



Monthly Report to the Board of Commissioners

Cindy Thompson
Chief Executive Officer

March 18, 2026

Board of Commissioners

Organizational Meeting

Wednesday, March 18, 2026, at 3:30 PM

- PUBLIC DISCUSSION PERIOD FOR RESIDENT GROUPS- **10 MINUTES**

- PUBLIC DISCUSSION PERIOD ON AGENDA AND NON-AGENDA ITEMS- **5 MINUTES**

- ADOPTION OF MINUTES OF THE REGULAR MEETING HELD ON **Wednesday, February 15, 2026**, and the SPECIAL MEETING HELD ON **Thursday, March 5, 2026**.

- CONSENT DOCKET
 - **Resolution No. 26-11**- AMENDMENT TO THE CHA ADMINISTRATIVE PLAN TO ADD COST SAVINGS MEASURES AND GUIDANCE FOR TERMINATION OF HAP CONTRACTS DUE TO THE HCVP SHORTFALL.

- ACTION DOCKET
 - **Resolution No. 26-12** APPROVAL TO ENTER INTO A CONTRACT WITH BEAVER HOME IMPROVEMENT, LLC OF HAMILTON, NJ FOR ROOFING AT THE WELLINGTON RIDGE AND CHATHAM ESTATES DEVELOPMENTS IN THE AMOUNT OF \$1,098,536.20 TO BE PAID FROM THE CAPITAL FUND.

- LEGAL

- FINANCE

- NEW BUSINESS

- ANNOUNCEMENTS

- ADJOURNMENT

Table of Contents

- AGENDA 2
- MEETING MINUTES4
 - A. HOUSING OPERATIONS7
 - HCVP UPDATES
 - HUD PERFORMANCE INDICATORS
 - B. ASSET MANAGEMENT9
 - PUBLIC HOUSING OCCUPANCY
 - C. MAINTENANCE OPERATIONS9
 - WORK IN PROGRESS
- A. LEGAL/COMPLIANCE10
- B. FINANCE11
 - A. FINANCIAL SUMMARY
- C. DEVELOPMENT22
 - A. CHESTER E-HEALTH CENTER
 - B. WILLIAM PENN UNIT RENOVATIONS
 - C. WELLINGTON/CHATHAM ROOFS
- D. RESIDENT & COMMUNITY SERVICES26
- E. CONSENT DOCKET.....27
- F. ACTION DOCKET29
- G. OTHER BUSINESS.....30
- H. NEWS ARTICLES/ANNOUNCEMENTS.....31

CHESTER HOUSING AUTHORITY/

REGULAR MEETING OF February 18, 2026

A Regular Meeting of the Authority ("CHA") was held on Wednesday, February 18, 2026, at 3:30 PM at 1350 W. 9th Street, Chester, PA 19013

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

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

Public Attendee: Bob Fyfe

Ms. Freeman called the Meeting to order at 3:45 PM followed by prayer. Motion by **Warren** seconded by **Feminella** and passed unanimously approving the minutes of the **January 23, 2026**, Meeting as read.

Motion by **Freeman**, seconded by **Bailey**, and passed unanimously, adopting **Resolution No. 26-03** approving the 2026 Utility Allowance for the Housing Choice Voucher Program, effective March 1, 2026, and co-managed public housing developments, July 1, 2026.

Motion by **Warren**, seconded by **Powell**, and passed unanimously, adopting **Resolution No. 26-04** approving entrance into contract with *Nature Plus Pest Control* of Staten Island, New York for Integrated Pest Control Services.

Motion by **Freeman**, seconded by **Bailey**, and passed unanimously, adopting **Resolution No. 26-05** approving entrance into a contract with *McCarthy Construction, Inc. of Glenolden, PA*, for General Construction in the amount of \$244,900 for the Chester E-Health Center funded by the COVID-19 ARPA Capital Projects Multipurpose Grant.

Motion by **Warren**, seconded by **Freeman**, and passed unanimously, adopting **Resolution No. 26-06** approving entrance into a contract with *Gaudelli Bros, Inc. of Millville, NJ*, for Mechanical Construction in the amount of \$162,200 for the Chester E-Health Center funded by the COVID-19 ARPA Capital Projects Multipurpose Grant.

Motion by **Freeman**, seconded by **Feminella**, and passed unanimously, adopting **Resolution No. 26-07** approving entrance into a contract with *AJM Electrical of Chester, PA*, for Electrical Construction in the amount of \$82,940 for the Chester E-Health Center funded by the COVID-19 ARPA Capital Projects Multipurpose Grant.

Motion by **Freeman**, seconded by **Feminella**, and passed unanimously, adopting **Resolution No. 26-08** approving entrance into a contract with *GM Mechanical, Inc. of Aldan, PA*, for Plumbing Construction in the amount of \$98,850 for the Chester E-Health Center funded by the COVID-19 ARPA Capital Projects Multipurpose Grant.

Motion by **Warren**, seconded by **Freeman**, and passed unanimously, adopting **Resolution No. 26-09** approving updates to the CHA Procurement policy to align with the Pennsylvania State requirements while remaining in compliance with federal regulations.

Motion by **Freeman**, seconded by **Warren**, and passed unanimously, adopting **Resolution No. 26-10** approving entrance into a contract with *Mable Technologies LLC*, of Arlington Virginia for IT Services in the amount of \$186,229.

Roman Kubas reported that the financial outlook for Public Housing over the next six months appears better than previously projected. Vacant units at the Bennett are costing the Authority an additional \$44,000 in insurance expenses. There have also been numerous pipe breaks on site, as well as a 4% increase in sewer costs. Gas and electricity expenses are expected to rise due to the cold weather.

Appropriations funding did pass through Congress. However, Public Housing is only being funded at 80–82%, which equates to a reduction in the subsidy funding CHA will receive. The appropriations for the HCVP are more favorable than Public Housing; however, the HCVP is currently in a shortfall and has been asked not to lease.

The 2026 Capital Fund may not be available until the end of the fiscal year. There were also two pipe breaks at two commercial properties: Red Brick Café and the Enrichment Academy Childcare Center.

Cindy Thompson reported that the CHA Annual Plan is due April 15th. Resident meetings were held at all sites except William Penn due to the pipe break. Resident councils are now being established at the family sites. The only site currently without representation is Ruth Bennett.

Residents who attended the meetings asked questions about the possibility of Section 3 jobs returning. HUD has created a portal for PHAs to report on Section 3 activities monthly. CHA will partner with community organizations to help residents improve their skill levels. Thompson has also been in discussions with the City regarding the development of workforce housing. The Riverfront Alliance is working on building new homes targeted toward lower-income households.

Cindy Thompson reported that a shared calendar will be created so Commissioners can stay up to date on events, meetings, and trainings. This calendar will only be accessible through Housing Authority email accounts. As the redevelopment process begins, Commissioners will be asked to attend additional meetings.

Cindy Thompson reported that one of the challenges with the Bennett redevelopment project is the boiler system. She has been working with Facilities to create a phased plan so that one portion of the site can be offline at a time, which will help alleviate tenants' concerns about relocation. HUD would like to see a defined redevelopment timeline.

Cindy Thompson reported that Commissioners will receive a copy of CHA's communication plan.

Cindy Thompson also reported that she is developing work groups for the redevelopment process. These committees will review all proposals. She intends to submit RAD applications for Wellington Ridge, Chatham Senior, and Ruth Bennett. In order to begin, each CHA site will require an environmental review.

Cindy Thompson reported that she is exploring a KaBOOM! grant opportunity for William Penn Homes to restore the basketball court and create a tot lot.

MEETING ADJOURNED: 4:58 PM

Respectfully submitted

**CHESTER HOUSING AUTHORITY/
SPECIAL MEETING OF March 5, 2026**

A Special Meeting of the Authority ("CHA") was held on Thursday, March 5, 2026, at 1:00 PM via Zoom.

PRESENT: Alethea Freeman, Catherine A. Feminella, Tonya Warren, and Marquise Bailey (departed early)

EXCUSED: Roderick Powell

ALSO: Cindy Thompson

Ms. Freeman called the Meeting to order at 1:00 PM

The Chair called an executive session to discuss personnel matters and the CEO's performance evaluation.

MEETING ADJOURNED: 2:53 PM

Respectfully submitted

Housing Choice Voucher Updates

Homeownership News

The Housing Department is pleased to report that Audrey Washington, HCVP Homeownership program participant, has completed her mortgage payments and now owns her home free and clear! In 2009, Audrey was one of the first buyers of the new construction Homeownership units at Union Square. Congratulations, Audrey!!

Housing Choice Voucher Utilization

February 2026		Fair Share	Mainstream (33)	Foster Youth (15)	Non - Elderly Disabled (25)	Homeless Set Aside	Nurse Family Partnership	Homeowner
Tenant Based Vouchers	1168	1032	27	13	20	43	31	2*
Port Outs	65							
Project Based	274							
Total ACC Leased	1507							
Port Ins	85							
Total Clients Served	1592							

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
December	112	64	11	1	3	3
January	70	96	12	1	1	9
February	79	33	7	0	0	9

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
December	20	2	0	4	N/A	1
January	33	8	0	1	N/A	5
February	12	1	0	1	N/A	3

ASSET MANAGEMENT

AMP / DEVELOPMENT	TOTAL ACC	LEASE	VACANT	MOD	ND UNIT	% OCCUPIED
AMP 10 / WILLIAM PENN	160	133	5	22	2	96.38
AMP 11 / RUTH L BENNETT	261	94	7	155	5	93.07
AMP 13 / CHATHAM FAMILY	110	103	3	4	0	97.17
AMP 14 / CHATHAM SENIOR	40	34	5	1	0	87.18
AMP 15 / WELLINGTON RIDGE	110	101	4	5	0	96.19
Totals	681	465	24	193	7	95.09

MAINTENANCE OPERATIONS

Service Statistics -Work Orders

Work Order Type	Nov-25		Dec-25		Jan-26	
	Quantity	Avg days time to close	Quantity	Avg days time to close	Quantity	Avg days time to close
Emergency	67	0.57	70	0.31	49	0.65
Non- Emergency	162	2.57	202	3.5	149	6.27

LEGAL/COMPLIANCE

Compliance Report

January 2026

Eviction Dispositions	0
No AOC	0
Repayment Agreements	1 (continued)
One Strikes/disturbing the peace	0
Pet Policy Violations	0
Non-payment of Rent	4 (3 continued)
Fire/insurance	0
Theft	0
Lease violation, Harassment, etc.	0
Appeals	3 (1 withdrawn, 1 agreed to pay balance due, 1 dismissed PIF)
Total Cases	8

FINANCE

Chester Housing Authority
Notes - Financial Results for Low Rent Program
For The Period Ended January 31, 2026

Major Category	NOTATION
Revenue	Revenue is approx. \$470,000 higher, which is currently exceeding the budgeted projection. The primary drivers are subsidy being currently funded at approx. 100% compared to a budget projection of 95% and we drew all available Capital Fund Operational funds. In addition our rental charges are exceeding budget.
Administrative	Admin Expenses are over budget by \$89,977 with asset management fees being higher as we are calculating fees for vacant units categorized under modernization.
Resident Services	Variance of actual to budget of \$11,240. The costs incurred are primarily related to the RLB farm salaries and benefits.

Utilities	<p>Utilities overall are over budget by approx. \$81,000, with electric running higher due to the summer heat and a sudden increase in electric cost/consumption as the Booker T Washington community center. Gas cost are running higher than budget due to colder weather and water/sewer is over budget due to pipe breaks.</p>
Maintenance	<p>Maintenance costs compared to budget are currently \$43,858 above budget with maintenance contract and supply costs for increasing for: unit turnovers, window and door guards at Ruth Bennet; landscaping costs. Additional costs are expected to be incurred due to snow/ice removal and extreme cold weather.</p>
Protective Services	<p>Protective Services are now under budget by \$39,094 as salaries and benefits were adjusted for a reconciliation of the compensated absences (vacation and sick) accrued as of 06/30/2025.</p>
Other General	<p>Other General expenses are over budget by approx. \$88,500 primarily due to additional property insurance at Ruth Bennet, an increase in estimated collection loss,</p>

	public relations services (9,500 per month), & upfront IT costs (\$21,600).
Non-routine	No items to report.
FASS MASS & MOR	The Financial score is 17.24, a 2.50 point decline from the previous month, and our management score is 20.61, both of which are currently running standard . The MOR is 1.32, a drop of 0.40 from the previous month.
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 January 31, 2026

	TOTAL			<u>% Variance</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> Favorable / (Unfavorable)	
<u>Revenue</u>				
Rental Income	1,010,052	873,542	136,510	16%

Non-Dwelling Rents	41,895	39,620	2,275	6%
Interest income	1,847	1,400	447	32%
Frontline Charges - Legal & IT	125,129	122,500	2,629	2%
Asset Management Fees	630,327	525,983	104,344	20%
Other Income	17,710	39,346	(21,636)	-55%
CFP Fee	544,765	555,593	(10,828)	-2%
Subsidy	2,282,387	2,026,144	256,243	13%
Total Revenue	4,654,112	4,184,128	469,985	11%
<u>Administrative Expenses</u>				
Admin Salaries	680,233	602,982	(77,251)	-11%
Asset Management Fee	268,209	185,378	(82,832)	-31%
Auditing Fees	3,360	7,375	4,015	119%
Admin Benefits	217,684	233,090	15,406	7%
Office Expenses	129,076	110,198	(18,879)	-15%
Legal Fees	22,477	38,751	16,274	72%
Frontline Legal & IT	97,816	100,829	3,013	3%
Other Expenses	149,603	199,880	50,277	34%
Total Administrative Expenses	1,568,458	1,478,481	(89,977)	-6%
Total Resident Services Expenses	126,129	137,369	11,240	9%
<u>Utilities</u>				
Water	175,909	156,409	(19,500)	-11%

Electric	219,325	178,296	(41,029)	-19%
Gas	106,520	85,056	(21,464)	-20%
Sewer	327,476	314,960	(12,516)	-4%
Storm Water	20,787	34,277	13,490	65%
Total Utilities	850,017	768,998	(81,019)	-10%
<u>Maintenance Expenses</u>				
Maintenance Salaries	445,883	446,002	119	0%
Maintenance Supplies	140,178	156,485	16,307	12%
Maintenance Contracts	604,673	559,187	(45,486)	-8%
Maintenance Benefits	149,021	134,223	(14,798)	-10%
Total Maintenance Expenses	1,339,755	1,295,897	(43,858)	-6%
<u>Protective Services</u>				
Protective Services Salaries	90,739	100,633	9,894	11%
Protective Services Supplies	11,983	22,103	10,120	84%
Protective Services Benefits	20,992	40,072	19,080	91%
Total Protective Services	123,714	162,808	39,094	32%
<u>Other General Expenses</u>				
Insurance	365,636	298,096	(67,540)	-18%
Collection Losses	61,485	33,676	(27,809)	-45%
Other General Expenses	114,319	78,517	(35,802)	-31%
Total Other General Expenses	541,440	410,288	(131,152)	-24%

<u>Non-Routine Expenses</u>				
Extra-ordinary Maintenance	(6,077)	-	6,077	-100%
Casualty Loss	(3,574)	11,667	15,241	-426%
Total Non-Routine Expenses	(9,651)	11,667	21,318	-221%
Total Operating Expenses	4,539,862	4,265,507	(274,355)	-6%
Profit or (Loss) from Operations	114,250	(81,380)	195,630	171%
<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	114,250	(81,380)	195,630	171%

Chester Housing Authority
Notes - Financial Results for Section 8 HCV Program
For The Period Ended January 31, 2026

Major Category	NOTATION
Revenue	Actual revenue versus budget variance is \$170,681. The positive variance is due to additional administrative earned based on HUD's reconciliation for the first six months of 2025.

Administrative	Total Administrative Expenses are over budget by \$114,917 as a result of increased asset management fees calculated on the additional administrative fee received and the addition of one additional staff person and another staff person moving from part-time to full-time.
Tenant Services	Costs incurred to help support families.
Utilities	Variance of actual to budget of \$2,368 is not material.
Maintenance	Variance of actual to budget of \$541 is not material to the financial position as a whole.
Other General	Variance of actual to budget of \$10,679 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 cost was not budgeted and will be taken from administrative fee reserves.

Other Sources / (Uses)

HAP Subsidy

HAP subsidy is higher than budget by \$418,627 as we received additional advanced funding to cover an increase in our HAP expenses due to increased rents.

HAP Payment

HAP payments are higher than budget by \$973,971 due to rent increases requested; along with an increase in the FMR. The number of units under lease is currently at 1,470 with a baseline of 1,595 units. Our fiscal year-to-date leasing percentage is 93.3 percent and we are 752 units months under leased (107 units per month) for the fiscal year-to-date. However, we will not be leasing additional vouchers because the HA is in a shortfall as our funding can only support approximately 1,450 units.

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 January 31, 2026

	Section 8			%
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Variance</u>
			Favorable / (Unfavorable)	
<u>Revenue</u>				
Interest income	3,396	1,686	1,710	101%
Other Income	26,589	24,500	2,089	9%
Admin Fee Subsidy	1,136,802	969,920	166,882	17%
Total Revenue	1,166,787	996,106	170,681	17%
<u>Administrative Expenses</u>				
Admin Salaries	422,859	339,640	(83,219)	-25%
Asset Management Fee	305,458	274,044	(31,414)	-11%
Admin Benefits	106,680	100,255	(6,425)	-6%
Legal Fees	-	8,750	8,750	0%
Auditing Fees	840	2,500	1,660	66%
Inspections	26,952	29,167	2,215	8%
Frontline Legal & IT	21,150	32,083	10,933	34%
Other Expenses	146,958	129,541	(17,417)	-13%
Total Administrative Expenses	1,030,897	915,980	(114,917)	-13%
<u>Tenant Services</u>	8,710	11,667	2,957	25%

<u>Utilities</u>				
Water	198	2,042	1,844	90%
Electric	3,154	2,917	(237)	-8%
Gas	180	292	112	38%
Sewer	100	750	650	87%
Total Utilities	3,632	6,000	2,368	39%
<u>Maintenance Expenses</u>				
Maintenance Supplies	1,281	1,458	177	12%
Maintenance Contracts	12,105	11,387	(718)	-6%
Total Maintenance Expenses	13,386	12,845	(541)	-4%
<u>Other General Expenses</u>				
Insurance	10,943	8,339	(2,604)	-31%
Other General Expenses	51,825	43,750	(8,075)	-18%
Total Other General Expenses	62,768	52,089	(10,679)	-21%
<u>Non-Routine Expenses</u>				
Extra-ordinary Maintenance	-	-	-	0%
Tenant File Review	229,761	-	(229,761)	0%
Total Non-Routine Expenses	229,761	-	(229,761)	0%
Total Operating Expenses	1,349,154	998,581	(350,573)	-35%
Profit or Loss from Operations	(182,367)	(2,475)	(179,892)	7269%

<u>Other Sources & (Uses)</u>				
Replacements	-	-	-	0%
Betterments & Additions	-	-	-	0%
Total Other Sources & (Uses)	-	-	-	0%
Cash Flow (Deficit) from Operations	(182,367)	(2,475)	(179,892)	7269%

HAP Subsidy	11,690,657	11,272,030	418,627	4%
HAP Payments	12,246,001	11,272,030	(973,971)	-9%
HAP Surplus/(Deficit)	(555,344)	-	(555,344)	0

Utilization of HAP Funds - CY 2026

Prior FY HAP Funding Available -

Total HAP Funds Authorized	1,681,322	105.5%	Utilization %age of CY HAP
Total HAP Funds Available	1,681,322	105.5%	Utilization %age of Total HAP

Total HAP Expenses 1,773,177

Unit Months Leased 1,470 92.2% Utilization %age

Unit Months Available 1,595

DEVELOPMENT

ACTION ITEMS/PROJECTS

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. **Additional discussion expected in 2026. Met with Aspire as they are a licensed installer for Verkada equipment and they had questions on providing a revised quote for a lower installation price. Will follow up with them after internet to all units is determined.**

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.**

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. Contractor provided performance bond. **Construction is ongoing. Weather and permitting delays at City of Chester have delayed construction. RVE reviewed Pay application #1 and sent recommendation on 1/30/2026. PHARE Grant extended until April 30, 2026.**

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. Remediation work was completed on 12/19/25. RVE visited site on 12/23/25 to document demolition work. RVE adjusting bid documents to remove scope of work for demolition already completed and add new scope of work for areas demolished that were to remain in place under initial contract. **RVE sampled space for air quality on 1/6/26 and provided clearance report on 1/15/2026. RVE has placed project for bid on 1/13/2026. RVE held pre-bid meeting on 1/28/2026. Bid opening held on 2/13/2026. Letter of Recommendation sent on 2/17/26. Contracts being drafted and sent to 4 low bidders. Anticipate construction start in April 2026.**

PDCAT157 – Emergency Egress Plans

Submitted draft copy of plans for Ruth Bennett Community Center on 6/17/2025 to CHA for review and approval before proceeding with all plans. Received approval from CHA on 7/2/2025. Anticipate all plans to be issued to CHA for review by mid-August. **All plans issued to CHA on 8/12/25. Additional copy of plans sent to Fire Department on 12/4/2025 at CHA request.**

PA230182H004 – 2026 Roof Replacement Project

Contract: Original Amt. TBD

Contractor: TBD

Roof replacement for 68 townhome units at the Wellington Ridge Community and 21 townhome units at the Chatham Estates Community. Proposal for RVE services was provided on 1/15/26. RVE completed plans and specifications and advertised for bid on 2/11/26. Addendum to address bidder questions was issued on 3/3/26. Anticipate bid opening on 3/13/26.

RESIDENT & COMMUNITY SERVICES

N/A

CONSENT DOCKET

Resolution No. 26-11- AMENDMENT TO THE CHA ADMINISTRATIVE PLAN TO ADD COST SAVINGS MEASURES AND GUIDANCE FOR TERMINATION OF HAP CONTRACTS DUE TO THE HCVP SHORTFALL.

**CHESTER HOUSING AUTHORITY
RESOLUTION 26-11
March 18, 2026**

WHEREAS, The Chester Housing Authority (hereinafter “CHA”), has a need to amend its administrative plan in anticipation of a nationwide HCVP shortfall in FY 2026;

WHEREAS, CHA’s Administration Plan (“Admin Plan”) has been amended to add cost savings measures and guidance for termination of HAP contracts due to the HCVP shortfall;

WHEREAS, the newly revised language to the Admin Plan is attached hereto as Attachment 1;

THEREFORE, BE IT RESOLVED, that **CHA** is authorized to adopt the revised Admin Plan language.

IN WITNESS WHEREOF, I set my hand and the corporate seal of CHA this 18th day of March 2026.

Approved By: _____

Alethea Freeman, Chair
Board of Commissioners

PART VIII: DETERMINATION OF INSUFFICIENT FUNDING

16-VIII.A. OVERVIEW

The HCV regulations allow PHAs to deny families permission to move and to terminate Housing Assistance Payments (HAP) contracts if funding under the consolidated ACC is insufficient to support continued assistance [24 CFR 982.354(e)(1) and 982.454]. If a PHA denies a family a portability move based on insufficient funding, the PHA is required to notify the local HUD office within 10 business days [24 CFR 982.354]. Insufficient funding may also impact the PHA's ability to issue vouchers to families on the waiting list. This part discusses the methodology the PHA will use to determine whether or not the PHA has sufficient funding to issue vouchers, approve moves, and to continue subsidizing all families currently under a HAP contract.

16-VIII.B. METHODOLOGY

PHA Policy

The PHA will determine whether there is adequate funding to issue vouchers, approve moves to higher cost units and areas, and continue subsidizing all current participants by comparing the PHA's annual budget authority to the annual total HAP needs on a monthly basis. The total HAP needs for the calendar year will be projected by establishing the actual HAP costs year to date. To that figure, the PHA will add anticipated HAP expenditures for the remainder of the calendar year. Projected HAP expenditures will be calculated by multiplying the projected number of units leased per remaining months by the most current month's average HAP. The projected number of units leased per month will take into account the average monthly turnover of participant families. If the total annual HAP needs equal or exceed the annual budget authority and funding reserves, or if the PHA cannot support the cost of the proposed subsidy commitment (voucher issuance or move) based on the funding analysis, the PHA will be considered to have insufficient funding.

16-VIII.C. COST SAVINGS MEASURES

In the event of a shortfall, the CHA will request frontloading of budget authority to meet monthly HAP expenses, immediately stop issuing vouchers and stop absorbing incoming portability participants. The CHA will audit zero income and extremely low-income households for increases in household income.

If the initial cost savings efforts do not get HAP expenses in-line with funding available, the CHA will deny moves to higher cost areas/apartments. In accordance with HUD requirements, the CHA will notify HUD should denial of moves to higher cost areas be necessary.

16-VIII.D. TERMINATION OF HAP CONTRACTS FOR INSUFFICIENT FUNDS

If the front loading of funds, cost saving measures, and attrition do not clear the shortfall, the CHA will provide a 90-day notice to the owner and tenant that the rental assistance is no longer available. Program participants funded under Special Programs, i.e. Mainstreaming Persons with Disabilities, VASH, and Foster Youth, Homeless Set-Aside, and Housing Stability are exempted from termination.

Terminations will be based on income, percent of monthly adjusted income towards rent and utilities (rent burden) and date of admission. Those receiving assistance the longest will be cancelled first.

If the program participant is in the first year of the term of the lease, the termination will not take effect until the end of the initial lease term.

16-VIII-E REINSTATEMENT OF RENTAL ASSISTANCE

The program participant will retain the right to have their rental assistance reinstated should they remain eligible and funding becomes available. Participants terminated due to funding shortfall will be ranked on the waiting list with the highest preference points and re-admitted according to the date of HAP Contract termination. First out, first reinstated.

ACTION DOCKET

- **Resolution No. 26-12** APPROVAL TO ENTER INTO A CONTRACT WITH BEAVER HOME IMPROVEMENT, LLC OF HAMILTON, NJ FOR ROOFING AT THE WELLINGTON RIDGE AND CHATHAM ESTATES DEVELOPMENTS IN THE AMOUNT OF \$1,1098,536.20 TO BE PAID FROM THE CAPITAL FUND.

**CHESTER HOUSING AUTHORITY
RESOLUTION 26-12
March 18, 2026**

WHEREAS, the Chester Housing Authority (hereinafter "**CHA**"), has determined a need for roofing replacement for the Wellington Ridge and Chatham Estates developments;

WHEREAS, CHA pursuant to 24 C.F.R., part 200 et al., issued a request for proposal to companies specializing in roofing replacement to which Beaver Home Improvement, LLC of Hamilton, New Jersey, among others responded;

WHEREAS, CHA evaluated all the proposals, interviewed responsive firms, rated the proposals, and selected Beaver Home Improvement, LLC, to meet all of the specifications as outlined in the proposal;

WHEREAS, CHA has certified that in accordance with 24 CFR part 200 et al., that Beaver Home Improvement LLC, is considered to be responsible, and possesses the ability to perform successfully under the terms and conditions of the contract, and

THEREFORE, BE IT RESOLVED, that **CHA** is hereby granted authority to enter into a contract with Beaver Home Improvement LLC, for the above-mentioned work for a contract price of One Million Ninety-Eight Thousand, Five Hundred and Thirty-Six Dollars and Twenty Cents (\$1,098,536.20). This project shall be funded by Capital Fund.

IN WITNESS WHEREOF, I set my hand and the corporate seal of the CHA this 18th day of March, 2026.

Approved By:

Alethea Freeman, Chair
Board of Commissioners



**REMINGTON
& VERNICK
ENGINEERS**

Croton Road Corporate Center
555 Croton Road, Suite 401
King of Prussia, PA 19406
O: (610) 940-1050
F: (610) 940-1161

March 17, 2026

Maria Zissimos
General Counsel
Chester Housing Authority
1111 Avenue of the States
Chester, PA 19013

**RE: Letter of Recommendation
2026 Roof Replacement Project
Wellington Ridge & Chatham Estates Communities
Chester, PA 19013
Chester Housing Authority
RVE File# PA230182H004**

Dear Maria:

Remington & Vernick Engineers (RVE) has reviewed the bids received on March 13, 2026 for the above referenced project, and has found no discrepancies in the bid submitted by the apparent low bidder, Beaver Home Improvement, LLC. (hereafter referred to as "Contractor"). A total of 4 bids were received for this project ranging from \$1,098,536.20 to \$1,646,157.00.

The Contractor submitted their bid for the Base Bid work in the amount of \$1,098,536.20. A copy of the bid tabulation has been enclosed for your reference.

RVE therefore recommends award of the Base Bid to the Contractor in the total amount of \$1,098,536.20, contingent upon funds being available and upon receiving authorization to award from all funding agencies.

Should you have any questions, please feel free to contact our office at (610) 940-1050.

Sincerely,
REMINGTON & VERNICK ENGINEERS

By

Andrew Pockl, P.E., CFM
Authority Engineer

ACP/epc

Enclosure

cc: Cindy Thompson, Executive Director, Chester Housing Authority
Roman Kubas, Finance Director, Chester Housing Authority

Letter of Recommendation
2026 Roof Replacement Project
Wellington Ridge & Chatham Estates Communities
Page 2 of 2

Dave Evers, Asset Manager, Chester Housing Authority
Christopher J. Fazio, P.E., C.M.E., Executive Vice President
Joshua Seeherman, Ph.D., P.E., Project Manager
Eric Cruz, EIT, Project Engineer
Raymond Ruczynski, Jr., Manager of Construction Inspection Services

BID TABULATION

PROJECT NAME:
2026 Roof Replacement Project
PROJECT NUMBER:
230182-H004
Client:
Chester Housing Authority

#	DESCRIPTION	QUANTITY & UNITS	Beaver Home Improvement, LLC.		Winchester Roofing Corp.		Hulton Contracting		Vertex Roofing Contractors Inc.	
			UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization (Maximum \$10,000)	1 LS	\$5,000.20	\$5,000.20	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$5,500.00	\$5,500.00
2	Demolition of Existing Roof (1 Building Unit)	89 EA	\$1,116.00	\$99,324.00	\$2,800.00	\$249,200.00	\$1,250.00	\$111,250.00	\$550.00	\$48,950.00
3	Roof Sheathing (Remove and Replace, 5/8" Thick CDX Plywood) (1 Building Unit)	20200 SF	\$2.96	\$59,792.00	\$2.00	\$40,400.00	\$2.45	\$49,490.00	\$2.95	\$59,590.00
4	Asphalt Shingle Roof (Including Ridge Vent, Underlayment, Starter Strip Shingles, Cap Shingles, Flashings and Drip Edge) (1 Building Unit)	81 EA	\$4,580.00	\$370,980.00	\$8,500.00	\$688,500.00	\$6,485.00	\$525,285.00	\$10,801.00	\$874,881.00
5	Black 0.60 Mill EPDM System, Glue Down, Insulation 1/2" Mechanically Attach (1 Building Unit)	8 EA	\$15,565.00	\$124,520.00	\$13,000.00	\$104,000.00	\$10,500.00	\$84,000.00	\$30,750.00	\$246,000.00
6	Remove and Replace Fascia Boards, Fascia Covering and Soffit, In Kind (1 Building Unit)	89 EA	\$2,896.00	\$257,744.00	\$900.00	\$80,100.00	\$3,470.00	\$308,830.00	\$1,990.00	\$177,110.00
7	Remove and Replace Gutters (Including Hangers) (1 Building Unit)	89 EA	\$528.00	\$46,992.00	\$600.00	\$53,400.00	\$1,000.00	\$89,000.00	\$1,658.00	\$147,562.00
8	Remove and Replace Downspouts (Including Fasteners and Elbows) (1 Building Unit)	89 EA	\$856.00	\$76,184.00	\$600.00	\$53,400.00	\$1,250.00	\$111,250.00	\$276.00	\$24,564.00
9	Contingency Allowance (If & Where directed, Required Fixed Bid Amount of \$50,000)	1 ALLOW	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
10	Remove and Replace Deteriorated Fascia Board, If & Where Directed	1000 LF	\$8.00	\$8,000.00	\$20.00	\$20,000.00	\$12.25	\$12,250.00	\$12.00	\$12,000.00
Base Bid Construction Cost Estimate Subtotal:				\$1,098,536.20		\$1,349,000.00		\$1,351,355.00		\$1,646,157.00

OTHER BUSINESS

N/A

NEWS
ARTICLES/ANNOUNCEMENTS