

MINUTES OF REGULAR MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MARCH 24, 2020 – 5:00 P.M.

The Reading Housing Authority Board of Commissioners held a Workshop and Regular Teleconference Meeting due to the COVID-19 coronavirus national emergency on Tuesday, March 24, 2020.

WORKSHOP MEETING

Chairman Belinski began the meeting by thanking the entire executive staff for putting into action the many changing processes and procedures that transpired this past week due to the coronavirus emergency.

Commissioner Keely also commented on the professionalism, the dedication of staff and spirit of RHA employees being exemplary--this being a proud moment for RHA.

Executive Director Stacey Keppen reviewed highlights of the Executive Director's Report, including the following:

- a. Postponement of the opening of the Public Housing waiting list to a two-week delay due to COVID-19 allowing applicants to the lottery an equal opportunity to apply.
- b. An additional operating subsidy grant awarded to RHA from HUD in the amount of \$168,332 for voluntary participation in the Rate Reduction Incentive Program.
- c. A 2020 Continuum of Care Grant awarding RHA \$301,475 in funding for the Shelter Plus Care Program.
- d. The Resident Notice on COVID-19 coronavirus which was hand-delivered to all RHA residents informing them how RHA would be conducting business at the onset of COVID-19.
- e. A Hiring Policy created in response to last month's Resolution #6158 which allows RHA to directly hire employees without making use of a state-associated merit-based system as this system no longer resides in the PA State Civil Service System.
- f. Review of the Operating Budgets for all RHA properties for FYB 4/1/20 which will be submitted to HUD by their upcoming deadline.

Dave Talarico, Director of Capital Improvements reviewed with the board the proposed Capital Fund Action Plan for FY2020 - FY 2024.

COMMISSIONERS' MEETING

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

Commissioners Present: Chairman Steven E. Belinski
Assistant Secretary-Treasurer Lorena P. Keely
Commissioner Tina White, by telephone

Commissioners Absent: None
RHA Staff Representatives: Stacey J. Keppen, Executive Director
Mya Hornberger, Executive Assistant

David C. Talarico, Director of Capital Improvements
Jack Knockstead, Resident Services Manager, by telephone
Edwin Stock, Solicitor – Legal Staff

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

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – February 25, 2020

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner White

DISCUSSION: None.

COMMUNICATIONS: None submitted.

APPROVAL OF THE SECRETARY/TREASURER REPORT

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner White

DISCUSSION: None.

APPROVAL OF THE EXECUTIVE DIRECTOR REPORT

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner White

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 6150: PHA Board Resolution to Accompany the Capital Fund Action Plan for FY2020 – 2024.

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner White

DISCUSSION: None.

VOTES IN FAVOR: Keely, White, and Belinski

VOTES AGAINST: None

RESOLUTION NO. 6151: Approving and Authorizing the Adoption of Reading Housing Authority Low Income Public Housing Program Operating Budget for Fiscal Year Ending March 31, 2021.

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner White

DISCUSSION: None.

VOTES IN FAVOR: Keely, White, and Belinski

VOTES AGAINST: None

RESOLUTION NO. 6152: Approving and Authorizing the Adoption of the Sylvania Homes Operating Budget for Fiscal Year Ending March 31, 2021.

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner White

DISCUSSION: None.

VOTES IN FAVOR: Keely, White, and Belinski

VOTES AGAINST: None

RESOLUTION NO. 6153: Approving and Authorizing the Adoption of the NSP Properties Operating Budget for Fiscal Year Ending March 31, 2021.

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner White

DISCUSSION: None.

VOTES IN FAVOR: Keely, White, and Belinski

VOTES AGAINST: None

RESOLUTION NO. 6154: Approving and Authorizing the Adoption of Emma Lazarus Townhomes Operating Budget for Fiscal Year Ending March 31, 2021.

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner White

DISCUSSION: None.

VOTES IN FAVOR: Keely, White, and Belinski

VOTES AGAINST: None

RESOLUTION NO. 6155: Approving and Authorizing the Adoption of the River Oak Development, LLC, Operating Budget for Fiscal Year Ending March 31, 2021.

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner White

DISCUSSION: None.

VOTES IN FAVOR: Keely, White, and Belinski

VOTES AGAINST: None

RESOLUTION NO. 6156: Approving Change Order No. 1 to the Contract with Reading Elevator for the Elevator Construction Modernization.

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner White

DISCUSSION: None.

VOTES IN FAVOR: Keely, White, and Belinski

VOTES AGAINST: None

RESOLUTION NO. 6157: Approving the Terms and Authorizing the Execution of a Contract with Facility Strategies Group, LLC (F.S.G.) for a Green Physical Needs Assessment at Sylvania Homes, River Oak Apartments and Emma Lazarus Townhomes.

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner White

DISCUSSION: None.

VOTES IN FAVOR: Keely, White, and Belinski

VOTES AGAINST: None

RESOLUTION NO. 6158: Approving the Hiring Policy.

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner White

DISCUSSION: None.

VOTES IN FAVOR: Keely, White, and Belinski

VOTES AGAINST: None

ADJOURNMENT:

MOTION TO ADJOURN: Commissioner Keely

SECOND: Commissioner White



Minutes Respectfully Submitted by:

Mya Hornberger, Executive Assistant/Recording Secretary