

MINUTES OF REGULAR MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
October 25, 2022 – 5:00 P.M.

The Reading Housing Authority Board of Commissioners held a Workshop and Regular Meeting on Tuesday, October 25, 2022, at the William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, PA.

WORKSHOP MEETING

Chairwoman Lorena Keely opened the meeting by acknowledging two RHA employees for their years of service. Matt Smith has been an employee at RHA for 20 years, and Charles Huckstep has been with the Authority 30 years. New hire Stephanie Ebling was welcomed to RHA as a Customer Service Assistant at the North Campus, and Vanessa Rabayda who transitioned from a Purchasing Assistant to a Resident Services Assistant was also recognized.

Executive Director, Stacey Keppen, provided a review of RHA's Annual Plan for year four of the five-year plan. Because the Capital Fund will be addressed at a later date, this review included only policies and services. New activities in the Plan include the following initiatives (1) a project-based voucher system where City of Reading voucher holders may have a better opportunity in finding affordable rental units, and (2) a conventional public housing development which would add ten units of privately-owned/non-subsidized rental housing to RHA Public Housing Program to address the needs of individuals with mobility-related disabilities and their families who reside with or apply to RHA. A public hearing will be held at Willis Center for Administration, 400 Hancock Boulevard on Wednesday, November 16th for comments and input on this draft of the 2023 Agency Plan before it is presented to the Board of Commissioners for final approval at the next board meeting on Thursday, January 12th. The submission date to HUD is January 15.

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

- a. Accounts to be charged off for the month of July was included for the first time on this month's Executive Director's Report.
- b. INSPIRE Inspections were completed in Oakbrook Homes, Glenside Homes and the Center City Highrises with a minimal number of deficiencies, most that were addressed the same day.
- c. Upcoming events include a Retirement Luncheon on November 18th at Mimmo's Italian Restaurant & Pizzeria and a Holiday Meeting on December 14th at O'Pake Community Center.
- d. The next Commissioners Meeting will be held on Thursday, December 1st, starting at 4 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-Chairman Steven E. Belinski
 Commissioner Myra Maldonado
 Commissioner Maria Delgado
 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, Quality and Compliance Officer
Audrey Wenrich, Human Resource Manager
Theresa A. Reustle, Comptroller, Secretary-Treasurer
John E. Knockstead, Resident Services Manager
Leonilda Feliciano, Applications Manager
Nydia Rivera, Property Manager, South Campus
Charles Huckstep, Property Manager, Center City Campus
Yasaira Modeste, Property Manager, North Campus
Thomas Stianche, Voucher Programs Manager
Anders Smith, IT Manager
Gregg Snook, Assistant Maintenance Superintendent
Al Linarez, Foreman, South Campus
William Rupp, Foreman, North Campus
David Oley, Foreman, Center City Campus
Edwin Stock, Solicitor – Legal Staff
Vanessa Rabayda, Resident Services Assistant
Matt Smith, Maintenance Department

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 – September 27, 2022

MOTION TO APPROVE: Commissioner Ruiz

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: Vice-Chairman Belinski

SECOND: Commissioner Ruiz

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 6376: Acknowledging the Transition of a Purchasing Assistant to a Resident Services Assistant (Vanessa Rabayda)

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Delgado

DISCUSSION: None.

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

RESOLUTION NO. 6377: Acknowledging the Hiring of a Customer Service Assistant (Stephanie Ebling)

MOTION TO APPROVE: Commissioner Ruiz
SECOND: Commissioner Delgado

DISCUSSION: None.

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

RESOLUTION NO. 6378: Approving Travel to Orlando, Florida, December 5 & 6, 2022, to Attend the BDO Public Housing Finance Seminar: 2023 Everything You Need To Know (Stacey Keppen)

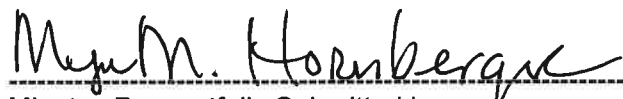
MOTION TO APPROVE: Commissioner Delgado
SECOND: Commissioner Maldonado

DISCUSSION: None.

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

ADJOURNMENT:

MOTION TO ADJOURN: Commissioner Maldonado
SECOND: Commissioner Delgado


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