

MINUTES OF REGULAR MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
June 27, 2023 – 5:00 P.M.

The Reading Housing Authority Board of Commissioners held a Workshop and Regular Meeting on Tuesday, June 27, 2023, at the William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, PA.

WORKSHOP MEETING

Chairwoman Lorena Keely opened the meeting by acknowledging Vice-Chairwoman Myra Maldonado for her achievement in completing the Blueprint for Leadership training sponsored by the United Way of Berks County. Blueprint for Leadership is a seven week professional development program for local non-profit board members.

RHA employees recognized by the board this month included Scott Lucas who is retiring on July 4th after 42 years of service. Scott worked as a Maintenance Mechanic at the Center City Campus. Diane Young was also recognized for her upcoming retirement on July 7th. Diane last worked in the Maintenance Department as a Customer Service Assistant at the Center City Campus. Christina Columbo, a new hire, was welcomed by board and staff as an Assistant in the Purchasing Department at WCA.

David Talarico, Director of Capital Improvements was honored by the board for 40 years of service.

Ms. Keely then turned the meeting over to Stacey Keppen, Executive Director, who shared the history, current status, and management practices surrounding the Reading Housing Authority Energy Performance Contract.

Highlights of the Executive Director's report included the following:

1. Reading Housing Authority achieved a Public Housing Assessment System High Performer status for fiscal year end March 31, 2023.
2. Public Housing lottery selections were made on June 8th. A total of 2,296 applications were received during the four days the wait list was open.
3. Additional Shelter Plus Care Vouchers have resulted in serving 26 more people, almost doubling the current program.
4. A Central Administration Exterior Sign & Site Improvements Project will be advertised for bid July 6, 7, and 10 for construction of a sign on the corner of Liggett Avenue and Hancock Boulevard.

Additional comments by Ms. Keely included the following:

1. A total of 51 residents are engaged in the RHA community gardening program.
2. Greg Snook was recognized for providing customer service training to maintenance and custodial employees surrounding procedures when interacting with residents.
3. Nine of ten buildings in Phase II, Glenside Boiler Plant Decentralization Project are completed.

The next Commissioners Meeting will be held on Tuesday, August 22, 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 Ineavelle Ruiz
Commissioner Maria Delgado

Commissioners Absent: None.

RHA Staff Representatives: Stacey 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
Leonilda Feliciano, Applications Manager
Yasaira Modeste, Property Manager, North Campus
Nydia Runkle, Property Manager, South Campus
Grisel Saez, Property Manager, Center City Campus
Jack Knockstead, Resident Services Manager
Tom Stianche, Voucher Programs Manager
Steve Notario, Purchasing Manager
Anders Smith, IT Manager
Gregg Snook, Assistant Maintenance Superintendent
Matt Smith, Maintenance Foreman, North Campus
Dave Oley, Maintenance Foreman, South Campus
Derek DeLong, Maintenance Foreman, Center City Campus
Edwin Stock, Solicitor, Legal Staff
Scott Lucas, Maintenance Mechanic, Center City Campus
Diane Young, Customer Service Assistant, Center City Campus
Christina Columbo, Purchasing Assistant, WCA

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 – May 23, 2023

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner Delgado

DISCUSSION: None.

COMMUNICATIONS: None

APPROVAL OF THE SECRETARY/TREASURER REPORT

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

APPROVAL OF THE EXECUTIVE DIRECTOR REPORT

MOTION TO APPROVE: Commissioner Delgado

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 6441: Acknowledging Scott Lucas's Forty-Two [42] Years of Employment by Reading Housing Authority

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6442: Acknowledging Diane Young's Thirty [30] Years of Employment by Reading Housing Authority

MOTION TO APPROVE: Commissioner Delgado

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6443: Acknowledging the Hiring of a Purchasing Assistant (Christina Columbo)

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6444: Approving Travel to Seven Springs, PA to Attend the 2023 Multi-Family Affordable Housing Conference July 18-20, 2023 (Bill Clemmons & Elsa Berreta)

MOTION TO APPROVE: Commissioner Delgado

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6445: Approving the Terms and Authorizing the Execution of an Open Purchase Order for Programming & Installing Metretek Telemetric Devices with UGI Utilities, Inc. for Reading Housing Authority Glenside Homes Buildings

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6446: Post-Approving the Terms and Authorizing the Execution of a Grant Funding Agreement Between Reading Housing Authority and the County of Berks, Pennsylvania

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6447: Approving the Terms and Authorizing the Pursuit of a Letter of Credit from Wells Fargo Bank

MOTION TO APPROVE: Commissioner Delgado

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

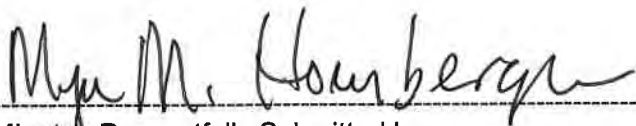
VOTES IN FAVOR: Keely, Maldonado, Ruiz, and Delgado

VOTES AGAINST: None

ADJOURNMENT:

MOTION TO ADJOURN: Vice-Chairwoman Maldonado

SECOND: Commissioner Ruiz



Minutes Respectfully Submitted by:

Mya M. Hornberger, Executive Assistant/Recording Secretary