

MINUTES OF REGULAR MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
JUNE 23, 2020 – 5:00 P.M.

The Reading Housing Authority Board of Commissioners held a Workshop and Regular Meeting via Teleconference due to the COVID-19 coronavirus national emergency on Tuesday, June 23, 2020.

WORKSHOP MEETING

Chairman Belinski announced that a letter recognizing the existing social issues will be introduced as a resolution to the board at today's meeting. Mr. Belinski stated the letter was written in order to place on the record Reading Housing Authority's position with respect to these social issues and the desire to issue this position in writing to the employees, clients, vendors and community partners of Reading Housing Authority.

Executive Director Stacey Keppen reviewed highlights of the Executive Director's Report, which included the following COVID-19 Continuity of Operations updates:

- a. On June 8th all RHA management personnel returned to on-site duty with all hourly and furloughed staff returning on Monday, June 15th.
- b. Maintenance personnel continue to perform only urgent and emergency-level work orders.
- c. Service coordinators continue making wellness calls to public housing residents to assess needs associated with health, basic needs and isolation.

The Public Housing Waitlist received over 2,000 electronic applications over a period of two weeks.

Revitalization of the RHA Community Garden Program resulted in the addition of ten raised beds in Glenside Homes, and four each in Rhodes and Eisenhower Apartments and Kennedy Towers. These beds were constructed and filled by RHA Maintenance.

Dave Talarico, Director of Capital Improvements, shared with the board that communications have been sent to SSM Group, Inc. regarding the delay of the Central Administration Building addition and renovation.

Chairman Steven Belinski presented the 2020 Stokes Stitt Scholarship Award to Erica Montalvo. This scholarship offers a maximum of \$2000 per year for four years. Mr. Belinski shared that in the past 20 years RHA has awarded a total of \$97,262 in scholarship money to students. This competitive scholarship is awarded annually to residents of Reading Housing Authority who demonstrate academic merit, tenacity in overcoming obstacles and invest in their community.

Jack Knockstead, Resident Services Manager, shared that the application process for the Stokes Stitt Scholarship was extended this year due to the COVID-19 pandemic.

Stacey Keppen, Executive Director, stated that procurement and inventory efficiencies will be improved with new business software that will allow RHA to automate the entire source-to-pay cycle and guard against misuse/abuse and fraud. Superintendent Ulrich provided an overview of plans to acquire utility vans to promote mobile inventory management.

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 Myra Maldonado
Commissioner Ineavelle Ruiz

Commissioners Absent: None

RHA Staff Representatives: Stacey J. Keppen, Executive Director
Mya Hornberger, Executive Assistant
David C. Talarico, Director of Capital Improvements
Theresa Reustle, Comptroller/Secretary/Treasurer
Audrey L. Wenrich, Human Resource Manager
Benjamin Sadowskas, Procurement Manager
Frederick Prutzman, IT Manager
Leonilda Feliciano, Applications Manager
John E. Knockstead, Resident Services Manager
Thomas Stianche, Voucher Programs Manager
Rory Ulrich, Maintenance Superintendent
Yasaira Modeste, Property Manager, North Campus
Charles Huckstep, Property Manager, Center City Campus
David Oley, Foreman, Center City Campus
Edwin Stock, Solicitor – Legal Staff
Cheryl I. Lewis, Resident Services Coordinator

ACKNOWLEDGEMENT OF VISITORS: The Chairman welcomed Erica Montalvo, 2020 Stokes Stitt Scholarship recipient and her family.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – May 26, 2020 - Teleconference Meeting due to the COVID-19 coronavirus national emergency.

MOTION TO APPROVE: Commissioner Keely
SECOND: Commissioner Ruiz

DISCUSSION: None.

COMMUNICATIONS: None submitted.

APPROVAL OF THE SECRETARY/TREASURER REPORT

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Keely

DISCUSSION: None.

APPROVAL OF THE EXECUTIVE DIRECTOR REPORT

MOTION TO APPROVE: Commissioner Keely
SECOND: Commissioner Maldonado

DISCUSSION: None.

CHARGE OFFS: Public Housing charge offs were \$15,738.15, and Affordable Rentals were \$9,384.54 for a total of \$25,122.69.

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Keely

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 6164: Acknowledging a Regular Status County Caseworker 2 (Cheryl I. Lewis).

MOTION TO APPROVE: Commissioner Keely
SECOND: Commissioner Maldonado

DISCUSSION: None.

VOTES IN FAVOR: Belinski, Keely, Maldonado, and Ruiz
VOTES AGAINST: None

RESOLUTION NO. 6165: Awarding the Stokes Stitt Memorial Scholarship (Erica Montalvo – Oakbrook Homes).

MOTION TO APPROVE: Commissioner Keely
SECOND: Commissioner Maldonado

DISCUSSION: None.

VOTES IN FAVOR: Belinski, Keely, Maldonado, and Ruiz
VOTES AGAINST: None

RESOLUTION NO. 6166: Approving the Terms and Authorizing the Execution of a Contract with Liberty Environmental, Inc. for Environmental Assessments in Accordance with the U.S. Department of Housing and Urban Development.

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Ruiz

DISCUSSION: None.

VOTES IN FAVOR: Belinski, Keely, Maldonado, and Ruiz
VOTES AGAINST: None

RESOLUTION NO. 6167: Amendment to Agreement Between International Union of Painters and Allied Trades, District Council No. 21 and Reading Housing Authority.

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Keely

DISCUSSION: None.

VOTES IN FAVOR: Belinski, Keely, Maldonado, and Ruiz
VOTES AGAINST: None

RESOLUTION NO. 6168: Approving Change Order No. 1 to the Contract with Waste Management for Waste Removal Services at Various RHA Sites.

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Ruiz

DISCUSSION: None.

VOTES IN FAVOR: Belinski, Keely, Maldonado, and Ruiz

VOTES AGAINST: None

RESOLUTION NO. 6169: To Issue a Letter Recognizing the Existing Social Issue.

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Ruiz

DISCUSSION: None.

VOTES IN FAVOR: Belinski, Keely, Maldonado, and Ruiz

VOTES AGAINST: None

ADJOURNMENT:

MOTION TO ADJOURN: Commissioner Keely

SECOND: Commissioner Ruiz



Minutes Respectfully Submitted by:

Mya Hornberger, Executive Assistant/Recording Secretary