

MINUTES OF REGULAR MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
August 26, 2025 – 5:00 PM

The Reading Housing Authority Board of Commissioners held a Workshop and Commissioners Meeting on Tuesday, August 26, 2025, at the William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, PA.

WORKSHOP MEETING

Chairwoman Lorena Keely opened the meeting by expressing her appreciation to staff for their efforts in making the Grand Opening and ribbon cutting of the Oakbrook Center for Community Services on August 14, 2025, a success. She also acknowledged the groundbreaking ceremony for the Oakbrook Recreation Park held on August 25, 2025.

President and CEO, Stacey Keppen, provided an overview of the 2025–2029 Capital Fund Action Plan process. She explained that, similar to the annual planning process, the preparation of the five-year plan requires two general levels of input. The first stage involves the leadership team, who contribute ideas for large-scale projects that meet the criteria of the Public Housing Capital Fund Program and require long-term planning. The second stage is engagement with the Citywide Resident Council and the public at large, where the proposed projects are presented and input is solicited. Ms. Keppen noted that this year, the process has been led by Jonathan Runkle.

Mr. Runkle, Director of Administration, outlined the next steps in the process, including the upcoming public hearing scheduled for September 15, 2025, at the Willis Center for Administration, 400 Hancock Boulevard. The hearing will provide an opportunity for public comment and input on the draft Capital Fund Action Plan before the Board of Commissioners considers final approval at its September 23, 2025, meeting.

Dave Talarico, Vice President and Director of Facilities, presented highlights of projects slated for 2025. These include installation of exterior lighting; repair of downspouts, foundations, and steps at Oakbrook Homes buildings; installation of fencing and gates at the Center City Campuses; replacement of refrigerators across all units to ensure consistency and efficiency in parts; signage upgrades and branding throughout the Authority; improvements to community spaces at Oakbrook including upgrades for exterior recreation; and replacement of the 28-year-old boilers in the maintenance shop.

Ms. Keppen also noted that, in addition to the Treasurer's Report, an Investment Report was presented for the first time this month. She highlighted that, following the Board's decision to transfer funds from the Sylvania Wells Fargo account into a Pennsylvania Local Government Investment Trust account, RHA has realized an increase in income of \$14,000 within just a three-week period.

President & CEO Stacey Keppen shared key updates from the President's Report.

1. Rental Income Statistics, Accounts to be Discharged, reflected a two-month period due to no meeting being held in July. It was noted that no uncollected rent occurred at River Oak Apartments or Sylvania Homes.
2. Under Occupancy, one vacancy was reported at both Sylvania Homes and River Oak Apartments. The adjustment to fair market rents has been effective, and properties are near full occupancy, supporting rent collection and property improvements.
3. Board Chairwoman, Lorena Keely, received confirmation from the HUD field office that RHA achieved a SEMAP score of 100 percent.
4. Regarding voucher programs utilization rates, HUD has projected a potential shortfall by the end of the calendar year. RHA data, however, reflects attrition rates below the national average, and does not anticipate being in a shortfall position.
5. Shelter Plus Care programs were successfully transitioned to SAM, Inc. this month. The process has gone smoothly for both landlords and participants.

6. Property managers reported an increase in 30-day notices and court filings, attributed to the expiration of outside funding programs that had supported residents. Although payment arrangements continue to be pursued, some residents remain unable to pay rent, reflecting current economic challenges.
7. A resolution passed at the June 24th board meeting for a contract with Davies Hardscaping for lawncare and groundskeeping maintenance at North and South Campus has proven effective, with professional services improving the grounds and allowing staff to be reassigned to other duties.
8. Rory Ulrich, Maintenance Superintendent, reported on LED lighting issues at WCA following two electrical surges that ultimately resulted in RHA purchasing 85 replacements. Because surge protection does not appear to sufficiently protect the LED system, an electrical engineer will be consulted to recommend proper surge protection before reinstallation.
9. A resolution will be presented to the board at this meeting to approve the *Glenside Homes Ventilation Project*. The project will install new kitchen range hoods and larger, humidity-controlled systems that will automatically power off. This project requires drilling holes into the brick walls to vent to the outside and is included in the capital budget.
10. Yardi software training will begin next week for program office staff, with maintenance training to follow two weeks later. During this time, some interruptions in non-emergency availability are anticipated.
11. The annual audit is on schedule, and staff are working closely with auditors to ensure timely completion.

Ms. Keely then reviewed the board resolutions scheduled for presentation at the Commissioner's Meeting.

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, Communications Manager, Recording Secretary
David C. Talarico, Vice President & Director of Facilities
Josh K. Smith, Director of Programs
Jonathan P. Runkle, Director of Administration
Rory Ulrich, Maintenance Superintendent
Gregg Snook, Maintenance Officer
Theresa A. Reustle, Comptroller, Secretary-Treasurer
Steve Notario, Administrative Officer
Anders Smith, Information Technology Manager
Nydia Runkle, Property Manager, South Campus
Grisel Saez, Property Manager, Center City Campus
Tom Stianche, Voucher Programs Manager
Gregory Zawilla, Neighborhood Safety & Engagement Coordinator
Jack Knockstead, Resident Services Manager
Matt Smith, Maintenance Foreman, North Campus
Dave Oley, Maintenance Foreman, South Campus
Tad Geisler, Inspection Manager, Center City Campus
Edwin Stock, Solicitor, Legal Staff
Bill Clemmons, Project Manager, Foundation Housing & Services, Inc.

Raquel Cedeno, Customer Service Specialist

RHA Staff Absent: Derek DeLong, Maintenance Foreman, Center City Campus
Leonilda Feliciano, Applications Manager
Yasaira Modesto, Property Manager, North Campus

ACKNOWLEDGEMENT OF VISITORS: Mike Reese, Coordinator and President of the NRC Chess Club

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – June 24, 2025

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

DISCUSSION: None.

Special Meeting – August 12, 2025

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 Ruiz

DISCUSSION: None.

APPROVAL OF THE PRESIDENT'S REPORT

MOTION TO APPROVE: Commissioner Delgado
SECOND: Commissioner Ruiz

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 6582: Approving Travel to Lancaster, PA for up to Two RHA Staff Members to Attend the 2025 PAHRA Annual Conference & Awards to be held October 26-29, 2025

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

DISCUSSION: None.

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

RESOLUTION NO. 6583: Approving the Terms and Authorizing the Execution of a Contract for General Contracting with Ebersole Builders, LLC. for Exhaust Fan Replacement & Installation at Glenside Homes

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner Delgado

DISCUSSION: None.

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

VOTES AGAINST: None

ADJOURNMENT:

MOTION TO ADJOURN: Vice-Chairwoman Maldonado

SECOND: Commissioner Delgado



Minutes Respectfully Submitted By

Mya M. Hornberger

Communications Manager

Executive Assistant to the President/CEO

Recording Secretary/Board of Commissioners