MINUTES OF REGULAR & ANNUAL MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
December 9, 2025 – 5:00 PM

The Reading Housing Authority Board of Commissioners held a Workshop, Annual, and Commissioners Meeting on Tuesday, December 9, 2025, at the William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, PA.

WORKSHOP MEETING

Ms. Lorena Keely, Chairwoman, called the meeting to order and opened with a staff recognition, welcoming Christaline Santiago as the new ROSS Service Coordinator.

Ms. Keely reported on RHA's participation in the Reading Holiday Parade on November 22, noting this was the first time the Authority had taken part in the event. She stated that participation will become an annual tradition and thanked Rory Ulrich for coordinating the logistics and float preparation.

Ms. Stacey Keppen, President, presented the draft 2026 Annual Plan as part of RHA's five-year planning cycle. She explained that the plan is typically presented in December for adoption prior to the April 1 fiscal year start, but delays occurred this year due to the federal shutdown and HUD's transition to electronic forms, resulting in the Authority being approximately one month behind schedule. Federal regulations require submission of the plan 75 days prior to the fiscal year start, or January 15.

She explained that the plan consists of an internal cover page and standardized HUD forms, with most content remaining consistent with prior years. The plan emphasizes public participation through engagement with the Resident Advisory Board, public hearings, press releases, listserv notifications, and posting on the RHA website. The plan includes required agency descriptions, plan elements, and identification of any material changes for the coming year.

Ms. Keppen outlined proposed policy changes affecting the Housing Choice Voucher Program, including adjustments related to the transition of families from Emergency Housing Vouchers as COVID-related funding expires in 2026. No eligibility changes were proposed for programs other than vouchers.

Ms. Keppen reviewed potential activities for fiscal year 2026, including use of HUD's Restore-Rebuild strategy at Emma Lazarus Townhomes to create accessible public housing units for larger families, potential issuance of a Project-Based Voucher solicitation for up to 180 vouchers if funding becomes available, and continued pursuit of other capital grant programs. She reported that the fiscal year audit included in the plan had no findings.

She noted that a meeting with the Resident Advisory Board was held on November 26, during which the draft plan was reviewed and discussed. One written public comment has been received to date and will be incorporated into the final plan. Ms. Keppen also reviewed required certifications and the board resolution that will be presented in January, affirming compliance with civil rights laws and federal planning regulations. A progress report covering approximately seven months of activity was also included in the plan.

Ms. Keppen reviewed the public participation timeline and proposed adoption schedule. The Board agreed to hold a special virtual meeting on January 12 at 12:45 p.m., which will be incorporated into the published 2026 Board meeting schedule.

Ms. Keppen then introduced a discussion regarding heating systems and potential changes to the capital fund plan. Director of Facilities Dave Talarico provided an overview of the heating infrastructure at Oakbrook, Glenside, and Hensler Homes, explaining the history of centralized boiler systems, aging underground utilities, and prior decentralization efforts.

Mr. Talarico explained that Hensler Homes has 64-year-old underground gas lines and aging heating equipment, creating safety and reliability concerns. He described a proposed conversion to an all-electric heat pump system that would eliminate underground gas lines, consolidate heating and cooling systems, and improve long-term safety and efficiency.

Ms. Keppen discussed correspondence from UGI asserting that RHA is responsible for underground gas systems, a position RHA may dispute. She reported that legal counsel has requested review by the Public Utility Commission and that a response is pending. She emphasized the importance of resolving the issue proactively to mitigate risk.

Director of Administration Jon Runkle explained that RHA operates under a rolling five-year capital plan, allowing projects to be reprioritized as needed. Due to urgency and escalating costs, the Hensler Homes project is proposed to be advanced from 2029, with an estimated cost of $950,000. This change would require shifting other planned projects to later years and reopening the capital plan for HUD approval. A revised capital plan and corresponding resolution will be presented at the January meeting.

Ms. Keppen reported that the remainder of the President's Report was routine, with the exception of the ongoing Yardi software implementation. She noted that the transition requires extensive staff time and coordination and commended staff for their continued efforts during the process.

Ms. Keppen noted that the Treasurer's Report was inadvertently omitted from the meeting packet. Mr. Runkle reported that the primary update was the payoff of a $1.4 million TD Equipment loan.

The meeting then transitioned into the Annual Meeting, followed by the regular Commissioners Meeting.

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 explained that the bylaws of the housing authority call for the election of certain officers—a chairperson, a vice-chairperson and assistant secretary treasurer and the appointment of a secretary-treasurer.

At this time Attorney Stock accepted nominations and they are as follows:

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

MOTION TO APPROVE: Commissioner Delgado
SECOND: Commissioner Ruiz

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

Attorney Stock explained that since the roll of the Assistant Secretary-Treasurer is a very minimal one that both Maria Delgado and Ineavelle Ruiz both could serve as Assistant Secretary Treasurer.

Appointment of an Assistant Secretary-Treasurer: Ms. Keely nominated Maria Delgado and Ineavelle Ruiz for the position of Assistant Secretary-Treasurer.

MOTION TO APPROVE: Commissioner Delgado
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

Appointment of a Secretary-Treasurer: Attorney Stock advised that the final piece of business would be to elect a Secretary-Treasurer which is typically the housing authority's Comptroller, Theresa Reustle. Ms. Keely then 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

The 2026 Board of Commissioners Meeting Schedule was presented for approval. The proposed schedule provides for regular meetings to be held on the fourth Tuesday of each month from January through December, with no meeting scheduled in November. The approval also includes a Special Meeting on January 12 at 12:45 p.m. All meetings will be held at WCA.

Attorney Stock explained that approval of the meeting schedule serves as formal legal notice to the Board of Commissioners of all scheduled meetings, in compliance with applicable open meeting and notice requirements, and ensures transparency in board operations. Attorney Stock then requested a motion to approve the 2026 Board of Commissioners Meeting dates.

Vote To Approve the Board of Commissioners Meeting Schedule for 2026

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

DISCUSSION: None.

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

ADJOURNMENT:

MOTION TO ADJOURN: Chairwoman Keely

SECOND: Vice-Chairwoman Maldonado

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 Theresa A. Reustle, Comptroller, Secretary-Treasurer Rory Ulrich, Maintenance Superintendent Jack Knockstead, Resident Services Manager Steve Notario, Administrative Officer Anders Smith, Information Technology Manager Gregg Snook, Maintenance Officer Dave Oley, Maintenance Foreman, South Campus Derek DeLong, Maintenance Foreman, North Campus Gregory Zawilla, Neighborhood Safety & Engagement Coordinator Tad Geisler, Inspection Manager, Center City Campus Bill Clemmons, FH&S Program Manager Edwin Stock, Solicitor, Legal Staff Christaline Santiago, Ross Service Coordinator
RHA Staff Absent:	Nydia Runkle, Property Manager, South Campus Tom Stianche, Voucher Programs Manager Yasaira Modesto, Property Manager, North Campus Grisel Saez, Property Manager, Center City Campus

ACKNOWLEDGEMENT OF VISITORS: None.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – October 28, 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 Delgado

DISCUSSION: None.

APPROVAL OF THE PRESIDENT'S REPORT

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

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

None.

ADJOURNMENT:

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

Mya M. Hornberger

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