

**BOARD MEETING #570
JULY 15, 2020**

The regular meeting of the Housing Authority of the County of Union was held on July 15, 2020 via a zoom call. Gale Reish, chairperson, called the meeting to order at 2:00PM. 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 June 17, 2020 regular meeting (569). 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 June 2020 treasurer report as presented. Michael Hanyak seconded same, and the Board unanimously passed by those present.

- The MOR shows WDC, CSC, and FHLB all under budget. This is due to the inability to continue with construction projects/oversight during the start of COVID-19. All projects have resumed, but budgets may be under at the end of the fiscal year, due to the delay.

3. HOUSING STAFF REPORTS:

Tom Beck made a motion to approve the July 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.

PUBLIC PARTICIPATION:

Nancy Steckel and Richard Owen participated via Zoom.

None scheduled

UNFINISHED BUSINESS:

1. COVID-19 Strategy
 - a. Although fully operational, none of the UCHA offices or community rooms are open at this time.
2. Update on Capital Improvements at White Deer Commons
 - a. Five kitchen and bath projects have been completed. An additional four projects have been started. A total of 24 units will be remodeled.
3. Community Services Center Updates
 - a. COVID-19 Strategy – Enhanced cleaning continues throughout the building. A cleaning log is posted in the building.
 - b. Michael Hanyak made a motion to approve entering into an agreement for roof replacement with GSH Installations at a cost of \$125,150.00, to include a TPO roof, fully adhered, pending review of

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



the Executive Director. Diane Meixell seconded same, and the Board unanimously passed by those present.

- i. The recommendation of the Capital Improvements Manager is to go with a TPO (Thermoplastic Polyolefin) roof and have the roof fully adhered to the structure. The proposals received included pricing for this.

4. Personnel Policy Update

- a. Michael Hanyak made a motion to approve the updated UCHA Personnel Policy. Diane Meixell seconded same, and the Board unanimously passed by those present.

NEW BUSINESS:

1. *Diane Meixell made a motion to approve COVID Hazard Pay for UCHA employees. Tom Beck seconded same, and the Board unanimously passed by those present.
2. *Michael Hanyak made a motion to authorize the Request for Proposal for Meadowview Apartments and to combine the request with the proposal for the Community Services Center building if it is best for the Housing Authority. Diane Meixell seconded same, and the Board unanimously passed by those present.
 - a. The Community Services Center currently has a mortgage at 4.25%, and the net rate of the mortgage at Meadowview Apartments is 6.25%.
3. *Diane Meixell made a motion to approve the Subrecipient Agreement with Union County for FYY 2019 CDBG funds for the Existing Owner-Occupied Residential Rehabilitation Program, pending review from the Executive Director and authorizing his signature at approval of the review. Tom Beck seconded same, and the Board unanimously passed by those present.
 - a. \$71,000 will be used to rehabilitate properties in Union County. The rehabilitation process includes inspection, construction, and administration. Construction costs over \$25,000 per project are subject to prevailing wage law. This program is beneficial in avoiding blight in the county and assisting homeowners to remain in place.
4. *Diane Meixell made a motion to adopt a resolution to release the Right of First Refusal for 1308 Market Street, Lewisburg, PA, but continue to require the existing restrictions of age and income. Michael Hanyak seconded same, and the Board unanimously passed by those present.
 - a. This home was part of a rehabilitation project in 2010 to make the residence energy efficient and restrictions were placed on the deed. One restriction was a 5-year pay back period which has expired. The second restriction is a 15-year period of which the home-owner must be 55 or older and fall within income guidelines. The Housing Authority has the right of first refusal if the home is sold during this period. The estate would like to sell the property due to the home-owner's passing and has asked that the Housing Authority release the right of first refusal.

INFORMATIONAL ITEMS:

None

ADJOURNMENT:

Michael Hanyak made a motion to adjourn the regular meeting at 2:40 PM.

Sharon Leon, Secretary