



Monthly Report to the Board of Commissioners

Cindy Thompson
Chief Executive Officer

December 17, 2025

Board of Commissioners

Regular Meeting

Wednesday, December 17, 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, November 19, 2025.**
4. CONSENT DOCKET
5. ACTION DOCKET
6. FINANCIAL REPORT
7. LEGAL
8. NEW BUSINESS
9. ANNOUNCEMENTS
10. ADJOURNMENT

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CHESTER HOUSING AUTHORITY/

REGULAR MEETING OF November 19, 2025

A Regular Meeting of the Authority ("CHA") was held on Wednesday, November 19, 2025, at 3:30 PM at 1350 W. 9th Street, Chester, Pennsylvania.

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

ABSENT: Alicia Stewart-Martin and Roman Kubas

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

Ms. Freeman called the meeting to order at 3:44 PM. The minutes from the **October 15, 2025**, meeting were then approved unanimously with necessary corrections, following a motion by **Feminella** and a second by **Powell**.

Motion by **Warren**, seconded by **Feminella**, and passed unanimously, adopting **Resolution No. 25-18** approving the request for a \$200,000 line of credit from Franklin Mint Credit Union.

Motion by **Feminella**, seconded by **Warren**, and passed unanimously, adopting **Resolution No. 25-17** approving the Flat Rents schedule for Public Housing, effective January 1, 2026.

Motion by **Warren**, seconded by **Feminella**, and passed unanimously, adopting **Resolution No. 25-19** approving the revision of the waiting list local preference for Public Housing, effective November 19, 2025.

Cindy Thompson reported that the maintenance department has begun gaining momentum, preparing for upcoming inspections.

Cindy Thompson reported that all HCVP files have now been fully audited, revealing several areas in need of improved file maintenance. Based on these findings, a performance plan will be developed to strengthen processes moving forward. In addition, CHA has appointed a dedicated compliance staff member to support both programs and ensure ongoing accuracy and accountability.

Cindy Thompson reported that the HCVP experienced a funding shortfall due to an increase in portable vouchers. To streamline management, one staff member will now oversee all port activity. CHA has also successfully recovered the necessary funding from HUD.

Cindy Thompson reported that CHA is partnering with a Widener University professor to develop a financial literacy program. A follow-up call is scheduled for Monday, December 1st, to finalize the details. Once completed, the program will be available to all CHA residents.

Cindy Thompson reported that she is advancing Section 3 and Community Service initiatives. The program will begin with public housing residents who are required to complete community service as part of their housing obligations. She has started developing a needs-assessment template and application and is exploring options to administer the assessment electronically. She anticipates having the materials ready to present to the Board in January.

Cindy Thompson reported that a new fee schedule has been established for public housing residents to help address the costs associated with property damage. This update is expected to reduce CHA's out-of-pocket expenses.

Cindy Thompson reported that CHA now has two Regional Property Managers who will alternate days, so someone is on each site daily. The maintenance staff will now occupy the former Police station.

Cindy Thompson reported that all commercial tenants' leases will change to triple-net leases. Tenants will be responsible for all repairs. The commercial tenant, Avenue Pharmacy, will be vacating the space, and it will be available for rent.

The Chair moved the meeting into Executive session to discuss legal, real estate, personnel, and strategic planning.

MEETING ADJOURNED: 5:11 PM

Respectfully submitted

EXECUTIVE SUMMARY

N/A

HOUSING OPERATIONS

Housing Choice Voucher Updates

Fire Safety Highlighted

Housing Choice Voucher Program participants have enjoyed an excellent track record in fire safety over the last 21 years. This is especially notable given the age of the city's housing stock. As a result of our outreach to both tenants and landlords, less than 1% have had to endure the loss of life or property due to fire.

Unfortunately, this November, the CHA mourns the loss of a 3-year-old boy due to a tragic house fire on Wilson Street. The head of the household also suffered serious injuries. According to the Chester Fire Commissioner, the fire was ruled a “no-fault fire,” and at the time of this report, the cause of the fire had not yet been determined. The home was inspected twice by McCright and Associates and received an excellent rating as it was updated in the last few years.

CHA staff and other community leaders are helping out with clothing and holiday items for the family.

Housing Choice Voucher Clients Served

October		Fair Share	Mains tream (33)	Foster Youth (15)	Non - Elderly Disabled (25)	Homeless Set Aside	Nurse Family Partnership	Home owner
Tenant Based Vouchers	1174	1039	27	13	19	43	30	3
Port	100							

Outs		
Project Based	276	
Total ACC Leased	1550	
Port Ins	86	
Total Clients Served	1636	

HCVP Monthly Production- Tenant-based Voucher Program

Month	Annuals	Interims	Moves	New Admissions	Incoming Ports	End of Participation
September	81	22	8	2	2	9
October	98	45	9	6	1	11
November	104	8	7	1	0	1

Note:

54%(44/81) of the September annual recertifications were completed **after** the 30-day notice due date. Seven (7), 8.6% were completed after the September 1st check run date.

42% of the October annual recertifications were completed after the 30-day notice due date. Nine(9) 9% were completed after the October 1st check run.

45% (46/104) of the November annual recertifications were completed after the 30 day notice due date. Ten 10/104 were completed after the November check run. With the increase in staff capacity, the CHA anticipates improvement and timely completion of annual reviews. Five+ (5.5) Occupancy Specialists are assigned to the tenant-based voucher caseload.

HCVP Monthly Production- Project-based Voucher Program

Month	Annuals	Interims	Moves	New Admissions	Incoming Ports	End of Participation
September	24	2	1	2	N/A	1
October	27	38	0	4	N/A	1
November	19	1	0	2	N/A	1

Note:

16% (4/24) of the September annual recertifications were completed **after** the 30-day notice due date. All were completed by September 1 check run date. One (1) September 2025 PBV recertification remains open. **18.5%** (5/27) of the October annual recertifications were completed **after** the 30-day notice due date.

31% (6/19) of the November annual recertifications were completed after the 30-day notice due date.

An additional PBV Occupancy Specialist has been added to serve the Project-Based Voucher Program.

Budget Shortfall

As of the date of this report, the CHA is awaiting the amount it will receive for its December shortfall. In addition, the CHA does not know what will be funded in 2026 due to the lack of a final federal budget and the soon-to-expire continuing budget resolution. The program will continue to hold the issuance of new vouchers until the 2026 funding levels are reported.

PUBLIC HOUSING OCCUPANCY REPORT

AMP / DEVELOPMENT	TOTAL ACC	LEASE	VACANT	MOD	ND UNIT	% OCCUPIED
AMP 10 / WILLIAM PENN	160	136	5	17	2	96.45
AMP 11 / RUTH L BENNETT	261	98	9	149	5	91.59
AMP 13 / CHATHAM FAMILY	110	105	4	1	0	96.33
AMP 14 / CHATHAM SENIOR	40	37	2	1	0	94.87
AMP 15 / WELLINGTON RIDGE	110	101	5	4	0	95.28
Totals	681	477	25	172	7	95.02

***Evictions and miscellaneous issues with filling units.**

MAINTENANCE OPERATIONS

Service Statistics -Work Orders

	Aug-25		Sep-25		Oct-25	
Work Order Type	Quantity	Avg days time to close	Quantity	Avg days time to close	Quantity	Avg days time to close
Emergency	98	0.34	24	1.67	54	0.5
Non- Emergency	389	2.45	379	4.29	285	4.9

*In addition, we completed a full inspection of Wellington 1 & 2 with approximately 1,000 Work order line items. These inspections were completed with US Inspection Group as required by the HUD Request due to the 2025 NSPIRE Score.

LEGAL

Compliance Report October 2025

Eviction Dispositions	7
No AOC	1
Repayment Agreements	3 (1 continued for 60/90-day follow-up)
One Strikes/disturbing the peace	0
Pet Policy Violations	0
Non-payment of Rent	16 (5 made payment, 6 continued)
Fire/insurance	0
Theft	0
Lease violation Harassment etc.	1
Appeals	1 (dismissed)
Total Cases	21

FINANCE

Chester Housing Authority

Notes - Financial Results for Low Rent Program

For The Period Ended October 31, 2025

Major Category	NOTATION
Revenue	Revenue is approx. \$165,000 higher, which is currently exceeding the budgeted projection. The primary drivers are subsidy being currently funded at approx. 102% compared to a budget projection of 95% and increased rental charges.
Administrative	Admin Expenses are over budget by \$29,868 due to a three payrolls in the month of August and asset management fees being higher as we are calculating fees for vacant units categorized under modernization.
Resident Services	Variance of actual to budget of \$8,604. The costs incurred are primarily related to the RLB farm salaries and benefits.

Utilities		Utilities overall are over budget by approx. \$44,511, with electric running higher due to the summer heat and a sudden increase in electric cost/consumption as the Booker T Washington community center. We have requested PECO check the meter. Also stormwater will not be paid until January.
Maintenance		Maintenance costs compared to budget are running over budget by approx. \$60,000. The driver for the overage are maintenance contract and supply costs for: unit turnovers, window and door guards at Ruth Bennet; and landscaping costs.
Protective Services		Protective Services are over budget by \$23,026 and have ceased to be incurred as of September. We anticipate this overage to be adjusted upon a reconciliation of the compensated absences (vacation and sick) accrued as of 06/30/2025.
Other General		Other General expenses are over budget by approx. \$44,000 primarily due to public relations services and upfront IT costs.
Non-routine		No items to report.
FASS MASS & MOR		The Financial score is 12.04 and our management score is 13.20, both of which are currently running substandard . The MOR is 0.56, as 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

Chester Housing Authority
Schedule Revenue and Expenses - COCC and LIPH
For The Period Ended October 31, 2025

	TOTAL			%
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> Favorable / (Unfavorable)	<u>Variance</u>
<u>Revenue</u>				
Rental Income	587,155	499,167	87,988	18%
Non-Dwelling Rents	23,940	22,640	1,300	6%
Interest income	1,371	800	571	71%
Frontline Charges - Legal & IT	63,691	70,000	(6,309)	-9%
Asset Management Fees	365,469	300,562	64,907	22%
Other Income	14,998	22,483	(7,485)	-33%
CFP Fee	90,980	158,741	(67,761)	-43%
Subsidy	1,249,934	1,157,797	92,137	8%
Total Revenue	2,397,538	2,232,189	165,349	7%
<u>Administrative Expenses</u>				

Admin Salaries	374,728	344,561	(30,167)	-8%
Asset Management Fee	151,789	105,930	(45,859)	-30%
Auditing Fees	1,996	2,458	462	23%
Admin Benefits	130,153	133,194	3,041	2%
Office Expenses	68,333	62,970	(5,363)	-8%
Legal Fees	14,840	22,143	7,303	49%
Frontline Legal & IT	50,083	57,617	7,534	15%
Other Expenses	81,036	114,217	33,181	41%
Total Administrative Expenses	872,958	843,090	(29,868)	-3%
Total Resident Services Expenses	69,893	78,497	8,604	12%
<u>Utilities</u>				
Water	101,378	89,377	(12,001)	-12%
Electric	161,984	101,883	(60,101)	-37%
Gas	50,466	48,603	(1,863)	-4%
Sewer	161,936	157,481	(4,455)	-3%
Storm Water	368	34,277	33,909	9214%
Total Utilities	476,132	431,621	(44,511)	-9%
<u>Maintenance Expenses</u>				
Maintenance Salaries	239,271	254,858	15,587	7%
Maintenance Supplies	84,157	89,420	5,263	6%

Maintenance Contracts	391,850	319,535	(72,315)	-18%
Maintenance Benefits	84,774	76,699	(8,075)	-10%
Total Maintenance Expenses	800,052	740,512	(59,540)	-15%
<u>Protective Services</u>				
Protective Services Salaries	147,822	100,633	(47,189)	-32%
Protective Services Supplies	12,127	22,103	9,976	82%
Protective Services Benefits	25,885	40,072	14,187	55%
Total Protective Services	185,834	162,808	(23,026)	-12%
<u>Other General Expenses</u>				
Insurance	236,118	212,925	(23,193)	-10%
Collection Losses	11,447	19,243	7,796	68%
Other General Expenses	73,637	44,867	(28,770)	-39%
Total Other General Expenses	321,202	277,035	(44,167)	-14%
<u>Non-Routine Expenses</u>				
Extra-ordinary Maintenance	-	-	-	#DIV/0!
Casualty Loss	2,038	6,667	4,629	227%
Total Non-Routine Expenses	2,038	6,667	4,629	227%
Total Operating Expenses	2,728,109	2,540,231	(187,878)	-7%
Profit or (Loss) from Operations	(330,571)	(308,042)	(22,529)	7%

<u>Other Sources & (Uses)</u>				
Replacements	-	-	-	0%
Betterments & Additions	-	-	-	0%
Transfer to AMPs	-	-	-	0%
Transfer from COCC	-	-	-	0%
Total Other Sources & (Uses)	-	-	-	0%
Cash Flow (Deficit) from Operations	(330,571)	(308,042)	(22,529)	7%

Chester Housing Authority
Notes - Financial Results for Section 8 HCV Program
For The Period Ended October 31, 2025

Major Category	NOTATION
Revenue	Actual revenue versus budget variance is \$138,687. The positive variance is due additional administrative earned based on HUD's reconciliation for the first six months of 2025.
Administrative	Total Administrative Expenses are over budget by \$39,961 as a result of increased asset management calculated on the additional administrative fee received.
Tenant Services	Costs incurred to help support families.

Utilities	Variance of actual to budget of \$784 is not material.
Maintenance	Variance of actual to budget of \$1,481 is not material to the financial position as a whole.
Other General	Variance of actual to budget of \$5,670 is due to a higher amount of Port-out admin fees paid.
Non-routine	Based on a HUD QAD review, we contracted with a firm to review 100% of all the tenant files to identify any discrepancies. This costs was not budgeted.
Other Sources / (Uses)	
HAP Subsidy	HAP subsidy is higher than budget by \$487,372 as we received additional advanced funding to cover an in increase in our HAP expenses due to increased in rents.

HAP Payment	<p>HAP payments are higher than budget by \$6045,690 due to rent increases requested; along with an increase in the FMR. The number of units under lease is currently at 1,488 with a baseline of 1,595 units. Our fiscal year-to-date leasing percentage is 94 percent and we are 385 units months under leased (128 units per month) for the fiscal year-to-date. However, we will not be leasing addition vouchers for the remainder of the calendar year because the HA is in a shortfall as our funding can only support 1,480 units.</p>
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NOTE	<p>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.</p>
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Chester Housing Authority
Schedule Revenue and Expenses - Section 8
For The Period Ended October 31, 2025

	Section 8			<u>%</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Variance</u>
			Favorable / (Unfavorable)	
<u>Revenue</u>				
Interest income	1,999	963	1,036	108%
Other Income	4,659	14,000	(9,341)	-67%
Admin Fee Subsidy	701,232	554,240	146,992	27%
Total Revenue	707,890	569,203	138,687	24%
<u>Administrative Expenses</u>				
Admin Salaries	216,591	194,080	(22,511)	-12%
Asset Management Fee	185,208	156,597	(28,611)	-18%
Admin Benefits	58,389	57,289	(1,100)	-2%
Legal Fees	-	5,000	5,000	0%
Auditing Fees	500	833	333	40%
Inspections	14,033	16,667	2,634	16%
Frontline Legal & IT	13,606	18,333	4,727	26%
Other Expenses	74,456	74,023	(433)	-1%
Total Administrative Expenses	562,783	522,822	(39,961)	-8%

<u>Tenant Services</u>	5,381	6,667	1,286	19%
<u>Utilities</u>				
Water	111	1,167	1,056	90%
Electric	2,191	1,667	(524)	-31%
Gas	92	167	75	45%
Sewer	24	375	351	94%
Total Utilities	2,418	3,375	957	28%
<u>Maintenance Expenses</u>				
Maintenance Supplies	232	833	601	72%
Maintenance Contracts	6,400	6,507	107	2%
Total Maintenance Expenses	6,632	7,340	708	10%
<u>Other General Expenses</u>				
Insurance	7,255	4,765	(2,490)	-52%
Other General Expenses	32,458	25,000	(7,458)	-30%
Total Other General Expenses	39,713	29,765	(9,948)	-33%
<u>Non-Routine Expenses</u>				
Extra-ordinary Maintenance	-	-	-	0%
Tenant File Review	129,745	-	(129,745)	0%
Total Non-Routine Expenses	129,745	-	(129,745)	0%

Total Operating Expenses	746,672	569,969	(176,703)	-31%
Profit or Loss from Operations	(38,782)	(765)	(38,017)	4967%
<u>Other Sources & (Uses)</u>				
Replacements	-	-	-	0%
Betterments & Additions	-	-	-	0%
Total Other Sources & (Uses)	-	-	-	0%
Cash Flow (Deficit) from Operations	(38,782)	(765)	(38,017)	4967%

HAP Subsidy	6,928,532	6,441,160	487,372	8%
HAP Payments	7,045,850	6,441,160	(604,690)	-9%
HAP Surplus/(Deficit)	(117,318)	-	(117,318)	0

Utilization of HAP Funds - CY 2025

Prior FY HAP Funding Available 2,046,107

Total HAP Funds Authorized	14,856,300	113.7%	Utilization %age of CY HAP
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Total HAP Funds Available	16,902,407	99.9%	Utilization %age of Total HAP
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Total HAP Expenses	16,893,644
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Unit Months Leased	14,999	94.0%	Utilization %age
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Unit Months Available 15,950

DEVELOPMENT

ACTION ITEMS/PROJECTS

PDCAT 152 – GENERAL ENGINEERING

Submitted proposal for 2025-2026 General Engineering services to CHA on 7/22/25. Received approval on 8/6/25.

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.**

William Penn Homes – Site Security System

RVE has been notified that CHA wants to proceed with a security system project at this site. RVE is contacting several vendors for scoping meeting and quotes. RVE completed a site walk thru with LogicQ on 6/26/25 and Kastle Security systems on 6/30/25. Through meetings both vendors expressed the best way to operate the camera system would be to place equipment for each building in a locked closet inside one of the units of the building. System could then be powered from building electrical system and cameras could upload data to cloud-based internet system. CHA requested RVE investigate with Verizon on providing internet service to all units and to the camera system. RVE placed PA One Call design tickets (utility location system) for running underground internet throughout the community. Site walk-thru with Verkada held on 7/24/25 to review system requirements. Follow-up product demonstration held on 7/28/25. Received quote from Kastle on 7/11/25. Submitted agreements for Verizon to provide service at several facilities on 7/25/25. Meeting scheduled with CHA on 8/4/2025 to discuss existing agreements with Comcast and potential future design. RVE compiling comparable checklist for all three systems to present to CHA Board and County. Submitted a proposal to CHA for RVE's services going forward on 7/23/25. Received approval on 8/5/25. Met with Verkada on 8/20/25 to review quote. Total approaches \$700,000 for 120 cameras and 10 year warranty and service agreement. RVE developing a comparison sheet for all vendors. Received quote from Logic and met with them to review on 9/5/2025. As per Delaware County's request, we have engaged with Motorola to receive a quote and completed a site walk-thru with them on 9/17/2025. We attended an on-site demonstration of the system on 9/29/2025. In order to receive information from all vendors based on the same scope of work, we requested the vendors adjust their quotes based on camera locations we provided them as discussed with CHA. Revised quotes received from all vendors on 10/24/2025. We received a quote from Motorola on 10/28/2025. **Comparison sheet**

and cover letter from RVE provided on 10/30/2025. Met with CHA and City IT personnel to discuss possible collaboration on security system across all CHA properties on 12/3/2025. RVE provided additional documents for City to review on 12/5/2025.

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. RVE submitted concept drainage plan to CHA on 5/7/2025 and site grading plan to CHA on 5/19/2025. **As per CHA's request, RVE provided proposal for design, bidding, construction and contract management for publicly bidding drainage improvements project on 9/22/2025. Ideal construction season is Spring 2026.**

Wellington Ridge Senior Center

Reported a leak in the vestibule of the Senior Center to the Contractor who completed the 2023 Roof Replacement project (Sky Construction) on 7/10/25. Contractor on site on 7/15/25 to repair. Leak again reported on 7/31/25. Sky Construction agreed to return to site on 8/4/25 to review and report repairs.

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. Proposal submitted 5/22/2025. Discussed a reduced scope of work with CHA. Revised proposal submitted on 5/29/2025.

At CHA's request, RVE submitted information regarding the HUD Section 3 Compliance Plan. RVE is happy to assist further on developing a plan for the future.

CHA Site Utility Plans

RVE placed PA One Call design tickets (utility location system) for running underground internet throughout all communities as it is anticipated that this will be needed for future security systems and existing utility information at all communities is needed for CHA records. RVE has draft copies of all sites completed. **Draft plans issued on 9/12/2025 for CHA review.**

Fall 2025 Grant Review

RVE met with CHA on 10/14/2025 to review 5 year capital plan and determine available grants applicable for the work. This involved significant research for available grants and to determine the eligibility of CHA for these grants. It was determined that CHA would like to pursue a total of four (4) grant applications.

Three (3) for the LSA Grant (Roof and Gutter Replacement at Wellington Ridge and Chatham Estates, Roof and Gutter Replacement at Chatham Senior Bldg; and Power Washing Equipment) and one (1) the PHARE Grant (Windows, Doors, & Siding Replacement at William Penn Homes). RVE provided an estimate of \$3,000 to \$5,000 to prepare each grant application and supporting documentation. **The application deadline for the LSA Grant is 11/30/2025 and the deadline for the PHARE Grant is 11/20/2025. PHARE Grant was submitted on 11/20/2025. DCED informed us that CHA is not eligible for LSA Grant because state considers them a “Residential Financial Authority”.**

PDCAT 153 – William Penn Unit Renovations Project

Contract: Original Amount \$321,830.00

Contractor: L&L Legacy Construction

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. Bid Opening held on 5/15/2025. Received 1 bid. Spoke with interested parties and they indicated they would submit a bid if project was re-bid. Issued letter of recommendation on 5/19/2025 to reject bids and rebid project. Changed bid documents to incorporate all of the bidder questions and addenda from last bid. Currently being rebid. New bid opening scheduled for 6/19/2025. At the request of several bidders, additional pre-bid site walk-thru was held on 6/18/25. Based on meeting held on 6/24/25 with Willis Construction and CHA, scope of project was changed for fire suppression system (material change) and flooring underlayment (waterproofing added). Thus, an addendum is being issued. The bid opening was pushed back until 7/10/25 to accommodate bidders for pricing based on RFI responses and addendum. Bids were opened. Low bidder was disqualified due to improper submission of bid package and lack of qualifications. We issued a recommendation letter to award to 2nd low bidder (L&L Legacy, Inc.) on 7/22/25. Low qualified bid was \$80,000 over budget. Reviewed bid items with CHA and deleted items from scope of work to get to budget number on 8/14/25. Project received notice of award. RVE drafted contracts and sent to Contractor for review and signature on 9/24/2025. We are coordinating with City of Chester and CHA for Building permits. Contractor is delayed in providing performance bond due to federal government shutdown. CHA authorized RVE to proceed. RVE issued limited NTP to L&L Legacy Construction on 10/24/2025. Change Order pending as a credit of (\$79,410). **Pre-construction mtg scheduled held 11/04/2025. Reviewing submittals from Contractor. Waiting schedule and performance bond from Contractor. Received permits on 11/24/2025.**

PDCAT154 – Wellington Ridge Roof Replacement Project

Contract: Original Amt. \$301,000. Current Amount: \$323,646

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 remainder of roofs at the neighborhood. Pricing was provided on 4/23/2025. Contractor is on site working. Pay Application #1 submitted 5/29/2025. Letter of substantial completion issued on 7/2/25. Third party inspection being scheduled with Sensening Roofing. Pay application #2 was reviewed and processed and submitted to CHA for payment on 7/2/25. It appears project will be completed under the budget based on the field quantities measured. Received Inspection Report on 7/25/25. Punchlist issued on 7/31/2025. Approximately \$21,000 remaining in budget. Cost to complete roof using bid prices is ± \$14,000. Anticipate providing list of roofs on 8/5/25. Punchlist work completed on 8/19/25. RVE inspected punchlist work with drone and found acceptable. Coordinating with CHA on additional roofs to be replaced. Received quotes from 3 separate roofers including Contractor. Final information received from Beaver HI was on 9/25/2025. Contractor was authorized to proceed. Flat Roof replacement work approved for \$21,195.00. Sloped roof work to be addressed in Contract change order. Change Order #3 issued on 10/15/2025 for additional work. Submittals for Flat Roof materials and schedule was reviewed and approved on 10/27/2025. Pay Certificate #4 for completed work issued on 10/29/25. Permit for additional work received from City of Chester on 10/28/2025. **Construction for Change Order work began on 11/03/2025. Work completed on 11/25/2025. Punchlist inspection completed on 12/3/2025. RVE issuing punchlist items. CHA requested pricing for additional CO for added roofs (19 total) on 12/2/2025.**

PDCAT155 – Chester E-Health Center

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. Additional revisions to the concept plan were requested by Silvercare. Concept Plan #8 approved by Silvercare on 5/21/25. RVE requested selections of finishes (floors, wall type, and door locks) and responses provided by Silvercare by 5/28/2025. RVE design team visited site on 6/12/2025. RVE design team meeting held to review designs. Design questions sent to

CHA and Silvercare on 6/27/25 for preferences and electrical usage information needed for HVAC and electrical design. Waiting on response. Silvercare provided responses on 7/15/25. Additional direction regarding condenser unit location was given on 7/23/25. Silvercare informed RVE to apply for historic preservation approval. RVE prepares SHPO documentation and submits on 7/31/25. **Received SHPO approval on 8/13/25.** Reviewed draft completed documents with Silvercare on 8/14/25. Received approval for bidding. Project is currently out for bid. Bid opening scheduled for 9/11/2025. Bid was put on hold until mold which was discovered during pre-bid walkthrough can be remediated. Testing is scheduled for 9/30/2025. Reviewed grant funding with CHA and Silvercare on 9/18/2025 and the budget can accommodate remediation of mold. Completed mold testing on 10/1/2025. RVE issued mold testing and remediation report on 10/13/2025. CHA receiving quotes for remediation based on scope of work in RVE report. RVE provided scope of work and solicited quote from Union recommended contractor on 10/29/2025. **Grant funding deadline is December 2026. RVE waiting on notification of completion of remediation work.**

RESIDENT & COMMUNITY SERVICES

- CHA will hold our Annual Toy Distribution on December 18th 4 PM-6 PM at the Booker T. Washington Community Center.

CONSENT DOCKET

N/A

ACTION DOCKET

N/A

OTHER BUSINESS

N/A

NEWS ARTICLES/ANNOUNCEMENTS

N/A