

MINUTES OF REGULAR MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
JANUARY 13, 2022 – 5:00 P.M.

The Reading Housing Authority Board of Commissioners held a Workshop and Regular Meeting on Tuesday, January 13, 2022, with most attendees joining via Teleconference due to the COVID-19 coronavirus national emergency.

WORKSHOP MEETING

Mr. Belinski opened the meeting by offering recognition and appreciation to employee Grisel Saez for her 20 years of service to Reading Housing Authority. Mr. Belinski also welcomed Ricardo Velez, Daniel Gonzalez, and Daniel Miller, Jr. to RHA's Maintenance Department.

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

- a. River Oak Apartments update will be reviewed with Board Commissioners in Executive Session.
- b. Statement of Financial Interests Forms review – Attorney Ed Stock presented an overview to the members of the board and senior management regarding the obligations and submission requirements of both State and Supplemental City of Reading forms.
- c. Report Overview
 1. Termination statics revealed that 78% of residents who were issued 30-day notices were able to satisfy their balances.
 2. Utilization rates for the voucher program will be revealed in February.
 3. Emergency Housing Vouchers Program – RHA was recognized as one of the most successful housing authorities in the state in utilization of the emergency housing voucher program and was asked by HUD to participate in a conference with housing agencies of PA and Delaware to share the reasons for this success.
 4. Ms. Keppen recognized RHA Inspectors and Maintenance Departments for their tremendous team effort in complying with HUD's announcement to complete public housing annual inspections in 6-months' time.

Department Reports

- a. Josh Smith, Director of Housing Management, provided the board with updated rent schedules for an April effective date pending board resolution.
- b. Dave Talarico, Director of Capital Improvements, shared with the board the ongoing construction projects currently underway at RHA.

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
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
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
Charles Huckstep, Property Manager, Center City 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
Grisel Saez, Resident Services Coordinator
Daniel J. Miller, Jr., Maintenance Mechanic

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 – December 7, 2021

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Delgado

DISCUSSION: None.

COMMUNICATIONS: None submitted.

APPROVAL OF THE SECRETARY/TREASURER REPORT

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Maldonado

DISCUSSION: None.

CHARGE OFFS: Public Housing charge offs were \$24,647.27. There were no Affordable Rentals charge-offs.

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Delgado

DISCUSSION: None.

APPROVAL OF THE EXECUTIVE DIRECTOR REPORT

MOTION TO APPROVE: Commissioner Delgado

SECOND: Commissioner Maldonado

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 6293: Acknowledging the Hiring of a Maintenance Mechanic (Ricardo M. Velez)

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6294: Acknowledging the Hiring of a Maintenance Mechanic (Daniel Gonzalez)

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6295: Acknowledging the Hiring of a Maintenance Mechanic (Daniel J. Miller, Jr.)

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Keely

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6296: Approving Change Order No. 1 to the HVAC Contract with Garden Spot Mechanical, Inc. for Additions and Renovations of the Central Administration Building

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6297: Approving Change Order No. 1 to the Electrical Construction Contract with Hirneisen Electric, Inc. for Various Office Renovations

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Delgado

DISCUSSION: None

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

VOTES AGAINST: None

RESOLUTION NO. 6298: Approving Change Order No. 2 to the Mechanical Construction Contract with Vision Mechanical, Inc. for Various Office Renovations

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6299: Approving Change Order No. 3 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 Delgado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6300: Approving Change Order No. 4 to the Contract with Kautter & Kelley Architects for Various Office Renovations

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Commissioner Delgado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6301: Approving Change Order No. 4 to the General Construction Contract with Uhrig Construction, Inc. for Additions and Renovations of the Central Administration Building

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Delgado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6302: Approving Change Order No. 5 to the General Construction Contract with SMJ Contracting, Inc. for Various Office Renovations

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6303: Authorizing the Payment in Lieu of Taxes for Properties PA-9-1, 2, 3, 4, 5, 6, 8 and 10, Contract W-66 for the Fiscal Year Ended March 31, 2021

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Delgado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6304: Approving the Revision of Public Housing Flat Rents

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6305: Approving the Adoption of NSP Unit Rental Amounts

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Keely

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6306: Approving the Adoption of Sylvania Homes Rental Amounts

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Delgado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6307: Approving the Adoption of Emma Lazarus Townhouses Rental Amounts

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Keely

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6308: Approving the Adoption of River Oak Apartments Rental Amounts

MOTION TO APPROVE: Commissioner Keely

SECOND: Commissioner Delgado

DISCUSSION: None.

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

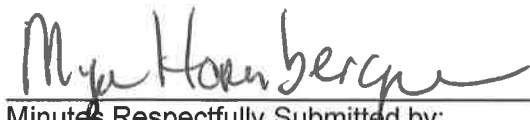
VOTES AGAINST: None

EXECUTIVE SESSION

ADJOURNMENT:

MOTION TO ADJOURN: Commissioner Maldonado

SECOND: Commissioner Ruiz

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

Minutes Respectfully Submitted by:

Mya Hornberger, Executive Assistant/Recording Secretary