

BOARD MEETING #582
June 16, 2021

The regular meeting of the Housing Authority of the County of Union was held on June 16, 2021 via a zoom call. Gale Reish, chairperson, called the meeting to order at 2:10pm. 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 May 19, 2021 meeting (581). 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 May 2021 Treasurer's Report as presented. Michael Hanyak seconded same, and the Board unanimously passed by those present.

- a. The Hazard Pay distributed through CARES funding was not included in the payroll expense because it is not considered as employee salaries.
- b. Delivery fees were received from the FHLB Rehab grant in the amount of \$10,451.00. A draw down of ~\$10,000 is planned from the HOME grant in the near future.
- c. Thanks to Melanie and Sharon for reviewing the Treasurer's report with Tom Beck and adding additional information to the reports. Having Melanie Page attend board meetings for accounting questions has been helpful as well.

3. HOUSING STAFF REPORTS:

Diane Meixell made a motion to approve the June 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. White Deer Commons will have two vacancies at the end of June. Both units have families approved for new tenancies.

PUBLIC PARTICIPATION:

Tom Zorn was in attendance.

UNFINISHED BUSINESS:

1. COVID-19 Strategy- The main office remains closed to the public. Staff are continuing to meet with tenants and program participants by appointment. Policies in regards to opening are being reviewed and will be announced on the UCHA website.

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. *Michael Hanyak made a motion to approve taking the Housing Authority Audit Report for FY2020 off the table. Tom Beck seconded same.

*Michael Hanyak made a motion to approve putting the Housing Authority Audit Report for FY2020 back on the table. Diane Meixell seconded the same, and the Board unanimously passed by those present.

The board is continuing to gather information before final approval.

NEW BUSINESS:

1. *Michael Hanyak made a motion to ratify the Justice Bridge Funding Agreement with the Union County Domestic Relations Office. Tom Beck seconded the same, and the Board unanimously passed by those present. This will provide funding for the Justice Bridge Housing program participants who have open cases with their office. The UCHA solicitor has reviewed the document prior to signing the agreement.
2. *Tom Beck made a motion to approve the 2022 budget for Datesman Village Apartments. Michael Hanyak seconded same, and the Board unanimously passed by those present.
 - a. There is approximately a ten percent increase in the budget. Datesman has not had any rental increases since 2014, which is determined by the amount of money in the reserve. Capital needs improvements have spent much of the reserve so a \$50 increase is being added to current rent for a total of \$575.
3. *Michael Hanyak made a motion to approve the 2022 budget for Meadow View Apartments. Tom Beck seconded same, and the Board unanimously passed by those present.
 - a. The rent increase is generated by Pennsylvania Multifamily Asset Managers (PMAM) because HUD funding and is generally based on the Consumer Price Index. We are estimating a 2% increase in the budget, based on prior years, but actual amounts are not released until after July 4th.
4. *Michael Hanyak made a motion to approve the 2021 PILOT (Payment In Lieu Of Taxes) payments. Diane Meixell seconded same.
 - a. The payment for White Deer was based on an estimate that was looked at after the purchase of White Deer. This will be the first PILOT payment for the site.

*Michael Hanyak amended the motion to approve the 2021 PILOT for all complexes except White Deer Commons pending review. Tom Beck seconded same, and the Board unanimously passed by those present.

*The Board unanimously passed the original motion with the amendment.

5. *Michael Hanyak made a motion to approve the 2021-2022 Insurance Renewals. Tom Beck seconded same, and the Board unanimously passed by those present.
 - a. The proposal was received today and distributed to the board prior to the meeting. The annual cost is 4.5% higher than the previous year. Typically, the increase is about 2.5%. The coverage ends June 30th. The policy can be amended upon review and a reimbursement would occur.
 - b. Price is based on increased payroll. These numbers will be reviewed.
 - c. There is a question to the lateness of receiving this proposal. This will be reviewed with Zigmund.

INFORMATIONAL ITEMS:

1. Sharon Leon and Jennifer Bryson attended the PAHRA Conference June 6-8th at Seven Springs. They were trained to administer the Prepared Renter Education Program (PREP). Another focus of the conference was VAWA (Violence Against Women Act). An all-staff training will be held on July 28th with VAWA as the focus. The Housing Authority offices will close at 11:30am that day

2. The Authority will be resuming in-person board meetings next month. There may be a remote option available in the future.
3. The website has been updated and board meeting minutes for the past year have been added to the site. Housing Choice Voucher forms for certification of zero income and forms for changes to the household have also been added to the site to print and mail or drop off to the Housing office.
4. The Housing Authority has received multiple calls and emails about concerns of bed bugs at the Heritage House site in Lewisburg. Concerns have been directed to the Codes office and the owners/management company. The Housing Authority has no management or oversight of this housing site, nor do they have any vouchers in place there.

ADJOURNMENT:

Michael Hanyak made a motion to adjourn at 2:43pm. Tom Beck seconded same, and the Board unanimously passed by those present.

Sharon Leon, Secretary