

**MINUTES... REGULAR MEETING... AUGUST 11, 2025**

The members of the Bethlehem Housing Authority met in a regular session on August 11, 2025 at 4:00 P.M. (IN PERSON MEETING). Those present and absent were as follows

**PRESENT**

Mrs. Lindsey A. Clifton, Chairperson  
Mr. J. Marc Rittle

**ABSENT**

Mr. Rogelio Ortiz, Vice Chairperson  
Mrs. Iris Linares  
Mrs. Rachel Leon

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

A quorum was not present; discussions were held for informational purposes, and official approvals (minutes, reports resolutions) will be deferred to the next board meeting.

The Minutes of the Regular Meeting of July 14, 2025, Treasurer's report and Financial Report were presented. *(Approval will be deferred to the next meeting.)*

Under the Financial report Mr. Snyder reported that cash balances remain steady. A correction was made to the Section 8 utilization reports due to an error during the Tenmast-to-Yardi transition, which resulted in a landlord being overpaid for one year. Approximately \$12,000 was recovered, but unit months were lost over the past year.

Additionally, he further explained that under 2 CFR 200.307, rental income must now be used before subsidy funds, requiring that interest earned be returned to HUD. He will prepare a budget revision to reclassify approximately \$400,000 as an expense for repayment to the federal government and is consulting auditors on whether the repayment will be retroactive or limited to the current fiscal year.

Chairperson Clifton asked whether the \$400,000 identified for repayment applies to the current fiscal year. Mr. Snyder confirmed that it does. Mr. Rittle asked whether the possible federal cuts would apply only to administrative expenses. Mr. Snyder replied that while cuts are across the board, administrative funding is most directly affected. Chairperson Clifton asked from which source the \$400,000 repayment would be made. Mr. Snyder confirmed it would come from the Operating Fund (AMPs).

Mr. Rittle asked whether the repayment involved interest income. Mr. Snyder confirmed that it did, noting that BHA currently has approximately \$11 million in CDs earning about 4% interest. HUD requires this interest to be returned because it considers ownership of the housing assets and rental income. He also reviewed pending federal budget proposals for Housing Choice Voucher administrative fees. If enacted, the House of Representative version would reduce BHA funding by approximately \$126,000, the U. S. Senate version would increase funding by \$21,000, and a compromise would result in a \$52,000 shortfall. He expressed concern but indicated that the Authority could manage, noting a preference for the U. S. Senate version.

Under Courtesy of the Floor, Agenda Items Only. Nothing reported.

Under Old Business, Chairperson Clifton, noted the only item for discussion was the Parkridge lease, with application materials pending at the last meeting. Mr. Ritter confirmed the materials were received. Attorney Matz reported that all materials are in order and explained that, as a non-profit religious organization, the lease process is straightforward. The board will need to decide whether rent will be charged and consider the balance between cash and program benefits, similar to prior arrangements such as Lynfield. Chairperson Clifton asked whether a draft or recommendation would be prepared for board review. Attorney Matz confirmed this will be presented for consideration.

Under Chairperson's report, Mrs. Clifton reported that on July 30<sup>th</sup>, she participated in a call with the auditor as part of the annual audit process. The auditors provided positive feedback and commended Mr. Snyder and his staff for their responsiveness and thoroughness. Chairperson Clifton expressed appreciation to the team on behalf of the board.

She also noted that she will be away on October 13<sup>th</sup> for a professional commitment and requested staff and board coverage for that meeting.

Under the Executive Director's Report, Mr. Ritter reported that the D&C meeting took place on July 14 in the conference room with police officers and Attorney Matz. He also announced the hiring of Noel Marte as Assistant Maintenance Supervisor, who started last week and assisted with Field Day activities on July 9. Field Day had a lower turnout this year, with 50-75 participants, due to competing local events.

Mr. Ritter noted the minimal salaries in the Personnel Policy are being reviewed and when ready they will be presented for approval.

Under the Deputy Executive Director's, Ms. Rivera reported that several meetings were held last month, including a Steering Committee meeting on July 31 and a Choice Neighborhood on July 29. The final draft from Gorman has been received and is under review. Submission of materials is scheduled for August 28, with feedback due by September 13. Ms. Rivera noted that the process is on track.

Under Committee Reports, Scholarship Committee, Ms. Moreno reported that scholarship winners have been requesting their funds for school.

**UNDER RESOLUTIONS** - APPROVING OF THE EMPLOYEE HEALTH INSURANCE RENEWAL FOR THE PERIOD OF 10/1/2025 - 9/30/2026. (*Approval will be deferred to the next meeting.*)

Under New Business. Nothing reported.

Under Miscellaneous Reports and Other Business Board Member, Mr. Kichline reported that the bid openings for the First Tee project were held on July 29, receiving six bids. The lowest bid of \$2.3 million was withdrawn by the bidder within the allowed timeframe. The next lowest bid was \$2.9 million. Although sufficient funds exist in the Capital Fund, HUD's Total Development Cost (TDC) limit for the project is approximately \$2.6 million. He explained that HUD may exclude certain out-of-the-ordinary costs from the TDC calculation, effectively reducing the low bid to within the limit. A Zoom meeting with HUD is scheduled to review eligible cost adjustments.

Chairperson Clifton asked whether the First Tee project overlaps with Choice Neighborhood developments. Mr. Ritter explained that the project includes 12 First Tee units, with an additional fifty-eight units planned for Marvine as part of Choice Neighborhood. Mr. Kichline clarified that First Tee will proceed as planned, while remaining land will support Choice Neighborhood access and development. Mr. Ritter added that some land currently belongs to the Boys Club and discussions are ongoing regarding its use.

Mr. Rittle requested a comprehensive project presentation for the full board, including site plans, renderings, and strategic context, noting limited prior exposure to the project. Chairperson Clifton agreed, emphasizing the importance of providing board members with updates and opportunities for feedback before final approvals. Mr. Ritter confirmed arrangements could be made for a site visit and detailed overview. Mr. Rittle also noted the value of understanding project strategy in addition to fiscal details, and Chairperson Clifton agreed this helps inform board decisions. The board thanked Mr. Kichline and Mr. Ritter for their work on the project.

Under Public Comments. Nothing to report.

Chairperson Clifton noted that the next regular board meeting will be held on Monday, September 8, 2025, at 4:00 P.M., in the community room at Monocacy Tower. There being no further business to transact, Chairperson Clifton declared the meeting adjourned.

John Ritter  
Executive Director