

BOARD MEETING #580
April 21, 2021

The regular meeting of the Housing Authority of the County of Union was held on April 21, 2021 via a zoom call. Gale Reish, chairperson, called the meeting to order at 2:07pm. Members present were Michael Hanyak, Tom Beck and Diane Meixell. Also, present were Bruce Quigley, Executive Director; Melissa Lobos, Solicitor, and Sharon Leon, Deputy Director/Secretary. Absent from the meeting was Chenoa Lee.

1. Michael Hanyak made a motion to approve the minutes of the March 23, 2021 meeting (579). Tom Beck seconded same, and the Board unanimously passed by those present.

2. TREASURER'S REPORT & FINANCIAL:

Tom Beck made a motion to approve the March 2021 Treasurer's Report as presented. Michael Hanyak seconded same, and the Board unanimously passed by those present.

- a. CARES funding was used to purchase locking mobile cabinets, a recommended purchase from the auditor, to allow staff to take work in and out of the office securely. Funding was also used to purchase updated remote software for the Horizon data program to allow for better remote access.
- b. The White Deer Commons operating account interest rate has been corrected by the bank and is now .35% as all of the other accounts.

3. HOUSING STAFF REPORTS:

Diane Meixell made a motion to approve the April 2021 staff reports of the Authority including: Housing Choice Voucher Program, Datesman Village Apartments, Meadow View Apartments, White Deer Commons, Penn Commons, Newky Apartments, Justice Bridge, FSS and the Residential Rehabilitation programs. Michael Hanyak seconded same, and the Board unanimously passed by those present.

- a. Fraud repayments, as listed on the HCV report, are agreements made with Housing Choice Voucher participants that owe money back to UCHA and HUD due to overpayment of their Housing Assistance Payments. Overpayment typically occurs when a change of income is not reported in a timely manner to UCHA. Currently, the number of repayments is higher than normal because of unemployment claims that were not reported or were paid in lump sum after a claim was made.
- b. Work is continuing on the draw-down of funds from Federal Home Loan Bank for work completed in the Owner-Occupied Rehabilitation Program. Sharon Leon is working closely with the bank to finalize the paperwork and complete the disbursement request.
- c. The Justice Bridge Housing Program currently has 25 active participants. 22 of those participants are receiving rental assistance, while 3 have successfully moved on from needing rental assistance. 80 individuals have participated in the program since the start in 2012.

Bruce L. Quigley, *Executive Director* | Sharon Leon, *Deputy Director/Secretary* | Martin & Lobos, *Solicitor*
AUTHORITY MEMBERS: Dr. W. Gale Reish, *Chairperson* | Dr. Michael E. Hanyak, Jr., *Vice Chairperson*
Thomas Beck, *Treasurer* | Chenoa Lee | Diane Meixell



PUBLIC PARTICIPATION:

Nancy Steckel and Richard Owen were in attendance.

UNFINISHED BUSINESS:

1. COVID-19 Strategy – protocols continue with offices closed to the public and cleaning at all sites continues.
2. The Area Agency on Aging is accepting applications for Echo Cottage participants in Union and Snyder counties. One unit will be placed in each county. The first applicant in Snyder County would be in the flood plain, so that is being reviewed at this time. A second application is being processed in the case where the first applicant would be ineligible.
3. Michael Hanyak made a motion to ratify the approval of the MOU for Echo Cottage. Diane Meixell seconded same, and the Board unanimously passed by those present. This agreement is with the Pennsylvania Association of Area Agency on Aging. The Union-Snyder Area Agency on Aging also has an agreement for this initiative with PA AAA. It was suggested that the agency be defined on page 3, item b (amendments) of the agreement.

Michael Hanyak moved to amend the motion to ratify the approval of the MOU for ECHO Cottage, subject to solicitor approval. Diane Meixell seconded the same, and Board unanimously passed by those present.

4. Housing Choice Voucher Program and Mainstream Voucher Program are active and continue to lease up. Individuals should apply if they are in need of housing.
5. Update on Inter-Agency Agreement with Snyder County Housing Authority. Melissa Lobos met with the Snyder County Housing Authority solicitor in regards to the inter-agency agreement with the Snyder County Housing Authority. The agreement is moving forward and will include working collaboratively with the Housing Choice Voucher Program, a Snyder County component of the Justice Bridge Housing Program and Echo Cottage.

NEW BUSINESS:

1. Michael Hanyak made a motion to approve hiring Melanie Page as a part-time accountant., subject to solicitor approval of the contract. Tom Beck seconded same, and the Board unanimously passed by those present. Ms. Page was originally hired as an employee of UCHA, then transitioned to a consultant for the HA for the past several years. It was determined for reasons of accountability and efficiency, that the position is best served with an employee. The position was advertised. UCHA looks forward to continuing the relationship with Ms. Page in this senior accountant/controller role.
2. Tom Beck made a motion to approve the Housing Authority Audit Report for FY2020. Michael Hanyak seconded same.

Items for review include:

Page 5 – promissory note information

Page 5 – total operating revenue questioned for 2021 with the loss of management of Kelly Apartments

Page 12 – table of financial highlights shows total tenant revenue 2020 at ~\$264,000, 2019 at ~\$700,000

Page 13 – programs listed does not list Meadow View as a Rural Development program.

Page 32 – the pension contribution is listed at 10%, not the current 8%

Michael Hanyak made a motion to table the approval of the audit report. Diane Meixell seconded same, and the Board unanimously passed by those present.

3. Michael Hanyak made a motion to approve entering into a contract for bifold door replacements at White Deer Commons with Yoder Builders, Inc as recommended by the Capital Improvements Manager. Tom Beck seconded same, and the Board unanimously passed by those present. This would replace all doors in each unit at WDC. The proposal from Yoder Builders, Inc is \$58,056.54 which is 35% lower than the highest bid.
4. Michael Hanyak made a motion to approve Hazard Pay for staff. Diane Meixell seconded same, and the Board unanimously passed by those present. This is an acknowledgement of the hard work staff has performed throughout the Covid crisis. This is being done with CARES funding and will equal one pay for each staff person.
5. Diane Meixell made a motion to approve a vaccine incentive for all current and upcoming vaccinated staff. Tom Beck seconded same, and the Board unanimously passed by those present. \$300 per employee upon proof of vaccination.

INFORMATIONAL ITEMS:

1. The Union-Snyder Community Action Agency is now processing application to distribute Emergency Housing Assistance to eligible residents of Union and Snyder Counties who experienced financial hardships due to COVID-19 with rent, utilities, and home-energy costs. More information is available on their website www.union-snydercaa.org or by calling 570-374-0181.
2. Bruce Quigley will be presenting the Justice Bridge Housing Program at the 2021 Criminal Justice Advisory Board (CJAB) Virtual Conference on April 20th.
3. Interviews will be conducted this week for a full-time maintenance technician. The Board may be contacted prior to the next public meeting to

ADJOURNMENT:

Michael Hanyak made a motion to adjourn at 2:58pm. Tom beck seconded same, and the Board unanimously passed by those present.

Sharon Leon, Secretary