

MINUTES OF REGULAR MEETING  
READING HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MAY 25, 2021 – 5:00 P.M.

The Reading Housing Authority Board of Commissioners held a Workshop and Regular Meeting on Tuesday, May 25, 2021. All attendees joined in person for the first time since February 2020 due to restrictions being lifted surrounding the COVID-19 coronavirus national emergency.

WORKSHOP MEETING

Chairman Belinski opened the meeting with an announcement that an RHA company picnic is being planned for August 19<sup>th</sup> at Knoebel's Grove for all employees and their families.

Chairman Belinski offered recognition and appreciation to employees Ricardo Bailey and Scott Lucas, both with 40 years of service employed in the Maintenance Department at RHA.

Department Reports

- a. Jonathan Runkle, Administrative Services Manager presented an overview of past RHA inspection protocol and new HUD NSPIRE (National Standards for the Physical Inspection of Real Estate) Standards. The new NSPIRE model prioritizes health, safety, and functional defects over appearance. It implements inspections that better reflect the true physical conditions of the property and supports the adoption of sound, year-round maintenance practices. To ensure that RHA meets HUD standards and meets and exceeds internal standards, the RHA Quality Standards for Accountability training was created, and training in this area is a requirement of every maintenance employee. Mr. Runkle explained that changes made within the RHA inspection protocols, which focus on consistent inspections throughout the year, will help build a more consistent flow of work orders which allows for improved inventory management and more effective budgeting practices.
- b. David Talarico, Director of Capital Improvements, provided the board with a status update on the Glenside Homes heating modernization project. Mr. Talarico took the board through the intricate workings of the 34-year-old boiler system and how upgrading to a new system that utilizes two small boilers in each building will result in a more favorable outcome such that a housing building would never be without heat if a boiler malfunction would occur. Bids for the Boiler Plant Decentralization Project are due June 9.

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

- a. RHA has been awarded 45 vouchers through HUD's Emergency Housing Voucher Program to assist individuals and families who are homeless, at risk of homelessness, or who have a high risk of housing instability.
- b. Maintenance Departments at all sites have completed backlogged work orders and can now move onto seasonal preventative maintenance projects.
- c. An Oakbrook Community Garden has been established through a partnership between the 18<sup>th</sup> WONDER and RHA. The proposed garden site will utilize property owned by RHA near the Berks Community Health Center which is also part of the 18<sup>th</sup> Ward.
- d. The Accounting Department has begun the fiscal year-end closeout process.

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  
David C. Talarico, Director of Capital Improvements  
Josh K. Smith, Director of Housing Management  
Jonathan P. Runkle, Administrative Services Manager  
Theresa A. Reustle, Comptroller, Secretary-Treasurer  
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  
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  
Ricardo Bailey, Maintenance Mechanic  
Johnny Diaz, Purchasing Assistant  
Shawn Dietzel, Maintenance Mechanic  
Scott Lucas, Maintenance Mechanic  
Marco Melendez, Maintenance Mechanic  
Elizabeth Ramos, Customer Service Assistant  
Steve Smith, Housing Inspector

**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 – April 27, 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 Ruiz  
SECOND: Commissioner Maldonado

**DISCUSSION:** None.

**RESOLUTIONS AND BOARD ACTION**

**RESOLUTION NO. 6246: Acknowledging the Hiring of a Maintenance Mechanic (Marco L. Melendez).**

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Maldonado

**DISCUSSION:** None.

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

VOTES AGAINST: None

**RESOLUTION NO. 6247: Acknowledging the Hiring of a Maintenance Mechanic (Shawn E. Dietzel).**

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Maldonado

**DISCUSSION:** None.

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

VOTES AGAINST: None

**RESOLUTION NO. 6248: Acknowledging the Hiring of a Customer Service Assistant (Elizabeth I. Ramos).**

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Ruiz

**DISCUSSION:** None.

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

VOTES AGAINST: None

**RESOLUTION NO. 6249: Acknowledging the Reassignment of a Maintenance Mechanic to a Purchasing Assistant (Johnny Diaz).**

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Keely

**DISCUSSION:** None.

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

VOTES AGAINST: None

**RESOLUTION NO. 6250: Approving the Regular Meeting Schedule of the Board of Commissioners for the Remaining Months of Calendar Year 2021.**

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Ruiz

**DISCUSSION:** None.

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

VOTES AGAINST: None

**RESOLUTION NO. 6251: Authorizing the Maximum Income Limits for Admission to the Low-Income Public Housing and Housing Choice Voucher Program Under the United States Housing Act of 1937, as Amended.**

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Maldonado

**DISCUSSION:** None.

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

**RESOLUTION NO. 6252: Approving Travel to Seven Springs, PA to Attend the 2021 PAHRA Spring Conference to be Held June 6 to 9, 2021 (Stacey Keppen & Josh Smith).**

MOTION TO APPROVE: Commissioner Maldonado  
SECOND: Commissioner Ruiz

**DISCUSSION:** None.

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

**RESOLUTION NO. 6253: Approving the Execution of the Sanitary Sewer Easement, Land Development Improvement and Maintenance Agreement, and Stormwater Controls and Best Management Practices and Maintenance Agreement Between the Reading Housing Authority and the City of Reading.**

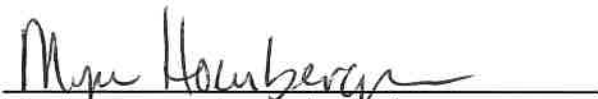
MOTION TO APPROVE: Commissioner Keely  
SECOND: Commissioner Ruiz

**DISCUSSION:** None.

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

**ADJOURNMENT:**

MOTION TO ADJOURN: Commissioner Maldonado  
SECOND: Commissioner Ruiz



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