

MINUTES OF REGULAR & ANNUAL MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
February 28, 2023 – 5:00 P.M.

The Reading Housing Authority Board of Commissioners held a Workshop and Regular Meeting on Tuesday, February 28, 2023, at the William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, PA.

WORKSHOP MEETING

Chairwoman Lorena Keely opened the meeting by announcing RHA Board Commissioner Steven Belinski's resignation on March 30, 2023. Mr. Belinski was appointed to the RHA Board of Commissioners on July 13, 1983 and has supported Reading Housing Authority as a board member and chairman for over 35 years.

Also acknowledged was William Rupp on his 16+ years of employment with RHA. Bill will be retiring from the Authority March 10th. Matthew J. Griffis was welcomed as a new Maintenance Mechanic at North Campus.

Attorney Stock presented an overview to the members of the board and senior management regarding the obligations and submission requirements of the 2022 State Statement of Financial Interests Form and City of Reading Supplemental Statement of Financial Interest Form. Both forms are due May 1, 2023.

RHA was visited by U.S. Representative Chrissy Houlahan on February 15th. Congresswoman Houlahan toured the future Oakbrook Center for Community Services Family Services Complex and met with staff for an overview of RHA housing programs, administrative operations, procurement practices, and Board of Commissioner relations.

Ms. Keely then turned the meeting over to Stacey Keppen, Executive Director, who reviewed highlights of the Executive Director's Report which included the following:

1. Budget reviews of RHA Low Income Public Housing Program, Central Office, Sylvania Homes, and Emma Lazarus Townhomes for fiscal year ending March 31, 2024.
2. An overview of the Right to Know Policy. A resolution to approve this policy to be presented to the Board of Commissioners at this meeting.
3. HUD announcement of RHA eligibility under the 2023 Capital Fund Program with a public hearing to be held at 10:00 am on Thursday, April 13, 2023, at the Willis Center of Administration, 400 Hancock Boulevard, Reading, PA.
4. The next Commissioners Meeting will be held on Tuesday, April 25, 2023, starting at 4 pm.

There were no other significant high-lights and no questions from staff relating to the Executive Director's Report.

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 Steven E. Belinski
Commissioner Ineavelle Ruiz
Commissioner Maria Delgado

Commissioners Absent: None

RHA Staff Representatives: Stacey J. Keppen, Executive Director
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
Audrey Wenrich, Human Resource Manager
Rory Ulrich, Maintenance Superintendent
Leonilda Feliciano, Applications Manager
Yasaira Modeste, Property Manager, North Campus
Nydia Rivera, Property Manager, South Campus
Grisel Saez, Property Manager, Center City Campus
Steve Notario, Purchasing Manager
Anders Smith, IT Manager
Gregg Snook, Assistant Maintenance Superintendent
William Rupp, Foreman, North Campus
David Oley, Foreman, Center City Campus
Edwin Stock, Solicitor, Legal Staff
Matthew J. Griffis, Maintenance Mechanic, North Campus

ACKNOWLEDGEMENT OF VISITORS: The Chairwoman announced that no one had signed the register to speak at the Board Meeting.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – February 28, 2023

MOTION TO APPROVE: Commissioner Belinski

SECOND: Commissioner Delgado

DISCUSSION: None.

COMMUNICATIONS: None submitted.

APPROVAL OF THE SECRETARY/TREASURER REPORT

MOTION TO APPROVE: Commissioner Delgado

SECOND: Commissioner Ruiz

DISCUSSION: None.

APPROVAL OF THE EXECUTIVE DIRECTOR REPORT

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Commissioner Delgado

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 6400: Acknowledging William C. Rupp's Sixteen [16+] Years of Employment by Reading Housing Authority

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

RESOLUTION NO. 6401: Acknowledging the Hiring of a Maintenance Mechanic (Matthew J. Griffis)

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

DISCUSSION: None.

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

RESOLUTION NO. 6402: Approving Travel to Washington, D.C. to Attend the 2023 NAHRO Washington Conference to be held March 22-24, 2023 (Stacey J. Keppen and Lorena Keely)

MOTION TO APPROVE: Commissioner Ruiz
SECOND: Commissioner Delgado

DISCUSSION: None.

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

RESOLUTION NO. 6403: Approving Travel to Las Vegas, NV to Attend the 2023 Nelrod Consortium Annual Conference to be held April 19-21, 2023 (Yasaira Modeste)

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

DISCUSSION: None.

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

RESOLUTION NO. 6404: Authorizing the Filing of a Redevelopment Assistance Capital Program (RACP) Formal Application and Business Plan for the Oakbrook Homes Center for Community Services

MOTION TO APPROVE: Commissioner Ruiz
SECOND: Commissioner Delgado

DISCUSSION: None.

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

RESOLUTION NO. 6405: Approving the Agreement By and Between Berks County Industrial Development Authority and Reading Housing Authority for the Development of the Oakbrook Homes Center for Community Services

MOTION TO APPROVE: Commissioner Belinski
SECOND: Commissioner Delgado

DISCUSSION: None.

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

RESOLUTION NO. 6406: Approving and Authorizing the Adoption of Reading Housing Authority Low Income Public Housing Program Operating Budget for Fiscal Year Ending March 31, 2024

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

DISCUSSION: None.

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

RESOLUTION NO. 6407: Approving and Authorizing the Adoption of Reading Housing Authority Central Office Cost Center Operating Budget for Fiscal Year Ending March 31, 2024

MOTION TO APPROVE: Commissioner Delgado
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6408: Approving and Authorizing the Adoption of Reading Housing Authority Sylvania Homes Operating Budget for Fiscal Year Ending March 31, 2024

MOTION TO APPROVE: Commissioner Delgado
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6409: Approving and Authorizing the Adoption of Reading Housing Authority Emma Lazarus Townhomes Operating Budget for Fiscal Year Ending March 31, 2024

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

DISCUSSION: None.

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

RESOLUTION NO. 6410: Authorizing the Payment in Lieu of Taxes for Projects PA-9-1, 2, 3, 4, 5, 6, 8, and 10 Contract W-66 for the Fiscal Year Ended March 31, 2022

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

DISCUSSION: None.

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

RESOLUTION NO. 6411: Approving the Right-To-Know Policy

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

DISCUSSION: None.

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

RESOLUTION NO. 6412: Authorizing a Bridge Loan from American Bank for the Oakbrook Center for Community Services

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

DISCUSSION: None.

VOTES IN FAVOR: Keely, Belinski, 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