

**BOARD MEETING #581  
May 19, 2021**

The regular meeting of the Housing Authority of the County of Union was held on May 19, 2021 via a zoom call. Gale Reish, chairperson, called the meeting to order at 2:05pm. Members present were Michael Hanyak, Tom Beck and Diane Meixell. Also, present were Bruce Quigley, Executive Director; Melissa Lobos, Solicitor, Sharon Leon, Deputy Director/Secretary and Melanie Page, Accountant. Absent from the meeting was Chenoa Lee.

1. Michael Hanyak made a motion to approve the minutes of the April 21, 2021 meeting (580). Tom Beck seconded same, and the Board unanimously passed by those present.
2. TREASURER'S REPORT & FINANCIAL:

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

- a. The Housing Associates paid the Housing Authority for 7 months of administrative fees in the amount of \$5250.
- b. Expenses at the Community Services Center are over budget due to extra amount of cleaning being done for the year, due to COVID. Penn Commons is slightly over budget due to an increase in management fees that was not projected in the budget.
- c. The Housing Authority has received \$5,000 for the administration/management of the ECHO Cottage program in Union and Snyder Counties. No units have been placed at this time, but applications are being processed. Calls with the grant holder occur monthly to monitor progress.
- d. The CARES funding total for fiscal year 2021 is \$123,914. There is approximately \$35,000 remaining that will be spent on modifications at the Community Services Center by December 2021. Diane Meixell mentioned that the Authority has done a great job of utilizing the CARES funds during this time.
- e. A second draw down of funds for the 2017 Federal Home Loan Bank Owner-Occupied Rehab program was approved and should arrive within the next several weeks in the amount of \$102,708 for the completing of 4 projects. One additional draw down will be submitted next month to close out the grant. Work has started with the 2018 grant. Funds are drawn down after projects have been completed.
- f. The HOME Grant was received in 2020 and is projected to be spent in 3 years. The first project was ready to start, but the homeowner passed away and the project was cancelled.
- g. The Community Services Center overall budget is currently less than projected because more time is being spent at the other sites and less is being charged to this site.
- h. Section 8 HCV deficit in the General MOR is budgeted at zero, but currently shows a balance of \$22,000. When budgeting last year, the projection for administrative fees was much less than we have currently been receiving. This accounts for the excess funds. In prior years this item has always been budgeted for a very minimal amount.

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



**3. HOUSING STAFF REPORTS:**

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

- a. The voucher count on the HCV monthly reported is incorrect. There are currently 449 HCV vouchers and 28 Mainstream vouchers being utilized. The total number of individuals on the waitlist is 171. We have reached out to HUD for additional funding for the Mainstream program to prevent shortfall.
- b. The HOME Grant time period runs from the grant award of May 14, 2020 through May 13, 2023.
- c. The County Supplemental Grants will be spent down by September 4, 2021.
- d. Justice Bridge Housing data is currently being compiled by the Housing Authority and the Union County Probation Department since the inception of the program in 2012. Dr. Bowman from Lock Haven University will then be given the data to create reporting documents for the program.

**PUBLIC PARTICIPATION:**

Nancy Steckel and Richard Owen were in attendance.

**UNFINISHED BUSINESS:**

1. COVID-19 Strategy- All staff will be returning to the main office on June 1<sup>st</sup>. Staff are meeting participants/tenants by appointment only. CDC protocol is continuing to be followed.
2. Housing Choice Voucher Program Update – The Authority is continuing to accept applications and are leasing up. The period of shortfall has passed and we encourage individuals to apply.
3. \*Michael Hanyak made a motion to approve taking the Housing Authority Audit Report for FY2020 off the table. Diane Meixell seconded same.  
\*Tom Beck made a motion to put the Housing Authority Audit Report for FY2020 back on table. Michael Hanyak seconded the same. The item has been tabled to acquire additional information.

**NEW BUSINESS:**

1. \*Michael Hanyak made a motion to approve entering into a contract for vinyl flooring at White Deer Commons with Carpetman. Diane Meixell seconded the same, and the Board unanimously passed by those present. All proposals are rated based on pricing, ability to meet a schedule and provided references. Carpetman had the highest score at 85. Continental Flooring scored 80. Yoder Builders had a score of 75, and HPCI scored 60.
2. \*Tom Beck made a motion to approve closing the M&T security deposit account for White Deer Commons. Michael Hanyak seconded same, and the Board unanimously passed by those present.  
\*Diane Meixell made a motion to approve Bruce Quigley or Sharon Leon as signers to close the M&T security deposit account. Tom Beck seconded same, and the Board unanimously passed by those present.
3. \*Michael Hanyak made a motion to approve advertising for auditor services for the Housing Authority. Diane Meixell seconded same, and the Board unanimously passed by those present.

**INFORMATIONAL ITEMS:**

1. Sharon Leon and Jennifer Bryson will be attending the PAHRA Conference June 6-8<sup>th</sup> at Seven Springs.

2. The Authority has engaged our web designer, Mark Creswell, to provide monthly maintenance and updates for the UCHA website for a term of 3 years.
3. The Authority has partnered with the Herr Memorial Library in their submission of a Digital Literacy Workforce grant with the PA Department of Labor and Industry. The program is titled "The Future is Here". The Housing Authority will provide staff time to assist with financial literacy and workforce education at the library.
4. The Housing Authority Pension Committee recently met to update the pension policy and protocol.

**ADJOURNMENT:**

Tom Beck made a motion to adjourn at 2:46pm. Diane Meixell seconded same, and the Board unanimously passed by those present.

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Sharon Leon, Secretary