

MINUTES... REGULAR MEETING... JULY 11, 2022

The members of the Bethlehem Housing Authority met in a regular session Monday, July 11, 2022 at 4:00 P.M. (HYBRID Meeting). Those present and absent were as follows:

PRESENT

ABSENT

Mrs. Iris Linares, Chairperson
Mrs. Valerie McLendon, Vice Chairperson
Mrs. Susan Acevedo
Mr. Rogelio Ortiz

Also present were: William W. Matz, Jr., Esq., Solicitor; Diana Moreno, Assistant Secretary; Staff Members and members of the general public. Jay D. Schuster, Secretary-Treasurer - absent.

The Minutes of the Regular Meeting of June 13, 2022 were presented. Mrs. Acevedo made a motion to accept the minutes of June 13, 2022. Mrs. McLendon seconded the motion.

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

Mrs. McLendon made a motion to approve the monthly bills for June 2022.
Mr. Ortiz seconded the motion.

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

Nothing reported under Courtesy of Floor.

Nothing reported under Old Business.

Chairperson Linares commented that she wishes Mr. Jay Schuster a speedy recovery and she's glad that he is doing well. She thanked Ms. Diana Moreno for sending Mr. Schuster a gift basket on behalf of the Board of Commissioners and staff.

Chairperson Linares noted that Mr. Ritter has been appointed Acting Executive Director in the absence of Mr. Jay Schuster, Executive Director. Mr. John Ritter has accepted the role of handling all responsibilities relating to the Bethlehem Housing Authority.

Under the Executive Director's report Mr. John Ritter reported that Mr. Schuster will be out for a short period of time, and that he will be Acting Executive Director. He will be approving any documentations or checks that need to be signed.

Under Committee Reports, Scholarship Committee, Ms. Diana Moreno reported that Yen, our 2014 8th grade scholarship recipient graduated this year from Hamilton College. Yen sent BHA a letter along with pictures. He thanked the BHA and said he was so grateful for the opportunity to receive the BHA scholarship which has helped him significantly on his college journey. Being able to pursue a higher education has been a dream come true for him. Yen wants to continue his education, and is looking forward to pursuing either a master's degree or doctorate in the future.

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

The Personnel Committee had nothing new to report.

Under the Resident Advisory Committee, Mr. Ortiz reported they have a BVS study today that is going to last all week at the Community Center. They're having their first tournament game this weekend. They were the number one team and they were runner up champions in their first weekend of playing professional ball down at the Southside. In addition, he stated that the backpack pals have been a big part of our community center helping the needy. Mr. Ortiz made a motion that BHA make a \$2,000 donation for the backpack pals of Bethlehem, which we've done in the past before.

Mr. Ortiz approved a motion to donate \$2,000 to the backpack pals of Bethlehem.
Mrs. McLendon seconded the motion.

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

Mrs. McLendon commented that the Parkride residents benefit from the backpack pals as well. Chairperson Linares commented that it's a great idea but Marvine-Pembroke should also be included. Mr. Ortiz noted they include the Marvine community, but they would have to commute to Lynfield. Mrs. McLendon commented that Marvine-Pembroke has a pantry.

Under the Deputy's Executive Director's report, Mr. John Ritter reported that the monthly meeting with the BHA Community Police officers will be held on Wednesday, July 13th. At that time they'll review any drug or criminal activity occurring on our properties.

RESOLUTION NO. 2550 OF 2022 - APPROVING THE CONTRACT FOR PEST CONTROL SERVICES.
NOTE: (Resolution is entered separately as a part of these minutes.)

Mrs. McLendon made a motion to approve the contract for pest control services.
Mr. Ortiz seconded the motion.

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

Mr. John Ritter introduced two Board of Directors, who were present from the Northeast Community Center, (NECC) Anmarie Roy, President and Michele Fragnito, Vice President.

Mrs. Anmarie Roy, reported that back in March, Paula Johnson, the Executive Director of the Northeast Community Center, spoke to Jay about bidding for a grant from Lowe's. It was a federal grant, and that out of 2,000 applicants, the Northeast Community Center won the grant. The total cost of the grant is \$110,000. In addition, through other donations the \$110,000 turned into a \$150,000 grant. It's also on a timeline, and Lowe's has until November to finish the entire project, so Paula has really been working hard. The project scope is only for the food pantry and storage, it is not for the kids. They will be working with Spillman Farmer Architects, Paula has talked to them and they are going to do the drawings. The renovations will not alter the print of the building, but the inside of the building. On the first floor, there are a few offices, and one of them is their small pantry. The plan is to take the walls down and build a big pantry, like grocery-style. They will include an entrance and exit to the pantry at the back of the building, and they are replacing the drop ceiling, floors, and will be painting.

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The drawings will be submitted to the City of Bethlehem just to make sure all the codes are up to date. The company that will be recommended trusted contractors for the job and assisting throughout the project, so that NECC still serves as the project manager. Ms. Paula Johnson will be overseeing this project, and the building will be designed according to what is needed. The BHA hired an asbestos remediation company just to make sure there is no asbestos in the building. The first phase of the project has started, and the construction will happen post-summer camp, when the children are all back in school.

**APPROVING THE NORTHEAST COMMUNITY CENTER (NECC) GRANT FROM LOWES. NOTE:
(Resolution is entered separately as a part of these minutes.)**

Mrs. Acevedo made a motion to approve the Northeast Community Center grant from Lowes. Mr. Ortiz seconded the motion.

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

Chairperson Linares congratulated the Northeast Community Center, and stated she can't wait to see it when it's all done.

Under Miscellaneous Reports, Other Business - Board Members, Solicitors, and Staff. Nothing? Public Comments, are there any?

Ms. Mary Smith, Monocacy Tenant, stated that a lot of tenants are complaining that they have cell phone signal problems. Mrs. Acevedo asked is this something that's new. She commented that she knows that AT&T has been having connectivity problems depending where you're at, so it could be a carrier issue. Mr. John Ritter reported that it's just the nature of the building with all the steel and concrete, that at times it's hard to get reception.

Chairperson Linares noted that the next regular board meeting will be held on Monday, August 8h, 2022 at 4:00 P.M. at the Monocacy Tower, community room.

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

John Ritter

**John Ritter
Acting Executive Director**