

MINUTES... REGULAR MEETING... JUNE 13, 2022

The members of the Bethlehem Housing Authority met in a regular session Monday, June 13, 2022 at 4:00 P.M. (HYBRID Meeting). Those present and absent were as follows:

PRESENT

Mrs. Iris Linares, Chairperson
Mrs. Susan Acevedo
Mr. Rogelio Ortiz

ABSENT

Mrs. Valerie McLendon, Vice Chairperson

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

The Minutes of the Regular Meeting of May 9, 2022 were presented. Mr. Ortiz made a motion to accept the minutes of May 9, 2022. Mrs. Acevedo seconded the motion.

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

Mrs. Acevedo made a motion to approve the monthly bills for May 2022.
Mr. Ortiz seconded the motion.

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

Under the Executive Director's Report, Mr. Schuster reported two items. First, the un-audited Financial Disclosure Statement was submitted to HUD for the fiscal year end of March 31st, 2022. Later this year the audited will be submitted and reported to the Board. Secondly, the Housing Authority filled the vacant FSS, Family Self-Sufficiency/Resident Initiative Coordinator position. Our new employee is Gwendolyn Flores. She works with the residents trying to achieve goals that they become self-sufficient. We did not fill the position previously because HUD waivers had stopped the program for some time. Mrs. Linares asked if that's the program where tenants can purchase their own home. Mr. Schuster replied that yes. Chairperson Linares replied that's good news.

Under Committee Reports, Scholarship Committee, Chairperson Linares presented the two recipients of the 2022 BHA Scholarship. The High School scholarship was awarded to Anaiah Olivero, grade point average of 4.41, she will receive a \$2000 scholarship. Anaiah was accepted at Northampton Community College and she will major in Business. "She might someday work for us!" The second recipient is Qey'Anni Sanborn, grade point average 3.76. She's an eighth grade student at Nitschmann Middle School, and she will receive a \$1000 scholarship. Que'Anni wants to become a dancer/art therapist. She can receive up to \$5000 in scholarship money if she keeps a C+ and above by her senior year. The board of commissioners congratulated and wish them the best!

Under the Resident Advisory Committee, Mr. Ortiz reported that the summer program starts Monday June 20th. They're hiring two young residents who we'll be helping out with the summer program. They'll both be working for the next six to eight weeks at the Lynfield Community Center.

Mr. Ortiz made a motion to approve to hire two young kids to help out with the summer program at Lynfield Community Center. Mrs. Acevedo seconded.

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

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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, June 15th. At that time they'll review any drug or criminal activity occurring on our properties.

RESOLUTION NO. 2547 OF 2022 - APPROVING THE CONTRACT FOR THE PARKING LOT ADDITION AT LITZENBERGER. NOTE: (Resolution is entered separately as a part of these minutes.)

Mr. Ortiz made a motion to approve the contract for the parking lot addition at Litzenberger
Mrs. Acevedo seconded the motion.

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

Chairperson Linares asked do we know the approximate start date. Mr. Kichline stated that the contract has been awarded, so he will be notifying them. He thinks before the end of the month, their part of it will start. They're the consultant that we're going to use to guide us through the HUD guidelines to for this conversion. They've got things they do in the beginning, then there will be a lull that they won't be involved while we're dealing with the architect, design and construction. Once the construction is done, there's things they do to wrap it up so it's converted to Housing Choice Voucher units. Chairperson Linares said that's good news.

RESOLUTION NO. 2548 OF 2022 - APPROVING THE CONSULTANT FOR RENTAL ASSISTANCE DEMONSTRATION (RAD) CONVERSION OF MARVINE RECREATION ROOM. NOTE: (Resolution is entered separately as a part of these minutes.)

Mrs. Acevedo made a motion to approve the consultant for rental assistance demonstration (RAD) Conversion of Marvine Recreation Room. Mr. Ortiz seconded the motion.

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

RESOLUTION NO. 2549 OF 2022 - APPROVING THE CONTRACT FOR THE ARCHITECTURAL ENGINEERING PROPOSAL FOR CONVERSION OF THE MARVINE RECREATION BULDING TO HCV UNITS. NOTE: (Resolution is entered separately as a part of these minutes.)

Mrs. Acevedo made a motion to approve the contract for the Architectural Engineering Proposal for Conversion of the Marvine Recreation Building to HCV Units.
Mr. Ortiz seconded the motion.

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

APPROVING THE RENEWAL OF LEASE WITH THE NORTHEAST COMMUNITY CENTER. NOTE: (Resolution is entered separately as a part of these minutes.)

Mr. Ortiz made a motion to approve the renewal of lease with the Northeast Community Center.
Mrs. Acevedo seconded the motion.

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

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Mrs. Linares asked how many units are going to be built. Mr. Kichline stated that we're shooting for 12 units, so the architect's job is to take that building and do the design work, the drawings and specs that will allow us then to go out to bid to get the construction work done. Their work also includes site related work, parking lot, driveway entrance, so it's an involved contract.

Chairperson Linares said that it going to a while. Jay estimated a year and half. Mr. Kichline commented that once we give the architect's contract the notice to proceed, it's 120 days, that's three to four months before we will even be able to go out and get construction bids. So it can take a year and a half.

Chairperson Linares noted that the next regular board meeting will be held on Monday, July 11th, 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.

J. D. Schuster

Jay D. Schuster
Executive Director