

**MINUTES . . . REGULAR MEETING . . . MARCH 11, 2019**

**The members of the Bethlehem Housing Authority met in regular session Monday, March 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**

**Mr. Joseph E. Long, Chairperson  
Mrs. Iris Linares, Vice Chairman  
Mr. Greg Solderitch**

**ABSENT**

**Mrs. Valerie McLendon  
Mr. Rogelio Ortiz**

**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 February 11, 2019 were presented. Mr. Solderitch made a motion to accept the minutes of February 11, 2019. Mrs. Linares seconded the motion.**

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

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

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

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

**Chairman Long congratulated Helen Jarinko on her upcoming retirement. He thanked her for all her years of service and what she has done for the board over the years since he has been serving. He said she will be greatly missed and thanked her for just making his life easier and better. He went on to say she has been a valuable asset to the Bethlehem Housing Authority and wishes her well in her new endeavors.**

**Mrs. Jarinko responded I will be maintaining a big house.**

**Mrs. Jarinko was congratulated by all commissioners as well.**

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

**Secondly, Mr. Schuster advised the board members that the Resident Advisory Board Meeting is scheduled to be held at noon on Thursday, March 14, at the Monocacy Tower Community Room. At that time our goals and objectives for the BHA Five Year Plan will be discussed in detail.**

03/11/2019

(2)

For the Scholarship Committee, Mrs. Jarinko stated that all applications have been mailed out to the students. She is waiting to see how many applications will come back.

Mrs. Linares asked when are the applications due back?

Mrs. Jarinko responded April 17<sup>th</sup> for the Senior and Vo-Tech Students and May 18<sup>th</sup> for the eighth graders.

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. Long commented that as Mr. Schuster reported the meeting will take place on March 14<sup>th</sup>.

**RESOLUTION NO. 2488 OF 2019 - APPROVING OF CONTRACT FOR REFUSE COLLECTION, ALL DEVELOPMENTS. (NOTE: Resolution is entered separately as a part of these Minutes.)**

The Board reviewed the bids received for refuse collection at all Authority's developments for a one year period, April 1, 2019 through March 31, 2020. Specifications were picked up by three (3) contractors. Bids were submitted by Republic Services, Allentown, PA (\$266,095); Advanced Disposal, Northampton, PA (\$306,453); and J.P. Mascaro & Sons, Audubon, PA (\$285,513).

It was the recommendation of the staff to award the contract for refuse collection to Republic Services.

Mr. Solderitch made a motion to accept the resolution, seconded by Mrs. Linares, to award the contract as noted.

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

**RESOLUTION NO. 2489 OF 2019 APPROVING OF CONTRACT, LYNFIELD RENOVATIONS PHASE 3-(24) APARTMENTS. (Note: This resolution is entered separately as a part of these minutes.)**

The Board reviewed the bids received to renovate the 24 three bedroom apartments in the Lynfield development. The work involves new kitchens, bathrooms, flooring, doors and windows.

Specifications were picked up by three (3) interested contractors. Bid proposals were submitted by: Weiss Construction, Easton, PA (\$26,180); M.V. Builders, Bethlehem, PA (\$836,513) and Mohawk Construction, Allentown, PA (\$1,180,000).

It was the recommendation of the staff to award the contract for the renovations to the 24, three bedroom Lynfield apartments to Weiss Construction.

Mrs. Linares made a motion, seconded by Mr. Solderitch, to award the contract as noted.

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

03/11/2019

(3)

**RESOLUTION NO. 2490 OF 2019 APPROVING OF CONTRACT, LYNFIELD RENOVATIONS PHASE 4-(32) APARTMENTS. (Note: This resolution is entered separately as a part of these minutes.)**

The Board reviewed the bids received to renovate the 32 three bedroom apartments in the Lynfield development. The work involves new kitchens, bathrooms, flooring, doors and windows.

Specifications were picked up by two (2) interested contractors. Bid proposals were submitted by: M.V. Builders, Bethlehem, PA (\$1,145,388) and Mohawk Construction, Allentown, PA (\$1,560,000).

It was the recommendation of the staff to award the contract for the renovations to the 32, three bedroom Lynfield apartments to M.V. Builders.

Mr. Solderitch made a motion, seconded by Mrs. Linares, to award the contract as noted.

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

**RESOLUTION NO. 2491 OF 2019 - WRITE-OFF VACATED TENANT ACCOUNTS RECEIVABLE TO COLLECTION LOSS. (NOTE: Resolution is entered separately as a part of these Minutes.)**

A resolution was presented to the Board listing 33 accounts of former tenants who vacated their rental property owing a balance. The 33 vacated tenant accounts covers the period from April 2018 to September 2018. The figures are composed of rent (\$18,311.38); legal costs (\$5,204.07); maintenance charges (\$10,818.87); back charges (\$11,639.91); and extra fees (\$218.39). The total amount to be written off is \$46,192.62.

Mrs. Linares made a motion, seconded by Mr. Solderitch, to approve the write-off of the vacated tenants' accounts listed to collection loss.

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

**RESOLUTION NO. 2492 OF 2019 - APPROVING OF CONTRACT FOR HVAC REPLACEMENT FOR MONOCACY OFFICES. (Note: This resolution is entered separately as a part of these minutes.)**

The Board reviewed the bids received for replacing the HVAC System in the Monocacy Offices. This contract is to replace the split system equipment that is in certain offices, the receptionist's area and the copy room. Specifications were picked up by two (2) contractors. Bids were submitted by ASL Refrigeration, Inc., Catasauqua, PA (\$84,895) and Spotts Brothers, Inc., Schuylkill Haven, PA (\$101,460).

It was the recommendation of the staff to award the contract for replacing HVAC System at the Monocacy Offices to ASL Refrigeration, based on their proposal.

Mr. Solderitch made a motion to accept the contract, seconded by Mrs. Linares, to accept the contract as noted.

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

For Miscellaneous Reports and Other Business- Board Members, Solicitor and Staff, Commissioner Long, reported that on Friday, March 29<sup>th</sup> at 12:30 P.M. the staff will be holding a luncheon to honor Helen for her 56 years of service with the Authority. He said to please mark your calendars and try to attend if your schedule permits.

03/11/2019

(4)

**Under Public Comments, Kevin Lynn, Monocacy Resident, voiced his concerns regarding bed bug treatment throughout the building.**

**Jay Schuster said he appreciated his concerns. He said we do inspect the offices and community rooms once a month to make sure there are no problems. And they have not found any bed bugs in the common areas of the building. Also, the dogs coming into the building is the most effective way to determine exactly where the problem is so that the problem does not get out of control. We have been doing our best to alleviate the issue.**

**Kevin Lynn said he understand. But treating here and there but not everywhere, that it only chases the bugs to other apartments.**

**Jay Schuster commented that when we do find a unit that does have bed bugs, what we do is what's called a Diamond. We inspect the unit above, below and on both sides and if we find any bugs there we do treat the units as well.**

**Mr. Long said that in treating every apartment that would inconvenience everyone in the building. The whole building would have to be vacated and where would we house everybody. He understands Kevin's concern because it is a problem. But the way Mr. Schuster is handling it now, is the best way. He said he appreciates his concerns and comments.**

**Mr. Schuster said in addition to that we try our best to use public funds in a discreet manner and at the same time solve the problem the best way possible.**

**Kevin Lynn said it costs the tenants money to replace their furniture.**

**Mr. Jay Schuster commented that may be true, although there is no costs that the tenant incurs for any of the treatments.**

**Mrs. Linares asked about the treatment with using dogs.**


**Mr. Long said it like bomb sniffing dogs, they use sniffing dogs to detect bed bugs.**

**Mrs. Jarinko thanked the commissioners for everything. It's been a pleasure working with you and for you and also working with the BHA staff. At some point, I'll miss everybody but it's time and I want to enjoy my retirement.**

**Mr. Long said she will be missed as well.**

**Chairperson Long noted that the next regular board meeting is scheduled for Monday, April 8, 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**