

MINUTES... REGULAR MEETING... JULY 13, 2020

The members of the Bethlehem Housing Authority met in a regular session Monday, July 13, 2020 at 4:30 P.M., Teleconference (Virtual Meeting). Those present and absent were as follows:

PRESENT

Mr. Joseph E. Long, Chairperson
Mrs. Iris Linares, Vice Chairman
Mrs. Valerie McLendon
Mr. Rogelio Ortiz

ABSENT

Mr. Greg Solderitch

Also present were: William W. Matz, Jr., Esq., Solicitor; Jay D. Schuster, Acting Executive Director; Diana Moreno, Assistant Secretary; Housing Authority Staff Members; members of the general public.

The Minutes of the Regular Meeting of June 8, 2020 were presented. Mrs. McLendon made a motion to accept the minutes of June 8, 2020. Mr. Ortiz seconded the motion.

Roll Call: Ayes -Linares/ McLendon/ Ortiz/Long; Nays - None.

Mrs. Linares made a motion to approve the monthly bills for June 2020.
Mr. Ortiz seconded the motion.

Roll Call: Ayes -Linares/ McLendon/ Ortiz/Long; Nays - None.

Under Old Business Jay reported that he finally was able to get in touch with Fred Keller, the Executive Director of the First Tee of Lehigh Valley. Jay read a brief letter that he sent. He said "it was nice to connect to you last week. Following up on our conversation, our Board and staff hope to start operations at the Marvine facility later this summer or in the fall, based on how things continue to unfold with the pandemic and school re-openings. As mentioned, the COVID-19 pandemic has had a far-reaching impact on all of us, and in our case, it forced us to cancel spring after-school programs, including Marvine, and delay the start of our summer programs until mid- or late-July. When we do start summer sessions, it will be at a reduced number of locations due to coach availability and we will have guidelines in place to ensure the safety of participants and coaches. Assuming schools reopen for the 2021 school year, we also plan again to run after-school programs, including the Marvine location. We would also look to hold another "Friendraiser" at Marvine, as we did in 2019. Our entire Board, many of whom are new, and staff feel that Marvine is a huge asset for our chapter, which can be utilized in the future. Let me know if you have any questions or comments, and I look forward to meeting you once things open up. Regards, Fred Keller." Jay said we should all be aware of the intentions of the First Tee.

Mr. Chairman said it sounds pretty encouraging. He's glad to hear that.

Under Chairman's report, Chairman Long, stated that they had an Executive Session on June 29th, and the subject matter was to select a Deputy Executive Director for the Bethlehem Housing Authority. Mr. Schuster had run the application process for people to bid on it through civil service. After all the bidding, testing, and everything else, and after our meeting with the Executive Board, Attorney Matz and Mr. Schuster, we've decided that John Ritter will assume the position of Deputy Executive Director for the Bethlehem Housing Authority from this point on. Congratulations to John Ritter! Welcome aboard, and he looks forward to a very fruitful and good

07/13/2020

(2)

experience going forward. He again, congratulated John and to the job that our Executive Board did on doing this. He appreciated it.

Under the Executive Director's Report, Jay had a two items. First, our monthly meeting with the BHA Community Police officers will be held on Wednesday, July 15th and at that time we'll review any drug and/or criminal activities occurring on our properties. It will be a teleconference meeting, which have been going very well. Second, he wanted to let the Board know that according to HUD guidelines and the CARES Act, the eviction moratorium, as far as HUD is concerned, will end on July 24th. For four months, no one could be evicted due to non-payment of rent because of the income burdens that many of our tenants are facing throughout the country. But he did mention that the Governor extended that to August 31st of this year. That local law takes jurisdiction over HUD's regulations, so we'll be extending that to August 31st.

Chairman Long asked so Governor Wolf's notice takes precedence over the HUD directive.

Mr. Schuster said yes. They had a meeting last week, and they mentioned that specifically, that any local guidance that you get that may extend it would supersede our July 24th date. We'll be meeting to talk about it tomorrow with the managers and we have a plan of action. We're assessing the arrears at this time, I don't think they're really that bad, in my initial investigation, but any resident that needs help we have a plan as to what to do.

Chairman Long said good that sounds very positive.

On the Resident Advisory Committee, Roy reported that they started serving breakfast and lunch at Parkridge. Valerie was there, along with John Ritter. Valerie reported that last Wednesday, July 8th, they kicked off the summer breakfast and lunch program. It was a success for the first day, they gave out 22 breakfasts and lunches. She thinks it takes a while for the community to get used to this. Today, Robbie and I were there this morning and they handed out 25. She lives in this community and thinks it's a good thing. The kids that are coming for it are happy about it. She thinks each week they'll have more people, because every time people come the let them know to tell somebody about it. She said I think the paperwork is circulating around, because you sent out flyers.

Mr. Schuster replied it was done.

Mrs. McLendon said so it's probably going to take a little time but she thinks they did a great job. She thanked the Executive Director, Jay Schuster, Deputy Director, John Ritter, Recreation Director, Robbie Robinson, Aramark food service, Paula Johnson & Lisa from Marvine Food Bank, and Roy & Malta Ortiz for their assistance. She said they are the team that made this possible for our community. She thanked them so much. They're just very grateful for all their concern and for meeting the needs of their community.

Mr. Ortiz, thanked Valerie too for being there and making that community positive. If the numbers do go up, she should let Lindsey Burke or Orlando the driver know that she needs more.

Mrs. McLendon said she is constantly talking to people in trying to get somebody for tenant council. This has been going on for three years now and people just don't want to step up. She is looking for for a Roy & Malta Ortiz, somebody who has a heart for the people to step up, but it's hard. Nobody wants to be responsible. So until then, she'll just keep volunteering.

Mr. Schuster thanked Valerie.

07/13/2020

(3)

RESOLUTION NO. 2510 OF 2020 - APPROVING OF THE PEST CONTROL SERVICES CONTRACT.

NOTE: (Resolution is entered separately as a part of these minutes.)

Mrs. McLendon made a motion, seconded by Mrs. Linares, to approve the pest control contract.

Roll Call: Ayes -Linares/ McLendon/ Ortiz/Long; Nays - None.

RESOLUTION NO. 2511 OF 2020 - APPROVING OF THE ADDENDUM FOR ACOP PUBLIC HOUSING ONLINE APPLICATIONS AND THE UNIT OFFER POLICY. NOTE: (Resolution is entered separately as a part of these minutes.)

Mrs. Linares made a motion, seconded by Mr. Ortiz, to approve the addendum for ACOP public housing online applications and unit offer policy.

Roll Call: Ayes -Linares/ McLendon/ Ortiz/Long; Nays - None.

RESOLUTION NO. 2512 OF 2020 - APPROVING OF THE MONOCACY TOWER EXTERIOR CAULKING CONTRACT. NOTE: (Resolution is entered separately as a part of these minutes.)

Mrs. Linares made a motion, seconded by Mr. Ortiz, to approve the monocacy tower exterior caulking contract.

Roll Call: Ayes -Linares/ McLendon/ Ortiz/Long; Nays - None.

RESOLUTION NO. 2513 OF 2020 - APPROVING OF THE PURCHASE OF TWO FLEET VEHICLES. NOTE: (Resolution is entered separately as a part of these minutes.)

Mr. Ortiz made a motion, seconded by Mrs. McLendon, to approve the purchase of two fleet vehicles.

Roll Call: Ayes -Linares/ McLendon/ Ortiz/Long; Nays - None.

Mrs. McLendon asked if these are brand new vehicles. Mr. Long said yes. Mr. Schuster stated that they are not maintenance vans, they're both administrative vehicles. They assessed the age and mileage on them, and determined they are the next two in line that need to be replace. Mr. Ortiz asked what we doing with the vehicles. Mr. Ritter said the new Ford Escape is going to Mr. Schuster, his old vehicle is going to go to the assistant maintenance superintendent for the time being, and we'll be getting rid of the assistant's vehicle to be recycled, car #38. The crossover is going to replace car #40 which is a geo metro, which we can't get parts for that vehicle anymore, so that's going to go to the scrap yard. Mrs. Linares mentioned that Mr. Ortiz is trying to get a hold of a vehicle. Mr. Ritter said two vehicles are going to the scrap yard, so there are no extra vehicles left.

Under new business, Chairman Long again stated John Ritter was selected as our next Deputy Executive Director. Mr. Ortiz congratulated John. He wished him the very best, well deserved. McLendon second that. Mr. Ritter thanked the board.

Mrs. Linares asked if we are going to continue having virtual meetings.

Chairman Long, stated that due to the continued cases and safety for all of us, he recommends not meeting at the housing authority building at this time. Mr. Schuster agreed he would rather air on the side of caution, especially in view of the fact that we've had cases in the building.

07/13/2020

(4)

In addition, HUD is encouraging telework and in speaking to Housing Authorities in Eastern, Pennsylvania many of them are doing the same.

No Miscellaneous Reports.

Under Public Comments, Mrs. McLendon, will not be doing a block party this year. And Mrs. Linares said I guess there's no Field Day. Mr. Schuster said no Field Day.

Chairperson Long noted that the next regular board meeting is scheduled for Monday, August 10, 2020 at 4:30 P.M. (Virtual Meeting)

There being no further business to transact, Chairman Long declared the meeting adjourned.

J.D. Schuster

Jay D. Schuster
Executive Director