

MINUTES OF REGULAR MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
September 27, 2022 – 5:00 P.M.

The Reading Housing Authority Board of Commissioners held a Workshop and Regular Meeting on Tuesday, September 27, 2022, at the William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, PA.

WORKSHOP MEETING

Chairwoman Lorena Keely opened the meeting by recognizing two RHA employees for their years of service. Stephen Smith has been an employee for 25 years, and Marcus Jones has been with the Authority 20 years.

Merida Negrón, a Housing Specialist in the Housing Choice Voucher Programs Department was recognized for her management of the Shelter Plus Care Program. Merida, along with the entire HCVP team, Applications, and SAM, Inc. have been working together in the successful operation of the Shelter Plus Care Program for over 14 years.

Nathan Matz, Executive Director of Reading Parking Authority presented to the board both challenges and solutions for additional parking at Glenside and Hensler Homes. Mr. Matz explained how Reading Parking Authority's Citywide Relief Initiative provides added parking options for residents outside the downtown area. Some solutions for the Glenside/Hensler Homes Property would be the addition of line stripping which would make it easier for residents to find legal parking spaces on Avenue A and Avenue B, and expansion of a small lot on Avenue C would add more spaces. Mr. Matz will follow-up with the board after meeting with City Council.

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

- a. The Public Housing Assessment System Score Report for Interim was reviewed with the board with RHA being designated by HUD as a high performer.
- b. The Annual Plan timeline was reviewed with a submission date to HUD by January 15. Ms. Keppen proposed two new initiatives to the board to include in the Annual Plan: (1) issue a project-based voucher program by awarding new HUD vouchers to landlords to improve their housing and thereby providing decent housing for participants, and (2) conversion to public housing of Emma Lazarus Townhomes which would provide an additional 10 wheelchair accessible households. The board decided to include these initiatives in the plan for now with the option to exclude before the board reviews the final plan on December 1.
- c. Affordable Rental properties recently sold include 460 Centre Avenue and 331 Elm Street. A resolution will be presented to the board at this meeting for the sale of 201 North 3rd Street. A settlement on Park Place on Penn is pending on or before October 30th.
- d. Report highlights:
 1. Paper applications are now only submitted for reasonable accommodations.
 2. Accounts to be charged off will be included in the Executive Director's Report on a monthly basis starting in November.
 3. Glenside & Hensler Proud Community Days, August 24-27, was a huge success with many residents in attendance.
 4. Upcoming Events include a Retirement Luncheon and a Holiday Meeting both to be announced at a future date.

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

Commissioners Absent: Commissioner Ineavelle Ruiz

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
Rory Ulrich, Maintenance Superintendent
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
Steven Notario, Purchasing Manager
Gregg Snook, Assistant Maintenance Superintendent
William Rupp, Foreman, North Campus
David Oley, Foreman, Center City Campus
Edwin Stock, Solicitor – Legal Staff
Gilda Marte, Facilities Customer Service Assistant
Marcus Jones, Maintenance Department
Steve Smith, Maintenance Department
Merida Negrón, Voucher Programs Housing Specialist

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 – August 23, 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: Vice-Chairman Belinski

DISCUSSION: None.

CHARGE OFFS: Public Housing charge offs were \$25,571.75. Affordable Rentals charge-offs were \$3,065.48.

MOTION TO APPROVE: Vice-Chairman Belinski

SECOND: Commissioner Maldonado

DISCUSSION: None.

APPROVAL OF THE EXECUTIVE DIRECTOR REPORT

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Delgado

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 6369: Acknowledging the Hiring of a Customer Service Assistant (Gilda Marte)

MOTION TO APPROVE: Vice-Chairman Belinski

SECOND: Commissioner Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6370: Revising the Section 8 Housing Choice Voucher Program Payment Standards

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Vice-Chairman Belinski

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6371: Approving the Terms and Authorizing the Execution of a Contract with Stubbs, Inc. Cleaning Services for the Professional Cleaning Services of RHA Offices at the Central Administration Building

MOTION TO APPROVE: Commissioner Maldonado

SECOND: Commissioner Delgado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6372: Approving the Terms and Authorizing the Execution of a Contract with Facility Strategies Group, LLC for the Boiler Plant Decentralization Phase II at Glenside Homes

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Delgado

DISCUSSION: None.

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

RESOLUTION NO. 6373: Authorizing the Pursuit of Disposition By Sale of Non-Expendable Property and Land Located at 201 North Third Street

MOTION TO APPROVE: Commissioner Delgado
SECOND: Commissioner Maldonado

DISCUSSION: None.

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

RESOLUTION NO. 6374: Approving Travel to Skytop, PA to Attend the 2022 PAHRA Annual Conference and Awards to be Held October 16-19, 2022 (Stacey Keppen)

MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Delgado

DISCUSSION: None.

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

RESOLUTION NO. 6375: Approving the Lease Agreement Between Reading Housing Authority and Reading Parking Authority

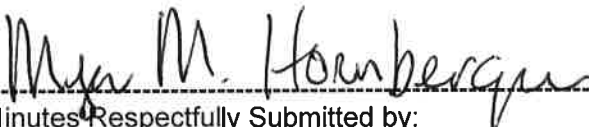
MOTION TO APPROVE: Commissioner Maldonado
SECOND: Commissioner Delgado

DISCUSSION: None.

VOTES IN FAVOR: Keely, Belinski, Maldonado, 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