

MINUTES OF REGULAR MEETING  
READING HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
JANUARY 23, 2024 – 5:00 PM

The Reading Housing Authority Board of Commissioners held a Workshop and Commissioners Meeting on Tuesday, January 23, 2024, at the William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, PA.

**WORKSHOP MEETING**

Chairwoman Lorena Keely opened the meeting by recognizing the following RHA employees: Merida Negron was promoted from Voucher Program Housing Specialist to Assistant Voucher Program Manager; Carlos Herrera was promoted from Custodian to Maintenance Mechanic at North Campus; Yesenia Rodriguez has been hired as a Customer Service Assistant at North Campus; and Jose Melendez-Negron joins RHA as a Maintenance Mechanic at Center City Campus. Jonathan Runkle, Quality Compliance Officer was recognized for completing a Bachelor of Science Degree from Southern New Hampshire University.

**Department Reports**

Josh Smith, Director of Housing Management presented an overview of the RHA Admissions & Continued Occupancy Policy (ACOP). The ACOP is the principal document which describes in detail the policies applied by a public housing authority. It covers both mandatory HUD (U.S. Department of Housing and Urban Development) federal public housing regulations and policies determined by RHA. Due to the update of the ACOP to reflect the Housing Opportunity Through Modernization Act of 2016 which revises HUD regulations, a resolution to approve the adoption of the RHA ACOP will be presented to the Board of Commissioners at this meeting.

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

1. Housing Choice Voucher Program utilization revealed that RHA will spend the full calendar year budget and 68.7% of available reserves.
2. Coding errors were revealed in this month's reporting of emergency and routine work orders with some routine work orders recorded as emergencies. Plans are in place to correct this issue in the future.
3. Anders Smith, IT Manager, reviewed with board and staff the terms of a purchase order with LANtek for the purchase and installation of new network firewalls at all RHA properties. This purchase order will include equipment, licensing, and set up costs. A resolution to approve this purchase order will be presented to the board at this meeting.
4. The next Commissioners Meeting is Tuesday, February 27th at the Willis Center for Administration. This meeting will start at 3 pm to allow time for budget review.

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

**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, 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  
Leonilda Feliciano, Applications Manager  
Nydia Runkle, Property Manager, South Campus  
Yasaira Modesto, North Campus  
Grisel Saez, Property Manager, Center City Campus  
Tom Stianche, Voucher Programs Manager  
Steve Notario, Purchasing Manager  
Anders Smith, IT Manager  
Matt Smith, Maintenance Foreman, North Campus  
Dave Oley, Maintenance Foreman, South Campus  
Derek DeLong, Maintenance Foreman, Center City Campus  
Edwin Stock, Solicitor, Legal Staff  
Raquel Cedenno, Customer Service Specialist  
Merida Negrón, Assistant Voucher Programs Manager, WCA  
Carlos Herrera, Maintenance Mechanic, North Campus  
Yesenia Rodríguez, Customer Service Assistant, North Campus  
Jose Melendez-Negrón, Maintenance Mechanic, Center City Campus

RHA Staff Absent: Jack Knockstead, Resident Services Manager  
Gregg Snook, Assistant Maintenance Superintendent

**ACKNOWLEDGEMENT OF VISITORS:** None

**APPROVAL OF PAST MEETING MINUTES**

Regular Meeting – December 5, 2023

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

**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**

**RESOLUTION NO. 6475: Acknowledging the Promotion of a Housing Specialist to an Assistant Voucher Program Manager (Merida Negron)**

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Vice-Chairwoman Maldonado

**DISCUSSION:** None.

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

VOTES AGAINST: None

**RESOLUTION NO. 6476: Acknowledging the Promotion of a Custodian to a Maintenance Mechanic (Carlos Herrera)**

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner Delgado

**DISCUSSION:** None.

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

VOTES AGAINST: None

**RESOLUTION NO. 6477: Acknowledging the Hiring of a Customer Service Assistant (Yesenia Rodriguez)**

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner: Ruiz

**DISCUSSION:** None.

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

VOTES AGAINST: None

**RESOLUTION NO. 6478: Acknowledging the Hiring of a Maintenance Mechanic (Jose Melendez-Negron)**

MOTION TO APPROVE: Commissioner Delgado

SECOND: Commissioner Ruiz

**DISCUSSION:** None.

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

VOTES AGAINST: None

**RESOLUTION NO. 6479: Approving the Adoption of the Reading Housing Authority Admissions and Continued Occupancy Policy (ACOP)**

MOTION TO APPROVE: Commissioner Delgado

SECOND: Commissioner Ruiz

**DISCUSSION:** None.

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

**RESOLUTION NO. 6480: 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, 2023**

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

**DISCUSSION:** None.

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

**RESOLUTION NO. 6481: Approving the Terms and Authorizing the Execution of a Purchase Order with LANtek for the Purchase and Installation of New Network Firewalls for All RHA Properties**

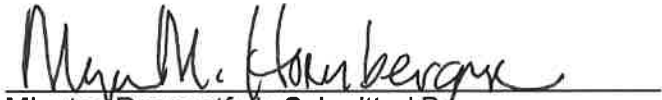
MOTION TO APPROVE: Commissioner Ruiz  
SECOND: Vice-Chairwoman Maldonado

**DISCUSSION:** None.

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

**ADJOURNMENT:**

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



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