

**BOARD MEETING #575
December 16, 2020**

The regular meeting of the Housing Authority of the County of Union was held on December 16, 2020 via a zoom call. Gale Reish, chairperson, called the meeting to order at 2:11PM. 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 November 18, 2020 regular meeting (574). Diane Meixell seconded same, and the Board unanimously passed by those present.

2. TREASURER'S REPORT & FINANCIAL:

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

- a. The White Deer Commons Monthly Operating Report shows a positive cash balance, yet the Treasurer's Report shows a negative balance. There are still outstanding approvals for reserve work being completed at White Deer Commons. The question of whether the entire reserve of \$500,000 is required to be spent down completely is still being discussed with PHFA.

3. HOUSING STAFF REPORTS:

Tom Beck made a motion to approve the November 2020 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. Diane Meixell seconded same, and the Board unanimously passed by those present.

4. Michael Hanyak made a motion to approve the 2021 Annual Meeting be held on January 20th at 1:30pm and the January 2021 Regular Meeting to be held at 2:00pm, with all 2021 Regular board meetings to be held the 3rd Wednesday of each month at 2:00pm. Tom Beck seconded same, and the Board unanimously passed by those present.

PUBLIC PARTICIPATION:

No public participation

UNFINISHED BUSINESS:

1. COVID-19 Strategy
 - a. A staggered office schedule has been reinstated. It reduces risk to the staff. Re-emphasis has been made about traveling protocol during the holidays, and screenings based on CDC protocol continues to be implemented. Staff are vigorous with protocol and guidelines.

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



2. Update on Capital Improvements at White Deer Commons
 - a. Work on kitchen and baths has been completed. The contract will be closed out when final inspections have been completed and small items addressed.
3. Update on Community Services Center Capital Improvements and Insurance Claim.
 - a. The claim remains open, but payment has been made on the settlement agreement. The claim will be closed when damages are repaired, and we are assured of no additional damages. Damage consisted of 2 separate water leaks and damage to a rooftop unit.

NEW BUSINESS:

1. Update on Refinancing of Meadowview Apartments.
 - a. The appraiser reached out for documentation and hoped to get his information to the bank last week. The anticipated closing will be held between Christmas and New Year's Day.
 - b. Michael Hanyak made a motion to approve Bruce Quigley as signer and Sharon Leon as an alternate to sign the closing documents for the MeadowView mortgage loan. Michael Hanyak made a motion to amend the motion to approve Bruce Quigley or Diane Meixell to sign the loan due to Sharon Leon being board secretary. Tom Beck seconded the amended motion, and the Board unanimously passed by those present.
2. Update on Loan Modification for the Community Services Center.
 - a. This has been completed.
3. Michael Hanyak made a motion to approve advertising for a part-time accountant position. Tom Beck seconded same, and the Board unanimously passed by those present.
4. Tom Beck made a motion to approve COVID-19 hazard pay. Michael Hanyak seconded same, and the Board unanimously passed by those present. This will be the second hazard pay distributed to staff and part of the CARES funding.
5. Michael Hanyak made a motion to approve the revised Payroll Analysis for 2021. Diane Meixell seconded same, and the Board unanimously passed by those present. This is a reduction from the Payroll Analysis for 2020.
6. Update on ECHO cottage
 - a. The Housing Authority has partnered with the Area Agency on Aging for development of an ECHO cottage in Union County. This is essentially for an individual to reside on the property of a family member but in their own home. Advertising will be occurring over the next several months as candidates for this initiative are sought out.

INFORMATIONAL ITEMS:

- Holiday Gift Cards in the amount of \$75 will be provided to each Housing Authority employee.
- No holiday parties are planned this year due to COVID-19

ADJOURNMENT:

Michael Hanyak made a motion to adjourn the regular meeting at 2:39pm.

Sharon Leon, Secretary