MINUTES OF REGULAR MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
January 27, 2026 – 5:00 PM

The Reading Housing Authority Board of Commissioners held a Workshop and Commissioners Meeting on Tuesday, January 27, 2026, 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 expressed her sincere appreciation to Housing Authority staff for their dedication and hard work during the recent weekend snowstorm. She acknowledged the extensive preparation completed prior to the storm and the significant efforts undertaken throughout the weekend to ensure resident safety and operational continuity. Ms. Keely also noted the potential for additional winter weather in the coming week and thanked staff for their continued readiness and commitment. She stated that the agenda was full and moved directly into the President's Report.

Stacey Keppen, President, provided general remarks regarding the comprehensive board packet. She explained that much of the material reflected routine business; however, the agenda was heavier than usual due to several significant matters converging at this point in the fiscal year. Ms. Keppen highlighted that the Authority is in the fourth quarter of its fiscal year and is projecting to end the year with a stronger-than-anticipated reserve balance. This is due in part to rental income exceeding projections as residents' incomes increased. She explained that while increased tenant income positively impacts current-year revenue, the following year HUD typically offsets such increases through operating subsidy adjustments. Ms. Keppen stated that, as a result, the executive team reviewed previously postponed expenditures and identified priority needs that may not be fundable in future years. The second half of the resolutions presented to the Board reflect these efforts to responsibly utilize available funds before the fiscal year ends in March.

Included in the President's Report under the Programs Department section, Ms. Keppen highlighted significant updates in Property Management and Community Safety. She discussed the transition to the new Rent Café payment system. Effective in February, rent payments will no longer be accepted via check or money order through the lockbox system. Residents must now pay either online through the new rent portal or in person through an approved walk-in payment system at designated local retailers. Although the transition initially appeared challenging, it was determined that approximately 1,600 of 1,800 residents had already established electronic accounts. Property Management and Resident Services staff are actively assisting the remaining residents with the transition and are closely monitoring February payments to identify and proactively contact households experiencing difficulty.

Ms. Keppen next addressed community safety concerns, noting that it had been a challenging month, including a serious incident at South Campus and several additional safety-related events across Authority properties. She emphasized the importance of strong partnerships and the critical role of the Safety Coordinator, Greg Zawilla. Mr. Zawilla, along with staff and Solicitor Ed Stock, worked diligently to address each situation. Mr. Zawilla remarked that while the team has pulled together effectively, there are lessons to be learned as the Authority continues strengthening safety practices.

Under the Facilities Department section, Ms. Keppen called attention to the remaining central boiler plant at Glenside Homes. She explained that of the three large boilers, one is no longer operational, one was recently repaired at a cost of just under $50,000, and the third remains operational and is currently providing heat and hot water. If the repaired boiler or the remaining operational boiler were to fail, 76 families in nine remaining buildings could be affected. The Authority has developed contingency plans, including the potential rental of a temporary external boiler system, though setup would require unknown hours and costs could range from $200,000 to $225,000 over several months.

Ms. Keely inquired about the overall decentralization project timeline. Facilities Director Dave Talarico reported that of the 48 buildings at Glenside Homes, nine remain on the central system. Contractors are actively working in those buildings, turning over three at a time, and seeking to minimize downtime and disruption. Although the contract extends through December 2026, the project is projected to be completed six months early, in late May or early June 2026. In response to further inquiry, Mr. Talarico stated that the Authority will continue repairing and maintaining the existing boilers as long as feasible, utilizing rental equipment only as a secondary contingency. Ms. Keppen added that in a worst-case scenario, the Authority would rapidly deploy the mobile unit and coordinate with community partners to implement emergency warming plans if necessary.

Ms. Keppen then addressed the Authority's current vacancy challenges. She reported an unusually high number of vacant units not being turned over at the customary pace. Danielle Hoffer provided staffing data for the maintenance division, noting that in July the Authority employed 29 mechanics and three assistant foremen. Since October, multiple staff departures, light-duty assignments, workers' compensation cases, and disability leaves have reduced active staffing levels to 24 mechanics, with several unavailable for full duty.

Greg Snook, Maintenance Officer, further explained that the team is also managing a new inspection cycle generating 60 to 80 inspections per week, each producing additional work orders. Mechanics are balancing inspection-related work, emergency repairs, snowstorm response, and turnover preparation. While process adjustments briefly improved productivity, continued attrition and severe weather have created ongoing challenges. The team is prioritizing emergency work orders while working to reduce the turnover backlog.

Ms. Keppen added that a high volume of internal transfers has compounded vacancy rates, as transfers create additional vacancies before new households can be placed. Although these transfers are necessary to align unit size with family composition and prevent longer-term backlogs, they temporarily increase vacancy counts and reduce HUD subsidy revenue. To address the issue, the Authority is evaluating subcontracting options for the upcoming quarter. While subcontractors were discontinued several years ago, leadership believes external support is necessary to reduce vacancies and restore occupancy levels. Updates will be provided to the Board as plans are finalized.

Lastly, Ms. Keppen provided an update regarding the master meter issue at Oakbrook Homes. Discussions with UGI and the Public Utility Commission have not yet resulted in a definitive determination regarding the Authority's potential role as a master meter operator. The Authority has retained a consulting firm to assess the infrastructure and provide guidance. A site visit was scheduled for the following day, and upon receipt of the consultant's report, the Authority will determine next steps with UGI and/or the Public Utility Commission.

At the conclusion of the regular business agenda, the Board entered into Executive Session to discuss a legal matter.

The regular meeting then proceeded with the roll call.

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
Greg Snook, Maintenance Officer
Theresa A. Reustle, Comptroller, Secretary-Treasurer
Steve Notario, Administrative Officer
Anders Smith, Information Technology Manager
Yasaira Modesto, Property Manager, North Campus
Nydia Runkle, Property Manager, South Campus
Grisel Saez, Property Manager, Center City Campus
Gregory Zawilla, Neighborhood Safety & Engagement Coordinator
Dave Oley, Maintenance Foreman, South Campus
Derek DeLong, Maintenance Foreman, North Campus
Tad Geisler, Inspection Manager, Center City Campus
Edwin Stock, Solicitor, Legal Staff
Bill Clemmons, Project Manager, Foundation Housing & Services, Inc.
Danielle Hoffer, Third Party Administrator

RHA Staff Absent: Tom Stianche, Voucher Programs Manager
Jack Knockstead, Resident Services Manager

ACKNOWLEDGEMENT OF VISITORS: None.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – December 9, 2025

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

DISCUSSION: None.

Special Meeting – January 12, 2026

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

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: Vice-Chairwoman Maldonado
SECOND: Commissioner Delgado

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 6598: Approving the Adoption of Public Housing Flat Rents

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

DISCUSSION: None.

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

RESOLUTION NO. 6599: Approving the Adoption of Affordable Rentals Rents

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

DISCUSSION: None.

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

RESOLUTION NO. 6600: Authorizing the Payment in Lieu of Taxes for Projects PA-9-1, 2, 3, 4, 5, 6, 8 & 10, Contract W-66 for Fiscal Year End March 31, 2025

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

DISCUSSION: None.

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

Resolution NO. 6601: Approving Travel to Harrisburg, PA to Attend the 2026 PAHRA Legislative Summit to be Held on February 17-18, 2026

MOTION TO APPROVE: Commissioner Delgado
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6602: Approving Travel to Washington, D.C. to Attend the 2026 NAHRO Washington Conference to be Held March 9-12, 2026

MOTION TO APPROVE: Commissioner Delgado
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6603: Approving the Terms & Authorizing the Execution of an Amended Contract Amount with Systems Design Engineering, Inc. for HVAC Upgrades at Various RHA Properties

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

DISCUSSION: None.

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

RESOLUTION NO. 6604: Approving the Terms and Authorizing the Execution of a Lease Agreement with Caldwell & Gregory for Laundry Room Service & Maintenance at River Oak Apartments

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

DISCUSSION: None.

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

RESOLUTION NO. 6605: Approving the Terms and Authorizing the Execution of a Contract for Electrical Contracting with H.B. Frazer Co., for Fire Alarm System Upgrades at the Neighborhood Resource Center & Family Services Center at Oakbrook Homes

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

DISCUSSION: None.

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

RESOLUTION NO. 6606: Approving the Terms and Authorizing the Execution of a Purchase Order with HD Supply Facilities Maintenance for the Purchase & Delivery of Exterior Address Light Fixtures for Glenside & Oakbrook Homes

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

DISCUSSION: None.

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

RESOLUTION NO. 6607: Approving the Terms and Authorizing the Execution of a Not-To-Exceed Purchase Order for the Purchase & Delivery of Toilets with Marcone Plumbing for Various RHA Locations

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

DISCUSSION: None.

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

RESOLUTION NO. 6608: Approving the Terms and Authorizing the Execution of a Purchase Order with Reading Foundry & Supply Co., LLC for the Purchase of Boiler Systems Pumps & Motors for RHA Center City High Rise Properties

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

DISCUSSION: None.

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

RESOLUTION NO. 6609: Approving the Terms and Authorizing the Execution of a Purchase Order with Deere & Company for the Purchase & Delivery of Five (5) Utility Task Vehicles & One (1) Compact Utility Tractor for Glenside & Oakbrook Homes

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

DISCUSSION: None.

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

RESOLUTION NO. 6610: Approving the Terms and Authorizing the Execution of a Purchase Order with Tom Masano Ford for the Purchase & Delivery of Seven (7) Vehicles for Various Reading Housing Authority Locations

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

DISCUSSION: None.

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

RESOLUTION NO. 6611: Approving the Terms and Authorizing the Execution of a Purchase Order with Conexus for Building Management System Upgrades at Various RHA Properties

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

DISCUSSION: None.

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

RESOLUTION NO. 6612: Approving the Terms and Authorizing the Execution of a Purchase Order for Replacement of Seventy (70) Existing Mobile Tablets with CDW Government for Reading Housing Authority Staff

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

DISCUSSION: None.

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

RESOLUTION NO. 6613: Approving the Terms and Authorizing the Execution of a Not-To-Exceed Purchase Order with LANtek for the Purchase & Installation of New Network Switches & Wireless Access Points for all RHA Properties

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

DISCUSSION: None.

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

ADJOURNMENT:

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

Mya M. Hornberger

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