

MINUTES OF REGULAR MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
October 24, 2023 – 5:00 PM

The Reading Housing Authority Board of Commissioners held a Workshop and Regular Meeting on Tuesday, October 24, 2023, at the William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, PA.

WORKSHOP MEETING

Chairwoman Lorena Keely began the meeting announcing RHA as one of only eight agencies presented with a Best Practices Award at the PAHRA (Pennsylvania Association of Housing & Redevelopment Agencies) Conference in Lancaster, PA on October 24. This award was in recognition of the Oakbrook Center for Community Services Project.

Yessenia Reyes was acknowledged as a new hire in the Applications Department.

Program Reports

Danielle Hoffer, HR Officer and Cherly Tapia, HR Generalist presented an employee benefits overview for board and staff. RHA open enrollment starts October 31, 2023. The first payroll deduction for the new enrollment period will be January 26, 2024.

President and CEO Stacey Keppen reviewed highlights of the President's Report which included the following:

1. Overview of the Annual Planning Process – New activities in the Plan include Operating Policy Changes regarding Inspections and Over-Income Families.
 - **Inspections** – Annual inspections of occupied units using HUD's Uniform Physical Condition Standards (UPCS) will be replaced by the RHA Inspection Policy, HUD National Standards for Physical Inspection of Real Estate (NSPIRE) regulatory requirements, the RHA Uniformed Quality Standards (UQS), and the organization's Strategic Statements.
 - **Over-Income Families** – RHA will terminate the tenancy of families whose income exceeds the over-income limit for twenty-four consecutive months, no more than six months after the final notification of the family's over-income status.

A Public Hearing will be held at Willis Center for Administration, 400 Hancock Boulevard, on November 16 for comments and input on the RHA 2024 Agency Plan draft before being presented to the Board of Commissioners for a final approval vote at the December 5, 2023, board meeting. The submission date to HUD is January 15, 2024.

2. Posting on the RHA Facebook page resulted in more than 700 Affordable Rental applications received in a 24 hour period.
3. Property Management and Maintenance Departments are working together to prepare residents for successful inspections as failure to comply could result in lease termination.
4. At the end of September, 78% of Voucher Program funds have been utilized with the balance to be exhausted by year's end.
5. The Facilities Department located an underground leak by conducting a water shutdown one section at a time in Sylvania Homes. With the help of RAWA, excavation and a new isolation valve was installed in case of a future leak.

6. An Agreement of Sale was executed for the thirteen units at Park Place on Penn.

There were no other significant high-lights and no questions from staff relating to the President'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

Commissioners Absent: Commissioner Maria Delgado

RHA Staff Representatives: Stacey Keppen, President & CEO
Mya Hornberger, Executive Assistant, Recording Secretary
David C. Talarico, Director of Capital Improvements
Josh K. Smith, Director of Housing Management
Jonathan P. Runkle, Quality and Compliance Officer
Theresa A. Reustle, Comptroller, Secretary-Treasurer
Leonilda Feliciano, Applications Manager
Nydia Runkle, Property Manager, South Campus
Grisel Saez, Property Manager, Center City Campus
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
Edwin Stock, Solicitor, Legal Staff
Danielle Hoffer, HR Officer
Cheryl Tapia, HR Generalist
Yessenia Reyes, Customer Service Assistant, Applications

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 – September 26, 2023

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner Ruiz

DISCUSSION: None.

COMMUNICATIONS: None

APPROVAL OF THE SECRETARY/TREASURER'S REPORT

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner Ruiz

DISCUSSION: None.

APPROVAL OF THE PRESIDENT'S REPORT

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 6463: Acknowledging the Hiring of a Customer Service Assistant (Yessenia Reyes)

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner Ruiz

DISCUSSION: None.

VOTES IN FAVOR: Keely, Maldonado, and Ruiz

VOTES AGAINST: None

RESOLUTION NO. 6464: Revising the Section 8 Housing Choice Voucher Program Payment Standards

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

VOTES IN FAVOR: Keely, Maldonado, and Ruiz

VOTES AGAINST: None

RESOLUTION NO. 6465: Approving the Terms and Authorizing the Execution of a Not to Exceed Purchase Order for Purchasing and Installing Office Furnishings with Office Service Company for Reading Housing Authority South Campus Administrative Offices

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner Ruiz

DISCUSSION: None.

VOTES IN FAVOR: Keely, Maldonado, and Ruiz

VOTES AGAINST: None

RESOLUTION NO. 6466: Approving Change Order No. 1 to the Electrical Construction Contract with H.B. Frazer, Co. for the Oakbrook Homes Center for Community Services Project

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

VOTES IN FAVOR: Keely, Maldonado, and Ruiz

VOTES AGAINST: None

RESOLUTION NO. 6467: Authorizing the Filing of a Statewide Local Share Assessment Grant Formal Application for the Oakbrook Homes Center for Community Services – Phase 2

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

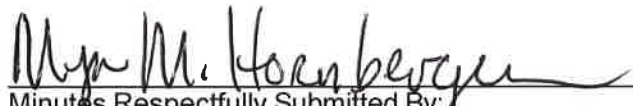
VOTES IN FAVOR: Keely, Maldonado, and Ruiz

VOTES AGAINST: None

ADJOURNMENT:

MOTION TO ADJOURN: Vice-Chairwoman Maldonado

SECOND: Commissioner Ruiz

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

Minutes Respectfully Submitted By:

Mya M. Hornberger, Executive Assistant/Recording Secretary