

**BOARD MEETING #574
November 18, 2020**

The regular meeting of the Housing Authority of the County of Union was held on November 18, 2020 via a zoom call. Gale Reish, chairperson, called the meeting to order at 2:07PM. 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 October 14, 2020 regular meeting (573). 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 October 2020 Treasurer Report as presented. Michael Hanyak seconded same, and the Board unanimously passed by those present.

- a. White Deer Commons reflects a negative balance in the operating account. This reflects billing for capital improvements that need to be reimbursed from the reserve.
- b. A transfer was made from the Unrestricted account to Residential Rehab for work completed for the FHLB grant. This money will be repaid to Unrestricted when it is drawn down from the bank.

3. HOUSING STAFF REPORTS:

Michael Hanyak made a motion to approve the October 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 Penn Commons report is completed by Lori Staggert.
- b. The HOME grant is a residential rehabilitation grant for the Owner-Occupied Rehabilitation Program.

PUBLIC PARTICIPATION:

No public participation

UNFINISHED BUSINESS:

1. COVID-19 Strategy

We are reviewing the strategy and discussing a staggered schedule. Mask wearing and safety protocols have been reiterated to all staff and consultants.

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



2. Update on Capital Improvements at White Deer Commons:
 - a. The first 3 priorities of the capital improvements plan at WDC have been addressed. This includes HVAC units, kitchen and bath replacements. The plan is currently being reviewed to reexamine needs and adjust plans for the reserve for replacement funds as needed at the site.

NEW BUSINESS:

1. Approve probationary status for Rick Snyder:

Michael Hanyak made a motion to place Rick Snyder on a six month probationary status. Diane Meixell seconded same, and the Board unanimously passed by those present.

2. Note Rural Housing Works overture for Housing Authority:
 - a. Kathleen Graham from Union County Housing Associates (Rural Housing Works) asked for a meeting with the Housing Authority. Michael Hanyak, Gale Reish and Bruce Quigley met with Kathy and are waiting to hear back about a possible agreement of services
3. Diane Meixell made a motion to approve a resolution acknowledging the 40 years of service by employee Donna Cerrone to the Housing Authority. Tom Beck seconded same, and the Board unanimously passed by those present.
 - a. The HA presented Donna Cerrone with a statue celebrating her 40 years of service and held a staff luncheon to recognize her accomplishment. A press release will be sent to the local papers.

INFORMATIONAL ITEMS:

The Housing Authority is supporting the Union Snyder Area Agency on Aging on a project called ECHO Cottage. An ECHO cottage is a small, separate, manufactured residence for an older adult that is temporarily placed in the rear or side yard of the host family's home. The cottage is free-standing, can be customized for accessibility needs, and may contain assistive technology features. We are very excited to be partnering with this new initiative. Clearfield County has already implemented this program. An ECHO Cottage flyer is attached to the minutes.

ADJOURNMENT:

Tom Beck made a motion to adjourn the regular meeting at 2:27pm . Michael Hanyak seconded same and the board passed by those present.

Sharon Leon, Secretary