

MINUTES OF REGULAR MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
JANUARY 14, 2021 – 5:00 P.M.

The Reading Housing Authority Board of Commissioners held a Workshop and Regular Meeting on Thursday, January 14, 2021, with some attendees joining via Teleconference due to the COVID-19 coronavirus national emergency.

WORKSHOP MEETING

Chairman Belinski opened the meeting by introducing Laurie Peer and Deb Lander of RKL Wealth Management, LLC and Mr. Sean Moretti of Destination Realty, LLC.

Laurie Peer, President of RKL Management and Deb Lander, Retirement Plan Advisor presented an overview of services offered to RHA employees to the board and staff, a resolution for a consulting agreement to be forthcoming at this meeting.

Sean Moretti of Destination Realty, LLC, a commercial real estate brokerage firm, specializes in property management, sales and leasing has interest in bringing Park Place on Penn to fruition, a resolution for the execution of a leasing agreement will be forthcoming at this meeting.

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

- a. Utilization of HUD funding for the Housing Choice Voucher Program is presently 95.7%. RHA's goal is to achieve 100% utilization of HUD funding.
- b. The final report under the Voluntary Compliance Agreement with HUD's Office of Fair Housing and Equal Opportunity (FHEO) was submitted in December, which concludes the 36-month reporting period.
- c. RHA staff continue to work under the pandemic-driven Emergency Operations Plan. RHA employees will not be moving out of this plan for the immediate future.

Department Reports

Great strides have been made with the goals for the RHA Maintenance Training Program. Greg Snook, Assistant Superintendent, presented on the progress at the Commissioners' Workshop.

1. In October of 2020, Dave Talarico, Director of Capital Improvements; Rory Ulrich, Maintenance Superintendent; and Greg Snook, Assistant Maintenance Superintendent created a Maintenance Training and Development Program which consists of competency training via internet based online training shorts, monthly webinars provided free of charge through the PA Department of Labor, and actual hands-on training with vendors all conducted according to COVID-19 restrictions.
2. Training fixtures have been constructed and are being completed on the following campuses:
 - a. North Campus – Electrical training fixtures. Assistant Foreman Derek DeLong created a real-life trainer for the basic electrical tasks required by maintenance staff. There are four operational stations on the trainer.
 - b. South Campus – Plumbing and toilet fixture. Assistant Foreman Matt Smith created the moveable training fixture which allows for all aspects of training of toilet and plumbing repair.
 - c. Center City – State-of-the-art training lab. This lab consists of a complete training area that allows maintenance employees to build and refine skills necessary to perform their duties within the RHA communities. Foreman Dave Oley, Assistant Forman Julian Rodriguez, and the entire Center City

maintenance team created the lab. This lab consists of everything from basic lock changes to complete structural repair.

3. Several more training fixtures are in the development process.
4. New employees will be paired with skilled mechanics during their probationary period.
5. Foremen will maintain the measurement tool to document training advancement and skill.
6. All training materials and updates will be reviewed and maintained by the Assistant Superintendent.
7. Each foreman will keep a master training file in their department.

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
Thomas Stianche, Voucher Programs Manager
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 – December 8, 2020 - Teleconference Meeting due to the COVID-19 coronavirus national emergency.

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Ruiz

DISCUSSION: None.

COMMUNICATIONS: Mr. Belinski thanked staff for the many emails he received for the gift card that was delivered to staff for the Christmas holiday.

APPROVAL OF THE SECRETARY/TREASURER REPORT

MOTION TO APPROVE: Commissioner Keely
SECOND: Commissioner Maldonado

DISCUSSION: None.

APPROVAL OF THE EXECUTIVE DIRECTOR REPORT

MOTION TO APPROVE: Commissioner Ruiz
SECOND: Commissioner Maldonado

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 6211: Authorizing the Payment in Lieu of Taxes for Contract W-66, Projects PA-9-1, 2, 3, 4, 5, 6, 8, & 10, Fiscal Year Ended March 31, 2020.

MOTION TO APPROVE: Commissioner Keely
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6212: Acknowledging the Reassignment from County Social Services Aide 2 to Customer Service Assistant (Diane L. Young).

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Keely

DISCUSSION: None.

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

RESOLUTION NO. 6213: Acknowledging the Reassignment from County Social Services Aide 2 to Customer Service Assistant (Catherine Lebron).

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6214: Approving the Terms and Authorizing the Execution of a Consulting Agreement with RKL Wealth Management, LLC.

MOTION TO APPROVE: Commissioner Keely
SECOND: Commissioner Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6215: Approving Change Order No. 2 to the Contract with Waste Management for Waste Removal Services at Various RHA Sites.

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Commissioner Keely

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6216: Authorizing the Execution of a Listing Agreement with Destination Realty, LLC for Park Place on Penn.

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Ruiz

DISCUSSION: None.

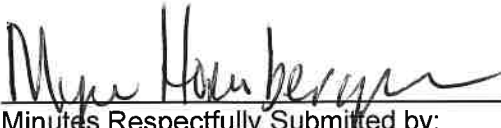
VOTES IN FAVOR: Belinski, Keely, Maldonado, and Ruiz

VOTES AGAINST: None

ADJOURNMENT:

MOTION TO ADJOURN: Commissioner Keely

SECOND: Commissioner Ruiz



Minutes Respectfully Submitted by:

Mya Hornberger, Executive Assistant/Recording Secretary