

MINUTES OF REGULAR MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
FEBRUARY 27, 2024 – 5:00 PM

The Reading Housing Authority Board of Commissioners held a Workshop and Commissioners Meeting on Tuesday, February 27, 2024, at the William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, PA.

WORKSHOP MEETING

This February meeting focused on the Operating Budgets for Fiscal Year Ending on March 31, 2025, leading to a reduced staff attendance.

President's Report

Operating Budgets for the Low Income Public Housing Program Forecast and Budget and Central Office Cost Center Forecast and Budget for Fiscal Year Ending March 31, 2024, and proposed budgets for Fiscal Year Ending March 31, 2025, were reviewed extensively with Commissioners.

Sylvania Homes Forecast and Budget for Fiscal Year Ending March 31, 2024, and proposed budget for fiscal year end March 31, 2025, were presented. A banking discussion followed in relation to Sylvania Homes funds.

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

1. Planning is underway to open the Public Housing waiting lists in the near future.
2. Long- and short-term goals have been established related to resident housekeeping. A longer-term plan will be presented to Commissioners at the March board meeting.
3. Housing Choice Voucher Program Mainstream Vouchers are close to full utilization.
4. Anders Smith, IT Manager, reviewed with board and staff the terms of a purchase order with LANtek for the purchase, configuration, and setup of 60 new laptop computers for RHA staff.
5. The next Commissioners Meeting is Tuesday, March 26th 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. 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, 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
Theresa A. Reustle, Comptroller, Secretary-Treasurer
Rory Ulrich, Maintenance Superintendent
Steve Notario, Purchasing Manager
Anders Smith, IT Manager
Edwin Stock, Solicitor, Legal Staff

ACKNOWLEDGEMENT OF VISITORS: None

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – January 23, 2024

MOTION TO APPROVE: Commissioner Delgado
SECOND: Commissioner Ruiz

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: Vice-Chairwoman Maldonado

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 6482: Approving Travel to Las Vegas, NV to Attend the Nelrod Consortium 24th Annual Conference April 10-12, 2024 (Lorena Keely & Myra Maldonado)

MOTION TO APPROVE: Commissioner Ruiz
SECOND: Commissioner Delgado

DISCUSSION: None.

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

RESOLUTION NO. 6483: Approving the Terms and Authorizing the Execution of a Purchase Order with Lantek for the Purchase, Configuration and Setup of 60 New Laptop Computers for RHA Staff

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

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6484: Approving Change Order No. 2 to the Plumbing Construction Contract with Vision Mechanical, Inc. for the Oakbrook Homes Center for Community Services

MOTION TO APPROVE: Commissioner: Ruiz

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6485: Approving RHA Compensation Policy for Exempt Employees

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6486: Approving and Authorizing the Adoption of the Reading Housing Authority Low Income Public Housing Program Operating Budget for Fiscal Year Ending March 31, 2025

MOTION TO APPROVE: Commissioner Delgado

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6487: Approving and Authorizing the Adoption of the Reading Housing Authority Central Office Cost Center Operating Budget for Fiscal Year Ending March 31, 2025

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6488: Approving the Adoption of River Oak Apartments Rental Amounts

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6489: Approving the Adoption of Sylvania Homes Rental Amounts

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

DISCUSSION: None.

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

RESOLUTION NO. 6490: Approving the Terms and Authorizing the Execution of an Interagency Agreement for Community Policing Services with the City of Reading for 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

ADJOURNMENT:

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



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