

MINUTES OF REGULAR MEETING  
READING HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MARCH 23, 2021 – 5:00 P.M.

The Reading Housing Authority Board of Commissioners held a Workshop and Regular Meeting on Tuesday, March 23, 2021, with some attendees joining via Teleconference due to the COVID-19 coronavirus national emergency.

WORKSHOP MEETING

Chairman Belinski opened the meeting by sharing two positive highlights from the previous period involving an employee and a resident.

Mr. Belinski announced the City of Reading has reappointed him to a five-year term as Chairman of the Reading Housing Authority Board of Directors, ending 12-31-25.

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

- a. A letter with 14-day notices has been sent to all households with rent balances.
- b. RHA staff have resumed normal business operations on Monday, April 5<sup>th</sup>.
- c. Nexus Payables, RHA's new PO and AP software, has been implemented over the last month.

Department Reports

- a. COVID-19 vaccine programming – Jack Knockstead, Resident Services Manager, reported that the Resident Services Department made 600 calls to residents and collected 200 names to support Centro Hispano's vaccine clinic held at Christ Lutheran Church.
- b. Budget Presentation - Executive Director, Stacey Keppen, reviewed the operating budgets for all RHA properties for FYB 4/1/21.
- c. Transit van presentation – Two 2021 Ford Transit Vans were presented to the board. These vans will be used at RHA North and South Campus' for daily and 24-hour emergency service. Both vans are equipped with a consolidated tool kit system and act as an independent mobile maintenance shop.

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 – February 23, 2021 - 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 Ruiz

**DISCUSSION:** None.

**APPROVAL OF CHARGE-OFFS:** Public Housing Charge-Offs were \$26,264.57, and Affordable Rental Charge-Offs were \$37.41 for a total of \$26,301.98.

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Ruiz

**DISCUSSION:** None.

**RESOLUTIONS AND BOARD ACTION**

**RESOLUTION NO. 6225: Acknowledging the Hiring of a Maintenance Mechanic (John D. Michalski).**

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Keely

**DISCUSSION:** None.

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

**RESOLUTION NO. 6226: Acknowledging the Hiring of a Maintenance Mechanic (Hector M. Rodriguez).**

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Commissioner Maldonado

**DISCUSSION:** None.

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

**RESOLUTION NO. 6227: Acknowledging the Hiring of an Assistant Property Manager (Priscilla M. Rivera).**

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Commissioner Maldonado

**DISCUSSION:** None.

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

**RESOLUTION NO. 6228: Approving and Authorizing the Selling of 544 Buttonwood Street to Mario Arevola for \$3000.00.**

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Ruiz

**DISCUSSION:** None.

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

**RESOLUTION NO. 6229: Approving and Authorizing the Adoption of Reading Housing Authority Low Income Public Housing Program Operating Budget for Fiscal Year Ending March 31, 2022.**

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Ruiz

**DISCUSSION:** None.

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

**RESOLUTION NO. 6230: Approving and Authorizing the Adoption of the Sylvania Homes Operating Budget for Fiscal Year Ending March 31, 2022.**

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Ruiz

**DISCUSSION:** None.

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

**RESOLUTION NO. 6231: Approving and Authorizing the Adoption of the NSP Properties Operating Budget for Fiscal Year Ending March 31, 2022.**

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Ruiz

**DISCUSSION:** None.

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

**RESOLUTION NO. 6232: Approving and Authorizing the Adoption of Emma Lazarus Townhomes Operating Budget for Fiscal Year Ending March 31, 2022.**

MOTION TO APPROVE: Commissioner Ruiz  
SECOND: Commissioner Keely

**DISCUSSION:** None.

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

**RESOLUTION NO. 6233: Approving and Authorizing the Adoption of the River Oak Development, LLC, Operating Budget for Fiscal Year Ending March 31, 2022.**

MOTION TO APPROVE: Commissioner Maldonado  
SECOND: Commissioner Ruiz

**DISCUSSION:** None.

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

**RESOLUTION NO. 6234: Approving and Authorizing the Adoption of the Housing Choice Voucher Program Operating Budget for Fiscal Year Ending March 31, 2022.**

MOTION TO APPROVE: Commissioner Ruiz  
SECOND: Commissioner Maldonado

**DISCUSSION:** None.

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

**RESOLUTION NO. 6235: Approving and Authorizing a Contract with Concord Financial Advisors for Services in Connection with Financing of Renovations to the William W. Willis Center for Administration.**

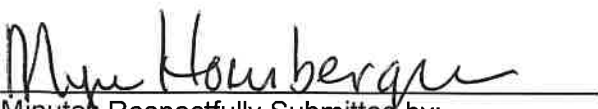
MOTION TO APPROVE: Commissioner Keely  
SECOND: Commissioner Maldonado

**DISCUSSION:** None.

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

**ADJOURNMENT:**

MOTION TO ADJOURN: Commissioner Maldonado  
SECOND: Commissioner Ruiz



Minutes Respectfully Submitted by:  
Mya Hornberger, Executive Assistant/Recording Secretary