

MINUTES... REGULAR MEETING... FEBRUARY 11, 2019

The members of the Bethlehem Housing Authority met in regular session Monday, February 11, 2019 at 4:30 P.M., at the Monocacy Tower, Community Room, 645 Main Street, Bethlehem, Pennsylvania. Those present and absent were as follows:

PRESENT

ABSENT

Mr. Joseph E. Long, Chairperson
Mrs. Iris Linares, Vice Chairman
Mrs. Valerie McLendon (4:35 P.M.)
Mr. Rogelio Ortiz
Mr. Greg Solderitch

NONE

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

The Minutes of the Regular Meeting of January 14, 2019 were presented. Mr. Solderitch made a motion to accept the minutes of January 14, 2019. Mr. Ortiz seconded the motion.

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

Mrs. Linares made a motion to approve the monthly bills for January 2019. Mr. Solderitch seconded the motion.

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

Chairman Mr. Long had nothing to report for the meeting.

Chairman Long welcomed Jay Schuster as the authority's new Acting Executive Director. He said he anticipates good things and continued progress that the authority had with the previous director, Mr. Gonzalez. Mr. Long then said that he knows Mr. Schuster will fulfill the shoes very well, and looks forward to working with him over the next few years.

Mr. Schuster responded that he will do his best.

Mr. Schuster was congratulated by all commissioners.

Mr. Long then acknowledged the arrival of Commissioner Mrs. McLendon.

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

For the Scholarship Committee, Mrs. Jarinko stated that student listings for 12th and 8th grade students living in BHA properties have been received from the Bethlehem School District. Scholarship application packets have been mailed to the homes of the 12th grade students. Mailing labels for the 8th grade students and those students at Vo-Tech are being prepared for their mailings.

Mr. Long asked if there might be more student participation with the scholarship program this year. He said he's always hoping for more students taking advantage of the program.

Mr. Long stated that BHA put the word out on the scholarship program over the last few years. Mrs. Jarinko said that the residents that had asked about the program were those who had older students that had participated in the scholarship awards.

Mrs. Linares inquired as to whether there was any follow-up on those who might have finished their years in college or universities. Mrs. Jarinko responded there were no follow-ups done. Mr. Long commented that it was not a requirement.

Mrs. Linares said she was just wondering if maybe some were working in the career that they studied for, such as a police officer, nurse or whatever career they decided to pursue.

Mr. Schuster stated that some follow-up could be done if Mrs. Linares wanted to know. Mrs. Linares said she would like to know. There were a couple of students who had good grades and a vision of being something.

Mr. Long commented that they are typical students, who graduate from college and want to get away from home. The graduates don't want to come back and give reports.

Mrs. Linares said that maybe they could be letting BHA know that they graduated from college.

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, Mr. Ortiz commented that the Lynfield group continues to have activities at the Center. They are trying to get a boys and girls softball team together, along with the youth at Parkridge and Pembroke areas. Mr. Ortiz said he would keep everyone posted with the next few month. Mr. Ortiz noted that they posted this information on Facebook and are hoping to sign up a lot of boys and girls.

RESOLUTION NO. 2486 OF 2019 - APPROVING THE OPERATING BUDGET FOR THE FISCAL YEAR 4/1/2019 TO 3/31/2020. (NOTE: Resolution is entered separately as a part of these minutes.)

The Operating Budget for the fiscal year 4/1/2019 to 3/31/2020 was presented to the Board.

Mr. Solderitch made a motion, seconded by Mr. Ortiz, to approve the 2019/20 Operating Budget.

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Mr. Schuster commented that the operating budget has provisions for protective services for five BHA community police officers. Mr. Schuster told the board that the two year contract has been sent to the City and currently awaiting the Mayor's signature. He said that the budgeted amount remains at the same previous level.

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

RESOLUTION NO. 2487 OF 2019 - APPROVING OF CONTRACT FOR NEW LIGHT FIXTURES, MARVINE. (NOTE: A copy of this resolution is entered separately as a part of these minutes.)

The board was presented with a tabulation of bids for installing new light fixtures at the Marvine development. The new fixtures will be replacing existing fixtures were installed during the Energy Performance Contract in 2009. There has been difficulty purchasing the specialty bulbs due to many places not carrying this kind of bulbs.

Mr. Kichline stated that the EPC Company, Amersco told him they don't use the existing light fixture anymore.

Bid Specifications were requested by three (3) interested contractors. Bid proposals were submitted by MV Builders, Bethlehem (\$308,512) and GC Electric Co., Allentown (\$348,700).

Mr. Long said that the cost of \$308,512 from the low bidder just blows his mind. He wondered whether BHA won or lost in the EPC contract. Mr. Kichline noted that there was a win, just that the fixtures are no longer being used.

Mrs. Linares made a motion to accept the bid of \$308,000 from MV Builders.
Mr. Solderitch seconded the motion.

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

Commissioner Ortiz spoke about a program run by Nikki Testa, called "Backpack Pals. Mr. Ortiz noted that last year BHA sponsored the program, which supports BHA students with school supplies and provides some meals toward the weekends.

Mr. Ortiz stated that Ms. Testa is having a fundraiser on Thursday, February 21 from 5:00 P.M. to 7:00 P.M. at the Apollo Restaurant on Broad Street. Being a supporter of the program, Mr. Ortiz hoped that board would approve a donation of \$2,000. Mr. Ortiz noted that Ms. Testa also does this during the summer months. He said that lately there is little support for the program and he wants people to know that BHA supports these kinds of programs for the BHA families in Lynfield, Parkridge and Pembroke areas. Ms. Testa receives a list of needy, poverty level families from school principals. Ms. Testa along with volunteers packs many bags with school supplies and food. The group works out of the Governor Wolf Elementary School.

Mr. Long questioned how Ms. Testa funded the program before. Mr. Ortiz responded that she received a grant of \$1,000 from Sodexo, from the Second Harvest of Allentown and some help from the Sands.

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Mr. Ortiz said he would like to present Ms. Testa with a check at the scheduled fundraiser. He noted that last year the check was presented at a regular school board meeting but he would like to let others know that BHA supports programs and the families.

Mr. Long commented that there is always a question of helping BHA families. He said that there is a problem of giving \$2,000 to an organization that is going to spend the money on people outside of the BHA residency. Mr. Ortiz stated that the majority of the kids are from housing and Ms. Testa makes sure those are the ones she takes care of.

Mr. Schuster stated that last year the board approved \$1,500 for this similar fundraiser and the check went through the Community Action Committee of the Lehigh Valley (CACLV).

Mr. Ortiz added that CACLV gives the Lynfield group grants every year that is applied toward sports equipment, T-shirts so the burden doesn't fall on housing. He noted that Ms. Testa runs the program and there is no problem that the check goes through CACLV. Mr. Ortiz said that he would supplied a list of the kids from BHA.

Mr. Ortiz again commented that he would like the public to know that BHA supports certain programs and their families.

Mr. Ortiz then made a motion to give a \$2,000 donation towards "Backpack Pals" with the check payable to CACLV. Mr. Solderitch seconded the motion.

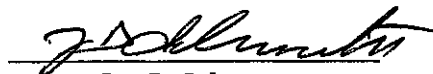
Roll Call: Ayes - Linares/McLendon/Ortiz/Solderitch/Long; Nays - None.

Mr. Ortiz thanked the other commissioners for their continued support for the fight against hunger.

Mrs. McLendon requested the date, time and place for the fundraiser. Information supplied.

Chairperson Long noted that the next regular board meeting is scheduled for Monday, March 11, 2019 at 4:30 P.M. in the community room of the Monocacy Tower.

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



Jay D. Schuster
Acting Executive Director

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Bethlehem Housing Authority

PHA Code: PA-001

PHA Fiscal Year Beginning: 04/01/2019

Board Resolution Number: 2486

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

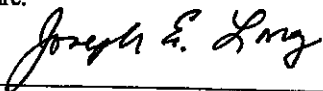
- Operating Budget approved by Board resolution on: 02/11/2019
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Joseph E Long	Signature: 	Date: 02/11/2019
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Meeting 02/11/2019

**RESOLUTION NO. 2487 OF 2019
APPROVING OF CONTRACT
FOR
NEW LIGHT FIXTURES
MARVINE**

Mrs. Linares introduced the following resolution:

WHEREAS, the Bethlehem Housing Authority desires to contract for installing new light fixtures in 389 apartments in the Marvine development. These light fixtures will replace fixtures installed during the energy performance contract in 2009.

WHEREAS public bids were received on January 30, 2019; 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 M.V. Builders, Bethlehem, PA in the amount of \$308,512.00 has been accepted by the Authority.

Mrs. Linares 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

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

NAYS

NONE

The Chairman thereupon declared said motion carried and said resolution adopted as Resolution No. 2487 of 2019.