

MINUTES . . . REGULAR MEETING . . . AUGUST 13, 2018

The members of the Bethlehem Housing Authority met in regular session Monday, August 13, 2018 at 4:30 P.M., at the Monocacy Tower, Community Room, 645 Main Street, Bethlehem, Pennsylvania.

Those present and absent were as follows:

PRESENT

**Mrs. Iris Linares, Vice Chairman
Mrs. Valerie McLendon
Mr. Rogelio Ortiz**

ABSENT

**Mr. Joseph E. Long, Chairperson
Mr. Greg Solderitch**

Also present were: Eugene J. Gonzalez, Secretary-Treasurer; Helen M. Jarinko, Assistant Secretary; Housing Authority Staff Members; members of the general public.

Vice Chairperson Linares chaired the meeting.

The Minutes of the Regular Meeting of July 9, 2018 were presented. Mr. Ortiz made a motion to accept the minutes of July 9, 2018. Mrs. McLendon seconded the motion.

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

Mrs. McLendon made a motion to approve the monthly bills for July 2018. Mr. Ortiz seconded the motion.

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

Mrs. Linares had nothing to report for the meeting.

Mr. Gonzalez advised the board members that the monthly meeting with the BHA community police officers will be held on Wednesday, August 22. At that time there will be a review of any drug and/or criminal activities occurring in BHA properties.

For the Scholarship Committee, there was nothing new to report.

Mrs. Jarinko thanked the committee and Mr. Gonzalez for handling the scholarship awards while she was on leave.

Mrs. Linares asked if any letter or notice was received regarding Dr. Joseph Roy being honored on Channel 39. Mr. Gonzalez responded that no notice was received at BHA.

For the Finance Committee, Mr. Ortiz had nothing to report for this meeting.

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Mrs. Linares had nothing new from the Personnel Committee at this time.

Mr. Ortiz reported that kids from the Lynfield area visited the Northampton Community College on 3rd Street for the "Prep Reserve" program. The kids were also taken to the Garden to pick some fruits and vegetables.

Mr. Ortiz noted that on Saturday, August 18 from 2:00 to 4:30 P.M. there will be a big cook-out at the Lynfield development. There will be a book bag giveaway of 75 bags for girls and 75 for the boys, with lots of school supplies included. A flyer will be sent out during the week to let everyone know. Mr. Ortiz stated that everyone is invited.

The Board was presented with information to increase the base threshold inventory capitalization. Mr. Gonzalez stated that it was a suggestion from the financial consultant and endorsed by the auditors to raise the amount from \$500 to \$1000. Mr. Gonzalez noted that according to the auditors most housing authorities have a range between \$1000 to \$5000.

Mrs. McLendon made a motion to increase the base threshold to \$1000, seconded by Mr. Ortiz.

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

RESOLUTION NO. 2449 OF 2016 - APPROVING OF CONTRACT FOR PEST CONTROL SERVICES, ALL DEVELOPMENTS. (NOTE: This resolution is entered separately as a part of these minutes.)

The Board reviewed the sole bid received for pest control services at all housing authority developments. The bid was submitted as follows;

JC Ehrlich Co., Allentown (\$22,244.00 - Northeast Area); (\$6,958 - Lynfield & Parkridge); (\$6,318. - High Rises)

It was the recommendation of the staff to award the contract for the pest control services in all development areas and the High Rise buildings to J.C. Ehrlich for a total bid price of \$35,520.00.

Mr. Gonzalez explained that this service was out for bids twice before this selection was made. At the first bid opening J.H. Ehrlich was also the only bidder. On second request for bids five (5) packets were sent to other companies. Mr. Gonzalez stated that while Ehrlich's bid was higher this year, the cost was due to the bed bug situation BHA has. J.H. Ehrlich has always done a good job in the past.

Mrs. McLendon moved, seconded by Mr. Ortiz, to award the contract to J.C. Ehrlich, based on their proposal.

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

Mrs. McLendon commented that there was a back to school donation event where people brought school supplies to the Parkridge Community Center. One of the Nitschmann teachers told her that last year students were not prepared for the year. Mrs. McLendon said that a list of need supplies was posted on Facebook, and school supplies filled the Center. Many people donated supplies, including Saquon Barkley and some of his family. Kids will be getting haircuts to prepare them for back to school. Mrs. McLendon also said that the school supplies will be given out to the kids at an event to be held on August 25. The give-outs will be on a first come-first served basis.

Mr. Gonzalez stated that Robbie Robinson will be able to help. He will also let Mrs. McLendon know when the BHA field day will be held, so not to duplicate any other events.

Mr. Ortiz stated that he has a flyer for the Lynfield event. He commented that the Center has been running now for about six years. There is a problem with transporting the children to their activities. Mr. Ortiz said that so much could be done between the Lynfield and Parkridge communities but they don't have access to the bus. Mr. Gonzalez said that it's a matter of scheduling priority, because there are times the bus is just sitting there.

Mr. Ortiz stated that on the last Sunday of August, they have a fundraiser and are hoping to raise enough money to purchase a bus or passage van to transport the kids. Mr. Ortiz asked about insuring the vehicle. Mr. Gonzalez told him he didn't think it would be allowable. There is a short list of costs on how and what the tenant organizations can spend the money on.

Mr. Gonzalez said that once the kids go back to school, there should be a meeting between Mrs. McLendon, Mr. Ortiz and Robbie Robinson. Mrs. McLendon said that it should be in the evening because of her work schedule.

Mrs. McLendon asked if it would be possible to purchase a flat screen television so they can have a Karaoke night for the kids.

Mr. Gonzalez said that this could be discussed at the meeting, because Robbie does have a budget.

Under public comments, a Ms. McAdams, a resident of Monocacy brought up the matter of parking in the visitors' parking lot at Monocacy Tower.

Mr. Gonzalez stated that so many of the residents of Monocacy now have vehicles. He stated that BHA employee vehicles were removed from the lot. He thinks there still isn't room for visitors.

Mrs. Matos, Manager of Monocacy commented that the Parking Authority took over the free parking lot near Moravian House and now it's a paid lot. Now BHA is having a problem with people trying to park at Monocacy. Mr. Gonzalez stated that the community police officers ticket any violators that the staff find in the lot.

Mrs. Linares noted that the next regular board meeting is scheduled for Monday, September 10, 2018 at 4:30 P.M. in the community room of the Monocacy Tower.

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


Eugene J. Gonzalez
Secretary

RESOLUTION NO. 2479 OF 2018
APPROVING OF CONTRACT
FOR
PEST CONTROL SERVICES

Mrs. McLendon introduced the following resolution:

WHEREAS, the Bethlehem Housing Authority desires to contract for pest control services in various housing development areas for one year (August 1, 2018 thru July 31, 2019); and

WHEREAS public bids were received on July 25, 2018; and

WHEREAS the Bethlehem Housing Authority has complied with all policies and procedures prescribed by the DHUD.

BE IT RESOLVED that the bid submitted by JC Ehrlich Co., Allentown, PA for services in the Northeast Properties (\$22,244.00); Lynfield & Parkridge (\$6,958.00); and high-rise buildings (\$6,318.00) (for total bid of \$35,520.00) has been accepted by the Authority.

Mrs. McLendon moved, seconded by Mr. Ortiz, that the foregoing resolution be adopted as read, and upon roll call, the "Ayes" and "Nays" were as follows:

AYES

NAYS

Mrs. Valerie McLendon
Mr. Rogelio Ortiz
Mrs. Iris Linares

NONE

The Chairman thereupon declared said motion carried and said resolution adopted as Resolution No. 2479 of 2018.

