

MINUTES OF REGULAR MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
July 26, 2022 – 5:00 P.M.

The Reading Housing Authority Board of Commissioners held a Workshop and Regular Meeting on Tuesday, July 26, 2022, at the O’Pake Community Center in Glenside/Hensler Homes.

WORKSHOP MEETING

Ms. Lorena Keely, Chairwoman, opened the meeting by announcing a recent major milestone for the City of Reading with the exiting of Act 47, the state program for financially distressed cities. Several board and staff attended a public meeting representing this event on July 14th. Ms. Keely reminded staff that RHA is a part of the City of Reading and shares in its challenges and successes.

A concert was held at the Oakbrook Homes playground on July 16th by Nino Gully. Mr. Gully, a rap artist, provided this free concert in an effort to give back to the community where he once was a resident. A bike and motorcycle raffle along with free food was provided to attendees.

New and present employees were recognized by the board. Josh Smith, Director of Housing Management, was recognized for 25 years of employment at RHA. New hires included Gilbert Butts, a Maintenance Mechanic hired for North Campus. Daniel Stump, hired as a Custodian, and Jeffrey Weitzel and Andrew Culp both hired as Maintenance Mechanics for the Oakbrook Campus.

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

- a. An overview of the RHA Money Purchase Plan was presented by James J. Palys a Retirement Plan Analyst from RKL Wealth Management. A resolution authorizing the restatement of the plan will be presented to the board at this meeting.
- b. Report Overview
 1. Plans are underway for opening the Housing Choice Voucher Program and Public Housing Waiting Lists.
 2. Glenside and Hensler Proud Community Days are scheduled for August 24 to 27.
 3. The full inspection process has resumed after almost a two-year pandemic-related interval resulting in an uptick of work orders.
 4. Applicants have been selected for positions of Purchasing Manager, Housing Specialists, Assistant Property Managers, Customer Service Assistants, and Maintenance Mechanic. Vice-Chairman Belinski inquired as to the date of hire of these new employment opportunities within RHA. Mr. Belinski was informed that the resolutions for these positions will be presented to the board at the August 23rd board meeting.
 5. On July 14th a meeting with RHA staff and representatives from Reading Parking Authority was held with Glenside/Hensler residents to discuss concerns regarding the challenges with parking within the community.
 6. RHA construction projects were high-lighted, and updates were shared with the board by Dave Talarico, Director of Capital Improvements. They are as follows: The Central Office Project is nearing completion and staff will relocate as soon as possible. The Various Office Project is complete. The Elevator Modernization Project closeout procedures are in progress. The Glenside Homes Boiler Plant Decentralization Project is on track, and an August completion is on schedule for Phase I of this project. The design specification for the Oakbrook Homes Center for Community Services project remains underway to issue a request for bids for Phase I of the current boiler house and Phase I of the future community center.
 7. On July 19th the first HUD NSPIRE inspection took place at Hensler Homes which included 22 resident homes and one common building. An overview of the new HUD model, protocols, and processes standards was presented by Jonathan Runkle, Administrative Services Manager. Greg Snook , Assistant Maintenance Superintendent, reviewed the successful results of this inspection with staff.

There were no questions from staff relating to the Executive Director’s Report.

COMMISSIONERS' MEETING

Ms. Keely, Chairwoman, 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, Administrative Services Manager
Theresa A. Reustle, Comptroller, Secretary-Treasurer
Nydia Rivera, Property Manager, South Campus
Charles Huckstep, Property Manager, Center City Campus
Thomas Stianche, Voucher Programs 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
Daniel J. Stump, Custodian
Jeffery J. Weitzel, Maintenance Mechanic
Andrew S. Culp, Maintenance Mechanic
Gerald L. Butts, Maintenance Mechanic

ACKNOWLEDGEMENT OF VISITORS: The Chairwoman announced that Kalil Robinson and Shani Robinson had signed the Board Meeting register.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – May 24, 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 Ruiz

DISCUSSION: None.

APPROVAL OF CHARGE-OFFS

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. 6345: Acknowledging the Hiring of a Custodian (Daniel J. Stump)

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. 6346: Acknowledging the Hiring of a Maintenance Mechanic (Jeffrey J. Weitzel)

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Delgado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6347: Acknowledging the Hiring of a Maintenance Mechanic (Andrew S. Culp)

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Commissioner Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6348: Acknowledging the Hiring of a Maintenance Mechanic (Gilbert L. Butts)

MOTION TO APPROVE: Commissioner Delgado

SECOND: Commissioner Maldonado

DISCUSSION: None.

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

RESOLUTION NO. 6349: 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: Vice-Chairman Belinski
SECOND: Commissioner Delgado

DISCUSSION: None.

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

RESOLUTION NO. 6350: Authorizing the Disposition By Sale of 460 Centre Avenue

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6351: Authorizing the Disposition By Sale of 331 Elm Street

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6352: Appointing the Initial Board of Directors for Foundation Housing and Services, Inc.

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. 6353: Authorizing the Restatement of the Money Purchase Pension Plan

MOTION TO APPROVE: Commissioner Ruiz
SECOND: Commissioner Delgado

DISCUSSION: None.

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

RESOLUTION NO. 6354: Approving the Terms and Authorizing the Execution of a Contract with J.P. Mascaro & Sons for Professional Waste Removal Services of Various RHA Properties

MOTION TO APPROVE: Commissioner Delgado
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6355: Approving Change Order No. 1 to the Contract with Hammel Associates Architects, LLC for the Oakbrook Homes Office and Boiler House Renovation

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Delgado

DISCUSSION: None.

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

RESOLUTION NO. 6356: Approving Change Order No. 2 to the Electrical Contract with Hirneisen Electric, Inc. for Various Office Renovations

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Delgado

DISCUSSION: None.

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

RESOLUTION NO. 6357: Authorizing an Agreement of Sale with ParPar, LLC for Park Place on Penn

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

ADJOURNMENT:

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



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