



Monthly Report to the Board of Commissioners

Cindy Thompson
Chief Executive Officer

June 18, 2025

Board of Commissioners

Regular Meeting

Wednesday, June 18, 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 **THURSDAY, MAY 22, 2025.**
4. CONSENT DOCKET
5. ACTION DOCKET
 - **Resolution No. 25-14 -APPROVAL OF BUDGET ENDING FISCAL YEAR ENDED JUNE 30, 2026.**
6. NEW BUSINESS
7. ANNOUNCEMENTS
 - NAACP Banquet Friday, June 27th @ 7PM
8. Financial Report
 - FY 2026 Budget
9. ADJOURNMENT

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**CHESTER HOUSING AUTHORITY/
REGULAR MEETING OF May 22, 2025**

A Regular Meeting of the Authority ("CHA") was held on Thursday, May 22, 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, Shanelle Johnson and
Maria Zissimos

Ms. Freeman called the meeting to order at 3:45 PM with a prayer. The minutes from the **April 16, 2025**, meeting were then approved unanimously, following a motion by **Warren** and a second by **Feminella**.

Motion by **Powell**, seconded by **Warren** and passed unanimously adopting **Resolution No. 25-13** approving the independent single audit administered by Barbacane Thornton & Company for FY ending 2024.

Cindy Thompson reported that during the monthly HUD call, CHA was praised for improving occupancy rates. She also noted that all ongoing INSPIRE Inspections at CHA properties have been successful to date.

Cindy Thompson reported that the maintenance department has been diligently working on resolving outstanding issues at the Chatham Senior building as part of their proactive pre-inspection efforts.

Cindy Thompson reported that CHA will be opening the waiting list for the William Penn Homes from June 5th-20th. The William Penn has the largest concentration of vacant units.

Cindy Thompson reported that CHA Engineers Remington and Vernick are creating safety plans for the senior buildings. This includes establishing a new fire drill procedure, as the Chester Fire Department no longer provides this service.

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

MEETING ADJOURNED: 4:45 PM

Respectfully submitted

EXECUTIVE SUMMARY

- A. Resident Meetings
- B. Employee Retreat

LEGAL/COMPLIANCE

Compliance Report

May 2025

Eviction Dispositions	6
No AOC	0
Repayment Agreements	7 (4 continued to June 3 continued 60 days)
One Strikes/disturbing the peace	0
Pet Policy Violations	0
Non-payment of Rent	13 (3 cases withdrawn Tenants paid in full, 3 made partial payments \$2,505, 1 cross-claim)
Fire/insurance	0
Theft	0
Lease violation Harassment etc.	0
Appeals	0
Total Cases	20

FINANCE

Chester Housing Authority
Notes - Financial Results for Section 8 HCV Program
For The Period Ended April 30, 2025

Major Category	NOTATION
Revenue	Actual revenue versus budget variance is \$103,900. 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 \$36,393 with management fees.
Tenant Services	Costs incurred by the Program to help support families has been running below historical data.

Utilities	Variance of actual to budget of \$2,205 as sewer costs are higher than historical averages.
Maintenance	Variance of actual to budget of \$2,209 is not material to the financial results as whole.
Other General	Variance of actual to budget of \$100,372 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 \$394,756 as we received additional advanced funding to cover an increase in our HAP expenses.
HAP Payment	HAP payments are higher than budget by \$477,902 due to rent increases requested by Roizman. The number of units under lease is currently at 1,498 with a baseline of 1,595

units. Our fiscal year-to-date leasing percentage is 94.8 percent and currently, we are 825 units months under leased (118 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.

**Chester Housing Authority
Schedule Revenue and Expenses - COCC and LIPH
For The Period Ended April 30, 2025**

	TOTAL			<u>% Variance</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> Favorable / (Unfavorable)	
<u>Revenue</u>				
Rental Income	1,276,727	1,316,667	(39,940)	-3%
Non-Dwelling Rents	57,750	41,167	16,583	40%
Interest income	2,463	1,833	630	34%

Frontline Charges - Legal & IT	179,020	225,000	(45,980)	-20%
Asset Management Fees	876,187	815,464	60,723	7%
Other Income	72,656	67,850	4,806	7%
CFP Fee	683,470	632,142	51,328	8%
Subsidy	2,795,794	2,650,642	145,152	5%
Total Revenue	5,944,067	5,750,765	193,303	3%
<u>Administrative Expenses</u>				
Admin Salaries	764,021	780,448	16,427	2%
Asset Management Fee	377,552	274,842	(102,710)	-27%
Auditing Fees	8,748	7,135	(1,613)	-18%
Admin Benefits	275,475	256,831	(18,644)	-7%
Office Expenses	176,919	151,475	(25,444)	-14%
Legal Fees	71,829	79,167	7,338	10%
Frontline Legal & IT	134,214	175,792	41,578	31%
Other Expenses	307,395	276,383	(31,012)	-10%
Total Administrative Expenses	2,116,153	2,002,072	(114,081)	-5%
Total Resident Services Expenses	157,924	161,225	3,301	2%
<u>Utilities</u>				
Water	224,756	198,550	(26,206)	-12%
Electric	302,075	245,908	(56,167)	-19%
Gas	332,896	162,517	(170,379)	-51%

Sewer	502,033	469,983	(32,050)	-6%
Storm Water	34,281	34,224	(57)	0%
Total Utilities	1,396,041	1,111,182	(284,859)	-20%
<u>Maintenance Expenses</u>				
Maintenance Salaries	552,270	522,075	(30,195)	-5%
Maintenance Supplies	317,901	252,750	(65,151)	-20%
Maintenance Contracts	983,193	718,983	(264,210)	-27%
Maintenance Benefits	144,666	157,558	12,892	9%
Total Maintenance Expenses	1,998,030	1,651,367	(346,663)	-44%
<u>Protective Services</u>				
Protective Services Salaries	286,722	286,153	(570)	0%
Protective Services Supplies	61,249	79,675	18,426	30%
Protective Services Benefits	68,724	66,662	(2,062)	-3%
Total Protective Services	416,695	432,489	15,794	4%
<u>Other General Expenses</u>				
Insurance	481,696	456,335	(25,361)	-5%
Collection Losses	28,543	46,667	18,124	63%
Other General Expenses	33,222	19,167	(14,055)	-42%
Total Other General Expenses	543,461	522,168	(21,293)	-4%
<u>Non-Routine Expenses</u>				
Extra-ordinary Maintenance	16,462	-	(16,462)	-100%

Casualty Loss, net	115,183	-	(115,183)	-100%
Total Non-Routine Expenses	131,645	-	(131,645)	-100%
Total Operating Expenses	6,759,949	5,880,503	(879,446)	-13%
Profit or (Loss) from Operations	(815,882)	(129,738)	(686,144)	84%
<u>Other Sources & (Uses)</u>				
Replacements	-	-	-	0%
Betterments & Additions	-	-	-	0%
Total Other Sources & (Uses)	-	-	-	#DIV/0!
Cash Flow (Deficit) from Operations	(815,882)	(129,738)	(686,144)	84%

**Notes - Financial Results for Section 8 HCV Program
For The Period Ended April 30, 2025**

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HAP Payment	HAP payments are higher than budget by \$477,902 due to rent increases requested by Roizman. The number of units under lease is currently at 1,498 with a baseline of 1,595 units. Our fiscal year-to-date leasing percentage is 94.8 percent and currently, we are 825 units months under leased (118 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.

Chester Housing Authority
Schedule Revenue and Expenses - Section 8
For The Period Ended April 30, 2025

	Section 8			<u>%</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Variance</u>
			Favorable / (Unfavorable)	
<u>Revenue</u>				
Interest income	4,564	1,250	3,314	265%
Other Income	82,290	104,167	(21,877)	-21%
Admin Fee Subsidy	1,459,538	1,544,875	(85,337)	-6%
Total Revenue	1,546,392	1,650,292	(103,900)	-6%
<u>Administrative Expenses</u>				
Admin Salaries	421,817	452,600	30,783	7%
Asset Management Fee	405,345	447,708	42,363	9%
Admin Benefits	117,818	126,903	9,085	7%
Legal Fees	15,130	4,167	(10,963)	0%
Auditing Fees	2,170	2,125	(45)	-2%
Inspections	40,247	33,333	(6,914)	-21%
Frontline Legal & IT	44,805	50,000	5,195	10%
Other Expenses	221,028	187,917	(33,111)	-18%
Total Administrative Expenses	1,268,360	1,304,753	36,393	3%
<u>Tenant Services</u>	9,458	33,333	23,875	72%
<u>Utilities</u>				
Water	2,026	2,917	891	31%

Electric	4,550	4,167	(383)	-9%
Gas	388	833	445	53%
Sewer	3,241	83	(3,158)	-3789%
Total Utilities	10,205	8,000	(2,205)	-28%
<u>Maintenance Expenses</u>				
Maintenance Salaries	-	-	-	#DIV/0!
Maintenance Supplies	2,988	583	(2,405)	-412%
Maintenance Contracts	14,179	14,375	196	1%
Maintenance Benefits	-	-	-	#DIV/0!
Total Maintenance Expenses	17,167	14,958	(2,209)	-15%
<u>Other General Expenses</u>				
Insurance	15,102	14,804	(298)	-2%
Other General Expenses	25,164	125,833	100,669	80%
Total Other General Expenses	40,266	140,638	100,372	71%
<u>Non-Routine Expenses</u>				
Extra-ordinary Maintenance	-	-	-	0%
Casualty Loss	-	-	-	0%
Total Non-Routine Expenses	-	-	-	0%
Total Operating Expenses	1,345,456	1,501,683	156,227	10%
Profit or Loss from Operations	200,936	148,609	52,327	35%
<u>Other Sources & (Uses)</u>				
Replacements	-	-	-	0%

Betterments & Additions	-	-	-	0%
Total Other Sources & (Uses)	-	-	-	0%
Cash Flow (Deficit) from Operations	200,936	148,609	52,327	35%

HAP Subsidy	16,019,756	15,625,000	394,756	3%
HAP Payments	16,102,902	15,625,000	(477,902)	-3%
HAP Surplus/(Deficit)	(83,146)	-	(83,146)	0

Utilization of HAP Funds - CY 2025

Prior FY HAP Funding Available 592,210

Total HAP Funds Authorized	6,478,874	100.4%	Utilization %age of CY HAP
Total HAP Funds Available	7,071,084	92.0%	Utilization %age of Total HAP

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 June 18, 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 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. **All work completed except Deck #5 (2912 W. 12th St.). Change Order needed due to revised deck design to eliminate deck connection to side walls as they were shown to be rotted in the field. New deck plan and permit was needed from the City. Plans submitted to City on 5-14-25. Waiting on permit. Contractor has secured location.**

PDCAT 152 – GENERAL ENGINEERING

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.**

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.

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. **RVE submitted concept drainage plan to CHA on 5/7/2025 and site grading plan to CHA on 5/19/2025.**

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.

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. **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.**

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 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.**

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. 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. Design team scheduled to complete site visit mid- June. Will notify CHA and Silvercare once date is finalized.**

RESIDENT AND COMMUNITY SERVICES

Resident Meetings

Senior Sites:

6/23/25 - 11AM Wellington Senior 3014 W. 13th Street, Chester, PA

6/26/25 - 11AM Chatham Senior 600 Edwards Street Chester, PA

Family Sites:

7/21/25 – Wellington Family 4:00pm 3014 W. 13th Street, Chester, PA

7/24/25 – Chatham Family 4:00pm 611 Central Avenue, Chester, PA

8/18/25 - William Penn Homes 4:00pm 514 Union Avenue, Chester, PA

8/21/25 – Ruth Bennett Homes 4:00pm 1350 W. 9th Street, Chester, PA

CONSENT DOCKET

N/A

ACTION DOCKET

- Resolution No. 25-14 -APPROVAL OF BUDGET ENDING FISCAL YEAR JUNE 30, 2026.

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 06/30/2022)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Chester Housing Authority

PHA Code: PA007

PHA Fiscal Year Beginning: 07/01/2025

Board Resolution Number: 25-14

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on: 06/18/2025
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Alethea Freeman	Signature:	Date:
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CHESTER HOUSING AUTHORITY

FY 2026 OPERATING BUDGET - AGENCY-Wide

Account Description	Audited 2023	Audited 2024	2/28/2025	Projected 2025	Operating Budget 2025	Proposed Budget 2026
Ordinary Maintenance & Operations						
Ordinary maint and operations - labor	517,788	696,395	409,031	613,547	673,073	840,192
Ordinary maint and op - materials & other	406,090	442,110	252,077	378,116	308,000	274,760
Ordinary maint and op - contract costs						
garbage and trash removal	57,234	53,427	110,476	165,714	54,630	268,896
heating & cooling	49,204	56,294	23,265	30,848	75,480	29,730
elevator maintenance	3,604	3,954	4,140	6,210	500	2,500
landscape & grounds	179,184	281,834	151,262	226,893	183,580	160,500
unit turnaround	102,670	113,955	172,857	259,286	81,500	107,130
plumbing	13,475	29,180	48,315	72,473	19,100	24,390
extermination	79,726	87,569	59,599	89,399	86,400	78,860
janitorial	81,105	41,848	26,602	39,903	74,890	57,040
routine maintenance	15,846	13,848	6,795	10,193	19,930	14,050
miscellaneous	212,031	312,475	267,801	401,702	266,830	241,620
Total maint & operations contrat costs	831,733	1,018,058	879,654	1,315,431	910,030	1,009,046
Employee benefit contrib- ordinary maint	175,060	251,500	113,957	170,936	197,325	252,857
Total maintenance and operations	1,930,671	2,408,063	1,654,719	2,478,029	2,088,428	2,376,855
Protective Services						
Protective services - labor	633,339	677,352	414,810	622,215	594,413	130,550
Protective services - other	132,905	76,854	51,647	77,471	95,610	22,103
Employee benefit contrib- protective serv	139,653	149,239	83,331	124,997	122,011	51,301
Total protective services	905,897	903,445	549,788	824,682	812,034	203,954
General Expenses						
Property insurance	198,158	199,803	125,595	188,393	189,800	195,050
Liability insurance	46,363	51,804	30,854	46,281	61,730	50,430
Workmen's compensation	155,680	204,001	103,319	154,979	150,353	146,652
All other insurance	133,842	160,426	91,725	137,588	148,120	145,070
Total insurance premium	534,043	616,034	351,493	527,240	550,003	537,202
Other general expenses (includes subsidy pass through)	1,119,393	1,143,942	787,737	1,181,606	1,085,779	1,236,746
Bad debt - tenant rents	78,268	22,026	75,265	112,898	61,000	62,730
Total other general expenses	1,208,013	1,172,265	863,002	1,294,503	1,149,779	1,306,076
Int on notes payable (short & long term)	9	-	-	-	-	-
Total interest expense & amort cost	9	-	-	-	-	-
TOTAL OPERATING EXPENSES	9,855,986	10,638,156	7,379,819	10,977,360	10,404,902	10,475,213
EXCESS OPERATING REVENUE over OPERATING EXPENSES	16,506,703	19,373,020	12,591,205	19,269,889	19,421,636	19,668,912
Extraordinary maintenance	131,762	-	16,462	24,693	-	-
Casualty losses - non-capitalized	56,462	-	171,247	256,871	1,000	20,000
Housing assistance payments						
all other	16,631,934	18,089,898	12,846,014	19,269,021	18,500,000	19,323,480
Total housing assistance payments	16,631,934	18,089,898	12,846,014	19,269,021	18,500,000	19,323,480
HAP Portability-In (admin fee related)	197,703	337,247	418,331	627,497	150,000	264,000
TOTAL EXPENSES	26,873,847	29,065,301	20,831,873	31,155,441	29,055,902	30,082,693
EXCESS of REVENUE over EXPENSES	(511,158)	945,875	(860,849)	(908,192)	770,636	61,432

CHESTER HOUSING AUTHORITY

FY 2026 OPERATING BUDGET - AGENCY-Wide

Account Description	Audited 2023	Audited 2024	2/28/2025	Projected 2025	Operating Budget 2025	Proposed Budget 2026
REVENUE						
Net tenant rental revenue	1,589,169	1,637,506	946,571	1,435,354	1,730,000	1,598,000
Tenant revenue - other	-	4,060	4,663	6,530	4,000	7,500
Total tenant revenue	1,589,169	1,641,566	951,234	1,441,884	1,734,000	1,605,500
HUD PHA operating grants	4,602,036	4,971,189	3,038,538	4,557,807	4,339,966	4,776,432
S8 - housing assistance payments	16,161,185	18,185,522	12,750,844	19,126,266	18,500,000	19,323,480
S8 - ongoing administrative fees earned	1,625,356	1,915,480	1,187,620	1,781,430	2,000,000	1,662,720
S8 - Mainstream admin	-	-	-	-	-	-
Total HUD PHA operating grants	22,388,577	25,072,191	16,977,002	25,465,503	24,839,966	25,762,632
Management fee	718,502	731,211	532,675	799,013	712,886	550,049
Operations - CFP	252,503	977,439	428,363	917,545	948,213	952,445
Asset management fee	-	-	-	-	-	-
Bookkeeping fee	190,915	198,736	126,836	190,254	172,170	169,110
Front line service fee	319,914	258,473	135,915	203,873	270,000	210,000
Other Fees	-	-	-	-	-	-
Total fee revenue	1,481,834	2,165,859	1,223,789	2,110,684	2,103,269	1,881,604
Investment income - unrestricted	3,163	5,246	5,434	8,151	3,725	5,320
Total investment income - unrestricted	3,163	5,246	5,434	8,151	3,725	5,320
Fraud recovery	-	-	-	-	-	-
S8 - housing assistance payment	-	-	6,021	9,031	2,500	3,000
S8 - administrative fee	-	-	6,021	9,032	2,500	3,000
Total fraud recovery	-	-	12,042	18,062	5,000	6,000
Other revenue	359,845	619,766	575,965	862,176	693,521	579,143
Non dwelling Rental	55,240	59,220	42,045	63,068	48,310	67,920
Mixed Finance Admin Fee	73,819	125,310	-	-	93,501	182,526
Services Rendered	331,323	321,267	182,920	276,831	305,246	53,481
Investment income - restricted	-	-	-	-	-	-
Total investment income - restricted	-	-	-	-	-	-
TOTAL REVENUE	26,362,689	30,011,176	19,971,025	30,247,249	29,826,538	30,144,126
EXPENSES						
Administrative						
Administrative salaries	1,226,863	1,252,273	1,019,288	1,528,932	1,546,130	1,648,991
Auditing fees	45,520	41,540	-	-	37,540	40,000
Management fees	710,735	786,464	525,556	782,450	805,307	811,796
Bookkeeping fee	177,330	185,671	118,268	177,402	172,170	180,270
Advertising and marketing	5,217	3,436	1,474	2,211	3,640	2,940
Employee benefit contributions- admin	455,640	409,340	327,706	491,559	483,013	582,358
Office expenses	259,860	289,536	230,581	345,872	282,830	321,910
Legal expense	77,553	132,812	82,172	123,258	101,000	83,430
Other	350,383	514,026	268,594	402,891	424,780	376,750
HQS Inspections	53,170	45,450	26,222	39,333	40,000	50,000
Front line Costs	319,914	263,433	135,915	221,556	270,950	227,850
Total operating - administrative	3,698,097	3,980,296	2,788,661	4,194,791	4,215,240	4,382,895
Asset management fee	-	-	-	-	-	-
Tenant services						
Tenant services - salaries	32,598	49,858	67,238	100,857	92,440	145,310
Employee benefit contrib- tenant services	19,344	22,147	57,102	85,653	43,250	49,230
Tenant services - other	127,084	60,851	26,037	39,056	98,110	59,960
Total tenant services	181,356	134,248	150,377	225,566	233,800	254,500
Utilities						
Water	235,318	278,772	207,456	311,184	250,760	280,630
Electricity	298,178	328,456	187,829	281,744	300,090	310,650
Gas	240,182	140,212	79,755	119,633	196,020	146,310
Sewer	589,546	633,490	512,014	683,766	574,080	641,420
Total utilities	1,397,900	1,423,805	1,021,779	1,432,551	1,355,618	1,413,731

OTHER BUSINESS

N/A

NEWS ARTICLES/ANNOUNCEMENTS

- NAACP Banquet Friday, June 27, 2025 @ 7PM
Ballroom at the Phoenix
1661 Mill Road
Upper Chichester, PA 19061