

MINUTES OF REGULAR & ANNUAL MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
December 1, 2022 – 5:00 P.M.

The Reading Housing Authority Board of Commissioners held a Workshop and Regular Meeting and an Annual Meeting on Thursday, December 1, 2022, at the William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, PA.

It was decided by the Commissioners that the Annual Meeting would be held first followed by the Workshop Meeting, the Regular Meeting, and then end with an Executive Session.

ANNUAL MEETING

The Annual Meeting of the board of directors was called to order by the Chairwoman who then turned the meeting over to Attorney Stock for the election of officers for the upcoming year. Upon roll call those present and absent were as follows:

Commissioners Present: Chairwoman Lorena P. Keely
 Vice-Chairman Steven E. Belinski
 Commissioner Myra Maldonado
 Commissioner Ineavelle Ruiz
 Commissioner Maria Delgado

Commissioners Absent: None

Attorney Stock announced this meeting was the Annual Meeting of Reading Housing Authority and the order of business was to elect officers for the upcoming year. The By-Laws call for election of a Chairman, Vice-Chairman, and Secretary-Treasurer.

Appointment of a Chairman: Ms. Maldonado nominated Ms. Keely for the position of Chairwoman.

SECOND: Vice-Chairman Belinski

DISCUSSION: None.

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

VOTES AGAINST: None

Appointment of a Vice-Chairman: Mr. Belinski nominated Ms. Maldonado for the position of Vice-Chairwoman.

SECOND: Commissioner Delgado

DISCUSSION: None.

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

VOTES AGAINST: None

Appointment of a Secretary-Treasurer: Mr. Belinski nominated Theresa Reustle for the position of Secretary-Treasurer.

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

Appointment of a Secretary-Treasurer: Attorney Stock advised it is a common practice for all remaining commissioners to serve in the capacity as Assistant Secretary-Treasurer.

DISCUSSION: None.

The 2023 Board of Commissioners Meeting Schedule dates were selected for January through December with no meeting scheduled in November.

VOTE TO APPROVE THE BOARD OF COMMISSIONERS 2023 MEETING SCHEDULE

MOTION TO APPROVE: Commissioner Ruiz
SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

ADJOURNMENT:

MOTION TO ADJOURN: Commissioner Belinski
SECOND: Vice-Chairwoman Maldonado

WORKSHOP MEETING

Chairwoman Lorena Keely opened the meeting with recognition of RHA employees. Awards for Years of Service were presented to Charles Huckstep for 30 years and William Lockhart, Sr. for 24+ years. Marco Melendez was promoted to Assistant Foreman, Center City Campus. New Hires included Irving Gomez, Custodian, Center City Campus; Bryan Trochez, Mechanic, South Campus; and Jocelyn Pena, Customer Service Specialist, Administration.

Mr. Steve Kutsuflakis, CPA, Partner, Barbacane, Thornton & Company presented an overview of the basic financial statements for fiscal year end March 31, 2022. There were no findings reported in the last two years.

- a. A public hearing was held on November 16th at Willis Center for Administration, 400 Hancock Boulevard for comments and input on the 2023 Agency Plan. A resolution will be presented at this meeting for board approval of the Annual Plan for Fiscal Year beginning April 1, 2023.
- b. Steve Notario, Purchasing Manager, presented an in-depth utility summary, including RHA electric use and a cost savings analysis, additional electric opportunities available to RHA, and a summary of natural gas and water usage by month per property.
- c. Executive Director, Stacey Keppen, reviewed highlights of the Executive Director's Report which included the following:
 1. The Oakbrook Homes Center for Community Services Project earned selection under the Commonwealth of Pennsylvania Redevelopment Assistance Capital Program for 1 million dollars with the Berks Industrial Development Authority serving as the grantee.
 2. The RHA Police were recognized for the excellent job they are doing as is reflected in the October police report.
 3. Upcoming events include a Holiday Meeting on December 14th at O'Pake Community Center.
 4. The next Commissioners Meeting will be held on Thursday, January 12, 2023, starting at 3 pm.

There were no other significant high-lights and no questions from staff relating to the Executive Director's Report.

COMMISSIONERS' MEETING

Ms. Keely then called the REGULAR MEETING to order and upon roll call those present and absent were as follows:

Commissioners Present: Chairwoman Lorena P. Keely
Vice-Chairwoman Myra Maldonado
Commissioner Steven E. Belinski
Commissioner Ineavelle Ruiz
Commissioner Maria Delgado

Commissioners Absent: None

RHA Staff Representatives: Stacey J. Keppen, Executive Director
Mya Hornberger, Executive Assistant
Josh K. Smith, Director of Housing Management
Jonathan P. Runkle, Quality and Compliance Officer
Theresa A. Reustle, Comptroller, Secretary-Treasurer
Audrey Wenrich, Human Resource Manager
Rory Ulrich, Maintenance Superintendent
Leonilda Feliciano, Applications Manager
Yasaira Modeste, Property Manager, North Campus
Nydia Rivera, Property Manager, South Campus
Thomas Stianche, Voucher Programs Manager
John E. Knockstead, Resident Services Manager
Steve Notario, Purchasing Manager
Anders Smith, IT Manager
Gregg Snook, Assistant Maintenance Superintendent
William Rupp, Foreman, North Campus
Al Linarez, Foreman, South Campus
David Oley, Foreman, Center City Campus
Edwin Stock, Solicitor, Legal Staff
William Lockhart, Sr., Maintenance, Retired
Marco Melendez, Maintenance Mechanic, Center City
Campus Irving Gomez, Custodian, Center City Campus
Bryan Trochez, Maintenance Mechanic, South Campus
Jocelyn Pena, Customer Service Specialist, WCA

ACKNOWLEDGEMENT OF VISITORS: The Chairwoman announced that no one had signed the register to speak at the Board Meeting.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – October 25, 2022

MOTION TO APPROVE: Commissioner Belinski
SECOND: Commissioner Ruiz

DISCUSSION: None.

COMMUNICATIONS: None submitted.

APPROVAL OF THE SECRETARY/TREASURER REPORT

MOTION TO APPROVE: Commissioner Ruiz
SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

APPROVAL OF THE EXECUTIVE DIRECTOR REPORT

MOTION TO APPROVE: Vice-Chairwoman Maldonado
SECOND: Commissioner Delgado

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 6379: Acknowledging the Promotion of a Maintenance Mechanic to an Assistant Foreman (Marco Melendez)

MOTION TO APPROVE: Commissioner Belinski
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6380: Acknowledging the Hiring of a Custodian (Irving A. Gomez)

MOTION TO APPROVE: Vice-Chairwoman Maldonado
SECOND: Commissioner Delgado

DISCUSSION: None.

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

RESOLUTION NO. 6381: Acknowledging the Hiring of a Maintenance Mechanic (Bryan A. Trochez)

MOTION TO APPROVE: Commissioner Ruiz
SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

RESOLUTION NO. 6382: Acknowledging the Hiring of a Customer Service Specialist (Jocelyn A. Pena)

MOTION TO APPROVE: Vice-Chairwoman Maldonado
SECOND: Commissioner Delgado

DISCUSSION: None.

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

RESOLUTION NO. 6383: Approving the Revisions to the Reading Housing Authority By-Laws

MOTION TO APPROVE: Commissioner Belinski
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6384: Approving the Annual Plan for Fiscal Year Beginning April 1, 2023

MOTION TO APPROVE: Commissioner Delgado

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6385: To Accept the Audit Report of Basic Financial Statements & Supplementary Information for Fiscal Year End March 31, 2022, as Prepared by Barbacane, Thornton & Company, LLP of Wilmington, DE

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6386: To Accept the Audit Report for River Oak Development, LLC for Fiscal Year End March 31, 2022, as Prepared by Barbacane, Thornton & Company, LLP of Wilmington, DE

MOTION TO APPROVE: Commissioner Delgado

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6387: Approving the Terms and Authorizing the Execution of a Contract for Mechanical Contracting with Dolan Construction for Boiler Plant Decentralization – Phase II at Glenside Homes

MOTION TO APPROVE: Commissioner Belinski

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6388: Authorizing the Sale and/or Assignment of Notes and Mortgages at Park Place on Penn

MOTION TO APPROVE: Commissioner Belinski

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

ADJOURNMENT:

MOTION TO ADJOURN: Vice-Chairwoman Maldonado

SECOND: Commissioner Delgado

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