

BOARD MEETING #577
January 20, 2021

The regular meeting of the Housing Authority of the County of Union was held on January 20, 2021 via a zoom call. Gale Reish, chairperson, called the meeting to order at 2:02PM. 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 December 16, 2020 regular meeting (575). Michael Hanyak seconded same, and the Board unanimously passed by those present.

2. TREASURER'S REPORT & FINANCIAL:

Michael Hanyak made a motion to approve the December 2020 Treasurer's Report as presented. Tom Beck seconded same, and the Board unanimously passed by those present.

- a. The Residential Rehab account shows a negative balance before a transfer from the Unrestricted account to cover expenses. Next month's report will reflect a detailed transfer list of advancements to the Rehab account.
- b. White Deer Commons is beginning to balance financially.
- c. The White Deer Commons mortgage balance may need updated and will be reviewed.
- d. HUD CARES funds must be expended by June 2021. Guidelines are being reviewed to make a plan to expend all of funds by the deadline.
- e. Revenue under budget due to delay in drawing down funds for rehabilitation.
- f. White Deer Commons had a couple of vacancies that were filled. Vacancies are quickly filled with HCV participants.
- g. There is not a set policy on moving funds from the operating account of a complex/building to the reserve at a certain balance in the account. There are restrictions in the transfer on Datesman and Meadow View because of the PHFA guidelines, which dictates a minimum of 1% of the existing mortgage. Also, there are restrictions on the balance allowed in the reserves. If that amount is too great, it is required to be spent down.

3. HOUSING STAFF REPORTS:

Michael Hanyak made a motion to approve the January 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.

- a. The FHLB grant is expended and draw downs will take place after the grant reports have been reviewed and accepted by the FHLB. The total amount from 2017 to draw down is ~\$160,000. The 2018 grant will be starting now.
- b. The Housing Choice Voucher Program has 195 individuals on the waiting list, most being non-preference. Without a preference, the wait is long due to being put behind those who come on the list with a preference. Staff will notify an individual if they do not prove a preference and reiterate the preferences

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



for the program. The shorter waitlist has approximately a 4-8 month waiting period, dependent on the extremely low or very low-income level.

PUBLIC PARTICIPATION:

No public participation

UNFINISHED BUSINESS:

1. COVID-19 Strategy
 - a. The Housing Authority remains vigorous in maintaining protocol. There have been some cases of COVID, but all are recovered and doing well.
2. Update on Refinancing of Meadow View Apartments
 - a. Rural Development is now issuing guidance on what is required for pay-off of the existing mortgage. This slows down the timeline. Response from RD and clarification of the requirements was not presented in a timely fashion. RD will need to approve Meadow View from leaving the program before the refinance can occur.
3. Update on ECHO (Elder Cottage Housing Options) cottage
 - a. Advertising is occurring. We are waiting for referrals from AAA. Other Housing Authorities that have participated in this same program are providing technical support. The requirement that a person have familial ties to the property owner has not been lifted.

NEW BUSINESS:

1. Diane Meixell made a motion to pass a resolution to approve the annual HUD Civil Rights Certification. Tom Beck seconded same, and the Board unanimously passed by those present.
2. The Justice Bridge Housing Program has had a “reboot”. Scott Kerstetter, Adult Probation, has promoted re-engaging support providers in this program. We are looking to expand the program into Snyder County.

INFORMATIONAL ITEMS:

- A part-time Accounting position has been advertised internally and to the public.

ADJOURNMENT:

Michael Hanyak made a motion to adjourn the regular meeting at 2:44pm.

Sharon Leon, Secretary