

**BERKS COUNTY HOUSING AUTHORITY**

**June 25, 2025**

**REGULAR MEETING AGENDA**

**You may attend via phone, Zoom, or at our main office.**

**CALL TO ORDER**

**ROLL CALL**

**\*\*APPROVE MINUTES OF May28 th 2025, REGULAR BOARD MEETING.**

**\*\*APPROVE CURRENT BILLS FOR THE MONTH OF May 2025 in the amount \$436,389.73**

**\*\*APPROVE FINANCIAL STATEMENTS FOR THE MONTH OF May 2025.**

**VISITORS COMMENTS**

**CHAIRMAN'S REMARKS-**

**COMMITTEE REPORTS**

**A. Finance:**

**B. Personnel:**

**CORRESPONDENCE**

**PUBLIC HOUSING**

**A. Status Report May 2025- 7 vacancies (2 offline with extensive repairs to be completed). 97.1% occupied**

**HOUSING CHOICE VOUCHER PROGRAM**

**A. Status Report May --participants 458/ VASH Vouchers-17/34 . We will be reducing the payment standard from 110% to 100% as of July 1<sup>st</sup>.**

**MANAGEMENT PROGRAMS**

**A. Norman Commons- 100% Occupied**

**B. Tarsus Manor- 31 /33 Occupied**

**C. BHO- 6 Occupied**

**D. NCHA**

**BHO UPDATE-**

**EXECUTIVE SESSION**

**OLD BUSINESS-**

- 1. Discussion on training opportunities being scheduled at the discretion of the ED, as long as they are within the budget that was approved for the year.**
- 2. Terms of loan and MOU to BHO for operations to be discussed.**

**NEW BUSINESS**

**1.\*\* Motion to accept the employee contract for Michelle Figeroa, to be hired for the NCHA campus to the Assistant Property Director, with Board President to sign an At-Will employment contract on behalf of BCHA.**

**2.\*\* Motion to accept the employee contract for Lisa Nyce, to be hired for the BCHA campus to the Custodian/Grounds Keeper, with Board President to sign an At-Will employment contract on behalf of BCHA.**

3. \*\* Motion to accept the MOU and terms of the \$150,000.00 operational loan to BHO from the BCHA property management funds.

4. \*\* Motion to allow the Executive Director the discretion to schedule, attend and pay for relevant training opportunities to be planned within the approved budget.

5. \*\* Motion to purchase a maintenance vehicle from capital funds in the amount of \$51, 155.00  
<https://www.tommasanoford.com/inventory/new-2024-ford-super-duty-f-250%2c2%ae-xl-4x4-regular-cab-1ftbf2ba9ree26486/>

6. \*\* Motion to approve the bid from Nan McKay for consulting services for necessary HOTMA updating of ACOP, Admin Plan, and Tenant Selection Plan in the amount of \$12,590.00 with Northampton County Housing Authority to pay half.

7. \*\* Motion to accept Legal RFP of the highest scored submission for a contract thereafter to be negotiated with the successful bidder.

\*\* Items marked with \*\* are items for which there may or will be deliberation or official action taken at the meeting.

**ADJOURNMENT\_\_\_\_\_ moved to adjourn\_\_\_\_\_ seconded the motion. The next Board Meeting will be held on Wednesday, July 23<sup>rd</sup>, 2025 @ 4:00 p.m.**

**Topic: BCHA June Board Meeting**

**Time: Jun 25, 2025 04:00 PM Eastern Time (US and Canada)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/85180464919?pwd=ZR3UtjLG8ZJmGtGoP87E97bS9mrGrv.1>**

**Meeting ID: 851 8046 4919**

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