

**BOARD MEETING #569  
JUNE 17, 2020**

The regular meeting of the Housing Authority of the County of Union was held on June 17, 2020 via a zoom call. Gale Reish, chairperson, called the meeting to order at 2:08PM. 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 April 15, 2020 regular meeting (568). 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 April and May 2020 treasurer report as presented. Michael Hanyak seconded same, and the Board unanimously passed by those present.

- Meadow View has a healthy operating account. Rental assistance is provided by HUD and rent increases occur regularly, because it is not strictly Rural Development, it does not require movement of some of that operating account to the Reserve. Roof replacements will need to occur soon. The projection on cost would be approximately \$50,000-\$60,000. The formula for transferring funds between the accounts needs to be consistently reviewed to ensure compliance with guidelines.
- Complex reimbursements from sites to the general fund. A copy of billing to the sites will be provided to the board for review.
- CSC under budget about \$25,000 due to lack of projects occurring over the past several months as budgeted.
- The General Fund is under budget in salaries, due to change in employment status for 3 individuals as budgeted for the year.
- Housing associates billing is due and payable for administration costs.

3. HOUSING STAFF REPORTS:

Michael Hanyak made a motion to approve the April and May 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. Tom Beck seconded same, and the Board unanimously passed by those present.

**PUBLIC PARTICIPATION:**

Don McClure, Nancy Steckel, Tom Zorn, and Richard Owen participated via Zoom.

None scheduled

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
  - a. Although being in green, we are still practicing social distancing and wearing masks in the building and with participants. Public spaces at the sites remain controlled and community spaces are closed. The majority of staff are back in the offices working. That is also true in regards to vendors.
  - b. The existing Home Grant was given a 120-day extension. An extension was also requested for the Federal Home Loan Bank Grant.
2. Personnel Policy – no update
3. Update on Capital Improvements at White Deer Commons
  - a. Kitchen and bath project work has resumed.
4. Community Services Center Update
  - a. The Request for Proposals for the roofing project is ready to be advertised and bids are due July 13<sup>th</sup>.
  - b. Most offices remain closed to the public. Enhanced cleaning protocol continues. A posted log is available in the building. Improvements at three offices have allowed for enhanced safety. Barriers were installed in the UCHA conference room for in person meetings.

\*Diane Meixell made a motion to authorize Bruce Quigley to prepare a request for proposal for refinancing the existing mortgage at the Community Services Center. Michael Hanyak seconded same, and the Board unanimously passed by those present.

**NEW BUSINESS:**

1. Annual award nominees:

\*Michael Hanyak made a motion to approve Lois Passi as the Charles W. Winslow Memorial Service Award winner. Tom Beck seconded same and the Board unanimously passed by those present.

\*Diane Meixell made a motion to approve Valerie Dougherty as the Raymond J Lobos Award winner. Michael Hanyak seconded same, and the Board unanimously passed by those present.

2. \*Diane Meixell made a motion to approve the 2021 budget for Meadowview Apartments. Tom Beck seconded same, and the Board unanimously passed by those present.

The proposed budget has an increase of ~\$38,000. \*Michael Hanyak made an amendment to the motion, to approve the budget, pending explanation of the increase. Tom Beck seconded same, and the Board unanimously passed by those present.

3. \*Tom Beck made a motion to approve the 2021 budget for Datesman Village Apartments. Diane Meixell seconded same, and the Board unanimously passed by those present.
4. \*Diane Meixell made a motion to approve forgiveness of the Financial Assistance Agreement for 314 High Street, West Milton as part of the sole discretion of the HA as stated in the agreement filed at the courthouse. Michael Hanyak seconded same, and the Board unanimously passed by those present.

This home was part of the Owner-Occupied Rehabilitation Program. The owner passed away and the property is being sold. There is a provision in the agreement to make an exception to the financial agreement if the family cannot live there through no fault of their own. The Board has thoroughly discussed this matter and in the best interest of all parties the loan should be forgiven.

5. Insurance coverages recommended by the UCHA agent:  
The coverage has a small increase, which is typical annually. The accountant and Executive Director have reviewed the proposals and recommend accepting them.

\*Diane Meixell made a motion to approve the recommended insurance coverages. Tom Beck seconded same, and the Board unanimously passed by those present. Diane Meixell made an amendment to the motion to approve the coverages, contingent upon discussion with representatives of Kelly Apartments to ensure no lapse of coverage. Michael Hanyak seconded same, and the Board unanimously passed by those present.

**INFORMATIONAL ITEMS:**

None

**ADJOURNMENT:**

Michael Hanyak made a motion to adjourn the regular meeting at 2:57 PM.

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Sharon Leon, Secretary