

**BOARD MEETING #571
August 19, 2020**

The regular meeting of the Housing Authority of the County of Union was held on August 19, 2020 via a zoom call. Gale Reish, chairperson, called the meeting to order at 2:13PM. 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 July 15, 2020 regular meeting (570). Diane Meixell seconded same, and the Board unanimously passed by those present.

2. TREASURER'S REPORT & FINANCIAL:

Tom Beck made a motion to approve the July 2020 treasurer report as presented. Diane Meixell seconded same, and the Board unanimously passed by those present.

- The Penn Commons account has not been reconciled due to delay in receiving bank statements.
- The Section 8 account reflects the additional expense from the increase in HAP payments. A frontload of the Section 8 money has been requested from HUD to cover additional expenses.

3. HOUSING STAFF REPORTS:

Diane Meixell made a motion to approve the August 2020 staff reports of the Authority including: Housing Choice Voucher Program, Kelly Apartments, Datesman Village Apartments, Meadow View Apartments, White Deer Commons, Penn Commons, Newky Apartments, Justice Bridge, FSS and the Residential Rehabilitation programs. Tom Beck seconded same, and the Board unanimously passed by those present.

- Completed jobs listed on the Rehabilitation reports may reflect amounts higher than \$25,000. The completed costs include delivery (inspection, operation) costs. The construction costs alone must be over \$25,000 to require prevailing wage. The FHLB rehab grant is exempt from that requirement.
- FHLB completed projects must be paid before the money can be drawn down. The Housing Authority will be requesting a draw down for jobs completed next month.
- HCV Violations reported on the Justice Bridge Housing Report are attributed to various circumstances, which may include non-payment of rent or lease violations. However, none have been reported in this fiscal year.

4. Michael Hanyak made a motion to approve the Holiday Schedule for 2021. Tom Beck seconded same, and the Board unanimously passed by those present.

PUBLIC PARTICIPATION:

Don McClure and Richard Owen participated via Zoom.

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



Richard Owen shared that Samuel Wood has resigned from the Union County Housing Associates board. Kathleen Graham was elected as the new chairperson, Richard Owen remains vice-chairperson and Tom Zorn was elected to the board. Other members of the board include Dave Zelner and Tim Turner.

The Union County Housing Associates has formed a new fictitious name, Rural Housing Works, with the mission to help and support the Union County Housing Authority with assisted housing in Union County and broaden their scope in the immediate area, including Snyder County. No new projects have been started at this time, but strategic planning is in the works.

UNFINISHED BUSINESS:

1. COVID-19 Strategy
 - a. Protocol has been maintained. Offices are open for appointment only at the main building and project sites.
2. Update on Capital Improvements at White Deer Commons
 - a. The current project, replacement of kitchens, should be completed in November.

NEW BUSINESS:

1. *Michael Hanyak made a motion to approve the 2021 White Deer Commons budget. Tom Beck seconded same, and the Board unanimously passed by those present.
 - a. The formula for allocation of costs in relation to the site is based on one less site being managed (Kelly Apartments).
 - b. The total cost of operations is \$147,000, which is 12% higher, but the projection is higher than anticipated.
2. Review 2021 Penn Commons Budget –
 - a. The budget is higher than last year because costs can be better predicted now that the site has been operational for a few years.
 - b. HVAC maintenance was added to the budget now that it is a contracted expense for the site.
 - c. Penn Commons does generate higher rent than White Deer Commons, due to location and rent reasonableness for the area.
3. Address removal of age restriction for 1308 Market Street, Lewisburg, PA.
 - a. This restriction was previously removed for the building/duplex. The other condition of an income guideline remains on the property.
4. *Michael Hanyak made a motion to approve the termination agreement for the Kelly Apartments Management Agreement, pending solicitor review. Diane Meixell seconded same, and the Board unanimously passed by those present.
 - a. The Housing Authority did attempt to purchase the property for \$1.75M but the bid was not accepted. The UCHA also attempted to remain the management agent, but was not asked to continue as the management agent for the property.

INFORMATIONAL ITEMS:

None

ADJOURNMENT:

Tom Beck made a motion to adjourn the regular meeting at 2:46 PM.

Sharon Leon, Secretary