rate. The only exception is Sewer where the budget column reflects the annual budget in quarterly increments

**Schedule Revenue and Expenses - COCC and LIPH**  
**For The Period Ended March 31, 2025**

	<b>TOTAL</b>			<b>%</b>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> Favorable / (Unfavorable)	<u>Variance</u>
<b><u>Revenue</u></b>				
Rental Income	1,138,422	1,185,000	(46,578)	-4%
Non-Dwelling Rents	49,530	37,050	12,480	34%
Interest income	1,808	1,650	158	10%
Frontline Charges - Legal & IT	158,745	202,500	(43,755)	-22%
Asset Management Fees	798,777	733,918	64,859	9%
Other Income	34,871	61,065	(26,194)	-43%
CFP Fee	510,725	474,107	36,619	8%
Subsidy	2,498,543	2,385,578	112,966	5%
<b>Total Revenue</b>	<b>5,191,421</b>	<b>5,080,867</b>	<b>110,554</b>	<b>2%</b>
<b><u>Administrative Expenses</u></b>				
Admin Salaries	696,017	702,403	6,386	1%
Asset Management Fee	338,974	247,358	(91,617)	-27%
Auditing Fees	8,748	7,135	(1,613)	-18%

Admin Benefits	258,791	231,148	(27,643)	-11%
Office Expenses	152,064	136,328	(15,737)	-10%
Legal Fees	68,279	71,250	2,971	4%
Frontline Legal & IT	119,145	158,213	39,068	33%
Other Expenses	285,225	248,745	(36,480)	-13%
<b>Total Administrative Expenses</b>	<b>1,927,243</b>	<b>1,802,578</b>	<b>(124,665)</b>	<b>-6%</b>
<b>Total Resident Services Expenses</b>	<b>141,271</b>	<b>145,103</b>	<b>3,832</b>	<b>3%</b>
<b><u>Utilities</u></b>				
Water	200,363	178,695	(21,668)	-11%
Electric	270,889	221,318	(49,572)	-18%
Gas	278,176	146,265	(131,911)	-47%
Sewer	502,033	469,983	(32,050)	-6%
Storm Water	34,281	34,224	(57)	0%
<b>Total Utilities</b>	<b>1,285,742</b>	<b>1,050,485</b>	<b>(235,258)</b>	<b>-18%</b>
<b><u>Maintenance Expenses</u></b>				
Maintenance Salaries	501,966	469,868	(32,099)	-6%
Maintenance Supplies	270,145	227,475	(42,670)	-16%
Maintenance Contracts	879,736	647,085	(232,651)	-26%
Maintenance Benefits	131,479	141,803	10,324	8%
<b>Total Maintenance Expenses</b>	<b>1,783,326</b>	<b>1,486,230</b>	<b>(297,096)</b>	<b>-41%</b>
<b><u>Protective Services</u></b>				
Protective Services Salaries	264,229	257,537	(6,692)	-3%



Protective Services Supplies	56,409	71,708	15,299	27%
Protective Services Benefits	61,780	59,996	(1,785)	-3%
<b>Total Protective Services</b>	<b>382,418</b>	<b>389,240</b>	<b>6,822</b>	<b>2%</b>
<b><u>Other General Expenses</u></b>				
Insurance	423,285	414,850	(8,435)	-2%
Collection Losses	22,266	42,000	19,734	89%
Other General Expenses	32,152	17,250	(14,902)	-46%
<b>Total Other General Expenses</b>	<b>477,703</b>	<b>474,100</b>	<b>(3,603)</b>	<b>-1%</b>
<b><u>Non-Routine Expenses</u></b>				
Extra-ordinary Maintenance	16,462	-	(16,462)	-100%
Casualty Loss, net	125,422	-	(125,422)	-100%
<b>Total Non-Routine Expenses</b>	<b>141,884</b>	<b>-</b>	<b>(141,884)</b>	<b>-100%</b>
<b>Total Operating Expenses</b>	<b>6,139,587</b>	<b>5,347,735</b>	<b>(791,852)</b>	<b>-13%</b>
<b>Profit or (Loss) from Operations</b>	<b>(948,166)</b>	<b>(266,869)</b>	<b>(681,298)</b>	<b>72%</b>
<b><u>Other Sources &amp; (Uses)</u></b>				
Replacements	-	-	-	0%
Betterments & Additions	-	-	-	0%
Total Other Sources & (Uses)	-	-	-	#DIV/0!
<b>Cash Flow (Deficit) from Operations</b>	<b>(948,166)</b>	<b>(266,869)</b>	<b>(681,298)</b>	<b>72%</b>

**Chester Housing Authority**  
**Notes - Financial Results for Section 8 HCV Program**

For The Period Ended March 31, 2025

Major Category	NOTATION
Revenue	Actual revenue versus budget variance is \$78,093. The variance is a reduction in administrative earned due to a lesser amount of units leased. In addition, we have absorbed some Port-In vouchers resulting in a lower amount of administrative fees collected from other housing authorities.
Administrative	Total Administrative Expenses are under budget by \$33,034 with lower legal fees and office expenses incurred.
Tenant Services	Costs incurred by the Program to help support families has been running below historical data.
Utilities	Variance of actual to budget of \$1,657 as sewer costs are higher than historical averages.
Maintenance	Variance of actual to budget of \$1,767 is not material to the financial results as whole.
Other General	Variance of actual to budget of \$98,180 due to a lower amount of

	Port-out admin fees paid; along with, and a prior period credit for outgoing portable tenants that had been absorbed and/or terminated by the receiving HA.
Non-routine	No activity for this category under the HCV program.
Other Sources / (Uses)	
HAP Subsidy	HAP subsidy is higher than budget by \$317,389 as we received additional advanced funding to cover an increase in our HAP expenses.
HAP Payment	HAP payments are higher than budget by \$445,264 due to rent increases requested by Roizman. The number of units under lease is currently at 1,495 with a baseline of 1,595 units. Our fiscal year-to-date leasing percentage is 94.9 percent and currently, we are 728 units months under leased (104 units per month) for the fiscal year-to-date. Section 8 has pulled from the waitlist.
NOTE	The actual data is presented primarily on a cash basis with limited accrual entries; while the budget data

presumes that revenue and expenses will be incurred on a monthly basis at the same rate.

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**NOTE**

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**Chester Housing Authority  
Schedule Revenue and Expenses - Section 8  
For The Period Ended March 31, 2025**

**Revenue**

Interest income

Section 8			<u>%</u>
<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Variance</u>
		Favorable / (Unfavorable)	
4,094	1,125	2,969	264%

Other Income	79,497	93,750	(14,253)	-15%
Admin Fee Subsidy	1,323,579	1,390,388	(66,809)	-5%
<b>Total Revenue</b>	<b>1,407,170</b>	<b>1,485,263</b>	<b>(78,093)</b>	<b>-5%</b>
<b><u>Administrative Expenses</u></b>				
Admin Salaries	382,722	407,340	24,618	6%
Asset Management Fee	366,918	402,938	36,020	9%
Admin Benefits	104,773	114,213	9,440	8%
Legal Fees	15,130	3,750	(11,380)	0%
Auditing Fees	2,170	2,125	(45)	-2%
Inspections	34,578	30,000	(4,578)	-15%
Frontline Legal & IT	39,598	45,000	5,402	12%
Other Expenses	195,568	169,125	(26,443)	-16%
<b>Total Administrative Expenses</b>	<b>1,141,457</b>	<b>1,174,491</b>	<b>33,034</b>	<b>3%</b>
<b><u>Tenant Services</u></b>				
	<b>9,458</b>	<b>30,000</b>	<b>20,542</b>	<b>68%</b>
<b><u>Utilities</u></b>				
Water	2,001	2,625	624	24%
Electric	3,972	3,750	(222)	-6%
Gas	321	750	429	57%
Sewer	3,241	83	(3,158)	-3789%
<b>Total Utilities</b>	<b>9,535</b>	<b>7,208</b>	<b>(2,327)</b>	<b>-32%</b>



<b><u>Maintenance Expenses</u></b>				
Maintenance Salaries	-	-	-	#DIV/0!
Maintenance Supplies	2,778	525	(2,253)	-429%
Maintenance Contracts	12,451	12,938	487	4%
Maintenance Benefits	-	-	-	#DIV/0!
<b>Total Maintenance Expenses</b>	<b>15,229</b>	<b>13,463</b>	<b>(1,767)</b>	<b>-13%</b>
<b><u>Other General Expenses</u></b>				
Insurance	13,338	13,324	(14)	0%
Other General Expenses	15,056	113,250	98,194	87%
<b>Total Other General Expenses</b>	<b>28,394</b>	<b>126,574</b>	<b>98,180</b>	<b>78%</b>
<b><u>Non-Routine Expenses</u></b>				
Extra-ordinary Maintenance	-	-	-	0%
Casualty Loss	-	-	-	0%
<b>Total Non-Routine Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Total Operating Expenses</b>	<b>1,204,073</b>	<b>1,351,735</b>	<b>147,662</b>	<b>11%</b>
<b>Profit or Loss from Operations</b>	<b>203,097</b>	<b>133,527</b>	<b>69,570</b>	<b>52%</b>
<b><u>Other Sources &amp; (Uses)</u></b>				
Replacements	-	-	-	0%
Betterments & Additions	-	-	-	0%
<b>Total Other Sources &amp; (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Cash Flow (Deficit) from Operations</b>	<b>203,097</b>	<b>133,527</b>	<b>69,570</b>	<b>52%</b>

HAP Subsidy	14,379,889	14,062,500	317,389	2%
HAP Payments	14,507,764	14,062,500	(445,264)	-3%
<b>HAP Surplus/(Deficit)</b>	<b>(127,875)</b>	<b>-</b>	<b>(127,875)</b>	<b>0</b>

#### Utilization of HAP Funds - CY 2025

Prior FY HAP Funding Available 592,210

Total HAP Funds Authorized	4,847,613	101.2%	Utilization %age of CY HAP
Total HAP Funds Available	5,439,823	90.2%	Utilization %age of Total HAP

Total HAP Expenses 4,907,153

Unit Months Leased	4,496	94.0%	Utilization %age
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Unit Months Available 4,785

# DEVELOPMENT

## ACTION ITEMS/PROJECTS

### PDCAT147 – RUTH BENNETT HOMES 2023-2024 UNIT RENOVATIONS

**Contract: \$440,705.44**

**Contractor: NC Furman, LLC**

Contractor was considered in default of the Contract on 11/25/2024 due to refusal to complete work, demonstrated lack of knowledge on HUD projects, paperwork, continuous delays, and unsatisfactory documentation of completed project items. Pay Application #3-Final was submitted on 12-26-2024. Total paid to Contractor was \$84,964.79. Work completed on site was subfloor repairs, heating and domestic hot and cold water pipe repairs, drywall, furnish and install radiators, furnish and install bathtubs and controls (6 of 10), and furnishing paint for the units. **NC Furman is claiming they are owed an additional \$188,000. General Counsel is discussing with NC Furman's attorney. Mtg held with mediator on 3/13/2025. Mediator provided DropBox folders for files to be uploaded by 3/31/2025.**

Mediation initially scheduled for 5/14/2025, mediator has requested to push back until mid-June 2025. PHFA transferred funds to William Penn Roof Replacement project reimbursement.

### PDCAT149 – WELLINGTON RIDGE DECK REPLACEMENT PROJECT

**Contract: \$294,359.81**

**Contractor: L&L Legacy Construction**

Preconstruction mtg held on 5/29/2024. Limited Notice to Proceed issued on 6/6/24. Shop drawings submitted and reviewed by RVE. Contractor began site work in advance of receiving permits from City of Chester. Contractor demolished decks at three properties (320-324 W. 13<sup>th</sup> St.). Permits from City of Chester received on 12/2/2024. CO#1 issued on 12/10/2024 for zero cost to extend contract time a total of 91 days until 4/11/2025. Anticipated start of construction when weather conditions become favorable. Contractor has begun work and is completing work as weather conditions are favorable. Decks at Units 3020-3028 W. 13<sup>th</sup> St. are substantially complete. Pay application #2 for \$19,465.46 issued on 2/19/2025. Change Order #2 for \$8,375.00 for concrete deck foundations and pay application



#3 for \$151,994.41 issued on 3/18/2025. City of Chester inspector has reviewed and approved 7 decks completed out of 22.

**Inspection on 4/22/2025 indicates 17 out of 20 completed and 3 others started**

**Pay App #4 for \$28,898.59 issued on 4/28/2025. Site meeting held on 4/25/2025 to determine limits of deck repairs at Senior Building.**

## **PDCAT150 – WILLIAM PENN HOMES ROOF REPLACEMENT PROJECT**

**Contract: \$1,449,100.60**

**Contractor: Hulton Contracting,  
Inc.**

Full Notice to Proceed issued 7/22/2024. Site work beginning 7/22/2024. Work substantially complete by 12/31/2024. Contractor has issued a 2 year warranty for the labor of the work and the shingle manufacturer has provided a 5-yr warranty for the shingles. We have arranged for a third party inspection company to complete an inspection of all work for a total of \$10,500. Inspection scheduled for 1/30/2025. A total of \$69,738.18 is being held as retainage until punchlist items are complete based on inspection. There was a \$100,000 contingency line item in the bid price and not all of that was needed, thus the final contract amount is adjusted. The final contract amount is \$1,394,763.62. The difference is (\$54,336.98). Final inspection completed and punchlist was issued to Contractor on 2/11/25. Contractor addressed punchlist items. Follow up inspection from 3<sup>rd</sup> party roofer was completed. Final payment issued on 2/27/2025. Copies of maintenance bond sent to CHA with final pay application. **Project is complete and closed out.**

## **PDCAT151 – RUTH BENNETT HOMES UNIT RENOVATION PROJECT**

**Contract:TBD**

**Contractor:Domus,  
Inc.**

Domus Inc. contract dated 10/1/2024. Domus submitted proposal for Architectural Alliance (AA) dated 7/24/2024 for \$282,000 for plans and specifications for 62 units. AA proposal revised for \$134,000 for plans and specs for 17 units. Domus to receive 2% of construction work for overhead and 6% for insurance. Domus charged by hour for predevelopment services. Domus total charges for predevelopment services to be \$10,921.00. AA submitted bidding documents on 1/10/2025. RVE putting bidding items together for PennBID. Bid Ad Dates 1/20/2025. Bids opened on 2/13/25. Received pricing for General Construction, Roofing and Fire Suppresion but no pricing for Mechanical, Electrical, or Plumbing work. Will need to meet with Domus, Inc. to determine full cost of project. Pricing for items received indicates the cost is approximately \$135,000 per unit + MEP costs. **Project rejected and notice sent to PHFA that CHA will not proceed with project.**

## **PDCAT 152 – GENERAL ENGINEERING**

**Trash collection and Disposal RFP:****Contract: \$1,914,447.07 total for all 5 years of contract****Contractor: SEM Waste/Trash Tech**

Bid opening held on 7/25/2024. Bids rejected. Scope of services adjusted and rebid on 9/20/2024. Negotiations regarding contract language extended to December 2024. Contract awarded for 2 years. CHA has ability to extend contract on a yearly basis for up to 3 additional years (5 years total). CHA accepted price of \$75/each for an additional 220 96 gallon totes to be supplied for the Chatham Family and Wellington Ridge communities. Contract awarded to SEM with final language issued on 12/9/2024. Service to begin week 1/6/2025

**William Penn Homes - ADA Compliant Unit Evaluation**

CHA indicated a need to evaluate a building unit to determine necessary improvements for ADA compliance. **Waiting for resident to sign lease agreement.**

**Ruth Bennett Water Line Repairs**

Processing invoicing from QCI Excavating assisting in emergency repairs of water pipe leaks at Ruth Bennett Homes. Invoice #27 processed on 3/19/25.

**Heartley Homes Drainage Repairs**

HUD inspections have yielded drainage concerns at the Heartley Homes site. Site walkthrough with CHA staff completed on 4/30/2025. RVE scheduling survey for revised grading and a drainage plan for construction quotes.

**All Sites**

Reviewed files for existing building floor plans. Preparing proposal to develop existing building floor plans for eight (8) locations and provide Emergency Egress plans and Emergency Evacuation plans for each of the locations. Anticipate proposal to CHA by 5/9/2025.

**PDCAT 153 – William Penn Unit Renovations Project****Contract: TBD****Contractor:****TBD**

PHARE Grant provided funding for \$200,000. Building Unit renovations for three (3) units at William Penn Homes. Plans and specifications being completed by RVE. Anticipate bidding in February 2025 with construction beginning in April 2025. Units sustained significant water damage due to pipe burst within units. RVE reviewed with CHA staff on 2/18/25 and adjusting the bid documents



for the project accordingly. **Pre-bid meeting on 4/29/2025. Bid Opening scheduled for May 15, 2025 at 10:00 AM for decision at May Board meeting. Addressing RFIs from bidders on PennBID. Addendum #1 issued on 4/30/25 to clarify the maintenance bond requirements for the project.**

#### **PDCAT154 – Wellington Ridge Roof Replacement Project**

**Contract: \$301,000**

**Contractor: Beaver Home Improvement, Inc.**

PHARE Grant provided funding for \$200,000. Roof replacement for 20 townhome units at the Wellington Ridge Community. Project is out to bid. Bid Ad Date 1/16/2025. Bid Opening Date: 2/13/2025. Pre-bid meeting scheduled for 1/28/2025. Anticipate construction in April 2025. Bids opened on 2/13/25. Received 9 bids. Met with City of Chester regarding permitting application process. CHA will obtain permit once Contractor is determined. Permit application submitted to City of Chester on 2/27/25. Bid awarded and contracts being drawn up. Signed Contracts received 3/26/2025. Pre-construction meeting held on 4/2/2025. Limited Notice to Proceed issued on 4/4/2025. **Full Notice to Proceed issued on 4/28/2025. Site work started on 4/29/2025. At CHA's request, we coordinated with Contractor to develop pricing for replacement of the remainder of roofs at the neighborhood. Pricing was provided on 4/23/2025.**

#### **PDCAT155 - Silvercare Facility – Retrofit**

**Contract: TBD**

**Contractor:**

**TBD**

Convert approximately 2,200 sf of outdated dentist's office space into a technology education center. Space to include: reception area, conference room, classroom for 15-20 students, and restrooms. Currently investigating existing conditions to determine scope of work for design. Preparing scope of work and cost estimate for design, bidding, and construction management services. Proposal for RVE services was provided on 2/10/25. Meeting with PBDA held on 2/21/25 to review grant funding requirements and PBDA contract. Team mtg on 3/6/25 held to review tasks and responsibilities for project. Five (5) floor plan layout options provided to Silvercare on 3/19/2025. **Silvercare requested changes to floor plan for training center and adjustments were made and revised concept floor plan was sent on 4/14/2025. Additional floor plan changes were requested on 4/17/2025 from Silvercare team. CHA instructed RVE to hold while we discuss with all parties. Meeting scheduled for May 7, 2025**



## RESIDENT & COMMUNITY SERVICES

- May 21, 2025 @ 5:30PM DCHD will hold a focus group for CHA Residents requesting feedback on their mobile health clinic. @ Booker T. Washington Community Center.
- May 22, 2025 @ 2PM CHA Resident Council Swearing In Ceremony @ Chatham Senior.
- June 5, 2025 @2PM DCHD will hold a focus group for CHA Senior Residents requesting feedback on their mobile health clinic. @ Chatham Senior Village.



# JOIN A CHESTER HOUSING AUTHORITY RESIDENT FOCUS GROUP!

Help shape Delaware County  
Health Department's future  
mobile health clinic!

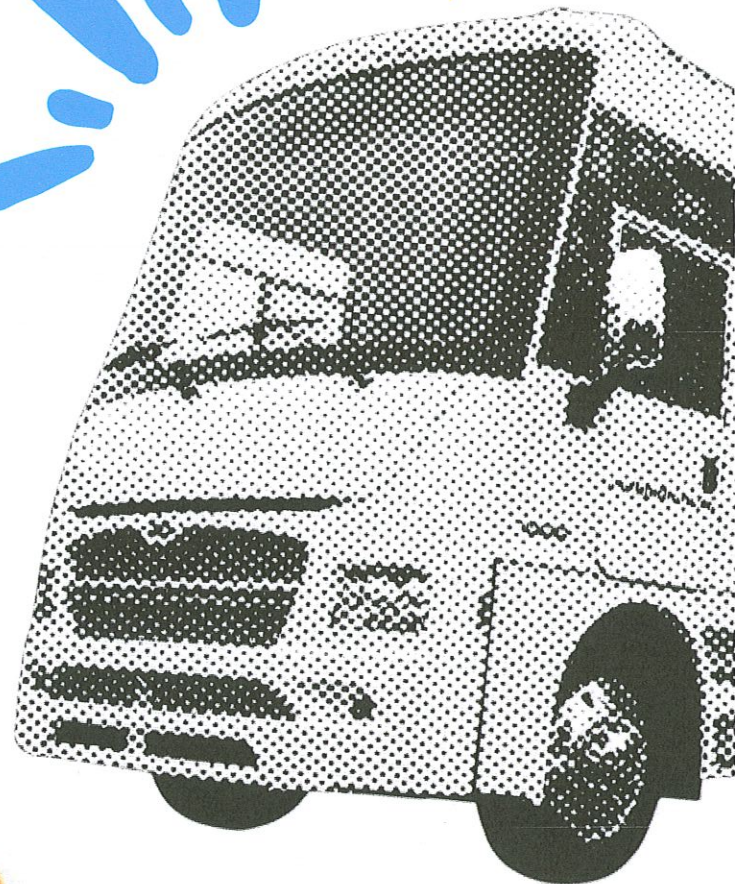
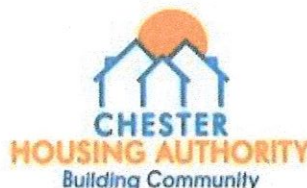
**\$25**

GIFT CARD FOR  
PARTICIPATING

**WEDNESDAY, MAY 21  
5:30PM-6:30PM**

**Booker T. Washington  
Community Center**  
611 Central Avenue  
Chester, PA 19013

**Registration required to  
participate.** Scan the QR code or go  
to [tinyurl.com/chafocusgroup2025](https://tinyurl.com/chafocusgroup2025).  
Registration limited to the first  
**20 CHA Residents.**





# JOIN A CHESTER HOUSING AUTHORITY SENIOR FOCUS GROUP!

Help shape Delaware County  
Health Department's future  
mobile health clinic!

**\$25**

GIFT CARD FOR  
PARTICIPATING

**THURSDAY, JUNE 5**  
**2:00PM-3:00PM**

## **Chatham Senior Village**

600 Edwards Street  
Chester, PA 19013

**Registration required to  
participate.** Scan the QR code or go  
to [tinyurl.com/chasenior2025](https://tinyurl.com/chasenior2025).  
Registration limited to the first  
**10 CHA Senior Residents.**



Questions?  
Contact Jenny at  
267-304-8285  
(call or text)





## CONSENT DOCKET

**Resolution No. 25-13** – Approving the independent single audit for FY2024 from Barbacane, Thornton and Company

CHESTER HOUSING AUTHORITY

RESOLUTION NO. 25-13

May 22, 2025

**WHEREAS, THE CHESTER HOUSING AUTHORITY** has an independent single audit completed annually. For Fiscal Year 2024 the firm completing the audit is Barbacane Thornton & Company;

**WHEREAS, CHA** received the independent single audit from Barbacane Thornton & Company on March 26, 2025, a copy of which is attached hereto and made a part hereof as Attachment "A";

**WHEREAS,** Barbacane Thornton & Company concluded that the **CHA** complied in all material respects, with the compliance requirements that could have a direct and material effect on its major federal programs for the Fiscal Year ended June 30, 2024:

**THEREFORE, BE IT RESOLVED,** that **CHA** is hereby granted authority to accept the independent audit report and comply with its findings and recommendations.

**IN WITNESS WHEREOF,** I set my hand and the corporate seal of the **CHA** this 22nd day of May, 2025.

Approved By:

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Alethea Freeman, Chair

Board of Commissioners

## ACTION DOCKET

## OTHER BUSINESS

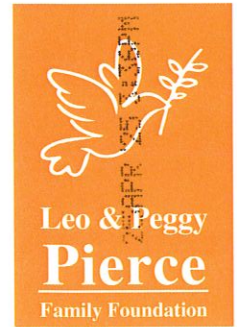


## NEWS ARTICLES/ANNOUNCEMENTS

- The Ruth Bennett Farm received a two-year grant of \$60,000 for Healthy Food Access & Youth Mentorship to be paid in two installments of \$30,000. CHA has already received the first installment.

April 21, 2025

Mr. Steven Fischer  
Executive Director  
Chester Housing Initiatives Inc.  
1111 Avenue of the States  
Chester, PA 19103



Dear Mr. Fischer: *Steve*

I am pleased to advise you that the Board of Directors of the Leo & Peggy Pierce Family Foundation approved a two-year grant of \$60,000 to Chester Housing Initiatives for Healthy Food Access & Youth Mentorship, to be paid in two installments of \$30,000. The first installment is enclosed.

By endorsing and depositing this check, you agree that:

- any changes to the use of the funds will be made in writing to the Foundation and must be approved in writing by the Foundation;
- that there has been no change in your I.R.S. tax classification as an organization described in Internal Revenue Service Code sections 501(c)(3) and 509(a)(1), (2) or (3);
- that you will submit a grant report on the use of these funds.

The Interim Grant Report is due in one year and must be submitted before the second installment of the grant can be paid. The Grant Report Form will be assigned to your dashboard; please go to [www.piercefamilyfdn.org](http://www.piercefamilyfdn.org) to access the logon page.

In the event that your organization acknowledges its supporters, please include the Leo & Peggy Pierce Family Foundation.

Thank you for your work.

Sincerely,

A handwritten signature in blue ink, appearing to read "Daphne Rowe", is written over a horizontal line.

Daphne Rowe  
Executive Director