

**BOARD MEETING #584
August 18, 2021**

The regular meeting of the Housing Authority of the County of Union was held on August 18, 2021. Michael Hanyak, vice-chairperson, called the meeting to order at 2:10pm. Members present were 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 were Gale Reish and Chenoa Lee.

Executive Session was held prior to the public meeting at which time one real estate issue, two personnel issues and one legal issue was discussed.

1. Tom Beck made a motion to approve the minutes of the July 21, 2021 meeting (583). Diane Meixell seconded same, and the Board unanimously passed by those present.

2. TREASURER'S REPORT & FINANCIAL:

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

- a. The audit report for White Deer Commons was received and distributed.
- b. The replacement flooring for White Deer Commons was funded by the reserve.
- c. \$123,914, was received for CARES funding and will be spent by December 31, 2021. The remaining funds continue to support staff time in regards to COVID related tasks, and additional office/building renovations/improvements that promote social distancing and employee self-care.

3. HOUSING STAFF REPORTS:

Tom Beck made a motion to approve the July 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. Diane Meixell seconded same, and the Board unanimously passed by those present.

- a. White Deer Commons has two vacancies but will be filled immediately.
- b. Water damage to the community room at Penn Commons occurred due to an HVAC unit leak. A contractor and the insurance company will assess the damage.

PUBLIC PARTICIPATION:

Richard Owen was in attendance.

UNFINISHED BUSINESS:

1. COVID-19 Strategy- The main office has opened to the public. We continue to follow CDC guidelines and ask that all individuals mask indoors when with the public, since Union County is now a substantial transmission county. A hybrid meeting system will be in place for future meetings.

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



NEW BUSINESS:

1. *Diane Meixell made a motion to approve hiring Allyson Weaver as a Housing Assistant Coordinator, subject to signing an employment agreement with UCHA at \$31,000/year. Tom Beck seconded same, and the Board unanimously passed by those present.
2. *Tom Beck made a motion to approve hiring Vicki Byers as Project Manager at a starting salary of \$40,000. Diane Meixell seconded same, and the Board unanimously passed by those present.
3. *Tom Beck made a motion to approve applying for the Family Self-Sufficiency Grant. Diane Meixell seconded same, and the Board unanimously passed by those present. This is a renewal of the existing grant and will continue the program and should be fully funded at \$48,500.
4. *Diane Meixell made a motion to approve the Penn Commons 2022 budget. Tom Beck seconded same, and the Board unanimously passed by those present.
5. *Diane Meixell made a motion to approve the White Deer Commons 2022 budget. Tom Beck seconded same, and the Board unanimously passed by those present.

INFORMATIONAL ITEMS:

1. A notice of a new Community Development Block Grant for Residential Rehabilitation was received by Union County for the 2021 year in the amount of \$25,000.
2. Preliminary census data is now available, and it does look like the overall county population has decreased by approximately 5,000. This may be attributed to the lack of Bucknell students living on campus last year, and the decrease in the prison population.
3. The agenda for the public meeting will be added to the website and posted in the office at least 24 hours prior to the meeting and approved meetings and agendas will be added to the meeting on a monthly basis.
4. A new client board member is still needed on the Housing Authority Board of Directors.
5. Michael Hanyak will be resigning from the Board at the end of this year for personal reasons.

ADJOURNMENT:

Diane Meixell a motion to adjourn at 2:41pm.

Sharon Leon, Secretary