

MINUTES . . . REGULAR MEETING . . . SEPTEMBER 12, 2022

The members of the Bethlehem Housing Authority met in a regular session Monday, September 12, 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; Jay D. Schuster, Secretary-Treasurer; Diana Moreno, Assistant Secretary; Staff Members and members of the general public.

The Minutes of the Regular Meeting of August 8, 2022 11, 2022 were presented. Mr. Ortiz made a motion to accept the minutes of August 8, 2022. Mrs. McLendon seconded the motion.

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

Mr. Ortiz made a motion to approve the monthly bills for August 2022.
Mr. Mc Acevedo seconded the motion.

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

Nothing reported under Courtesy of Floor.

Nothing reported under Old Business.

Under Chairperson reported, Chairperson Linares reported that our former Monocacy tenant, Kevin Lynn wished for a bus stop shelter between Club Avenue and Union Boulevard. Lanta Bus granted his wish, and they'll be honoring his name with a plaque and ceremony sometime in October. Second, she went to visit Mr. Joseph Long, former commissioner, and he's doing well considering everything he's been through.

Under the Executive Director's report Mr. Jay Schuster reported three items. First, Mr. Schuster updated the board on the High Rise parking spots, there are now official parking spaces at Litzenberger House our Southside Property, completed and approved by the City. Jay thanked Mr. Kichline for working and moving that project along. Secondly, he updated the board on the former first tee building, over at Marvine. Our potential plans are for 12 section 8 units has been submitted to the housing authority for our review. We have reviewed them and have made slight changes to the architectural plans. It is HUD regulations, that there be tenant notification of this project for those tenant who reside in the Marvine area. We're in the process of organizing the meetings for October. We're planning to formerly report to the board in November's board meeting for approval on the plan to be submitted to HUD. Lastly, the City of Bethlehem will be sponsoring COVID -19 booster shots in our high rise buildings during October. Vaccines are available to the tenants and BHA staff.

Nothing under Committee Reports - Scholarship Committee, Finance Committee or Personnel Committee.

Under the Resident Advisory Committee, Mr. Ortiz reported that he merged with Elite Tournament Championship Baseball (ETCB) for little league. ETCB is the 3rd largest baseball association in the nation. He spoke to Mr. Robinson regarding this, they want to use the Roberto Clemente field up at the Lynfield area so the kids can play free of charge to be part of the ETCB tournament. It runs from the months of April to October, and they will be paying for all expenses. In addition, there willing to fix up the Blazers Ball field up in Pembroke, no charge to us. Dominick Albanese has been giving back to the community and he wants the young generation to play baseball. The costs is \$1400 per kid, that fee is waived for our tenants 10 and younger. All games will be local here at the Lynfield community center, and we'll be getting teams from different states to play. He requested a motion for ETCB to utilize and redo the field. He does all the coordination for the City of Bethlehem fields. The plan is to have the fields ready for next year. Attorney Matz stated that we need a motion to request the administration to look into a letter of understanding and insurance. Mr. Ortiz said they do have insurance.

City Council, Hillary Kwiateck stated it would be in the best interest of both parties to have something in writing from Elite Tournament Championship Baseball Organization. Mr. Ortiz agreed to make sure the keep there end of the bargain. Hillary stated we should have a motion to have a memorandum of understanding. Attorney Matz asked that Mr. Ortiz communicate with Mr. Albanese to give us a letter of interest to the administration.

In conclusion, Mr. Ortiz thanked Mr. Ritter and his wife for helping out with the Grow a Row program. Seniors' and residents were very happy to receive produce.

Mr. Jay Schuster reported that the next Resident Advisory Board meeting will take place on Thursday, November 17, 2022 at noon.

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, September 14, 2022. At that time they'll review any drug or criminal activity occurring on our properties.

RESOLUTION NO. 2552 OF 2022 - APPROVING THE CONTRACT FOR THE HVAC MAINTENANCE CONTRACT ONE YEAR CONTRACT. NOTE: (Resolution is entered separately as a part of these minutes.)

Mrs. Acevedo made a motion to approve the contract for the HVAC Maintenance.
Mr. Ortiz the motion.

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

RESOLUTION NO. 2553 OF 2022 - APPROVING THE WRITE-OFF OF VACATED TENANT ACCOUNTS. NOTE: (Resolution is entered separately as a part of these minutes.)

Mrs. McLendon made a motion to approve the write-off of vacated tenant accounts.
Mrs. Acevedo the motion.

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

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APPROVING THE EMPLOYEE HEALTH INSURANCE. NOTE: (Resolution is entered separately as a part of these minutes.)

**Mrs. McLendon made a motion to approve the employee health insurance renewal.
Mr. Acevedo seconded the motion.**

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

Under New Business. Mr. Jay Schuster read his letter of resignation. Mr. Schuster will be resigning from his position as Executive Director effective December 2, 2022.

The Board said he has done a great job. They understand how he feels. He will be greatly missed. Mr. Jay Schuster thanked the staff for everything they've done. Jay said a recommendation will follow in the following months.

Mrs. Linares asked about the Steak and Burger dinner invitation. Nothing has been received yet.

Nothing reported Under Miscellaneous Reports, Other Business – Board Members, Solicitors, and Staff.

Nothing reported under Public Comments.

Chairperson Linares noted that the next regular board meeting will be held on Monday, October 10, 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.

**Jay Schuster
Executive Director**