

MINUTES OF REGULAR MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
SEPTEMBER 22, 2020 – 5:00 P.M.

The Reading Housing Authority Board of Commissioners held a Workshop and Regular Meeting on Tuesday, September 22, 2020, with some attendees joining via Teleconference due to the COVID-19 coronavirus national emergency.

WORKSHOP MEETING

Chairman Belinski started the meeting acknowledging Reading Housing Authority's Public Housing General Occupancy collection rate at 97% throughout the COVID-19 pandemic.

An overview of the average contract rent and payment standards of the voucher process of the Housing Choice Voucher Program was presented by Tom Stianche, Voucher Programs Manager. Mr. Stianche summarized the Fiscal Year 2021 Fair Market Rents published by HUD, the average contract rent for Mainstream, Portability, and RHA Voucher Participants based on bedroom size, and Fiscal Year 2021 calculated payment standards at 103% of the fiscal year 2121 Fair Market Rent for 0, 1, 2, and 3 bedroom units and 90% of the Fiscal Year 2121 Fair Market Rent for 4, 5, and 6 bedroom units.

Stacey Keppen, Executive Director, explained the CARES fund contains other fees that are not adjusted besides rent. Josh Smith, Director of Housing Management summarized a reduced utility plan for use of these funds for those residents who have had their income impacted due to COVID-19.

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

- a. On September 4, the Centers for Disease Control (CDC) issued a temporary halt to residential eviction through December 31, 2020.
- b. On September 15, HUD issued a Notice that provides for updates to several topics related to the CARES Act. The Notice extends the deadline for use of CARES Act funding (\$1,053,106 in award to RHA for Public Housing and \$177,186 for the Housing Choice Voucher Program from 12/31/20 and 6/30/20, respectively), to 12/31/21.
- c. Internal construction is underway at the 1040 Liggett Property of Sylvania Homes to build a records retention center. The site will be secured, centralized and climate controlled. This effort will address a longstanding organizational need related to record storage for all divisions.
- d. The Resident Services Department continued to deliver supplemental food throughout the month to 232 eligible residents enrolled in the Commodity Supplemental Food Program. The Glenside/Hensler community will receive a mobile food bank distribution on September 24. 618 service coordination interventions were recorded for the month of August, with 370 (60%) delivered in the area of financial management (largely related to support in addressing outstanding rent balances).
- e. In the RHA Wellness program, the Alvernia University programs of physical therapy, occupational therapy and nursing are working together to provide assessment and programs for residents.
- f. Major transitions in the Maintenance Department which resulted in filling one vacant Foreman position, three Assistant Foremen positions and a new position of Assistant Superintendent.

Dave Talarico, Director of Capital Improvements, shared energy issues with the board and the impact the RHA Energy Performance Contract has on RHA operations. Guest Matt Pesce from Facilities Strategy Group, LLC presented to the board the role that FSG provides to RHA inspections, analysis, and engineering design that supports energy retrofit project development, including energy strategic planning and energy management.

Stacey Keppen, Executive Director introduced to the board two Resolutions for contracts with new software programs.

1. A continuation of a contract with MRI Software, LLC who will be implementing the MRI Financial suite. The suite includes software solutions for the General Ledger, Accounts Payable, Job Costing, and MRI Secure Sign. MRI Secure Sign streamlines the workflow of real estate transactions with electronic signatures.
2. A three-year contract with Nexus Systems, a partner product that provides for third-party, outsourced accounts payable activity, enhancing the authority's oversight of the source-to-pay cycle and provide a platform for daily purchasing activity.

EXECUTIVE SESSION: The commissioners entered an Executive Session.

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
Josh K. Smith, Director of Housing Management
David C. Talarico, Director of Capital Improvements
Jonathan P. Runkle, Administrative Services Manager
Theresa A. Reustle, Comptroller, Secretary-Treasurer
Audrey L. Wenrich, Human Resource Manager
John E. Knockstead, Resident Services Manager
Benjamin Sadowskas, Procurement Manager
Frederick Prutzman, IT Manager
Rory Ulrich, Maintenance Superintendent
Leonilda Feliciano, Applications Manager
Yasaira Modeste, Property Manager, North Campus
Nydia Rivera, Property Manager, South Campus
Charles Huckstep, Property Manager, Center City Campus
Thomas Stianche, Voucher Programs Manager
William Rupp, Foreman, North Campus
Al Linarez, Foreman, South Campus
David Oley, Foreman, Center City Campus
Gregg Snook, Assistant Maintenance Superintendent
Derek DeLong, Assistant Foreman
Julian Rodriguez, Assistant Foreman
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 – August 25, 2020 - Teleconference Meeting due to the COVID-19 coronavirus national emergency.

MOTION TO APPROVE: Commissioner Keely
SECOND: Commissioner Maldonado

DISCUSSION: None.

COMMUNICATIONS: None submitted.

APPROVAL OF THE SECRETARY/TREASURER REPORT

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Ruiz

DISCUSSION: None.

APPROVAL OF THE EXECUTIVE DIRECTOR REPORT

MOTION TO APPROVE: Commissioner Keely
SECOND: Commissioner Maldonado

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 6182: Acknowledging the Promotion of a Maintenance Mechanic to a Foreman (William C. Rupp).

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Keely

DISCUSSION: None.

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

RESOLUTION NO. 6183: Acknowledging the Promotion of a Maintenance Mechanic to an Assistant Foreman (Derek DeLong).

MOTION TO APPROVE: Commissioner Ruiz
SECOND: Commissioner Keely

DISCUSSION: None.

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

RESOLUTION NO. 6184: Acknowledging the Promotion of a Maintenance Mechanic to an Assistant Foreman (Matthew Smith).

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Ruiz
DISCUSSION: None.

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

RESOLUTION NO. 6185: Acknowledging the Promotion of a Maintenance Aide to an Assistant Foreman (Julian Rodriguez).

MOTION TO APPROVE: Commissioner Keely
SECOND: Commissioner Maldonado

DISCUSSION: None.

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

RESOLUTION NO. 6186: Acknowledging the Hiring of a Customer Service Assistant (Virginia Nunez-Burgos).

MOTION TO APPROVE: Commissioner Ruiz
SECOND: Commissioner Maldonado

DISCUSSION: None.

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

RESOLUTION NO. 6187: Acknowledging the Promotion of a Maintenance Aide to an Assistant Superintendent (Gregory A. Snook).

MOTION TO APPROVE: Commissioner Keely
SECOND: Commissioner Maldonado

DISCUSSION: None.

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

RESOLUTION NO. 6188: Revising the Section 8 Housing Choice Voucher Program Payment Standards.

MOTION TO APPROVE: Commissioner Ruiz
SECOND: Commissioner Keely

DISCUSSION: None.

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

RESOLUTION NO. 6189: Acknowledging Jan C. Custer's Thirty-Three Plus [33+] Years of Employment by Reading Housing Authority.

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6190: Acknowledging the Promotion of Eight (8) Maintenance Aides to the Position of Maintenance Mechanic (Raymond Arndt, Edwin Jones, Jaime Ortega, Dave Richardson, Julio Rodriguez, Jared Roeder, Jan Roldan-Morales, Ashton Staples).

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6191: Approving the Terms and Authorizing the Execution of a Contract with Solution Concrete, Inc. for Concrete Replacement at Various RHA Locations.

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Commissioner Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6192: Approving and Authorizing the Continuation of a Contract with MRI Software, LLC.

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Keely

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6193: Approving and Authorizing a Contract with NEXUS SYSTEMS.

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6194: Approving and Authorizing Discussions and Negotiations Related to River Oak Apartments.

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

ADJOURNMENT:

MOTION TO ADJOURN: Commissioner Keely

SECOND: Commissioner Maldonado

A handwritten signature in black ink, appearing to read "Mya Hornberger", written over a horizontal line.

Minutes Respectfully Submitted by:

Mya Hornberger, Executive Assistant/Recording Secretary