

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of September was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania on September 10, 2019.

Members of the staff attending were as follows: Mrs. Stacey J. Keppen, Executive Director; Mr. David C. Talarico, Maintenance Superintendent; Mrs. Audrey L. Wenrich, Administrative Assistant; Mrs. Theresa Reustle, Comptroller; Mr. Thomas Stianche, Section 8 Coordinator; Mrs. Nydia Staples, Property Manager; Mr. Josh K. Smith, Director of Housing Management; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mr. Charles K. Huckstep, Administrative Assistant; Mrs. Yasaira Modeste, Property Manager; Mr. Frederick H. Prutzman, Building Construction Inspector; Mr. Jonathan Runkle, Building Maintenance Foreman; Mr. John E. Knockstead, Resident Services Director; Mr. Luis Linarez, Building Maintenance Foreman; Mr. David Oley, Building Maintenance Foreman; Mr. Rory Ulrich, Building Maintenance Foreman; Magda C. Perdomo, Substitute Clerk Typist 2; Ms. Janice M. Eickhoff, Clerk Typist 3; Mrs. Mya Hornberger, Clerk Typist 2; and Attorney John Roland.

Mr. Belinski, Chairman, called the regular meeting to order and upon roll call those present and absent were as follows:

Present: Mr. Steven E. Belinski
 Ms. Odelia White
 Ms. Lorena Patricia Keely

Absent: None.

The Chairman announced that no one had signed the register to speak at the Board Meeting.

A motion was made by Ms. Keely and seconded by Ms. White approving the minutes of the regular monthly meeting held July 23, 2019. The motion was carried unanimously.

Mr. Belinski shared a letter with the attendees from Mr. Walter Pawling, Vice Chairman, announcing his resignation from RHA Board of Directors.

A motion was made by Ms. Keely and seconded by Ms. White to accept the resignation.

Mr. Belinski shared a letter from HUD which informed RHA of the SEMAP score for fiscal year ending March 31, 2019. RHA's SEMAP score was 93%; therefore, RHA's performance rating is High.

A motion was made by Ms. Keely and seconded by Ms. White that the Treasurer's Report be accepted and filed. The motion was carried unanimously.

A motion was made by Ms. Keely and seconded by Ms. White to accept the Executive Director's Report. The motion was carried unanimously.

The following charge-offs were presented:

Public Housing	\$12,091.51 (8 accounts)
NSP	3,451.65 (2 accounts)
Total	\$15,543.16

A motion was made by Ms. Keely and seconded by Ms. White to concur with the recommendation to write the potential uncollectible amount off the books. This motion was carried unanimously.

The following Resolution was read and considered:

RESOLUTION NO. 6092

RESOLUTION ACKNOWLEDGING THE PROMOTION
BY RECLASSIFICATION OF A MAINTENANCE
SUPERINTENDENT TO A DIRECTOR OF CAPITAL IMPROVEMENTS

BE IT RESOLVED AND IT HEREBY IS RESOLVED by Reading Housing Authority:

1. THAT David C. Talarico be promoted by reclassification from a Maintenance Superintendent to a Director of Capital Improvements at an annual salary of \$91,612.00, for a probationary period of 180 days in accordance to the rules and regulations of the State Civil Service Commission of Pennsylvania.
2. THIS Resolution shall be effective August 5, 2019.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was seconded by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Odelia White
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 6093

RESOLUTION ACKNOWLEDGING THE RECLASSIFICATION
OF AN ADMINISTRATIVE ASSISTANT
TO A PROPERTY MANAGER

BE IT RESOLVED AND IT HEREBY IS RESOLVED by Reading Housing Authority:

1. THAT Charles K. Huckstep's reclassification has changed from Administrative Assistant to Property Manager (salary will remain the same), for a probationary period of 180 days in accordance to the rules and regulations of the State Civil Service Commission of Pennsylvania.
2. THIS Resolution shall be effective August 5, 2019.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was seconded by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Odelia White
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 6094

RESOLUTION ACKNOWLEDGING THE PROMOTION
WITHOUT EXAMINATION OF A MANAGEMENT AIDE
TO A PURCHASING AGENT

BE IT RESOLVED AND IT HEREBY IS RESOLVED by Reading Housing Authority:

1. THAT Benjamin E. Sadowskas be promoted from a Management Aide to a Purchasing Agent at an annual salary of \$52,493.00, for a probationary period of 180 days in accordance to the rules and regulations of the State Civil Service Commission of Pennsylvania.
2. THIS Resolution shall be effective August 12, 2019.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was seconded by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Odelia White
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 6095

RESOLUTION ACKNOWLEDGING THE HIRING
OF A SUBSTITUTE CLERK TYPIST 2

BE IT RESOLVED AND IT HEREBY IS RESOLVED by Reading Housing Authority:

1. THAT Magda C. Perdomo be hired as a Substitute Clerk Typist 2 at an hourly rate of \$21.32, for a probationary period of 180 days in accordance to the rules and regulations of the State Civil Service Commission of Pennsylvania.
2. THIS Resolution shall be effective August 19, 2019.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was seconded by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Odelia White
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 6096

RESOLUTION ACKNOWLEDGING THE PROMOTION
BY RECLASSIFICATION OF A CLERK TYPIST 3
TO A HUMAN RESOURCE ASSISTANT 1

BE IT RESOLVED AND IT HEREBY IS RESOLVED by Reading Housing Authority:

1. THAT Janice M. Eickhoff be promoted by reclassification from a Clerk Typist 3 to a Human Resource Assistant 1 at an annual salary of \$47,960.00, for a probationary period of 180 days in accordance to the rules and regulations of the State Civil Service Commission of Pennsylvania.
2. THIS Resolution shall be effective August 26, 2019.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was seconded by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Odelia White
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 6097

RESOLUTION ACKNOWLEDGING THE PROMOTION
BY RECLASSIFICATION OF A BUILDING CONSTRUCTION
INSPECTOR TO AN INFORMATION TECHNOLOGY TECHNICIAN

BE IT RESOLVED AND IT HEREBY IS RESOLVED by Reading Housing Authority:

1. THAT Frederick H. Prutzman be promoted by reclassification from a Building Construction Inspector to an Information Technology Technician (salary will remain the same), for a probationary period of 180 days in accordance to the rules and regulations of the State Civil Service Commission of Pennsylvania.
2. THIS Resolution shall be effective August 26, 2019.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was seconded by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Odelia White
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 6098

RESOLUTION ACKNOWLEDGING THE PROMOTION
BY RECLASSIFICATION OF AN ADMINISTRATIVE ASSISTANT
TO A HUMAN RESOURCE ANALYST 2

BE IT RESOLVED AND IT HEREBY IS RESOLVED by Reading Housing Authority:

1. THAT Audrey L. Wenrich be promoted by reclassification from an Administrative Assistant to a Human Resource Analyst 2 at an annual salary of \$74,206.00, for a probationary period of 180 days in accordance to the rules and regulations of the State Civil Service Commission of Pennsylvania.
2. THIS Resolution shall be effective August 26, 2019.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was seconded by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Odelia White
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 6099

RESOLUTION ACKNOWLEDGING A REGULAR STATUS
BUILDING MAINTENANCE FOREMAN

WHEREAS, probationary period of 180 days for David Oley ends August 30, 2019, in accordance with the rules and regulations of the Civil Service Commission of the State of Pennsylvania.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED by Reading Housing Authority:

1. THAT David Oley is approved as a regular status Building Maintenance Foreman.
2. THIS Resolution shall be effective August 31, 2019.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was seconded by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Odelia White
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 6100

RESOLUTION ACKNOWLEDGING CAROLYN P. CORRIGAN'S
THIRTY-FOUR PLUS [34+] YEARS OF EMPLOYMENT BY
READING HOUSING AUTHORITY

WHEREAS, Carolyn P. Corrigan, began her tenure of employment with Reading Housing Authority as a Clerk Typist 1 on March 25, 1985. She then was elevated to Clerk Typist 2 on June 13, 1990. Then appointed to the position of Stock Clerk 2 on February 22, 1996. She served as the Substitute Purchasing Agent effective November 10, 1997 and elevated to Clerk Typist 3 on November 9, 1999. With thirty-four plus [34+] years of employment, she will be retiring from the position of Clerk Typist 3 effective September 6, 2019.

BE IT RESOLVED AND IT HEREBY IS RESOLVED that Reading Housing Authority acknowledges with gratitude and appreciation Carolyn P. Corrigan's thirty-four plus [34+] years of employment.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was seconded by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Odelia White
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 6101

RESOLUTION APPROVING TRAVEL TO ANAHEIM, CA,
TO ATTEND MRI ASCENT 2019 CONFERENCE,
TO BE HELD OCTOBER13-16, 2019

BE IT RESOLVED AND IT HEREBY IS RESOLVED by Reading Housing Authority:

1. THAT approval be given to Josh K. Smith and Jonathan P. Runkle for travel to Anaheim, CA, to attend MRI Ascent 2019 Conference, to be held October 13-16, 2019.
2. THIS Resolution shall be effective September 10, 2019.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was seconded by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Odelia White

Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 6102

RESOLUTION AUTHORIZING THE DISPOSITION
OF NON-EXPENDABLE SOFTWARE

BE IT RESOLVED AND IT HEREBY IS RESOLVED by Reading
Housing Authority:

1. THAT the following non-expendable software be removed from the
inventory of Reading Housing Authority

<u>WCA</u>	<u>Decal</u>	<u>Cost</u>	<u>Purchased</u>
MDA Computer Software	2590	\$34,350.90	10/2008

2. THAT the software to be removed has no useful value to the Authority, and
3. THAT the aggregate amount of \$34,350.90 has been fully depreciated, and
4. THAT the net book value of the asset is zero.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED that the non-expendable software
shall be removed from Reading Housing Authority's inventory.

THIS Resolution shall be effective September 10, 2019.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was seconded
by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Odelia White
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 6103

RESOLUTION AUTHORIZING THE DISPOSITION
OF NON-EXPENDABLE EQUIPMENT

BE IT RESOLVED AND IT HEREBY IS RESOLVED by Reading Housing Authority:

1. THAT the following non-expendable equipment be removed from the

inventory of Reading Housing Authority

<u>Hubert</u>	<u>Decal</u>	<u>Cost</u>	<u>Purchased</u>
Kyocera KM 2530 Copier	13744	\$3,998.85	05/2003

2. THAT the equipment to be scrapped has no useful value to the Authority,
and
3. THAT the aggregate amount of \$3998.85 has been fully depreciated, and
4. THAT the net book value of the asset is zero.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED that the non-expendable equipment shall be removed from Reading Housing Authority's inventory.

THIS Resolution shall be effective September 10, 2019.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was seconded by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Odelia White
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 6104

RESOLUTION AUTHORIZING THE DISPOSITION BY TRADE-IN
OF NON-EXPENDABLE EQUIPMENT

BE IT RESOLVED AND IT HEREBY IS RESOLVED by Reading Housing Authority:

1. THAT the following non-expendable equipment be removed from the inventory of Reading Housing Authority

<u>River Oak</u>	<u>Decal</u>	<u>Cost</u>	<u>Purchased</u>
1998 GMC Sierra	12404	\$22,600.00	10/1997

2. THAT the equipment to be traded-in has a useful value of \$1,500
to the Authority, and
3. THAT the aggregate amount of \$22,600 has been fully depreciated.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED that the non-expendable equipment shall be removed from Reading Housing Authority's inventory.

THIS Resolution shall be effective September 10, 2019.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was seconded by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Odelia White
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 6105

RESOLUTION APPROVING THE TERMS AND AUTHORIZING THE EXECUTION OF A CONTRACT WITH SOLUTION CONCRETE, INC. FOR CURBING AND SIDEWALK IMPROVEMENTS AT THE SOUTHWEST CORNER OF LIGGETT AVENUE AND McCLELLAN STREET – REBID

BE IT RESOLVED AND IT HEREBY IS RESOLVED by Reading Housing Authority:

1. THAT the terms of the contract with Solution Concrete, Inc. [Mohnton, PA] for Curbing and Sidewalk Improvements are hereby approved, the said Contract to be in substantially the following form:

CONTRACT ON FILE IN THE PURCHASING OFFICE.

2. THE said Contract in the amount of \$34,869 is the lowest acceptable bid as reviewed and approved by the Solicitor.

3. THIS Resolution shall be effective September 10, 2019.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was seconded by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Odelia White
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 6106

RESOLUTION APPROVING THE TERMS AND AUTHORIZING THE EXECUTION OF A CONTRACT WITH OLIVET BOYS & GIRLS CLUB OF READING AND BERKS COUNTY FOR YOUTH SERVICES TO RESIDENTS OF OAKBROOK AND GLENSIDE HOMES

BE IT RESOLVED AND IT HEREBY IS RESOLVED by Reading Housing Authority:

1. THAT the terms of the contract with Olivet Boys & Girls Club of Reading and Berks County [Reading, PA] for Youth Services to residents of Oakbrook and Glenside Homes are hereby approved, the said Contract to be in substantially the following form:

CONTRACT ON FILE IN THE PURCHASING OFFICE.

2. THE said Contract in the amount of \$215,000 is pending review by the Solicitor.

3. THIS Resolution shall be effective September 10, 2019.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was seconded by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Odelia White
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 6107

RESOLUTION ACKNOWLEDGING THE PROMOTION
BY RECLASSIFICATION OF A CLERK TYPIST 2
TO AN EXECUTIVE SECRETARY

BE IT RESOLVED AND IT HEREBY IS RESOLVED by Reading Housing Authority:

1. THAT Mya Hornberger be promoted by reclassification from a Clerk Typist 2 to an Executive Secretary at an annual salary of \$46,721.98, for a probationary period of 180 days in accordance to the rules and regulations of the State Civil Service Commission of Pennsylvania.

2. THIS Resolution shall be effective September 9, 2019.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was seconded by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Odelia White
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

There being no further business to come before the Commissioners, a motion was made by Ms. Keely and seconded by Ms. White to adjourn the meeting. The motion was carried unanimously.

The next regular meeting of the Reading Housing Authority is scheduled to be held at William W. Willis Center for Administration, 400 Hancock Boulevard, on Tuesday, October 22, 2019.

Recording Secretary