

MINUTES OF REGULAR MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
September 26, 2023 – 5:00 P.M.

The Reading Housing Authority Board of Commissioners held a Workshop and Regular Meeting on Tuesday, September 26, 2023, at the William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, PA.

WORKSHOP MEETING

Chairwoman Lorena Keely began the meeting by acknowledging three new hires. Andrew Hower and Richard McCuller have both been hired as Maintenance Mechanics for South Campus. Jacob Rivera has been hired as a Custodian at Center City Campus.

Department Reports

Josh Smith, Director of Housing Management updated the board and staff on public housing business including Center City package concierge services, personnel changes within the Property Management team, and reduced charge offs contributed to Property Management lease enforcement.

Dave Talarico, Director of Capital Improvement and Jonathan Runkle, Quality and Compliance Office offered an overview of construction updates including how change orders and errors and omissions in contracts could take place during the construction process and how sound construction management controls costs.

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

1. A four day Property Management Training Certification seminar with Nan McKay and Associates was held at WCA resulting in all attending housing professionals passing the certification exam and achieving the credential of Certified Public Housing Managers.
2. Contractors have completed work on the Glenside Boiler Plant Decentralization Project - Phase II. This Phase II project has been approved by the UGI Smart Save energy program for an incentive rebate of \$85,600. A bid for Boiler Plant Decentralization – Phase III will be advertised on October 13 with an on-site pre-bid conference at Glenside Boiler House on Thursday, October 26.
3. The Oakbrook Homes Center for Community Services Project is ahead of schedule at both the Neighborhood Resource Center and the Family Services Complex buildings. RHA will accept an award at the PAHRA Conference in Lancaster in October for being selected as a Best Practices Award winner for this project.
4. HUD's Office of Public Housing Programs, Energy Branch approved RHA's initial request for upcoming funding of the Rate Reduction Incentive for 2024, the final submission due on September 30.

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-Chairwoman Myra Maldonado
	Commissioner Ineavelle Ruiz
	Commissioner Maria Delgado

Commissioners Absent: None.

RHA Staff Representatives: Stacey Keppen, Executive Director
Mya Hornberger, Executive Assistant, Recording Secretary
David C. Talarico, Director of Capital Improvements
Josh Smith, Director of Housing Management
Jonathan P. Runkle, Quality and Compliance Officer
Theresa A. Reustle, Comptroller, Secretary-Treasurer
Rory Ulrich, Maintenance Superintendent
Yasaira Modeste, Property Manager, North Campus
Nydia Runkle, Property Manager, South Campus
Grisel Saez, Property Manager, Center City Campus
Jack Knockstead, Resident Services Manager
Tom Stianche, Voucher Programs Manager
Steve Notario, Purchasing Manager
Anders Smith, IT Manager
Gregg Snook, Assistant Maintenance Superintendent
Matt Smith, Maintenance Foreman, North Campus
Dave Oley, Maintenance Foreman, South Campus
Derek DeLong, Maintenance Foreman, Center City Campus
Edwin Stock, Solicitor, Legal Staff
Andrew Hower, Maintenance Mechanic, South Campus
Richard McCuller, Maintenance Mechanic, South Campus
Jacob Rivera, Custodian, Center City Campus

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 22, 2023

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner Ruiz

DISCUSSION: None.

COMMUNICATIONS: None

APPROVAL OF THE SECRETARY/TREASURER'S REPORT

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Commissioner Delgado

DISCUSSION: None.

APPROVAL OF THE EXECUTIVE DIRECTOR'S REPORT

MOTION TO APPROVE: Commissioner Delgado

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 6454: Acknowledging the Hiring of a Maintenance Mechanic (Andrew Hower)

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6455: Acknowledging the Hiring of a Maintenance Mechanic (Richard McCuller)

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6456: Acknowledging the Hiring of a Custodian (Jacob Rivera)

MOTION TO APPROVE: Commissioner Delgado

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6457: Authorizing the Sale of Park Place on Penn

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner Delgado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6458: Acknowledging the Terms and Authorizing the Execution of a Service Contract with Reading Elevator Maintenance Service for Elevator Maintenance Services at Various RHA Center City Properties

MOTION TO APPROVE: Commissioner Delgado

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6459: Authorizing the Execution of a Grant Agreement Between the Commonwealth of Pennsylvania Department of Human Services and Reading Housing Authority

MOTION TO APPROVE: Commissioner Delgado
SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

RESOLUTION NO. 6460: Approving the Change in Title of the Position of the Executive Director to President and Chief Executive Officer/CEO

MOTION TO APPROVE: Vice-Chairwoman Maldonado
SECOND: Commissioner Delgado

DISCUSSION: None.

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

RESOLUTION NO. 6461: Approving the Creation of the Position of Vice President

MOTION TO APPROVE: Commissioner Delgado
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6462: Approving the Terms and Authorizing the Execution of an Employment Contract with Danielle Hoffer [Mountville, PA] for the Performance of Human Resources and Other Services

MOTION TO APPROVE: Vice-Chairwoman Maldonado
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

ADJOURNMENT:

MOTION TO ADJOURN: Commissioner Ruiz
SECOND: Vice-Chairwoman Maldonado



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