

MINUTES OF REGULAR MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
August 23, 2022 – 5:00 P.M.

The Reading Housing Authority Board of Commissioners held a Workshop and Regular Meeting on Tuesday, August 23, 2022, at the William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, PA.

WORKSHOP MEETING

Chairwoman Lorena Keely opened the meeting by recognizing new hired and present employees. The following RHA employees received promotions: Magda Garcia to Assistant Property Manager, South Campus; Elizabeth Ramos to Housing Specialist, Housing Choice Voucher Programs (HCVP); and Jonathan Runkle, transition to Quality and Compliance Officer. New hires were as follows: Marilyn Peters, North Campus Housing Specialist, Steffany Vargas, South Campus Housing Specialist; Jennifer Reyes, HCVP Customer Service Assistant; and Steven Notario, Purchasing Manager.

Mary Chown a consultant from MECAdvising, LLC gave a guest presentation on Redevelopment Assistance Capital Programs. Ms. Chown is currently consulting with RHA on a grant application for the Oakbrook Homes Center for Community Services

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

Report Overview

An opportunity exists in the Shelter Plus Care Program for consideration for expansion, which could potentially double the number of persons served. Commissioners verbalized support of pursuing these additional funds.

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 Ineavelle Ruiz
Commissioner Maria Delgado

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
Rory Ulrich, Maintenance Superintendent
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
Steven Notario, Purchasing Manager
Anders Smith, IT Manager
Gregg Snook, Assistant Maintenance Superintendent
William Rupp, Foreman, North Campus
Edwin Stock, Solicitor – Legal Staff
Magda Garcia, Assistant Property Manager, South Campus
Elizabeth Ramos, Housing Specialist, HCVP
Marilyn Peters, Housing Specialist, North Campus
Steffany Vargas, Housing Specialist, South Campus
Jennifer Reyes, Customer Service Assistant, HCVP
Danielle Hoffer, Third Party Administrator

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 – July 26, 2022

MOTION TO APPROVE: Vice-Chairman Belinski
SECOND: Commissioner Maldonado

DISCUSSION: None.

COMMUNICATIONS: None submitted.

APPROVAL OF THE SECRETARY/TREASURER REPORT

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Vice-Chairman Belinski

DISCUSSION: None.

APPROVAL OF THE EXECUTIVE DIRECTOR REPORT

MOTION TO APPROVE: Ruiz
SECOND: Commissioner Maldonado

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 6358: Acknowledging the Promotion of a Customer Service Assistant to an Assistant Property Manager (Magda Garcia)

MOTION TO APPROVE: Vice-Chairman Belinski
SECOND: Commissioner Maldonado

DISCUSSION: None.

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

RESOLUTION NO. 6359: Acknowledging the Promotion of a Customer Service Assistant to a Housing Specialist (Elizabeth I. Ramos)

MOTION TO APPROVE: Commissioner Ruiz
SECOND: Commissioner Delgado

DISCUSSION: None.

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

RESOLUTION NO. 6360: Acknowledging the Transition of an Administrative Services Manager to a Quality and Compliance Officer (Jonathan Runkle)

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6361: Acknowledging the Hiring of a Housing Specialist (Marilyn Peters)

MOTION TO APPROVE: Commissioner Ruiz
SECOND: Commissioner Delgado

DISCUSSION: None.

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

RESOLUTION NO. 6362: Acknowledging the Hiring of a Housing Specialist (Steffany Vargus)

MOTION TO APPROVE: Vice-Chairman Belinski
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6363: Acknowledging the Hiring of a Customer Service Assistant (Jennifer M. Reyes)

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6364: Acknowledging the Hiring of a Purchasing Manager (Steven E. Notario)

MOTION TO APPROVE: Commissioner Delgado
SECOND: Vice-Chairman Belinski

DISCUSSION: None.

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

RESOLUTION NO. 6365: Approving the Terms and Authorizing the Execution of a Purchase Order for Replacement of Existing Mobile Tablets and Hardware with CDW Government for Reading Housing Authority Staff

MOTION TO APPROVE: Commissioner Delgado
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6366: Approving the Terms and Authorizing the Execution of a Purchase Order for Replacing, Programming and Installing Smoke Detector Devices with Berkshire Systems Group, Inc. for Reading Housing Authority Center City High Rise Buildings

MOTION TO APPROVE: Commissioner Delgado
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6367: Post Approving Change Order No. 13 to the General Construction Contract with Uhrig Construction, Inc. for the Additions and Renovations of the Central Administration Building

MOTION TO APPROVE: Commissioner Ruiz
SECOND: Vice-Chairman Belinski

DISCUSSION: None.

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

RESOLUTION NO. 6368: Authorizing the Sale of Park Place on Penn with ParPar, LLC

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Delgado

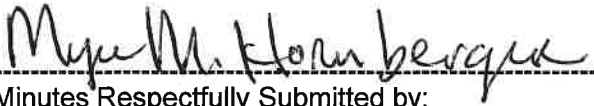
DISCUSSION: None.

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

ADJOURNMENT:

MOTION TO ADJOURN: Vice-Chairman Belinski

SECOND: Commissioner Ruiz

A handwritten signature in cursive script, reading "Mya M. Hornberger", is written over a horizontal dashed line.

Minutes Respectfully Submitted by:

Mya M. Hornberger, Executive Assistant/Recording Secretary