

MINUTES OF REGULAR MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
JANUARY 23, 2024 – 5:00 PM

The Reading Housing Authority Board of Commissioners held a Workshop and Commissioners Meeting on Tuesday, January 23, 2024, at the William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, PA.

WORKSHOP MEETING

Chairwoman Lorena Keely opened the meeting by recognizing the following RHA employees: Merida Negron was promoted from Voucher Program Housing Specialist to Assistant Voucher Program Manager; Carlos Herrera was promoted from Custodian to Maintenance Mechanic at North Campus; Yesenia Rodriguez has been hired as a Customer Service Assistant at North Campus; and Jose Melendez-Negron joins RHA as a Maintenance Mechanic at Center City Campus. Jonathan Runkle, Quality Compliance Officer was recognized for completing a Bachelor of Science Degree from Southern New Hampshire University.

Department Reports

Josh Smith, Director of Housing Management presented an overview of the RHA Admissions & Continued Occupancy Policy (ACOP). The ACOP is the principal document which describes in detail the policies applied by a public housing authority. It covers both mandatory HUD (U.S. Department of Housing and Urban Development) federal public housing regulations and policies determined by RHA. Due to the update of the ACOP to reflect the Housing Opportunity Through Modernization Act of 2016 which revises HUD regulations, a resolution to approve the adoption of the RHA ACOP will be presented to the Board of Commissioners at this meeting.

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 68.7% of available reserves.
2. Coding errors were revealed in this month's reporting of emergency and routine work orders with some routine work orders recorded as emergencies. Plans are in place to correct this issue in the future.
3. Anders Smith, IT Manager, reviewed with board and staff the terms of a purchase order with LANtek for the purchase and installation of new network firewalls at all RHA properties. This purchase order will include equipment, licensing, and set up costs. A resolution to approve this purchase order will be presented to the board at this meeting.
4. The next Commissioners Meeting is Tuesday, February 27th at the Willis Center for Administration. This meeting will start at 3 pm to allow time for budget review.

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

EXECUTIVE SESSION: None.

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
Josh K. Smith, Director of Housing Management
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
Steve Notario, Purchasing Manager
Anders Smith, IT Manager
Matt Smith, Maintenance Foreman, North Campus
Dave Oley, Maintenance Foreman, South Campus
Derek DeLong, Maintenance Foreman, Center City Campus
Edwin Stock, Solicitor, Legal Staff
Raquel Cedenro, Customer Service Specialist
Merida Negron, Assistant Voucher Programs Manager, WCA
Carlos Herrera, Maintenance Mechanic, North Campus
Yesenia Rodriguez, Customer Service Assistant, North Campus
Jose Melendez-Negron, Maintenance Mechanic, Center City Campus

RHA Staff Absent: Jack Knockstead, Resident Services Manager
Gregg Snook, Assistant Maintenance Superintendent

ACKNOWLEDGEMENT OF VISITORS: None

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – December 5, 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 Delgado

DISCUSSION: None.

APPROVAL OF THE PRESIDENT’S REPORT

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner Ruiz

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 6475: Acknowledging the Promotion of a Housing Specialist to an Assistant Voucher Program Manager (Merida Negron)

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6476: Acknowledging the Promotion of a Custodian to a Maintenance Mechanic (Carlos Herrera)

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner Delgado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6477: Acknowledging the Hiring of a Customer Service Assistant (Yesenia Rodriguez)

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner: Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6478: Acknowledging the Hiring of a Maintenance Mechanic (Jose Melendez-Negron)

MOTION TO APPROVE: Commissioner Delgado

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6479: Approving the Adoption of the Reading Housing Authority Admissions and Continued Occupancy Policy (ACOP)

MOTION TO APPROVE: Commissioner Delgado

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6480: Authorizing the Payment in Lieu of Taxes for Projects PA-9-1, 2, 3, 4, 5, 6, 8 and 10, Contract W-66 for the Fiscal Year Ended March 31, 2023

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

DISCUSSION: None.

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

RESOLUTION NO. 6481: Approving the Terms and Authorizing the Execution of a Purchase Order with LANtek for the Purchase and Installation of New Network Firewalls for All RHA Properties

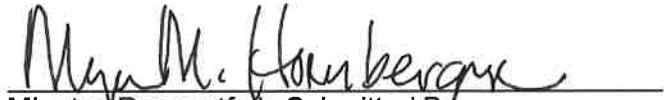
MOTION TO APPROVE: Commissioner Ruiz
SECOND: Vice-Chairwoman Maldonado

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