

MINUTES . . . REGULAR MEETING . . . JULY 13, 2026

The members of the Bethlehem Housing Authority met in a regular session on July 13, at 4:00 P.M. (IN PERSON MEETING). Those present and absent were as follows

PRESENT

Mr. John Marc Rittle, Chairperson
Mrs. Lindsey Clifton
Mrs. Iris Linares

ABSENT

Mr. Rogelio Ortiz, Vice Chairperson
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.

Due to the presence of scholarship recipients and their guests, Chairperson Rittle began the meeting with the Scholarship Committee report before proceeding with the regular order of business.

Under Committee Reports, Scholarship Committee, Mrs. Linares presented the recipients of the 2026 BHA Scholarships. Janiah Soto was awarded a \$3,000 scholarship for her academic achievement, maintaining a 3.2 GPA. She will be attending Moravian University this fall to study Nursing with the goal of becoming a Labor and Delivery Nurse.

Jomari Sotomayor received a \$3,000 scholarship in recognition of her academic achievement, maintaining a 3.2 GPA. She will attend Northampton Community College in the fall, where she plans to major in Theater. Jomari developed her love for the arts as a young dancer at the Pennsylvania Youth Theatre and has since cultivated a passion for performing. Her dream is to become a Broadway star.

Serenity Gonzalez of Northeast Middle School was awarded the eighth-grade \$1,000 scholarship. She has maintained a 2.5 GPA and has a strong interest in art. Serenity plans to continue her education, driven by a deep commitment to personal growth and development, as well as a desire to make a positive impact on those around her.

The Board of Commissioners congratulated all recipients, acknowledged their outstanding achievements, and wished them continued success.

Chairperson Rittle presented the Minutes of the Regular Meeting of May 11, 2026, were presented and approve. Mrs. Linares made a motion to accept the minutes of May 11, 2026. Mrs. Clifton seconded the motion.

Roll Call: Ayes – Rittle/Clifton/Linares; Nays - None

Chairperson Rittle presented the Treasurer's report for May and June 2026.

Mrs. Clifton made a motion to approve the treasurer's report for April 2026.
Mrs. Linares seconded the motion.

Roll Call: Ayes – Rittle/Clifton/Linares; Nays – None

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Chairperson Rittle presented the financial report and Section 8 Utilization report.

Mr. Snyder presented the Section 8 Utilization Report through July, reporting that the program was leased at 76.61%, with approximately 10 to 11 vouchers currently available for issuance. He stated that the Section 8 program's cash position remains strong.

Mr. Snyder also reported that the Authority owes HUD approximately \$500,000 in interest earned on HUD funds. The independent auditors began the annual audit on the day of the meeting, and once the audit is completed and finalized, the Authority will remit the payment to HUD. He noted that these funds have already been segregated and are included in the Operating Fund balance.

Mr. Snyder reviewed the Income and Expense Report for the first two months of the fiscal year, noting that revenues were slightly more favorable than budgeted. He explained that, under HUD's current accounting requirements, funds may be drawn down as needed; however, revenue cannot be recognized until the funds are expended. As a result, some Asset Management Projects (AMPs) may temporarily show no revenue until the funds are used. He further reported that expenses are currently favorable by approximately \$387,000 compared to budget, with actual expenses totaling \$2,345,000 versus a budgeted amount of \$2,722,000.

Mrs. Linares made a motion to approve the financial and Section 8 report.
Mrs. Clifton seconded the motion.

Roll Call: Ayes – Rittle/Clifton/Linares; Nays – None

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

Under Old Business, nothing reported.

Under the Chairperson's Report, Mr. Rittle reported for the record that Mr. Ritter, Executive Director evaluation forms had previously been distributed by email to all Board members as part of the Authority's annual evaluation process. Board members were asked to complete the evaluation forms and return them. The Executive Director also completed a self-evaluation, which had been submitted in advance. The Chair noted that this annual evaluation process is conducted publicly in accordance with the Board's established procedures.

Under the Executive Director's report, Mr. Ritter provided an update on the Authority's recent NSPIRE inspections. He reported that inspections conducted at Pembroke and Bayard resulted in scores of 64 and 69, respectively. The lower scores were primarily attributed to tenant-related deficiencies, including disconnected smoke detectors at Pembroke and missing Romex connectors on tenant-installed washers and dryers at Bayard. Management has corrected the deficiencies within its control and is working with HUD to recover points where appropriate. Additional NSPIRE inspections are scheduled for Marvine and two high-rise developments.

Mr. Ritter announced the retirement of Maintenance Superintendent, Chip Jablonski, effective June 26, after 20 years of service with the Bethlehem Housing Authority. He also announced the upcoming retirement of Clerk Typist II, Brenda Roxberry, recognizing her five years of dedicated service. He noted that the Authority is actively recruiting for several vacant positions, including maintenance, supervisory, and clerical staff.

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Mr. Ritter reported that the Request for Proposals (RFP) for the Authority's first Project-Based Voucher (PBV) program closed on July 10. The submitted proposals are currently under review with assistance from Urban Ventures, which is providing technical guidance throughout the evaluation process. The Authority anticipates awarding up to 25 Project-Based Vouchers.

Additionally, he provided an update on the PPL WRAP Program, reporting that the energy efficiency initiative is nearing completion at all Authority developments. The program included energy-saving improvements such as insulation, outlet upgrades, and water-saving devices.

In conclusion, Mr. Ritter announced that the Authority's annual Carnival Day will be held on August 15, with a rain date of August 16, from 12:00 p.m. to 3:00 p.m. at the Northeast Community Center, located in the Marjorie Fink Building. He also reminded the Board of the upcoming D&C meeting scheduled for July 15 at 9:00 a.m. in the Authority's conference room.

Under Deputy Executive Director report, no report.

Under Committee Reports, Scholarship Committee, *The Scholarship Committee report was presented earlier in the meeting.*

Under Resident Council, Ms. Flores reported that she plans to provide Resident Services updates to the Board on a quarterly basis. She stated that all four high-rise buildings currently have active Resident Councils that meet regularly and sponsor activities two to three times per week. The councils have also been collaborating on joint events, including fundraising and health-related programs.

Ms. Flores further reported that there are currently no Resident Councils in the family developments. Although staff continues to distribute information, conduct outreach, and encourage resident participation, interest has remained limited. Resident Services will continue its annual outreach efforts to assist residents interested in establishing Resident Councils.

Mr. Ritter recognized Ms. Flores for coordinating a donation drive following the sinkhole incident at Pembroke. He thanked the Resident Services staff and Bethlehem Housing Authority employees for their generous donations of clothing, furniture, and household items to assist displaced residents who were unable to retrieve their belongings from their homes. The Board expressed its appreciation for the collaborative effort to support the affected families.

UNDER RESOLUTIONS – Nothing to report

Under New Business, Miscellaneous Reports and Other Reports from Board Members, Solicitor and Staff, and Public Comments, nothing reported.

Chairperson Rittle noted that the next regular board meeting will be held on Monday, August 10, 2026, 2026 at 4:00 P.M., in the community room at Monocacy Tower. There being no further business to transact, Chairperson Rittle declared the meeting adjourned.

John Ritter
Executive Director