

MINUTES OF REGULAR & ANNUAL MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
December 3, 2024 – 5:00 PM

The Reading Housing Authority Board of Commissioners held a Workshop, Annual, and Commissioners Meeting on Tuesday, December 3, 2024, at the William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, PA.

WORKSHOP MEETING

Chairwoman Lorena Keely commenced the meeting by honoring Steve Smith for his 27 years of service and congratulating him on his retirement from RHA. She also welcomed Ibelis Rodriguez, a new hire in the Resident Services Department, and introduced Officer Timothy Ciraulo, the newest addition to the Reading Housing Authority Community Police Officer team, completing the department's staff expansion.

Guest Presentation

Mr. Allan Kitchen, CPA, from Rubino & Company, presented an overview of the audited financial statements for the Low-Income Public Housing Program, fiscal year ending March 31, 2024. The audit reported no findings.

Department Reports

Greg Snook, Assistant Superintendent of Facilities, provided an overview of recent NSPIRE (National Standards for the Physical Inspection of Real Estate) inspections at Hensler and Oakbrook Homes. His presentation, titled "*How Did We Do? - What Did We Learn? - What to Expect,*" highlighted notable results, with Hensler Homes scoring 92 and Oakbrook Homes scoring 84. Snook commended the collaborative efforts of the Inspection and Maintenance teams, underscored the vital role of staff and resident education in the success of the inspections, and announced plans for ongoing training in NSPIRE standards to sustain and improve future outcomes.

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

1. A collaboration between Safe Berks, RHA's Resident Services and the Neighborhood Safety Departments produced a new resource document for domestic violence victims. The guide outlines follow-up protocols and available support services from RHA, the county, and Safe Berks.
2. In response to a RAWA mandate to reduce water consumption by 15%, residents were reminded about responsible water usage. Additionally, staff conducted 976 emergency leak detection inspections and installed water-saving devices in kitchens and bathrooms.
3. A holiday luncheon is scheduled for Monday, December 9, at 12 pm, at the Abraham Lincoln Hotel, 100 North 8th Street, Reading.

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. Keely nominated Ms. Maldonado for the position of Vice-Chairwoman.

MOTION TO APPROVE: Commissioner Delgado

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

Appointment of a Secretary-Treasurer: Ms. 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. All meetings are to be held at WCA.

Vote To Approve the Board of Commissioners Meeting Schedule for 2025

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

ADJOURNMENT:

MOTION TO ADJOURN: Commissioner Ruiz

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, Communications Manager/Recording Secretary
David C. Talarico, Vice President & Director of Facilities
Josh K. Smith, Director of Programs
Jonathan P. Runkle, Director of Administration
Theresa A. Reustle, Comptroller, Secretary-Treasurer
Rory Ulrich, Maintenance Superintendent
Leonilda Feliciano, Applications Manager
Migdalia Alvarez, Assistant Property Manager, South Campus
Yasaira Modesto, Property Manager, North Campus
Grisel Saez, Property Manager, Center City Campus
Merida Negron, Assistant Voucher Programs Manager
Jack Knockstead, Resident Services Manager
Steve Notario, Purchasing Officer
Anders Smith, Information Technology 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
Gregory Zawilla, Neighborhood Safety & Engagement Coordinator
Raquel Cedenio, Customer Service Specialist
Officer Pedro Dominguez, RHA Community Police Officer
Officer Timothy Ciraulo, RHA Community Police Officer
Edwin Stock, Solicitor, Legal Staff

RHA Staff Absent: Nydia Runkle, Property Manager, South Campus
Tom Stianche, Voucher Programs Manager
Tad Geisler, Inspection Manager, Center City Campus

ACKNOWLEDGEMENT OF VISITORS: None.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – October 22, 2024

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Vice-Chairwoman Maldonado

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. 6539: To Accept the Audit Report of Basic Financial Statements & Supplementary Information for Fiscal Year End March 31, 2024, as Prepared by Rubino & Company, Chartered of Bethesda, MD

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6540: Approving the Five-Year Plan, the Annual Plan for Fiscal Year Beginning April 1, 2025, the Capital Fund Action Plan for Years 2024 & 2025, and the PHA Certifications of Compliance with PHA Plan and Related Regulations

MOTION TO APPROVE: Commissioner: Delgado

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6541: Approving the Adoption of the Reading Housing Authority Housing Choice Voucher Program (HCVP) Administrative Plan

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6542: Approving the Terms and Authorizing the Execution of a Contract with Westy's Property Services for the Four Seasons Grounds Maintenance at Various RHA 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. 6543: Approving Change Order No. 1 to the General Construction Contract with S.M.J. Contracting, Inc. for the Concrete Replacement at 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

EXECUTIVE SESSION: Union Contract Negotiations

Adjournment



Minutes Respectfully Submitted By:

Mya M. Hornberger

Communications Manager

Executive Assistant/Recording Secretary