

MINUTES OF REGULAR MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
May 23, 2023 – 5:00 P.M.

The Reading Housing Authority Board of Commissioners held a Workshop and Regular Meeting on Tuesday, May 23, 2023, at the William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, PA.

WORKSHOP MEETING

Chairwoman Lorena Keely opened the meeting by recognizing staff that participated in Center City's *Working Together for Our Communities* events.

Ms. Keely awarded the Pennsylvania Association of Housing & Redevelopment Agencies 2023 L. DeWitt Boesel Memorial Scholarship to Ms. Mia Rosa Colon. Ms. Colon is a resident of Reading Housing Authority and a high school senior and will be pursuing further education in the fall. Ms. Colon is the second RHA resident to receive this honor.

The following RHA employees were recognized by the board: Retirements included Dorene Ayala, 27+ years of service last working as a Customer Service Assistant in the Applications Office and Janice Eickhoff, 20+ years of service as a Human Resources Assistant at WCA. Both will be retiring on June 2nd. Diane Young was recognized for 30 years of service. Diane presently works as a Customer Service Assistant at Center City Campus. Marco Melendez transitioned from Assistant Foreman, Center City Campus to Assistant Foreman, North Campus. Shawn Dietzel was promoted from Maintenance Mechanic to Assistant Foreman at South Campus, and Michael Zerbe was promoted from Maintenance Mechanic to Assistant Foreman, Center City Campus. The following new hires were welcomed by the board and staff. They are as follows: Donna Zerbe, Custodian, Center City Campus; Yadira Chavez, Service Coordinator, North Campus; and Cherly Tapia, Human Resources Generalist, WCA

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:

Youth Services Update – Ms. Keppen provided a detailed history of RHA's past involvement in youth services and possibilities of what the future may hold going forward. The board expressed an interest in exploring services and agencies in an effort to continue to provide support to RHA youth in the future.

Ms. Keppen commended the Property Managers for a great job collecting rents as there were no accounts to be discharged for the period.

Viessmann conducted on site training to maintenance staff on preventative maintenance and maintenance for boilers and provided tool kits to RHA.

Applications have been submitted for a residential and commercial energy efficiency rebate program. The first incentive payment was received in May with additional rebates anticipated by project completion.

City of Reading City Council voted to award Community Development Block Grant funds to the Oakbrook Homes Center for Community Services Project to complete construction of the Neighborhood Resource Center. RHA staff met with the Commissioners of the County of Berks to request funding to complete the Family Services Complex portion of the project, the outcome of this request unknown at this time.

A new user interface for mobile tablets used by the Maintenance Department for work orders is being implemented by the IT Department.

The next Commissioners Meeting will be held on Tuesday, June 27, 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
 Bill Clemmons, Service Coordinator
 Jocelyn Pena, Customer Service Specialist
 Dorene Ayala, Customer Service Assistant
 Janice Eickhoff, Human Resources Assistant 1
 Diane Young, Customer Service Assistant, Center City Campus
 Marco Melendez, Assistant Foreman, North Campus
 Shawn Dietzel, Assistant Foreman, South Campus
 Michael Zerbe, Assistant Foreman, Center City Campus
 Donna Zerbe, Custodian, Center City Campus
 Yadira Chavez, Service Coordinator, North Campus
 Cherly Tapia, Human Resources Generalist

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 – April 25, 2023

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

DISCUSSION: None.

COMMUNICATIONS: None

APPROVAL OF THE SECRETARY/TREASURER REPORT

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

DISCUSSION: None.

APPROVAL OF THE EXECUTIVE DIRECTOR REPORT

MOTION TO APPROVE: Commissioner Delgado
SECOND: Commissioner Ruiz

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 6432: Acknowledging Dorene Ayala's Twenty-Seven Plus [27+] Years of Employment by Reading Housing Authority

MOTION TO APPROVE: Commissioner Delgado
SECOND: Commissioner Ruiz

DISCUSSION: None.

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

RESOLUTION NO. 6433: Acknowledging Janice M. Eickhoff's Twenty Plus [20+] 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. 6434: Acknowledging the Transition from Assistant Foreman of Center City Campus to Assistant Foreman of North Campus (Marco L. Melendez)

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

DISCUSSION: None.

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

RESOLUTION NO. 6435: Acknowledging the Promotion of a Maintenance Mechanic to an Assistant Foreman (Shawn E. Dietzel)

MOTION TO APPROVE: Commissioner Delgado

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6436: Acknowledging the Promotion of a Maintenance Mechanic to an Assistant Foreman (Michael E. Zerbe)

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Commissioner Delgado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6437: Acknowledging the Hiring of a Custodian (Donna M. Zerbe)

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6438: Acknowledging the Hiring of a Service Coordinator (Yadira Chavez)

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6439: Acknowledging the Hiring of a Human Resources Generalist (Cherly Tapia)

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner Ruiz

DISCUSSION: None.

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

VOTES AGAINST: None

RESOLUTION NO. 6440: Post Approving the Terms and Authorizing the Execution of a Service Contract with Honeywell Building Solutions for Security and Building Management at Various RHA Properties

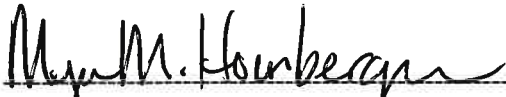
MOTION TO APPROVE: Commissioner Ruiz
SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

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

ADJOURNMENT:

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

A handwritten signature in cursive script, reading "Mya M. Hornberger", is written over a horizontal dashed line.

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