

BOARD MEETING #578
February 24, 2021

The regular meeting of the Housing Authority of the County of Union was held on February 24, 2021 via a zoom call. Gale Reish, chairperson, called the meeting to order at 10:44am. 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. Diane Meixell made a motion to approve the minutes of the January 20, 2021 annual meeting (576). Michael Hanyak seconded same, and the Board unanimously passed by those present.

Tom Beck made a motion to approve the minutes of the January 20, 2021 regular meeting (577). Michael Hanyak seconded same, and the Board unanimously passed by those present.

2. TREASURER'S REPORT & FINANCIAL:

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

- a. The White Deer Commons operating account is held at M&T bank, but the new account is now open at Susquehanna Community Bank. The account should be transferred within the month.
- b. Payroll expenses are slightly overbudget in part because of overtime due to weather conditions and with the additional temporary employee that assisted in the Housing office during December and January.
- c. The White Deer Mortgage balance includes the amount listed and the PHFA TCAP Loan amount listed under WDC PHFA held reserves. These will be combined in the next report.

3. HOUSING STAFF REPORTS:

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

PUBLIC PARTICIPATION:

No public participation

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



UNFINISHED BUSINESS:

1. COVID-19 Strategy: The Housing Authority is maintaining protocol and continues with staggered staff schedules. Traveling protocol as per CDC guidelines has been reviewed. CARES funds will be used to reimburse employees with copays for vaccinations.
2. Update on Refinancing of Meadow View Apartments: The Housing Authority is working on the prepay application with Rural Development and is discussing the loan proposal timeline with Mifflinburg Bank. The purpose of the refinance is to reduce the interest rate on the loan.
3. Update on ECHO (Elder Cottage Housing Options) cottage
 - a. This program is in collaboration with the Area Agency on Aging (AAA) and funded through a Pennsylvania Housing Affordability and Rehabilitation Enhancement Fund (PHARE) grant. There is a meeting next week with Kelly Township, who have expressed interest in the program. A viable applicant for Snyder County has emerged.
 - b. Our solicitor has reviewed documents and procedures from Clearfield County Housing Authority, who has been running a similar program. The budget does contain an escrow and an amount set aside for moving the unit or possible storage of the unit between uses. A familial tie is not required but applicants thus far are family members of the property owner. The grant allows for two total units in Union or Snyder County.

Michael Hanyak made a motion to advertise for a request for proposals from manufacturers for an ECHO Cottage. Tom Beck seconded same, and the Board unanimously passed by those present.

NEW BUSINESS:

1. Housing Choice Voucher Shortfall Prevention Update: Vouchers that were issued prior to January 31st, had been rescinded and all new financial interviews were put on hold. Vouchers are now being re-issued to those individuals who held one, and names may be pulled from the waitlist in April to start new financial interviews for vouchers. The Mainstream Voucher Program has been actively issuing vouchers for eligible participants.

INFORMATIONAL ITEMS:

1. Program Availability:
 - a. ECHO cottage – information is available to share upon request and AAA is actively advertising for the program.
 - b. Residential Rehabilitation – funding is available for homes throughout Union County, and applications continue to be accepted for eligibility.
 - c. Project SHARE is a program of the Area Agency on Aging and may be supported with Housing Choice Vouchers if applicable. More information is available upon request. An eligible home, must include at least one elderly individual.

ADJOURNMENT:

Michael Hanyak made a motion to adjourn the regular meeting at 11:13am.

Sharon Leon, Secretary