MINUTES . . . REGULAR MEETING . . . OCTOBER 14, 2019

The members of the Bethlehem Housing Authority met in regular session Monday, October 14, 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	
Mr. Rogelio Ortiz	
Mr. Greg Solderitch	

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

The Minutes of the Regular Meeting of September 9, 2019 were presented. Mr. Solderitch made a motion to accept the minutes of September 9, 2019. Mrs. Linares seconded the motion.

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

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

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

Courtesy of the Floor and Old Business – nothing to report.

Executive Director's Report – Mr. Schuster had three items. First, on September 26, 2019 a meeting took place with City personnel, Attorney Matz and Jay, at which time they discussed the exchange of information problem between the police and BHA. Jay was happy to report that progress was made. He was confident that a resolution is forthcoming shortly. Chairman Long asked if we're still waiting on the wrap-up of what's going on. Attorney Matz said we received a proposal which fits most of what we ask for, but it has not been vetted by anyone from BHA. Chairman Long requested that Attorney Matz send him an email with the details.

Second, our monthly meeting with the BHA community police officers to be held on Wednesday, October 23th. At that time there will be a review of any drug and/or criminal activity occurring on our properties.

Lastly, during the week of September 16th, a phone and email poll was taken to determine the commissioners' interest in a Commissioner and Executive Training at a conference to be held the first week of January. Jay reported that several will be attending, including myself.

Committee Reports – for the Scholarship and Personnel Committees - nothing to report.

On Finance Committee, Mr. Ortiz commented that we purchased two vehicles totaled $48,346 through Sands Auto Group. He said a budget of $75,000 was offered, but the cost was lower than

that so there's a balance leftover. Long stated that he wouldn't call it a balance, that was the projected cost, and $48,346 was the actual cost.

Mr. Ortiz stated if we would consider purchasing him a used van. He has been using his own vehicle for the community programs. He said it would be used for the BHA programs. Right now, he is working with the Lynfield and Parkridge community and uses his vehicle Monday through Sunday. He spoke to the school board and it's an ongoing thing. Roy keeps talking to them and they make promises but nothing comes through. He knows BHA always supports the community. He would like to further discuss it with the board.

Chairman Long stated that he understands his problem. We do have a bunch of vehicles that would be accessible to him. He suggested Robbie coming over to pick him up and take him back and forth. But, if we sit down and take a look at what we do have, I don't think there would be a need to purchase another vehicle.

Mr. Ortiz stated that the Sands called him to come pick up boxes of cups and that other establishments call him to donate their stuff. He distributes donations to the community and makes several trips a day. It's just to the point now where his car is getting beat up.

Mr. Chairman stated that they can sit down and certainly figure something out. He said going to the extent of purchasing an additional vehicle, he'd be inclined to do that, but they can sit down and discuss it further. Mr. Ortiz said fair enough. Thank you so much.

Mr. Schuster commented that he appreciated Mr. Ortiz communication. Since he is already on the insurance policy we can certainly provide transportation, by communicating with Mr. Ritter. There is always an additional vehicle available for use. It may not be the van, but if there's other transportation that's needed to do errands for the Authority, we can certainly work something out. Mr. Ortiz said ok.

For the Resident Advisory Committee, Mr. Ortiz thanked Mr. John Ritter and his wife for helping out with the Second Harvest distribution. They collected goods for anyone who was in need from Backpack Pals. They helped out Lynfield and Parkridge and there is more to come. In addition, the teenagers had a blast in Parkridge with Mrs. McLendon packing up the boxes for the residents who are in need.

RESOLUTION NO. 2499 OF 2019 – APPROVE OF CONTRACT FOR THE PURCHASE OF TWO (2) MAINTENANCE VEHICLES. (NOTE: Resolution is entered separately as a part of these Minutes.)

Mrs. Linares made a motion, seconded by Mr. Ortiz, to Approve the Contract for the purchase of two (2) vehicles.

Chairman Long stated that the vehicles have reached the end of their life-cycle, and will be removed from the fleet and discarded. The total cost of replacement of both vehicles, $48,346, is well under the budgeted amount approved in February of this year.

Mrs. Linares asked where do the two vehicles go that will be discarded. Mr. Schuster said we'll take them to the junkyard and they usually give us $75 or $100 for the scrap metal. Mrs. Linares asked if they still run. Jay responded they're running but the extensive work needed to pass inspection and to stay on the road is not worth the cost fixing them.

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

RESOLUTION NO. 2500 OF 2019 – APPROVE OF CONTRACT FOR SECURITY CAMERA INSTALLATION at LITZENBERGER HOUSE. (NOTE: Resolution is entered separately as a part of these Minutes.)

Mr. Ortiz made a motion, seconded by Mrs. McLendon, to Approve the Contract for security camera installation at Litzenberger House.

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

Contract Extension for the Elevator Maintenance Service for one additional year. (Attachment) The current maintenance contract permits the Authority to extend the term for one (1) additional year based on the quality of service and a proposed price adjustment, if any.

Mr. Solderitch made a motion, seconded by Mrs. Linares, for the Contract Extension for the Elevator Maintenance Service for one additional year.

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

Approve the Appointments for the Secretary and Assistant Secretary to the Board of Commissioners. (Attachment)

Mr. Ortiz made a motion, seconded by Mr. Solderitch, the Appointments for the Secretary and Assistant Secretary to the Board of Commissioners.

Pursuant to the retirement of both Mr. Eugene Gonzalez and Mrs. Helen Jarinko during this calendar year 2019 it is necessary to replace both the Secretary and Assistant Secretary to the Board of Commissioners. Whereas both Mr. Jay Schuster and Ms. Diana Moreno have assumed the respective roles of the former administrative employees herein noted, and are performing the related tasks of these positions.

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

Under new business, Mr. Schuster had three items to report. The Boys & Girls Club has requested we sponsor their annual Steak & Burger Dinner fundraiser. In the past the Authority has donated $1000 to help them reach their goal.

Chairman Long made a motion, seconded by Mrs. Linares, to sponsor the Boys and Girls Annual Steak and Burger Dinner fundraiser. (Attachment)

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

The second item, is 2019 marked the 80th Anniversary year of BHA's mission to provide affordable housing in our community. In the past to celebrate, we've provided the staff and commissioners with a commemorative golf t-shirt. We've done this every five years and we thought it would be nice to do the same thing again. Mrs. McLendon commented the mugs were nice too.

Mrs. Linares made a motion, seconded by Mrs. McLendon, to allow to buy the golf t-shirts and mugs for the BHA's 80th Anniversary. (Attachment)

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

The third item, Jay informed the Board that Mr. John Raub is retiring Friday, October 18, 2019. They'll be having a little ceremony at the warehouse at 12:00 noon. All are invited to attend. John has been with BHA for 31 years and retiring from the maintenance department. In addition, Jay introduced Shawn Horn, who has taken over for Mr. Tom Yencho and he is doing a fine job. The board welcomed him aboard.

On Miscellaneous Reports and Other Business, Mr. Ortiz reported that the next Resident Advisory Board Annual Public meeting will be held on Thursday, November 14 at 12:30 P.M. at the Monocacy Community Room. At this meeting we will discuss the new Five Year Plan update that will be send to HUD.

Mrs. McLendon commented that a lot of things that Roy does a lot of people don't see. Even as a board member, when he calls her for help, she goes. She's beginning to see a lot of the things he does behind the scenes that we are really not aware of. There's a lot of things that I see, even though she lives in a private home, in the Parkridge community. The tenants come to her, the kids come to her, and she thanks God for Roy even stepping out and reaching over to help them. Thanksgiving, the giving of the food, whatever he gets he passes on to the Parkridge community. She is grateful and the community is grateful. Some people really don't have any food. We've been looking for someone for almost three years to step up for Tenant Council and nobody wants to do it. So I think that's to be commended for him to even step up. Not only is he President of his council but he's really stepping up and taking over helping us. That's a big deal to me. It takes a person with a big heart to do that. I love my community, and I love you Roy for stepping up and helping us.

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

Jay D. Schuster
Executive Director