

MINUTES . . . REGULAR MEETING . . . DECEMBER 14, 2020

The members of the Bethlehem Housing Authority met in a regular session Monday, December 14, 2020 at 4:30 P.M., Teleconference (Virtual Meeting). Those present and absent were as follows:

PRESENT

Mrs. Iris Linares, Vice Chairperson
Mrs. Valerie McLendon
Mr. Greg Solderitch

ABSENT

Mr. Joseph E. Long, Chairperson
Mr. Rogelio Ortiz

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

The Minutes of the Regular Meeting of October 12, 2020 were presented. Mr. Solderitch made a motion to accept the minutes of October 12, 2020. Mrs. McLendon seconded the motion.

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

Mrs. McLendon made a motion to approve the monthly bills for October and November 2020. Mr. Solderitch seconded the motion.

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

Under Old Business, Jay had two items. First, on November 2nd, they had an Executive Session to discuss the utilization of the First Tee Building. The Board agreed to explore the use of the building and Jay put a letter of request out to all the parties. They've had some response from that. He thinks the next order of business for the First Tee would be to explore some architectural engineering pricing and quotes.

Mrs. Linares asked if they're going by the diagram where one section would be for the First Tee and one side would be for the boxing.

Mr. Schuster replied yes. Curt commented on the plans.

Curt reported that would be the plan, to have it segmented so that the boxing is in one area and the other area that already has the putting green and driving ranges would be the golf area. He would have to go out to bid to get an architect on board. Besides the wall part of it which is the easy part, the more difficult or costly part is providing a heating system in the building, which means the building also has to be insulated because when it was built it wasn't designed to be used year-round. There's a bit of other work that needs to be done besides just building the walls to segregate the place.

Mrs. Linares asked if there is some plumbing needed as far as the restroom.

Mr. Kichline reported that after talking to Robbie, it seems like there is going to be minimal to no overlap in when the First Tee part would be used in conjunction with the boxing. They would have different hours. The bathrooms were always sufficient for when the First Tee program was going on with a lot of kids there in the early years. So no, at this point he wasn't doing anything with the bathrooms because there's also not a lot you can do because the plumbing is already under the concrete floor.

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Attorney Matz asked Jay was there any discussion with the two organizations about their organizational structure? Particularly concerned about boxing, whether that's an entity by itself or some individuals running a program.

Mr. Schuster reported that he's gotten limited response on that level of Matz' request. I think there is an organization behind it. Robbie was not available to comment on that.

Attorney Matz stated that understanding that and maybe having that formalized may be helpful before there's too much spent on the other things. So we don't go down the road and spent a lot of money and realize there may be some difficulty in the organization being a separate entity. In other words, a corporation or some LLC format to speak for the program on a corporate basis as opposed to just individuals out there.

Mr. Schuster replied that makes sense. Mrs. Linares said they should definitely let us know before they start all that construction.

Mr. Schuster stated that all he got back from the boxing individuals were Indio's comments from Robbie Robinson about where they would want the boxing ring to be located in the building. Any other comment from them, there was nothing forthcoming.

Attorney Matz commented that some of those details might want to be vetted out a little bit. First Tee owns all the equipment they have in there, is that correct? Mr. Kichline replied that the building and everything in it, is the Housing Authority's property. Attorney Matz said since the equipment is owned by the Housing Authority, he presumes then the assumption would be that the boxing portion of it would be equipment that the Housing Authority would own. Mr. Kichline stated that at this point since the boxing organization has to relocate from the place they are in South Bethlehem, they're going to be bringing their boxing ring and their punching bag stands and all that. So no the boxing equipment will be the boxing organization's property. Attorney Matz stated that those are some details they can work out as it gets closer. His thoughts and comments are only towards the organizational side of it. Mr. Kichline said we should have information on the entity and insurance and all other kinds of stuff. Attorney Matz said that both organizations should provide that if we don't already have it for First Tee.

Mr. Schuster reported the second item, that the Board generously agreed to give the staff a half day off on December 24th and a gift card in the amount of \$25 since we can't have the luncheon. It was brought up at our Executive Session, but he just wanted to make it official and say that. Attorney Matz stated that the board can confirm the decision of the executive session just to confirm it formally.

Mrs. Linares made a motion to approve a half a day for all employees on December 24th in lieu of the Christmas party and a \$25 gift card. Mr. Solderitch seconded the motion.

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

Under the Executive Director's Report, Mr. Schuster reported that we had a small fire here at the Bethlehem Housing at 1214 Flower Drive. He wanted to acknowledge that the Northeast Community Center paid the fee for the damages that were caused during that fire in the amount of \$2000. He wanted to let the Board know that that was a very generous contribution on the part of the Northeast Community Center, and he wanted to acknowledge their Board and Director for doing that. It was very generous. The board agreed that was very generous.

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Under Personnel Committee, Mr. Linares commented that we got a notice on a personnel action, a Maintenance Superintendent employed by Bethlehem Housing. He resigned from his position effective December 9th. The position was immediately filled by the second candidate that was interviewed for the position, Mr. Charles Jablonski, a 16 year seasoned employee who served the Bethlehem Housing Authority as the Assistant Maintenance Superintendent and was promoted as of December 10th pending the Board's approval. He previously passed his Civil Service test for this position in 90-100 percentile. That's fabulous. New appointment approved by Mrs. Linares and Mr. Solderitch. Vice Chairperson Linares congratulated Charles Jablonkski.

Under the Deputy Director's Report, Mr. Ritter reported that that our monthly meeting with the community police officers will be held on Wednesday December 16th. At that time we will review any drug and criminal activity on our properties.

RESOLUTION NO. 2520 OF 2020 - APPROVING OF THE CONTRACT FOR THE PURCHASE OF SIX (6) FLEET VEHICLES. NOTE: (Resolution is entered separately as a part of these minutes.)

Mr. Solderitch made a motion to approve the contract for the purchase of six (6) Fleet Vehicles. McLendon seconded the motion.

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

RESOLUTION NO. 2521 OF 2020 - APPROVING OF THE CONTRACT TO PURCHASE A BACKHOE. NOTE: (Resolution is entered separately as a part of these minutes.)

Mr. Solderitch made a motion to approve the contract to purchase a Backhoe. McLendon seconded the motion.

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

RESOLUTION NO. 2522 OF 2020 - APPROVING OF THE FIVE YEAR PLAN 2021 ANNUAL PLAN AND CAPITAL FUND STATEMENT. NOTE: (Resolution is entered separately as a part of these minutes.)

Mrs. McLendon made a motion to approve the five year plan 2021 annual plan and Capital Fund Statement. Mr. Solderitch seconded the motion.

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

APPROVING OF THE ANNUAL AUDIT FOR FISCAL YEAR ENDING MARCH 31, 2020.

Mr. Solderitch made a motion to approve the annual audit for fiscal year ending March 31, 2020. Mrs. McLendon seconded the motion.

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

Under New Business, Mr. Schuster had one item. He stated that Valerie, working along with the Northeast Community Center, have tried to come up with a way to help some of the Parkridge residents. The challenge that they're having is that we don't have a tenant council out there, and yet there are needs out there. The only thing is we need a third party, like Northeast Community Center, who is a nonprofit, to initiate the help that would be needed. We have a lot of willing volunteers but

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no active tenant council. The effort has been made on the part of Valerie and Paula. They have tried to work something out to provide assistance for tenants. The people in the Northeast can go to the food bank, Roy is servicing Lynfield, and he has helped Parkridge out a lot.

Mrs. McLendon requested if the Bethlehem Housing Authority can help get the Parkridge kids something for Christmas. Since they're homeschooled now they suggested to get the kids headphones with a mouth piece.

Mrs. McLendon made a motion that we accept reimbursement to Northeast Ministry for \$750 to purchase fifty headsets at \$15 each for the Parkridge children.

Mr. Solderitch seconded the motion.

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

Under Miscellaneous Reports, Other Business - Board Members, Solicitors, Staff, Mrs. McLendon said on behalf of the Parkridge Community, "I would like to thank the board very much for all their help. They really appreciate it".

Ms. Moreno said on behalf of the staff, I'd like to thank the board for approving the half day off on Christmas Eve and for the Target gift card.

Vice Chairperson Linares replied "You're welcome, I hope you all have a Merry Christmas."

Chairperson Linares noted that the next regular board meeting (Re-organizational Meeting) is scheduled for Monday, January 11, 2021 at 4:30 P.M. (Virtual Meeting)

There being no further business to transact, Vice Chairperson Linares declared the meeting adjourned.

J.D. Schuster

Jay D. Schuster
Executive Director