

Board Meeting – May 14, 2018 4:30 PM Monocacy Tower

Pledge of Allegiance

- Attendees:** Gonzalez, Chairperson Long, McLendon, Linares, Ortiz, Solderitch and Attorney Matz.
- Long- I'd like to call this meeting to order, would you all please stand for the pledge of allegiance. Take the roll please Mr. Gonzalez.
- Gonzalez- Mrs. McLendon, here; Mr. Ortiz, here; Mr. Solderitch, here; Mrs. Linares, here; Attorney Matz, here and Chairman Long, here.
- Long- I'll now entertain a motion to **Approve the Minutes** of the regular meeting from April 9th. Do I hear motion?
- Linares- I'll make a motion to approve the minutes.
- Long- Is there a second to the motion?
- Ortiz- I'll second it.
- Long- Any questions on the motion? Hearing none, please take the roll Mr. Gonzalez.
- Gonzalez- Mrs. McLendon, Aye; Mr. Ortiz, Aye; Mr. Solderitch, Aye; Mrs. Linares, Aye and Chairman Long, Aye.
- Long- I'll now entertain a motion to accept the **Treasurer's Report**, the review of the monthly bills for April. Do I hear a motion to accept?
- Ortiz- So move.
- Long- Second to the motion?
- Solderitch- I'll second it.
- Long- Any questions on the motion? Hearing none, take the roll please Mr. Gonzalez.
- Gonzalez- Mrs. McLendon, Aye; Mr. Ortiz, Aye; Mr. Solderitch, Aye; Mrs. Linares, Aye and Chairman Long, Aye.

Long- We'll now go to that portion of the meeting that deals with Courtesy of the Floor for Agenda Items Only. Do we have anything? Hearing none. We'll move on to Old Business, is there anything under old business?

Gonzalez- I have one item under old business that we were speaking about earlier this evening. Since many of the Commissioners cannot participate in the training session that was going to be given at a California NAHRO conference, we'll forgo it for this year and then look to see if we can find something closer next year. Does everyone agree on that?

Linares- Sounds good to me.

Long- I was just going to say after the meeting last month, I thought about the commissioners' thing because I had seen it at NAHRO and I suggested something to Gene to see if he could find out what was going on as far as meetings. Because I think it would be a good thing to have a commissioners' full training to fully understand the impact of what you're supposed to be doing as far as what the responsibilities are. It's a great seminar that they give when you go to NAHRO. It's a two day thing that I thought would be good. That's why we reached out, but nobody has time to go.

Gonzalez- I spoke to a NAHRO rep on the phone and they give it every year in different locations and this year's it's on the West Coast. Next year, it will probably be closer maybe in Atlanta or something.

McLendon- Didn't they have it before up in Lancaster.

Long- Yes. We went to Lancaster, but that was not a full commissioners training out there. That was just a regional meeting for Eastern Division or something like that.

Gonzalez- Right! The person who gave the training session was a former commissioner of the Bethlehem Housing Authority.

McLendon- Ok.

Long- They're totally different. The NAHRO trainers are more well versed in the subject matter.

Gonzalez- Correct.

Gonzalez- We will try again next year. That's all for old business.

Long- Anything else for old business? Hearing none. **Chairman's Report**. I have nothing to report.

Long- **Executive Directors' Report**.

Gonzalez- Our monthly meeting with the BHA community police officers will be held this Wednesday, May 16th, and at that time we'll review any drug and/or criminal activity occurring on our properties. One other thing, the interviews for the position of Deputy's Executive Director are almost completed and I will forward a report to all commissioners by the end of this month. That's all.

Long- Thank you Mr. Gonzalez. **Committee Reports**, **Scholarship Committee**. Commissioner Linares?

Linares- I have nothing to report. But Gene just informed me that he did get some applications in that we have to review.

Gonzalez- I will have something to report for the next meeting.

Long- **Scholarship Committee**, Mrs. McLendon?

McLendon- I have nothing to report unless Helen has something.

Long- **Finance Committee**, Commissioner Ortiz.

Ortiz- I have nothing to report.

Long- **Personnel Committee**, Commissioner Linares.

Linares- I have nothing.

Long- Commissioner Solderitch?

Solderitch- I have nothing.

Long- **Resident Advisory Committee**, Commissioner Ortiz.

Ortiz- We are going to start our summer program the second Monday of June. We already got the seeds planted in our garden. And the next resident advisory board Meeting will be held in August on a date to be determined.

Long- That concludes committee reports. We'll now go into **Resolutions.** We have Review and Award Contract for HVAC projects in the High Rise. I'll read the information.

On Wednesday, April 18th, a bid opening was held for two HVAC projects at the high rises. This work includes installing an air conditioning system in the elevator equipment room at Monocacy. This is needed for the new elevator control equipment, which is more temperature sensitive than the old equipment. Also included is a project to install boiler controls at Bodder, Bartholomew and Litzenberger. These controls will modulate the heating water temperatures based on the outside air temperature.

The low bid in the amount of \$63,000.00 was submitted by KC Mechanical Service, Inc., of Mt. Bethel, PA. They have worked for us in the past and they're recommended by the Director of Capital improvements, Mr. Kichline.

Do I hear a motion to accept that?

McLendon- I make a motion to accept.

Solderitch- I'll second.

Long- Second to the motion. Are there any questions on the motion?

Ortiz- When was the last time that they worked on the HVAC upgrade?

Kichline- This system we're putting in is a completely new system because the elevator equipment room never had air conditioning.

Ortiz- Do we have any warranty on it? Do we have to fix it if it breaks down?

Kichline- It has a year warranty. That's what most construction work contracts have, one year.

Ortiz- Ok. Thank you.

Linares- I have a question on the elevator. Did they ever start with the demo work?

- Gonzalez- They're still in the engineering phase of the work, you know ordering equipment. And I think they did a little demo work, did they Curt?
- Kichline- The equipment is ordered and until certain parts show up there's no need to take anything apart because there is nothing they can do. So it'll probably be another four weeks until the equipment is here and they can start.
- Linares- I was waiting for the elevator to come down and it just went right pass me. One gentleman, I guess the janitor said they've been having problems with it.
- Gonzalez- That's news to us about the problems because it's been working relatively well.
- Schuster- We did have a door issue called in to the maintenance staff today and we're addressing the door issue. That's all I know about the elevators.
- Gonzalez- As a part of that project, the successful bidder Current Elevator Company to over the maintenance for this building. We cancelled Otis's contract for this building only. Therefore, the new company that took over everything took over the maintenance part of it too. We have been calling Current Elevator Company now.
- Schuster- Right.
- Long- Any other questions? No other questions, please take the roll Mr. Gonzalez.
- Gonzalez- Mrs. McLendon, Aye; Mr. Ortiz, Aye; Mr. Solderitch, Aye; Mrs. Linares, Aye and Chairman Long, Aye.
- Long- *Review and Reward Contract for the Roof Replacement at the Warehouse.* On Wednesday, April 11th, a bid opening was held for replacing the roof on the CSS building. The low bid in the amount of \$65,460.00 was submitted by Spotts Brother, Inc., of Schuylkill Haven, PA. It is the recommendation by Director of Capital Improvements, Curt Kichline, to accept this bid. Do I have a motion to that affect?
- Solderitch- I'll make a motion to accept.

Long- Is there a second to that motion?

Linares- Yes I'll second it.

Long- Are there any questions on that motion?

Ortiz- When was the last time you replaced the roof?

Kichline- Twenty-five years.

Ortiz- Oh! Ok. That's all.

Linares- They last about 30 years. Don't they or something like that?

Gonzalez- It's a built up roof. The new one is going to be a rubber roof. The old ones were built with tar and stone.

Long- Any other questions? Now take the roll please, Mr. Gonzalez.

Gonzalez- Mrs. McLendon, Aye; Mr. Ortiz, Aye; Mr. Solderitch, Aye; Mrs. Linares, Aye and Chairman Long, Aye.

Long- We'll now go into that portion of the meeting that deals with **New Business**? Is there anything under new business?

Gonzalez- I have one item. For the past two years, we have paid for two summer program directors for the Lynfield tenant council summer youth program which runs from June 11th – August 3rd, 2018. The employees are paid \$7.25 an hour and work from 9:00 am to 4:00 pm. I have a letter from Mr. Ortiz, again, requesting the funding and we have this included in Robbie's budget. I recommend that we approve this. And also bear in mind, we started doing this a couple of years ago because we were paying twice as much to have the City of Bethlehem's recreation department do it with their people and in this way we can hire residents as the directors. So if you would approve Mr. Ortiz' proposal I would appreciate it.

Long- Do I hear motion to that affect?

McLendon- I'll make a motion.

Solderitch- I'll second.

Long- Any questions on the motion? Hearing none. Please take the roll Mr. Gonzalez.

Gonzalez- Mrs. McLendon, Aye; Mr. Ortiz, Aye; Mr. Solderitch, Aye; Mrs. Linares, Aye and Chairman Long, Aye.

Long- We'll now go to that portion that deals with **Miscellaneous Reports and Other Business – Board Members, Solicitor and Staff.**

Linares- I have a question. It's been a while since we heard anything about Hogar Crea, are they still doing the same thing?

Gonzalez- Yes.

Linares- They're doing everything they are supposed to be doing?

Gonzalez- Oh yes. And they're taking very good care of the building, I know Mr. Schuster inspects the building annually.

Long- Are they still paying the rent?

Gonzalez- Yes. Right, Mr. Snyder.


Snyder- Yes.

Long- Any other comments?

Ortiz- I just want to thank the board for approving the two people to help us with the summer program. Thanks.

All- You're welcome!

Long- We'll now go to **Public Comments.** Do we have any public comments? Hearing none. The next board meeting is Monday, June 11th at 4:30 P.M. in this building. Meeting is now adjourned.


Eugene J. Gonzalez
Secretary