

MINUTES OF REGULAR & ANNUAL MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
December 5, 2023 – 5:00 PM

The Reading Housing Authority Board of Commissioners held a Workshop, Annual, and Commissioners Meeting on Tuesday, December 5, 2023, at the William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, PA.

WORKSHOP MEETING

Chairwoman Lorena Keely opened the meeting with recognition of Brian Messersmith's 29 years of service and retirement from RHA. Michelle Abrew was acknowledged as a new hire at North Campus.

Department Reports

Mr. Steve Kutsuflakis, CPA, Partner, Barbacane, Thornton & Company, LLC presented an overview of the audited financial statements for the low-income Public Housing Program and River Oak Apartments, LLC for fiscal year end March 31, 2023. There were no findings reported.

Guests Pat & Courtney McGinty, owners of McGinty Motorcars located at 1041 Washington Street in Reading, attended the meeting due to their interest in the sale of 113 Mulberry Street—a resolution on this board's meeting agenda. Mr. McGinty presented the board with a background of his dealership and his desire to purchase the Mulberry Street property which he would use to expand his business and host city wide events.

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

1. Housing Choice Voucher Program utilization revealed that RHA will spend the full calendar year budget and a significant amount of reserves.
2. The Facilities Department continues their efforts on leak detection in South Campus. Meter reading equipment is being used to read unit meters for consumption and for comparison to invoices.
3. Two grant applications were submitted in December:
 - A grant to the Pennsylvania Housing Finance Agency (PHFA) and the Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) program for exterior renovations in Glenside and Oakbrook Homes for residents with mobility-related disabilities. RHA is requesting \$663,615, which is 75% of the total cost estimate.
 - A second grant application to the Commonwealth of Pennsylvania under the Local Share Account Statewide Grant Program administered by the Department of Community and Economic Development for funding of \$1 million for the Oakbrook Center for Community Services – Phase II for improvements to the existing facilities including the playground, basketball and baseball infrastructure, and development of walking paths, picnic groves and safety enhancements.
4. A holiday luncheon will be held Friday, December 8th at 12 pm at O'Pake Community Center, North Campus.
5. The next Commissioners Meeting is Tuesday, January 23rd at the Willis Center for Administration.

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

Chairwoman Keely recognized the Resident Services Department for their efforts in assisting residents of RHA highrises with enrollment into the online rent payment portal. Since January, 39 residents have enrolled, 29 opting for automatic payment.

ANNUAL MEETING

The Annual Meeting of the board of directors was called to order by Chairwoman Lorena Keely who then turned the meeting over to Attorney Ed Stock for the election of officers for the upcoming year.

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

Attorney Stock announced this meeting was the Annual Meeting of Reading Housing Authority Board of Commissioners and the order of business was to elect officers for the upcoming year.

Appointment of a Chairwoman: Ms. Maldonado nominated Ms. Keely for the position of Chairwoman.

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Commissioner Delgado

DISCUSSION: None.

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

Appointment of a Vice-Chairwoman: Ms. Delgado nominated Ms. Maldonado for the position of Vice-Chairwoman.

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Chairwoman Keely

DISCUSSION: None.

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

Appointment of a Secretary-Treasurer: Chairwoman Keely nominated Theresa Reustle for the position of Secretary-Treasurer.

MOTION TO APPROVE: Commissioner Delgado

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

Appointment of an Assistant Secretary-Treasurer: Attorney Stock advised it is a common practice for all remaining commissioners to serve in the capacity as Assistant Secretary Treasurer.

DISCUSSION: None.

The 2024 Board of Commissioners Meeting Schedule was approved for the fourth Tuesday in each month from

January through December with no meeting scheduled in November.

Vote To Approve the Board of Commissioners Meeting Schedule for 2024

MOTION TO APPROVE: Commissioner Delgado

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

ADJOURNMENT:

MOTION TO ADJOURN: Vice-Chairwoman Maldonado

SECOND: Commissioner Delgado

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 Present: Stacey Keppen, President & CEO
Mya Hornberger, Executive Assistant, Recording Secretary
David C. Talarico, Director of Capital Improvements
Jonathan P. Runkle, Quality and Compliance Officer
Theresa A. Reustle, Comptroller, Secretary-Treasurer
Rory Ulrich, Maintenance Superintendent
Leonilda Feliciano, Applications Manager
Nydia Runkle, Property Manager, South Campus
Yasaira Modesto, North Campus
Grisel Saez, Property Manager, Center City Campus
Tom Stianche, Voucher Programs Manager
Jack Knockstead, Resident Services 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

RHA Staff Absent: Josh K. Smith, Director of Housing Management

ACKNOWLEDGEMENT OF VISITORS: The Chairwoman acknowledged Pat and Courtney McGinty had signed the RHA Board Meeting Visitor Attendance Register to speak at the board meeting.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – October 24, 2023

MOTION TO APPROVE: Vice-Chairwoman Maldonado
SECOND: Commissioner Delgado
DISCUSSION: None.

COMMUNICATIONS: None

APPROVAL OF THE SECRETARY/TREASURER'S REPORT

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

DISCUSSION: None.

APPROVAL OF THE PRESIDENT'S REPORT

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

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 6468: Acknowledging Brian Messersmith's Twenty-Nine [29] Years of Employment by Reading Housing Authority

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

DISCUSSION: None.

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

RESOLUTION NO. 6469: Acknowledging the Hiring of an Assistant Property Manager (Michelle Abrew)

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

DISCUSSION: None.

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

RESOLUTION NO. 6470: Approving the Annual Plan for Fiscal Year Beginning April 1, 2024

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

DISCUSSION: None.

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

RESOLUTION NO. 6471: To Accept the Audit Report of Basic Financial Statements & Supplementary Information for Fiscal Year End March 31, 2023, as Prepared by Barbacane, Thornton & Company, LLP of Wilmington, DE
MOTION TO APPROVE: Vice-Chairwoman Maldonado
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6472: To Accept the Audit Report for River Oak Development, LLC for Fiscal Year End March 31, 2023, as Prepared by Barbacane, Thornton & Company, LLP of Wilmington, DE

MOTION TO APPROVE: Commissioner Ruiz
SECOND: Commissioner Delgado

DISCUSSION: None.

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

RESOLUTION NO. 6473: Authorizing the Execution of an Agreement of Sale for 113 Mulberry Street

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

DISCUSSION: None.

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

RESOLUTION NO. 6474: Approving the Terms and Authorizing the Execution of a Contract for Mechanical Contracting with Dolan Construction for Boiler Plant Decentralization – Phase 3 at Glenside Homes

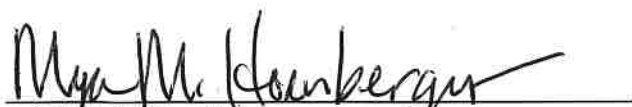
MOTION TO APPROVE: Commissioner Delgado
SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

ADJOURNMENT:

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



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