

MINUTES OF REGULAR MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MARCH 26, 2024 – 5:00 PM

The Reading Housing Authority Board of Commissioners held a Workshop and Commissioners Meeting on Tuesday, March 26, 2024, at the William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, PA.

WORKSHOP MEETING

The meeting began with the board acknowledging the following RHA employees: David Talarico appointed to the position of Vice-President in addition to his present position as Director of Facilities, effective April 1. Laura Renovales was hired as a Housing Specialist for the Housing Choice Voucher Program. Ryan Campbell and Giovanni Torres were hired as Maintenance Mechanics for South Campus, and Joseph Schaal and Saul Zavala were hired as Maintenance Mechanics at Center City Campus and North Campus, respectively.

President's Report

The Sylvania Homes Budget for Fiscal Year Ending March 31, 2025 was reviewed with Commissioners. A resolution to approve and adopt this operating budget will be presented to the board at this meeting.

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

1. The opening of the Public Housing waiting list will be announced at the end of March.
2. Managers reported an uptick in residents' awareness of water conservation, shown by a rise in work orders to address leaking faucets and slow-filling toilets.
3. The Housing Choice Voucher Program Budget Authority for 2024 has not yet been released.
4. The Maintenance Mechanic team is at full capacity with all positions filled.
5. Quotes have been obtained for purchasing and installing upgrades for 29 existing cameras in Oakbrook Homes and 35 existing cameras in Glenside Homes as part of the 2023 Emergency Safety and Security initiative. The remaining funds from the award will be allocated to installing rear porch lighting in Oakbrook and Glenside Homes. Resolutions to approve these purchases will be presented to the board at this meeting.
6. The next Commissioners Meeting is Tuesday, April 23rd at the Willis Center for Administration. The workshop meeting will start at 4 pm and the Commissioner's meeting at 5 pm.

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

EXECUTIVE SESSION: An Executive Session was held to discuss a personnel issue.

COMMISSIONERS' MEETING

Ms. Lorena P. Keely, Chairwoman 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
Rory Ulrich, Maintenance Superintendent
Leonilda Feliciano, Applications Manager
Nydia Runkle, Property Manager, South Campus
Yasaira Modesto, Property Manager, 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
Laura Renovales, HCVP Housing Specialist
Ryan Campbell, Maintenance Mechanic, South Campus
Joseph Schaal, Maintenance Mechanic, Center City Campus
Saul Zavala, Maintenance Mechanic, North Campus
Giovanny Torres, Maintenance Mechanic, South Campus

RHA Staff Absent Theresa A. Reustle, Comptroller, Secretary-Treasurer

ACKNOWLEDGEMENT OF VISITORS: None

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – February 27, 2024

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: 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. 6491: Acknowledging the Appointment of a Vice President (David Talarico)

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner Delgado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6492: Acknowledging the Hiring of a Housing Specialist (Laura Renovales)

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6493: Acknowledging the Hiring of a Maintenance Mechanic (Ryan Campbell)

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner: Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6494: Acknowledging the Hiring of a Maintenance Mechanic (Joseph Schaal)

MOTION TO APPROVE: Commissioner Delgado

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6495: Acknowledging the Hiring of a Maintenance Mechanic (Saul Zavala)

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Commissioner Delgado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6496: Acknowledging the Hiring of a Maintenance Mechanic (Giovanny Torres)

MOTION TO APPROVE: Commissioner Delgado
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6497: Approving Travel to Bethlehem, PA to Attend the 2024 PAHRA Spring Conference & Showcase May 5-8, 2024 (Stacey Keppen & Jonathan Runkle)

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

DISCUSSION: None.

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

RESOLUTION NO. 6498: Approving and Authorizing the Adoption of the Reading Housing Authority Sylvania Homes Operating Budget for Fiscal Year Ending March 31, 2025

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

DISCUSSION: None.

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

RESOLUTION NO. 6499: Approving the Terms and Authorizing the Execution of a Purchase Order for the Purchase and Installation of Replacing 35 Exterior Cameras with Honeywell Business Solutions 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

RESOLUTION NO. 6500: Approving the Terms and Authorizing the Execution of a Purchase Order for the Purchase and Installation of Replacing 29 Exterior Cameras with Honeywell Business Solutions at Oakbrook Homes

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

DISCUSSION: None.

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

RESOLUTION NO. 6501: Approving the Terms and Authorizing the Execution of a Contract with Rubino & Company

Chartered to Perform an Independent, Fiscal Year End Financial Audit of 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. 6502: Approving the Terms and Authorizing the Execution of a Purchase Order for the Replacement of Existing CCTV Camera Switches and Associated Hardware with CDW Government for Various Reading Housing Authority Locations

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 Ruiz



Minutes Respectfully Submitted By:

Mya M. Hornberger, Executive Assistant/Recording Secretary