

**BOARD MEETING #566  
February 19, 2020**

The regular meeting of the Housing Authority of the County of Union was held on February 19, 2020 in the conference room of the Housing Authority located at 1610 Industrial Boulevard, Suite 400 Lewisburg, PA. Gale Reish, chairperson, called the meeting to order at 2:22 PM. 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 January 22, 2020 annual meeting (564). Tom Beck seconded same, and the Board unanimously passed by those present.
2. Michael Hanyak made a motion to approve the minutes of the January 22, 2020 regular meeting (565). Diane Meixell seconded same, and the Board unanimously passed by those present.

3. TREASURER'S REPORT & FINANCIAL:

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

- The Monthly Operating Report shows an annual budget for Union County Housing Associates, Home, PCCD, PHFA and various other grants. This reflects the administration costs for these grants.
- Consultant and Professional Services typically reflect costs for annual services. To date, this line item also reflects consulting services used for some of the real estate matters that were considered as well. These could be broken into categories to reflect the differences. Similarly, this could be done for computer expenses to reflect the large expense needed this year to update a majority of the computers.
- Susquehanna Community Bank does have an agreement in place to provide security to all Housing Authority bank accounts. Melissa can send the agreement to the Board if they would like to review the terms.
- The Treasurer's Report will reflect the reconciliation of money owed from White Deer Commons to the General Fund in the future.
- The Housing Authority will put together a report to reflect needs of the capital improvements completed and still needed at White Deer Commons. This will assist in tracking the reserve and operating accounts.
- The mortgage for the Community Services Center is able to be refinanced. This can be looked into. We will look into Meadowview again to see if Rural Development offers any flexibility on financing.

4. HOUSING STAFF REPORTS:

Michael Hanyak made a motion to approve the February 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. Diane Meixell seconded same, and the Board unanimously passed by those present.

- White Deer Commons typically has a low waiting list, due to location. However, the site has quick turnover when a tenant leaves and is always full.

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



5. The Annual Luncheon will be held on April 17<sup>th</sup>, 2020. The awardees for the luncheon will be discussed at the next meeting.
6. A current client expressed interest in the board position that is available. Sharon will draft a letter to the commissioners to share interest and information about the client.

**PUBLIC PARTICIPATION:**

Don McClure and Carol Steckel were present.

**UNFINISHED BUSINESS:**

1. White Deer Commons: The contract for Kitchen/Bath is being prepared.  
  
Michael Hanyak made a motion to authorize Bruce Quigley or Sharon Leon to sign the final contract for the Kitchen/Bath project pending solicitor approval. Tom Beck seconded same, and the Board unanimously passed by those present.
2. Michael Hanyak made a motion to approve the 2019 Audit Report pending the addition of the addendum. Tom Beck seconded same, and the Board unanimously passed by those present.

**NEW BUSINESS:**

1. Community Services Center Update:
  - a. The roof replacement project will begin in the spring.  
  
Michael Hanyak made a motion to put out a Request For Proposals for roof replacement at the Community Services Center. Tom Beck seconded same, and the Board unanimously passed by those present.
  - b. The CSC safety committee is reviewing protocol in the building and discussing efforts to maximize tenant, staff, and public safety.
2. Personnel Policy Update: The committee has completed policy edits and will be sending it out to the Board and solicitor for review.

**INFORMATIONAL ITEMS:**

The Housing Authority is seeking referrals for the existing Owner-Occupied Residential Rehabilitation (OORR) program and the new Mainstream Voucher Program (MVP), which begins March 1, 2020. OORR provides funds to homeowners to assist in necessary repairs or upgrades to keep the home viable for residency. Ramp installations and bathroom modifications can qualify for needs.

MVP provides a housing voucher for non-elderly disabled individuals who are income eligible. Thirty vouchers are available for Union County. Information for both programs can be obtained by calling the Housing Authority.

**ADJOURNMENT:**

Michael Hanyak made a motion to adjourn the regular meeting at 2:48 PM.

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Sharon Leon, Secretary