

MINUTES OF REGULAR MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
APRIL 27, 2021 – 5:00 P.M.

The Reading Housing Authority Board of Commissioners held a Workshop and Regular Meeting on Tuesday, April 27, 2021, with some attendees joining via Teleconference due to the COVID-19 coronavirus national emergency.

WORKSHOP MEETING

Chairman Belinski opened the meeting with a positive highlight regarding a long-time resident.

Chairman Belinski offered recognition and appreciation to employee William Heller of the Maintenance Department for 20 years of service.

Department Reports

- a. Mr. Belinski presented the 2021 Stokes Stitt Scholarship Awards to Ariana Mejias of Glenside Homes and Juliana James of Oakbrook Homes. This competitive scholarship is awarded annually to residents of Reading Housing Authority who demonstrate academic merit, self-sufficiency, tenacity in overcoming obstacles and who invest in their community. The scholarship offers a maximum of \$2000 per year for four years.
- b. David Talarico, Director of Capital Improvements, provided the board with a detailed summary of the Capital Fund Action Plan. Mr. Talarico explained to the board that some projects were moved forward but none were eliminated from the plan.

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

- a. Waiting list statistics that reflect a 99% occupancy rate, a zero-turnover rate at Emma Lazarus Townhomes for the last year, and a 96% rent collection rate all of which demonstrate the hard work of the RHA staff.
- b. The repaving of the 400, 500, 600 and 700 blocks of McClellan Street which began on April 19th.
- c. Vaccination clinics at Hensler Homes O'Pake Community Center on April 1st which attracted 365 people and another clinic scheduled at the same location for Thursday, April 29th.
- d. Continuing plans for an Oakbrook Community Garden. To date there are ten gardeners signed up in anticipation for gardens to be ready for planting by mid-May.

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
Vice-Chairman Lorena P. Keely
Assistant Secretary-Treasurer 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
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 – March 23, 2021 - 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 Ruiz

DISCUSSION: None.

APPROVAL OF THE EXECUTIVE DIRECTOR REPORT

MOTION TO APPROVE: Commissioner Keely
SECOND: Commissioner Ruiz

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 6236: Awarding the Stokes Stitt Memorial Scholarship – Ariana Mejias (Glenside Homes).

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6237: Awarding the Stokes Stitt Memorial Scholarship – Juliana James (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. 6238: Approving the Terms and Authorizing the Execution of a Contract for Electrical Contracting with Shannon A. Smith, Inc. for the Additions and Renovations of the Central Administration Building.

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Commissioner Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6239: Approving the Terms and Authorizing the Execution of a Contract for General Contracting with Uhrig Construction, Inc. for the Additions and Renovations of the 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. 6240: Approving the Terms and Authorizing the Execution of a Contract for HVAC Contracting with Garden Spot Mechanical, Inc. for the Additions and Renovations of the Central Administration Building.

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Commissioner Keely

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6241: Approving the Terms and Authorizing the Execution of a Contract for Plumbing Contracting with Garden Spot Mechanical, Inc. for the Additions and Renovations of the 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. 6242: Approving the Terms and Authorizing the Execution of a Contract for Electrical Contracting with Hirneisen Electric, Inc. for Various Office Renovations.

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Commissioner Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6243: Approving the Terms and Authorizing the Execution of a Contract for General Contracting with SMJ Contracting, Inc. for Various Office Renovations.

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Keely

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6244: Approving the Terms and Authorizing the Execution of a Contract for Mechanical Contracting with Vision Mechanical for Various Office Renovations.

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6245: Approving Change Order No. 4 to the Contract with Kautter & Kelley Architects for the Additions and Renovations to the Central Administration Building.

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

ADJOURNMENT:

MOTION TO ADJOURN: Commissioner Keely

SECOND: Commissioner Maldonado



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