

MINUTES OF REGULAR MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
February 22, 2022 – 5:00 P.M.

The Reading Housing Authority Board of Commissioners held a Workshop and Regular Meeting on Tuesday, February 22, 2022, at the O’Pake Community Center in Glenside/Hensler Homes.

WORKSHOP MEETING

Mr. Belinski opened the meeting by sharing a report from the team at Glenside Homes that it had been nearly two months since the last incident of domestic violence had occurred in this community. At that time, staff from property management and resident services visited the victim of this incident to offer support and information regarding Safe Berks and to share what RHA could do to assist her. Subsequently, the perpetrator of this violence was placed on RHA’s No Trespassing List. Mr. Belinski stated that this is one example of the kind of work performed that makes RHA stand out among other housing authorities and property managers.

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

- a. Theodore Vedock, Architect/Principal of Hammel Associates Architects, LLC. provided a presentation of the Oakbrook Homes Community Center Project.
- b. River Oak Apartments Update – RHA is currently researching options before presenting their findings to the Commissioners.
- c. Park Place on Penn Update – RHA is pursuing a potential buyer for this property.
- d. Management Team Development Plan – A contract resolution with Spark Solutions & Support Training and Facilitation will be presented to the board for design and delivery of a 10-month leadership academy for management staff, effective February 22, 2022, pending approval of the board.
- e. Report Overview:
 1. Utilization rates for the voucher program are coming together but still being worked on.
 2. A program “Girls on the Run” will be offered to girls in grades 3-5 living in Oakbrook Homes. This program inspires girls to build confidence and other important life skills through dynamic, interactive lessons and physical activity.
 3. Ms. Keppen thanked the entire maintenance staff for their swift action in addressing a significant spike in water usage in Oakbrook Homes. A complex field survey was completed by the Maintenance Department who identified the source as four malfunctioning toilets, none which were reported through Work Order.

Department Reports

- a. Jonathan Runkle, Administrative Services Manager, provided the board with a review of the updated Procurement Policy effective February 22, 2022, pending approval of the resolution.
- b. Dave Talarico, Director of Capital Improvements, reviewed with the board ongoing construction projects currently underway at RHA. Mr. Talarico also provided the board and staff with a detailed spreadsheet outlining terms and total cost differences between two establishments for a 60-month commercial lease agreement.

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: Commissioner Maria Delgado

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
Audrey L. Wenrich, Human Resource Manager
Anders Smith, IT Manager
Rory Ulrich, Maintenance Superintendent
John E. Knockstead, Resident Services Manager
Thomas Stianche, Voucher Programs Manager
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
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 – January 13, 2022

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Commissioner Maldonado

DISCUSSION: None.

COMMUNICATIONS: None submitted.

APPROVAL OF THE SECRETARY/TREASURER REPORT

MOTION TO APPROVE: Commissioner Keely

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. 6309: Approving Travel to Harrisburg to Attend the 2022 PAHRA Capital Conference to be Held February 27 to March 2, 2022

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Keely

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6310: Approving the Procurement Policy

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Commissioner Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6311: Approving the Terms and Authorizing the Execution of a Contract with Spark Solutions & Support Training and Facilitation for Design and Delivery of a 10-Month Leadership Academy for Management Staff

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6312: Approving the Terms and Authorizing the Execution of a 60-Month Lease Agreement with Tom Masano Ford for Commercial Vehicle Leasing

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Commissioner Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6313: Approving the Terms and Authorizing the Execution of a Contract with Affordable Pest Control USA, LLC. for Professional Pest Control Services of all RHA Properties

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Keely

DISCUSSION: None

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

VOTES AGAINST: None

RESOLUTION NO. 6314: Approving the Terms and Authorizing the Execution of a Contract Amendment with Hammel Associates Architects, LLC. for Oakbrook Homes Office and Boiler House Renovations

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6315: Approving Change Order No. 2 to the Plumbing Contract with Garden Spot Mechanical, Inc. for Additions and Renovations of 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

RESOLUTION NO. 6316: Approving Change Order No. 2 to the Electrical Construction Contract with Reading Elevator Service, Inc. at Various RHA Properties

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6317: Approving Change Order No. 3 to the Mechanical Construction Contract with Vision Mechanical, 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. 6318: Approving Change Order No. 4 to the Electrical Construction Contract with Shannon A. Smith, Inc. for 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. 6319: Approving Change Order No. 5 to the General Construction Contract with Uhrig Construction, Inc. for 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. 6320: Approving Change Order No. 6 to the General Construction Contract with SMJ Contracting, Inc. for Various Office Renovations

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 Maldonado
SECOND: Commissioner Ruiz

A handwritten signature in dark ink, appearing to read "Mya Hornberger", is written over a horizontal line.

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