



Monthly Report to the Board of Commissioners

Cindy Thompson
Chief Executive Officer

April 16, 2025

Board of Commissioners

Regular Meeting

Wednesday, April 16, 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, March 19, 2025.**
4. CONSENT DOCKET
 - **Resolution No. 25-12 -Approving the submittal of the agency’s 2026 Annual Agency Plan to HUD.**
5. ACTION DOCKETT
 - **Resolution No. 25-09 – Approval to apply for a line of credit with Franklin Mint Credit Union to replace the former line of credit with Truist Bank.**
 - **Resolution No. 25-10- Approval of entrance into a contract with Ceisler Media for Public Relations services.**
 - **Resolution No. 25-11- Approval for entrance into a contract with Clifton Larson Allen LLP for the audit of the Housing Choice Voucher Program (HCVP) tenant files.**
6. NEW BUSINESS
7. ANNOUNCEMENTS
8. ADJOURNMENT
9. EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTER

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CHESTER HOUSING AUTHORITY/

REGULAR MEETING OF MARCH 19, 2025

A Regular Meeting of the Authority ("CHA") was held on Wednesday, March 19, 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 (unexcused)

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

Ms. Freeman called the Meeting to order at 3:38 PM. Motion by **Feminella** seconded by **Warren** and passed unanimously approving the minutes of the **February 19, 2025**, Meeting as read.

Motion by **Warren**, seconded by **Feminella** and passed unanimously adopting **Resolution No. 25-08** Approving the transfer of PHARE funds for the Ruth L. Bennett Homes Renovation project to the William Penn Homes roofing project.

The Chair moved the meeting into an executive session to discuss personnel, legal and real estate.

MEETING ADJOURNED: 4:20 PM

Respectfully submitted

EXECUTIVE SUMMARY

- A. PHAS Recovery Plan Status
- B. QAD Review Status
- C. Ruth Bennett
 - A. RFQ
 - B. RAD
- D. Resident/Tenant Meetings
 - Election Results for Senior Bldgs.
- E. Executive Session
 - Personnel Matter

HOUSING OPERATIONS

SERVICE STATISTICS-NEW CLIENTS

Housing Program	Waiting List	Final Eligibility/Briefings	New Leases March 2025	Total New Clients Leased YTD 2025
HCVP	424	5	1	9
PBV	3	2	3	12
Incoming Ports		3	2	5
Foster Youth		1	0	0
Mainstream		0	0	3
Housing Stability NFP		2	0	0
Public Housing	1731	6	2	4

TOTAL HOUSEHOLDS LEASED

Housing Program	Jan 2025	Feb 2025	March 2025
Public Housing	504	504	500
Project Based Vouchers	276	282	281
Housing Choice Voucher	1358	1349	1342

SERVICE STATISTICS EXISTING CLIENTS

	JAN 2025	FEB 2025	MAR 2025	Total YTD
HCVP Annuals	80	96	97	273
PH Annual	43	18	43	104
PBV Annual	16	28	34	77
HCVP Interims	36	28	29	94
PH Interims	7	18	7	32
PBV Interims	20	1	37	58
HCVP Change of Unit	10	1	11	23
PH Change of Unit	1	0	1	2
PBV Change of Unit	0	0	1	1

SERVICE STATISTICS-HCVP Inspections

Type	January 2025	February 2025	March 2025	YTD 2025
Initial	21	21	36	78
Annual	68	56	39	153
Complaint	5	3	1	9
Quality Control	1	5	81	87
Reinspects	46	60	58	164

SERVICE STATISTICS-PH Inspections

Type	January 2025	February 2025	March 2025	Notes
Housekeeping	15	6	6	Donna/Dave
Unit Prep	15	5	6	Donna/Tina
Quality Control	39 RLB	0	0	McCright
Annual	TBD	TBD	TBD	US Inspections
Emergency Assessment	3	5	10	Dave Evers

PUBLIC HOUSING OCCUPANCY REPORT

AMP/DEVELOPMENT	TOTAL ACC	LEASED	VACANT	MOD VAC	ND Unit	%
AMP 10 WM PENN	160	136	15	7	2	88%
AMP 11 RL BENNETT	261	113	1	142	5	99%
AMP 13 CHATHAM FAMILY	110	108	2	0	0	98%
CHATHAM SENIOR	40	38	1	1	0	97.4%
AMP 15 WELLINGTON & WELLINGTON SENIOR	110	105	5	0	0	95%
	681	500	24	150	7	

Housing staff engaged in additional outreach to PH WL applicants for lease-up candidates at Wm Penn. Historic and current crime issues continue to deter leasing efforts.

62% of the emergency maintenance calls were related to plumbing (80)and HVAC (24). There were 6 electrical and 54 coded as general maintenance.

66% of the 514 nonemergency maintenance calls (340) were coded as general maintenance, 43 plumbing, 19 HVAC and 13 electrical.

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	January 2025	February 2025	March 2025	YTD/Avg Close Time
Emergency	382	226	166	774 5.4 days*
Non-Emergency	380	430	514	1435 5.4 days

LEGAL/COMPLIANCE

Compliance Report

March 2025

Eviction Dispositions	6
No AOC	0
Repayment Agreements	6 (6 cases continued for 60 to 90 days for check in)
One Strikes/disturbing the peace	0
Pet Policy Violations	0
Non-payment of Rent	18 (5 cases withdrawn Tenants paid in full)
Fire/insurance	0
Theft	0
Lease violation Harassment etc.	1 (case withdrawn)
Appeals	2 (1 eviction granted 1 continued by court)
Total Cases	27

SAFETY

POLICE CALLS FOR SERVICE

Burglary	Death	Medical Assistance	Theft	Misc.
1	1	1	3	9

FINANCE

Chester Housing Authority
Notes - Financial Results for Low Rent Program
For The Period Ended February 28, 2025

Major Category	NOTATION
Revenue	Revenue is \$2.806 below budget. The primary driver is subsidy being currently funded at approx. 97 % compared to a budget projection of 95%. However, the additional subsidy is offset by lower tenant rent charges, specifically at RLB.
Administrative	Admin Expenses are over budget by \$117,870 due to a combination of the conversion of vacation time to retirement contribution, legal fees incurred, 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

	<p>HUD-approved vacancies. The additional AM Fees for mod units will be evaluated closer to our yearend and possibly rebated back.</p>
Resident Services	<p>Variance of actual to budget of \$14,284, which is due a third payroll processed in the month of January. The costs incurred are primarily related to the RLB farm.</p>
Utilities	<p>Utilities overall are running over budget by approx. \$58,650. The primary factor is water and sewer are running above budget due to pipe breaks. Gas is currently below budget but with the winter weather conditions we anticipate gas to run move closer to the budgeted figure.</p>
Maintenance	<p>Maintenance costs compared to budget are running over by \$312,983. 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</p>

	<p>incurring costs for trash collection services. We continue to monitor these costs and are using our Capital Fund Program for any eligible expenditures. Also we have initiated spending reductions.</p>
Protective Services	<p>Protective Services are under budget currently over budget by \$2,674.</p>
Other General	<p>Other General expenses are over budget by approx. \$29,000 primarily due to costs incurred for grant writing and an allowance of collection losses against tenant rents greater than 90 days old.</p>
Non-routine	<p>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.</p>

FASS MASS & MOR	The Financial score decreased from 4.85 to 4.74. Our management score remained the same at 18.49. There is concern with our financial position, as we are well below the 15-point threshold to be deemed standard. The MOR decreased from a negative 0.23 to a negative 0.48, but we 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

Chester Housing Authority
Schedule Revenue and Expenses - COCC and LIPH
For The Period Ended February 28, 2025

	TOTAL			<u>% Variance</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> Favorable / (Unfavorable)	
<u>Revenue</u>				
Rental Income	1,006,924	1,053,333	(46,409)	-4%

Non-Dwelling Rents	45,780	32,933	12,847	39%
Interest income	1,788	1,467	321	22%
Frontline Charges - Legal & IT	133,570	180,000	(46,430)	-26%
Asset Management Fees	697,513	652,371	45,142	7%
Other Income	35,291	54,280	(18,989)	-35%
CFP Fee	428,363	474,107	(45,744)	-10%
Subsidy	2,216,970	2,120,513	96,457	5%
Total Revenue	4,566,199	4,569,005	(2,806)	0%
<u>Administrative Expenses</u>				
Admin Salaries	627,742	624,358	(3,384)	-1%
Asset Management Fee	301,545	219,873	(81,672)	-27%
Auditing Fees	-	-	-	#DIV/0!
Admin Benefits	230,969	205,465	(25,504)	-11%
Office Expenses	133,381	121,180	(12,201)	-9%
Legal Fees	65,644	63,333	(2,311)	-4%
Frontline Legal & IT	101,657	140,633	38,976	38%
Other Expenses	252,881	221,107	(31,774)	-13%
Total Administrative Expenses	1,713,819	1,595,949	(117,870)	-7%
Total Resident Services Expenses	143,264	128,980	(14,284)	-10%
<u>Utilities</u>				

Water	200,363	158,840	(41,523)	-21%
Electric	185,128	196,727	11,599	6%
Gas	79,633	130,013	50,380	63%
Sewer	502,033	422,985	(79,048)	-16%
Storm Water	34,281	34,224	(57)	0%
Total Utilities	1,001,438	942,789	(58,649)	-6%
<u>Maintenance Expenses</u>				
Maintenance Salaries	453,050	417,660	(35,390)	-8%
Maintenance Supplies	244,798	202,200	(42,598)	-17%
Maintenance Contracts	820,158	575,187	(244,971)	-30%
Maintenance Benefits	116,070	126,047	9,977	9%
Total Maintenance Expenses	1,634,076	1,321,093	(312,983)	-46%
<u>Protective Services</u>				
Protective Services Salaries	241,210	228,922	(12,288)	-5%
Protective Services Supplies	51,647	63,740	12,093	23%
Protective Services Benefits	55,808	53,329	(2,479)	-4%
Total Protective Services	348,665	345,991	(2,674)	-1%
<u>Other General Expenses</u>				
Insurance	379,154	373,365	(5,789)	-2%
Collection Losses	45,110	37,333	(7,777)	-17%

Other General Expenses	30,782	15,333	(15,449)	-50%
Total Other General Expenses	455,046	426,032	(29,014)	-6%
<u>Non-Routine Expenses</u>				
Extra-ordinary Maintenance	16,462	-	(16,462)	-100%
Casualty Loss, net	124,422	-	(124,422)	-100%
Total Non-Routine Expenses	140,884	-	(140,884)	-100%
Total Operating Expenses	5,437,192	4,760,835	(676,357)	-12%
Profit or (Loss) from Operations	(870,993)	(191,830)	(679,163)	78%
<u>Other Sources & (Uses)</u>				
Replacements	-	-	-	0%
Betterments & Additions	-	-	-	0%
Total Other Sources & (Uses)	-	-	-	#DIV/0!
Cash Flow (Deficit) from Operations	(870,993)	(191,830)	(679,163)	78%

Chester Housing Authority
Notes - Financial Results for Section 8 HCV Program
For The Period Ended February 28, 2025

Major Category	NOTATION
Revenue	Actual revenue versus budget variance is \$47,579. The variance is a reduction in administrative earned due to a lesser amount of units leased; along with the proration at 91% down from prior year's proration of 97%. 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 \$38,269 with lesser legal fees incurred and lower office expenses.
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 \$1,605 is not material to the financial results as whole.
Other General	Variance of actual to budget of \$83,791 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 \$250,844 as we requested additional advanced funding to cover an increase in our HAP expenses.
HAP Payment	HAP payments are higher than budget by \$346,014 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 95.1 percent and currently, we are 628 units

	months under leased (90 units per month) for the fiscal year-to-date. Section 8 has pulled from the waitlist.
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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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Chester Housing Authority
Schedule Revenue and Expenses - Section 8
For The Period Ended February 28, 2025

	Section 8			<u>% Variance</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> Favorable / (Unfavorable)	
<u>Revenue</u>				
Interest income	3,617	1,000	2,617	262%
Other Income	81,417	83,333	(1,916)	-2%
Admin Fee Subsidy	1,187,620	1,235,900	(48,280)	-4%
Total Revenue	1,272,654	1,320,233	(47,579)	-4%
<u>Administrative Expenses</u>				
Admin Salaries	342,266	362,080	19,814	5%

Asset Management Fee	328,514	358,167	29,653	8%
Admin Benefits	93,327	101,523	8,196	8%
Legal Fees	15,130	3,333	(11,797)	0%
Auditing Fees	-	-	-	#DIV/0!
Inspections	26,222	26,667	445	2%
Frontline Legal & IT	31,911	40,000	8,089	20%
Other Expenses	166,464	150,333	(16,131)	-11%
Total Administrative Expenses	1,003,834	1,042,103	38,269	4%
<u>Tenant Services</u>	7,025	26,667	19,642	74%
<u>Utilities</u>				
Water	2,001	2,333	332	14%
Electric	2,701	3,333	632	19%
Gas	122	667	545	82%
Sewer	3,241	75	(3,166)	-4221%
Total Utilities	8,065	6,408	(1,657)	-26%
<u>Maintenance Expenses</u>				
Maintenance Salaries	-	-	-	#DIV/0!
Maintenance Supplies	2,640	467	(2,173)	-466%
Maintenance Contracts	10,932	11,500	568	5%
Maintenance Benefits	-	-	-	#DIV/0!
Total Maintenance Expenses	13,572	11,967	(1,605)	-13%

<u>Other General Expenses</u>				
Insurance	12,359	11,843	(516)	-4%
Other General Expenses	16,360	100,667	84,307	84%
Total Other General Expenses	28,719	112,510	83,791	74%
<u>Non-Routine Expenses</u>				
Extra-ordinary Maintenance	-	-	-	0%
Casualty Loss	-	-	-	0%
Total Non-Routine Expenses	-	-	-	0%
Total Operating Expenses	1,061,215	1,199,654	138,439	12%
Profit or Loss from Operations	211,439	120,579	90,860	75%
<u>Other Sources & (Uses)</u>				
Replacements	-	-	-	0%
Betterments & Additions	-	-	-	0%
Total Other Sources & (Uses)	-	-	-	0%
Cash Flow (Deficit) from Operations	211,439	120,579	90,860	75%

HAP Subsidy	12,750,844	12,500,000	250,844	2%
HAP Payments	12,846,014	12,500,000	(346,014)	-3%
HAP Surplus/(Deficit)	(95,170)	-	(95,170)	0

Utilization of HAP Funds - CY 2025

Prior FY HAP Funding Available 394,806

Total HAP Funds Authorized	3,216,352	100.9%	Utilization %age of CY HAP
Total HAP Funds Available	3,611,158	89.9%	Utilization %age of Total HAP
Total HAP Expenses	3,245,403		
Unit Months Leased	3,001	94.1%	Utilization %age
Unit Months Available	3,190		

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 scheduled for 5/14/2025. 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. 13th 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. 13th 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 3/28/2025 indicates 13 out of 22 completed and 4 others started.

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 3rd 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.

PDCAT 153 – William Penn Unit Renovations Project

Contract: TBD

Contractor: TBD

PHARE Grant provided funding for \$250,000. 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. Bidding to begin in early April and Bid Opening in early May for decision at May Board meeting.**

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 scheduled for 4/2/2025.**

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. Will discuss with Silvercare on early April to choose option and RVE can proceed with design.**

RESIDENT & COMMUNITY SERVICES

N/A

CONSENT DOCKET

- **Resolution No. 25-12** - Approving the submittal of the agency's 2026 Annual Agency Plan to HUD.

**Chester Housing Authority
Resolution No. 25-12
April 16, 2025**

WHEREAS, the Chester Housing Authority (“**CHA**”) in accordance with the Quality Housing and Work Responsibility Act of 1998 (“**QHWRA**”) has prepared its Fiscal Year 2026 Annual Agency Plan (“**Plan**”);

WHEREAS, **CHA** under 24 CFR 903 held meetings with its Resident Advisory Board to seek input to prepare the **Plan**;

WHEREAS, **CHA** published a Forty-Five day notice for the **Plan** review and set the Public Hearing date on April 14, 2025 at the administrative offices of the CHA; and

WHEREAS, **CHA** held the Public hearing at 11:30 a.m. on April 14, 2025, at the administrative offices of **CHA**;

THEREFORE, BE IT RESOLVED, that CHA is hereby granted the authority to submit to HUD the **Plan** for its Fiscal Year 2026 Annual Agency Plan.

IN WITNES WHEREOF, I set my hand and the corporate seal of the **CHA** this
16th day of April, 2025.

Approved By:

Alethea Freeman, Chair
Board of Commissioners

ACTION DOCKET

- **Resolution No. 25-09-** Approving CHA to apply for a new line of credit with Franklin Mint Credit Union to replace previous line of credit CHA had with Truist Bank.
- **Resolution No. 25-10-** Approving the entrance into a contract with Ceisler Media for public relations services for a period of three years with a renewal option for two additional years not to exceed One Hundred Fourteen thousand Dollars (\$114,000) per annum.
- **Resolution No. 25-11** Approving the entrance into a contract with Clifton Larson Allen LLP for the audit of the Housing Choice Voucher Programs (HCVP) tenant files.

CHESTER HOUSING AUTHORITY
RESOLUTION NO. 25-09
April 16, 2025

WHEREAS, THE CHESTER HOUSING AUTHORITY (CHA) has wishes to replace its line of credit held with its former bank Truist with its current bank Franklin Mint Credit Union (“Bank”);

WHEREAS, CHA met and discussed its financial needs with the Bank and discussed the \$200,0000 line of credit with them;

WHEREAS, the Bank is willing to enter into negotiations with CHA for a new line of credit to replace the former line of credit CHA had with Truist Bank;

NOW, THEREFORE BE IT RESOLVED, that **CHA’s** Officers are authorized to enter into a line of credit with the Franklin Mint Credit Union.

IN WITNESS WHEREOF, I have set my hand and the corporate seal of **CHA** this 16th day of April, 2025.

Approved By:

Alethea Freeman, Chair
Board of Commissioners

**CHESTER HOUSING AUTHORITY
RESOLUTION NO. 25-10
April 16, 2025**

WHEREAS, THE CHESTER HOUSING AUTHORITY (CHA) has determined a need for public relations services;

WHEREAS, pursuant to 24 CFR Part 200 et al., **CHA** issued an invitation for bids to companies specializing in public relations services to which six firms responded;

WHEREAS, CHA determined that in accordance with 24 CFR 200 et al., Ciesler Media, was considered to be, the most responsible bidder, possessing the better qualifications, past performance, and scope of service to successfully perform all the terms and conditions of the contract (see Attachment 1);

THEREFORE, BE IT RESOLVED, that **CHA** is hereby granted authority to enter into a contract with Ciesler Media, for an amount not to exceed One Hundred and Fourteen Thousand Dollars per annum (**\$114,000**). This will be funded by COCC.

IN WITNESS WHEREOF, I set my hand and the corporate seal of the CHA this 16th day of April, 2025.

Approved By:

Alethea Freeman, Chair
Board of Commissioners



Executive Offices

1111 Avenue of the States • Chester, Pennsylvania 19013 • 610-904-1111 • Fax: 610-904-1222

MEMO

To: Quineice Harris, Director of Public Affairs/Executive Assistant
From: Crystal Harrison, Accountant
CC: Maria Zissimos
Date: April 8, 2025
Re: 2025 Public Relations RFP

CHA issued an RFP to solicit proposals to perform Public Relations Services. We received proposals from 6 firms: Manifest Greatness Media, The Consulting Lead, GUD, Madj Marketing, Brownstone PR and Ceisler Media. Three staff members were part of the evaluation committee: Caren Dorsey, Natania Schaumburg and Louis Demarco.

Attached is a summary schedule of those scores: Brownstone PR and Ceisler Media each scored 86 out of 100. However, Ceisler Media scored higher in qualifications, past performance, and scope of services. The other proposers' scores were as follows: Manifest – 84, The Consulting Lead – 66, GUD – 84 and Madj - 70

Although Brownstone came in with a lower cost, Ceisler Media qualifications and experience received higher ratings. **Therefore, based on the evaluation scores and qualifications, the recommendation is to select Ceisler Media to provide the 2025 Public Relations services.**

If you have any questions, please let me know.

Chester City Housing Authority

Summary of Public Relations RFP Scoring

Scorer # 1 -Caren Dorsey

Scorer # 2 - Natania Schaumburg

Scorer # 3 - Louis Demarco

Average

Scoring Item	Proposal's received From:						Proposal's received From:						Proposal's received From:						Proposal's received From:																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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Recommended Successful Bidder

**CHESTER HOUSING AUTHORITY
RESOLUTION 25-11
April 16, 2025**

WHEREAS, THE CHESTER HOUSING AUTHORITY ("CHA") has a need to hire a firm to review 100% of the HCVP files for program compliance as a result of a HUD QAD Review completed in January of 2024;

WHEREAS, CHA pursuant to its procurement policy prepared a Request for Qualifications ("RFQ") to which 11 responses were received;

WHEREAS, CHA evaluated the RFQ, and selected Clifton Larson as meeting all of the criteria as outlined in the RFQ, see Attachment I;

THEREFORE, BE IT RESOLVED, that **CHA** is hereby granted authority to enter into a contract with Clifton Larson for the above-mentioned work. This project shall be funded by COCC.

IN WITNES WHEREOF, I set my hand and the corporate seal of the **CHA** this 16th day of April, 2025

Approved by:

Alethea Freeman, Chair

Board of Commissioners

Executive Offices

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MEMO

To: Cindy Thompson, CEO

From: Roman Kubas, CFO

CC: Quineice Harris

Date: April 11, 2025

Re: HCV Tenant File Review

CHA issued an RFP to solicit proposals to perform a tenant file review of the approximately 1,575 Housing Choice Voucher Program participants in March 2025, with a response date of April 5, 2025. We received proposals from 11 bidders. Three staff members, Shanelle Johnson, Crystal Harrison, and Debbie Smith, were part of the evaluation committee.

Attached is a summary schedule of the evaluation scores. Clifton Larson was the highest average scorer, followed by Berman Hopkins and BRC Consulting, with scores of 87.67, 83.00, and 80.67 out of 100, respectively. The remaining 8 proposers' scores ranged from 18.33 to 68.33.

Based on the average score and review of the individual evaluations, I recommend awarding the contract to Clifton Larson. In addition, Clifton Larson was rated first under 2 categories and was near the top in the other three categories.

Roman Kubas

			TDP			
			Shanelle	Crystal	Debbie	Shanelle
	Criteria	Maximum Points				
1	Listed and described the firm's prior experience conducting file audits.	25	10	10	25	15
2	Demonstrated specialized knowledge and an understanding of Federal, State, and Local housing programs and public bodies / authorities.	25	10	10	10	15
3	Proposed services and fees are fairly priced and affordable.	25	10	10	10	15
4	Outlined the scope of work for training recommendations focused on file correction procedures.	15	10	15	10	15
5	Is conveniently located and accessible to CHA.	10	5	7	0	10
	Total Points	100	45	52	55	70

1
2
3
4
5

AVERAGE

25
25
25
15

15.00
10.00
10.00
11.67
4.00
50.67

			IBS		AMA Consult	
			Crystal	Debbie	Shanelle	Crystal
	Criteria	Maximum Points				
1	Listed and described the firm's prior experience conducting file audits.	25	18	10	10	20
2	Demonstrated specialized knowledge and an understanding of Federal, State, and Local housing programs and public bodies / authorities.	25	25	10	10	20
3	Proposed services and fees are fairly priced and affordable.	25	20	10	10	0
4	Outlined the scope of work for training recommendations focused on file correction procedures.	15	15	10	5	15
5	Is conveniently located and accessible to CHA.	10	7	10	5	3
	Total Points	100	85	50	40	58

1
2
3
4
5

AVERAGE

25	14.33	11.67
25	16.67	13.33
25	15.00	5.00
25	13.33	10.00
15	9.00	4.33
68.33		44.33

			ing	Berman Hopkins		
			Debbie	Shanelle	Crystal	Debbie
	Criteria	Maximum Points				
1	Listed and described the firm's prior experience conducting file audits.	25	5	25	23	25
2	Demonstrated specialized knowledge and an understanding of Federal, State, and Local housing programs and public bodies / authorities.	25	10	25	23	25
3	Proposed services and fees are fairly priced and affordable.	25	5	15	25	12
4	Outlined the scope of work for training recommendations focused on file correction procedures.	15	10	15	13	15
5	Is conveniently located and accessible to CHA.	10	5	0	3	5
	Total Points	100	35	80	87	82

1
2
3
4
5

AVERAGE

25
25
25
15

24.33

24.33

17.33

14.33

2.67

83.00

			Cohn Reznick			
			Shanelle	Crystal	Debbie	Shanelle
	Criteria	Maximum Points				
1	Listed and described the firm's prior experience conducting file audits.	25	10	18	10	10
2	Demonstrated specialized knowledge and an understanding of Federal, State, and Local housing programs and public bodies / authorities.	25	15	20	10	10
3	Proposed services and fees are fairly priced and affordable.	25	0	0	2	20
4	Outlined the scope of work for training recommendations focused on file correction procedures.	15	5	10	5	5
5	Is conveniently located and accessible to CHA.	10	10	7	7	0
Total Points		100	40	55	34	45

1
2
3
4
5

AVERAGE

25
25
25
15

12.67
15.00
0.67
6.67
8.00
43.00

			CHS LLC		BRC Consulti	
			Crystal	Debbie	Shanelle	Crystal
	Criteria	Maximum Points				
1	Listed and described the firm's prior experience conducting file audits.	25	5	20	25	24
2	Demonstrated specialized knowledge and an understanding of Federal, State, and Local housing programs and public bodies / authorities.	25	5	10	25	23
3	Proposed services and fees are fairly priced and affordable.	25	18	10	10	10
4	Outlined the scope of work for training recommendations focused on file correction procedures.	15	12	10	15	15
5	Is conveniently located and accessible to CHA.	10	3	10	10	5
	Total Points	100	43	60	85	77

1
2
3
4
5

AVERAGE

25	11.67	24.67
25	8.33	24.33
25	16.00	10.00
15	9.00	15.00
10	4.33	6.67
100	49.33	80.67

			ng	Castor Properties		
			Debbie	Shanelle	Crystal	Debbie
	Criteria	Maximum Points				
1	Listed and described the firm's prior experience conducting file audits.	25	25	10	0	5
2	Demonstrated specialized knowledge and an understanding of Federal, State, and Local housing programs and public bodies / authorities.	25	25	15	0	5
3	Proposed services and fees are fairly priced and affordable.	25	10	10	10	5
4	Outlined the scope of work for training recommendations focused on file correction procedures.	15	15	0	3	5
5	Is conveniently located and accessible to CHA.	10	5	10	7	5
	Total Points	100	80	45	20	25

1
2
3
4
5

AVERAGE

25
25
25
25
15

5.00
6.67
8.33
2.67
7.33
30.00

			Clifton Larson			
			Shanelle	Crystal	Debbie	Shanelle
	Criteria	Maximum Points				
1	Listed and described the firm's prior experience conducting file audits.	25	25	25	25	25
2	Demonstrated specialized knowledge and an understanding of Federal, State, and Local housing programs and public bodies / authorities.	25	25	15	25	25
3	Proposed services and fees are fairly priced and affordable.	25	15	15	20	10
4	Outlined the scope of work for training recommendations focused on file correction procedures.	15	15	13	15	15
5	Is conveniently located and accessible to CHA.	10	10	10	10	0
	Total Points	100	90	78	95	75

1
2
3
4
5

AVERAGE

25
25
25
15
10
100

25.00
21.67
16.67
14.33
10.00
87.67

			Nicole Aiken		Property Mgmt S	
			Crystal	Debbie	Shanelle	Crystal
	Criteria	Maximum Points				
1	Listed and described the firm's prior experience conducting file audits.	25	10	5	5	0
2	Demonstrated specialized knowledge and an understanding of Federal, State, and Local housing programs and public bodies / authorities.	25	15	5	5	0
3	Proposed services and fees are fairly priced and affordable.	25	10	5	5	0
4	Outlined the scope of work for training recommendations focused on file correction procedures.	15	10	5	5	10
5	Is conveniently located and accessible to CHA.	10	8	5	0	5
	Total Points	100	53	25	20	15

1
2
3
4
5

AVERAGE

25
25
25
25
15
15
15

13.33
15.00
8.33
10.00
4.33
51.00

3.33
3.33
3.33
6.67
1.67
18.33

			lutions
			Debbie
	Criteria	Maximum Points	
1	Listed and described the firm's prior experience conducting file audits.	25	5
2	Demonstrated specialized knowledge and an understanding of Federal, State, and Local housing programs and public bodies / authorities.	25	5
3	Proposed services and fees are fairly priced and affordable.	25	5
4	Outlined the scope of work for training recommendations focused on file correction procedures.	15	5
5	Is conveniently located and accessible to CHA.	10	0
	Total Points	100	20

1
2
3
4
5

AVERAGE

25
25
25
15
10

OTHER BUSINESS

N/A

NEWS

ARTICLES/ANNOUNCEMENTS

Election Photos

