

BOARD MEETING #573
October 14, 2020

The regular meeting of the Housing Authority of the County of Union was held on October 14, 2020 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. Michael Hanyak made a motion to approve the minutes of the September 16, 2020 regular meeting (572). 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 September 2020 Treasurer Report as presented. Michael Hanyak seconded same, and the Board unanimously passed by those present.

- a. Payment for the roof replacement at the Community Services Center has not occurred. The project will be completed soon.
- b. There is not a limit to the amount of the reserve at Meadow View. There is a capital improvements plan in place at Meadow View, which will utilize much of the reserve. Rent increases are based on the Operating Cost Adjustment Factors (OCAF) released by HUD annually, and not limited due to a high reserve.
- c. The temporary cash transferred to Residential Rehab was made to pay for projects that can then be reimbursed from a draw down from the Federal Home Loan Bank AHP grant.
- d. White Deer Commons account reflects payment for reserve work. However, payment is not released until the reserve money has been received.
- e. Lewisburg housing LP mortgage is held by PHFA and is a Penn Homes mortgage.

3. HOUSING STAFF REPORTS:

Diane Meixell 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. Michael Hanyak seconded same, and the Board unanimously passed by those present.

There have been a couple of vacancies at Meadow View and Datesman but should be filled quickly.

PUBLIC PARTICIPATION:

No public participation

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. The Strategy has been updated and is posted on the website. The employees are reminded of the protocol.
2. Update on Capital Improvements at White Deer Commons
 - a. White Deer Commons – The replacement of kitchen/baths is continuing.
 - b. Community Service Center – Roof work is continuing. There have been a few issues due to rain and damage to one of the units on the roof. Both issues have been quickly addressed and costs will be reimbursed.
 - c. Meadow View Apartments – roof work started October 13th.

Michael Hanyak made a motion to take items 2 and 3 off the table from meeting #572. Diane Meixell seconded same, and the Board unanimously passed by those present.

3. Item 2: Approve Mortgage Proposal for Meadowview Apartments

Diane Meixell made a motion to approve the mortgage proposal at Meadow View Apartments. Michael Hanyak amended the motion to approve the mortgage proposal at Meadow View Apartments with Mifflinburg Bank & Trust at 2.57% for 10 year, with a balloon payment of \$496,123. Diane Meixell seconded same, and the Board unanimously passed by those present. Tom Beck and Gale Reish abstained from the vote.

4. Item 3: Approve Mortgage Proposal for Community Services Center

Diane Meixell made a motion to approve the mortgage proposal with Susquehanna Community Bank with a rate modification to 2.70% for the remainder of the 12 years. Michael Hanyak seconded same, and the Board unanimously passed by those present.

NEW BUSINESS:

1. Michael Hanyak made a motion to approve the 2020 Employee Pension Contribution at the amount of \$48,958.72. Tom Beck seconded same, and the Board unanimously passed by those present.
 - a. The budgeted amount was \$46,290.
2. Michael Hanyak made a motion to approve the purchase of a new roof top HVAC unit for the Community Services Center. Tom Beck seconded same, and the Board unanimously passed by those present.
 - a. The existing unit was damaged by the roof contractor and needs to be replaced quickly due to weather. The Authority will be reimbursed for the estimated cost of repair for damage to the existing unit.

INFORMATIONAL ITEMS: None

ADJOURNMENT:

Michael Hanyak made a motion to adjourn the regular meeting at 2:24 PM.

Sharon Leon, Secretary