

MINUTES . . . REGULAR MEETING . . . DECEMBER 11, 2017

The members of the Bethlehem Housing Authority met in regular session Monday, December 11, 2017 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, Chairperson
Mr. Joseph E. Long
Mrs. Valerie McLendon
Mr. Greg Solderitch

ABSENT

Mr. Rogelio Ortiz, Vice Chairman

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

The Minutes of the Regular Meeting of November 13, 2017 were presented. Mr. Long made a motion to accept the minutes of November 13, 2017. Mr. Solderitch seconded the motion.

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

Mr. Long made a motion to approve the monthly bills for November 2017.
Mrs. McLendon seconded the motion.

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

Chairperson Linares had nothing to report at this meeting.

Mr. Gonzalez advised the board members that the monthly meeting with the BHA community police officers will be held on Wednesday, December 13. At that time there will be a review of any drug and/or criminal activities occurring in BHA properties.

Mr. Gonzalez advised that with respect to the Monocacy elevator upgrade and over haul, the bidding process will likely occur in January and hope to have the bids ready for board approval at the February 12 meeting.

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

Mrs. Jarinko commented that she would be contacting the Bethlehem Area School District for a current listing of all 12th and 8th grade students living in BHA apartments.

For the Finance Committee, there was nothing to report for this meeting.

The Personnel Committee had nothing new to report at this time.

For the Resident Advisory Committee there was no report this meeting.

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In lieu of Mr. Ortiz' absence, Mr. Gonzalez advised that, the next RAB meeting will be held in March 2018 at the Monocacy Tower Community Room on a date to be decided.

Mrs. Linares asked if this meeting was for Lynfield only. Mr. Gonzalez responded that the resident advisory meeting was for all developments. The staff is still looking for a member from the Northeast developments.

RESOLUTION NO. 2466 of 2017 - APPROVAL OF FIVE YEAR/ANNUAL PLAN UPDATE.
(NOTE: Resolution is entered separately as a part of these minutes.)

The Board was presented with a resolution approving the Authority's Five-year Annual Plan Update for 2015-2019. Upon approval of the Plan, the staff will submit the Plan to HUD, along with the resolution and required certifications.

Mr. Gonzalez noted that the 2018 plan features have some elevator work yet to be contracted and for replacing some light fixtures in Pembroke, Marvine and Pfeifle developments.

Mr. Long made a motion, seconded by Mr. Solderitch, to approve the Five-year Annual/Update Plan for 2015-2019.

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

The Board was presented with the draft copy of the Annual Audit report for the Fiscal Year Ending March 31, 2017.

Mr. Long commented that he read over the audit report pretty heavily and is well pleased with the results of what is included.

Mr. Long made a motion to accept and approve the submitted audit report for the noted period. Mrs. McLendon seconded the motion.

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

RESOLUTION NO. 2468 of 2017 - APPROVING OF CONTRACT, LYNFIELD RENOVATIONS.
(Note: This resolution is entered separately as a part of these minutes.)

The Board reviewed the bids received to renovate the 29 3-BR apartments in the Lynfield development.

The work involves new kitchens, bathrooms, flooring, doors and windows.

Specifications were picked up by nine (9) interested contractors. Bid proposals were submitted by: M.V. Builders, Bethlehem (\$866,513); Weiss Construction, Easton (\$998,792); Dutchman Contracting, Reinholds, PA (\$1,388,000); Gibraltar Construction, Annapolis, MD (\$1,575,000); and Boyle Construction, Allentown, PA (\$2,197,445).

It was the recommendation of the staff to award the contract for the renovations to the 29 Lynfield apartments to M.V. Builders.

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Mr. Long moved, seconded by Mr. Solderitch to award the contract to M.V. Builders, based on their proposal of \$866,513.

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

RESOLUTION NO. 2469 of 2017 - APPROVING OF CONTRACT FOR MOVING/RELOCATION SERVICES, LYNFIELD. (NOTE: This resolution is entered separately as a part of these minutes.)

The Board reviewed the bids received to provide moving and/or relocation services for residents in the Lynfield development during the upcoming renovation of 29 3-BR units.

Specifications were picked up by two (2) moving firms. Bid proposals were submitted by: O'Brien's Moving and Storage, Allentown (\$26,562) and Adam Meyer Moving and Storage, Bethlehem (\$28,840).

It was the recommendation of the staff to award the contract for the moving/relocation services of 29 Lynfield apartments to O'Brien's Moving and Storage.

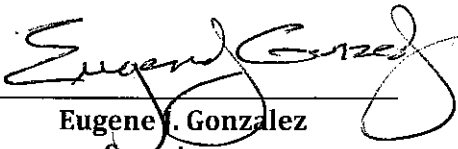
Mrs. McLendon moved, seconded by Mr. Solderitch to award the contract to O'Brien's Moving and Storage, based on their proposal noted above.

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

Mr. Long noted that he recently received a letter from the City of Bethlehem, advising him of his reappointment to the BHA Board for another 5 years, until December 2022.

Chairperson Linares noted that the next regular board meeting will be held on Monday, January 8, 2018 at 4:30 P.M. in the community room of the Monocacy Tower. The January 2018 meeting will be the reorganization of the board.

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


Eugene J. Gonzalez
Secretary

Meeting 12/11/2017

RESOLUTION NO. 2466 OF 2017
APPROVAL OF FIVE YEAR/ANNUAL
PLAN UPDATE

Mr. Long introduced the following resolution:

WHEREAS, the Bethlehem Housing Authority's Five Year/Annual Plan has complied with the requirements of the Quality Housing and Work Responsibility Act (QHWRA) of 1998, wherein the Resident Advisory Board, Resident Councils and Tenants were involved with the formulation; and

WHEREAS, the required Certifications and attachments will be completed and forwarded to HUD by the required deadline;

THEREFORE, BE IT RESOLVED, that the requirements of Section 511 of the QHWRA of 1998 will be satisfied by transmitting the updated plan as set forth in this law.

Mr. Long seconded by Mr. Solderitch, that the foregoing resolution be adopted as read, and upon roll call, the "Ayes" and "Nays" were as follows;

AYES

NAYS

Mr. Joseph E. Long
Mrs. Valerie McLendon
Mr. Greg Solderitch
Mrs. Iris Linares

NONE

The Chairman thereupon declared said motion carried and said resolution adopted as Resolution No. 2466 of 2017.

RESOLUTION NO. 2468 OF 2017
APPROVING OF CONTRACT
FOR
LYNFIELD RENOVATIONS
PHASE 2

Mr. Long introduced the following resolution:

WHEREAS, the Bethlehem Housing Authority desires to contract for the renovations to 29 3-BR apartments in the Lynfield development. The renovations will include new kitchens, bathrooms, flooring, windows and doors.

WHEREAS public bids were received on November 27, 2017; and

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

BE IT RESOLVED that the bid of \$866,513.00 submitted by M.V. Builders, Bethlehem, PA has been accepted by the Authority.

Mr. Long moved, seconded by Mr. Solderitch, that the foregoing resolution be adopted as read, and upon roll call, the "Ayes" and "Ayes" were as follows:

AYES

Mr. Joseph E. Long
Mrs. Valerie McLendon
Mr. Greg Solderitch
Mrs. Iris Linares

NAYS

NONE

The Chairman thereupon declared said motion carried and said resolution adopted as Resolution No. 2468 of 2017.

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**RESOLUTION NO. 2469 OF 2017
APPROVING OF CONTRACT
FOR
MOVING/RELOCATION SERVICES
LYNFIELD**

Mrs. McLendon introduced the following resolution:

WHEREAS, the Bethlehem Housing Authority desires to contract for moving services in conjunction with the upcoming Lynfield apartment renovations. This contract will involve moving/relocating approximately 29 residents; and

WHEREAS public bids were received on November 21, 2017; 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 O'Brien's Moving & Storage, Allentown, PA in amount of \$26,562.00 to relocate 29 residents' apartments, has been accepted by the Authority.

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

AYES

**Mr. Joseph E. Long
Mrs. Valerie McLendon
Mr. Greg Solderitch
Mrs. Iris Linares**

NAYS

NONE

The Chairman thereupon declared said motion carried and said resolution adopted as Resolution No. 2469 of 2017.