

MINUTES OF REGULAR MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
DECEMBER 8, 2020 – 5:00 P.M.

The Reading Housing Authority Board of Commissioners held a Workshop and Regular Meeting on Tuesday, December 8, 2020, with some attendees joining via Teleconference due to the COVID-19 coronavirus national emergency.

WORKSHOP MEETING

Chairman Belinski opened the meeting by introducing Mr. Steve Kutsuflakis, CPA, Partner, Barbacane, Thornton & Company. Mr. Kutsuflakis presented an overview of the basic financial statements for fiscal year end March 31, 2020, and detailed a separate audit for River Oak Development, LLC. for fiscal year end March 31, 2020.

The 2021 Board Meeting Schedule dates were approved for January through December with no meeting scheduled in November.

Commissioner Belinski offered recognition and appreciation to Commissioner and Secretary-Treasurer Lorena Keely for completing training and becoming a NAHRO Certified Commissioner.

2021 RHA Calendars were presented to the Board for their review. The calendars showcase RHA events and programs and will be distributed to residents and staff.

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

- a. On November 30th, RHA staff resumed operations under the Emergency Operations Plan of teleworking for all non-maintenance staff and limited on-site operations for maintenance personnel. In the two weeks preceding this transition, maintenance teams resolved the total backlog of routine work orders for Center City and North Campuses.
- b. An update to the Conflict of Interest Policy was presented to the board. A resolution will be presented at this meeting for board approval.
- c. The RHA Annual Plan for year two of the five-year plan and Capital Fund Action Plan draft for fiscal year beginning April 1, 2021 public hearing was held on December 5th at WCA. A resolution will be presented at this meeting for board approval.
- d. A solution for the increased number of packages being delivered to the property sites is being researched under the project entitled Renovation of Various Administration Offices. Dave Talarico, Director of Capital Improvements, shared that Amazon's Key for Business model is being considered for use in the interim until the new mail and package concierge has been constructed.
- e. The Resident Services Department submitted a HUD grant application under the Resident Opportunities and Self Sufficiency (ROSS) Service Coordinator Program. Funding from the ROSS grant would allow the RHA RSD to reach beyond the current range of services, which focus largely on lease preservation, and services that address the needs of older adults and persons with disabilities. Youth Services under the new/unique contract with Olivet Boys and Girls Clubs are underway, with 14 youth participating in the new virtual learning support.
- f. HR staff facilitated the training and recertification of the RHA Safety Committee. The HR Manager and Executive Director held an annual plan review meeting during this period with RHA's retirement plan advisors from RKL Wealth Management, LLC.
- g. Finance personnel continue to work diligently on the implementation of the new MRI operating software. An important recognition during this reporting period is in reference to the work of the Comptroller, who researched and executed the transition of RHA's rent statement mailing process to a new provider.
- h. IT staff migrated more than 40 computer users to one common platform consisting of a mobile laptop and a docking station into which all ancillary equipment is connected. All maintenance employees are now using individual electronic tablets to access both their work orders and their RHA communications.

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
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
Gregg Snook, Assistant Maintenance Superintendent
William Rupp, Foreman, North Campus
Al Linarez, Foreman, South Campus
David Oley, Foreman, Center City Campus
Anders Smith, Data Analyst
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 – October 27, 2020 - Teleconference Meeting due to the COVID-19 coronavirus national emergency.

MOTION TO APPROVE: Commissioner Ruiz
SECOND: Commissioner Maldonado

DISCUSSION: None.

COMMUNICATIONS: Thank You card – Lorena Keely.

APPROVAL OF THE SECRETARY/TREASURER REPORT

MOTION TO APPROVE: Commissioner Keely
SECOND: Commissioner Ruiz

DISCUSSION: None.

APPROVAL OF THE EXECUTIVE DIRECTOR REPORT

MOTION TO APPROVE: Commissioner Keely
SECOND: Commissioner Maldonado

DISCUSSION: None.

APPROVAL OF CHARGE-OFFS: Public Housing charge-offs were \$7,068.79, and Affordable Rental charge-offs were \$792.05 for a total of \$7,860.84.

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Ruiz

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 6202: Approving the Annual Plan for Fiscal Year Beginning April 1, 2021.

MOTION TO APPROVE: Commissioner Keely
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6203: Authorizing the Pursuit of Disposition by Sale of Non-Expendable Property and Land Located at 544 Buttonwood Street.

MOTION TO APPROVE: Commissioner Ruiz
SECOND: Commissioner Maldonado

DISCUSSION: None.

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

RESOLUTION NO. 6204: Acknowledging the Hiring of a Custodian (Parris Stefanow).

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Keely

DISCUSSION: None.

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

RESOLUTION NO. 6205: Acknowledging the Promotion Without Examination of a Clerk Typist 2 to a Housing Specialist (Raquel Cedeno).

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Keely

DISCUSSION: None.

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

RESOLUTION NO. 6206: To Proceed with the Acquisition of Funds for the Improvements to the Reading Housing Authority Central Administration Building.

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Keely

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6207: Approving the Updated Conflict of Interest Policy.

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Keely

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6208: Approving Change Order No. 1 to the Contract with Kautter & Kelley Architects (K&KA) for the Interior Renovation to Administration Offices at Various Locations.

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6209: To Accept the Audit Report of Basic Financial Statements & Supplementary Information for Fiscal Year End March 31, 2020, as Prepared by Barbacane, Thornton & Company, LLP of Wilmington, DE.

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6210: To Accept the Audit Report of River Oak Development, LLC for Fiscal Year End March 31, 2020, as Prepared by Barbacane, Thornton & Company, LLP of Wilmington, DE.

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Commissioner Maldonado

DISCUSSION: None.

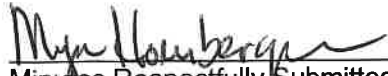
VOTES IN FAVOR: Belinski, Keely, Maldonado, and Ruiz

VOTES AGAINST: None

ADJOURNMENT:

MOTION TO ADJOURN: Commissioner Keely

SECOND: Commissioner Ruiz



Minutes Respectfully Submitted by:

Mya Hornberger, Executive Assistant/Recording Secretary