



**BOARD MEETING #585  
September 15, 2021**

The regular meeting of the Housing Authority of the County of Union was held on September 15, 2021. Gale Reish, chairperson, called the meeting to order at 2:27pm. Members present were Michael Hanyak, Tom Beck and Diane Meixell (via zoom). Also, present were Bruce Quigley, Executive Director; Melissa Lobos, Solicitor, and Sharon Leon, Deputy Director/Secretary. Absent from the meeting was 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 were discussed.

Michael Hanyak made a motion to amend the Agenda to add an approval for policy amendment for COVID-19 testing, under Unfinished Business #1, COVID-19 strategy. Tom Beck seconded same, and the Board unanimously passed by those present.

Michael Hanyak made a motion to amend the agenda under New Business, and add #11: Give approval for offer of collateral from Rural Housing Works. Tom Beck seconded same, and the Board unanimously passed by those present.

1. Michael Hanyak made a motion to approve the minutes of the August 18, 2021 meeting (584). 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 August 2021 Treasurer's Report as presented. Michael Hanyak seconded same, and the Board unanimously passed by those present.

- a. The General Fund MOR has a line item for Seasonal staff. This includes AmeriCorps Members, maintenance staff hired later in the fiscal year and temporary, seasonal staff that assist with snow removal and general maintenance/lawn care.

**3. HOUSING STAFF REPORTS:**

Diane Meixell made a motion to approve the August 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. There are no vacancies at any of our housing sites, which points to the lack of housing in the county.

**PUBLIC PARTICIPATION:**

Richard Owen was in attendance.

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- \*Michael Hanyak made a motion to approve a policy amendment for COVID testing. Diane Meixell seconded and the Board unanimously passed by those present.
  - a. If an employee does not show proof of vaccination, he/she will be required to be COVID tested twice a week at the employer's expense. Employees who are sick, must also be COVID tested. The policy will be written and distributed to the Board prior to being sent to staff. This policy will be in effect for November 1<sup>st</sup> to allow time for employees to be vaccinated if they so choose.
  - b. We will be following county protocol for masking.
2. The 2022 White Deer Commons (WDC) Budget was approved by the Pennsylvania Housing Finance Agency (PHFA).  
The budget was previously approved by the board. PHFA did approve increasing the reserve for replacement at WDC from \$1,557/month to \$1,807/month.
3. The 2022 Penn Commons Budget was also approved by PHFA.

**NEW BUSINESS:**

1. \*Michael Hanyak made a motion to approve the Housing Authority General Fund Budget for fiscal year 2022 Diane Meixell seconded same, and the Board unanimously passed by those present. Gale Reish stated the 2022 budget preparation was very good; easy to understand with sufficient detail, which assisted in the review and approval.
2. \*Tom Beck made a motion to approve the Housing Choice Voucher Program Budget for fiscal year 2022. Michael Hanyak seconded same, and the Board unanimously passed by those present.
3. \*Michael Hanyak made a motion to approve the Family Self-Sufficiency Program Budget for fiscal year 2022. Tom Beck seconded same, and the Board unanimously passed by those present.
4. \*Michael Hanyak made a motion to ratify approval to enter a contract for Newky Apartments re-roofing and allow the Executive or Deputy Director to sign the contract. Diane Meixell seconded same, and the Board unanimously passed by those present.  
  
This is to re-roof both buildings at Newky apartments. Two proposals were submitted, and the low bidder was chosen, which was PA Roofers. New sheathing may be required, which may change the cost but was submitted in the proposal. Michael Hanyak abstained from the vote due to personal knowledge and work with PA Roofers.
5. \*Diane Meixell made a motion to approve the Newky Apartments Budget for fiscal year 2022. Michael Hanyak seconded same, and the Board unanimously passed by those present.
6. \*Michael Hanyak made a motion to approve the Community Services Center Budget for fiscal year 2022. Tom Beck seconded same, and the Board unanimously passed by those present.
7. \*Tom Beck made a motion to approve closing the Santander Escrow Disbursement account formerly used for tenant escrow. Michael Hanyak seconded same, and the Board unanimously passed by those present.
  - a. Due to changes within the bank when Santander acquired ownership, the Housing Authority could no longer hold tenant escrow there. A new escrow account was opened at Susquehanna Community Bank.

The balance in the account is \$880.92, which is forfeited tenant escrow. The UCHA accountant will work with the solicitor to handle these funds.

8. \*Michael Hanyak made a motion to approve the annual HUD Civil Rights Certification. Diane Meixell seconded same, and the Board unanimously passed by those present.
9. \*Michael Hanyak made a motion to approve purchase of new pole lighting at White Deer Commons with Selsyn Electric. Tom Beck seconded same, and the Board unanimously passed by those present.
  - a. Three proposals were collected, which included K&N Electric at \$16,900, Bubbs Plumbing & Electrical LLC at \$10,891 and Selsyn Electric at \$10,200.
10. \*Michael Hanyak made a motion to approve the 2022 holiday calendar. Diane Meixell seconded same, and the Board unanimously passed by those present.
11. Michael Hanyak made a motion to approve the offer of collateral from Rural Housing Works. Tom Beck seconded same, and the Board unanimously passed by those present.
  - a. An offer was submitted by Rural Housing Works (RHW) to collateralize some of the debt owed to the Housing Authority and assist with voucher placement in Union County. The unit they are purchasing is 1201 Market Street, Lewisburg. A proposed agreement of sale was given to the Board for review by RHW. Stipulations asked to be included by UCHA include renting to income eligible families, based on the mission statement of the Authority. This would exclude the back portion of the property (garage). The Housing Authority will also have the option to put a management contract in place with RHW for the property. UCHA also asks that a reserve for replacement be set aside in the minimum amount of \$17,000. Rural Housing Works is also known as Union County Housing Associates inc.

**INFORMATIONAL ITEMS:**

1. The Redevelopment Authority (RA) held a quarterly meeting September 3, 2021. The Federal Home Loan Bank grants come through the RA, of which Diane Meixell is a member. There was some discussion about Snyder County's lack of a Redevelopment Authority and a possible collaboration in the future. The RA was founded in response to the Agnes Flood. With recent flooding issues, there may be additional work for the RA to do in the future in response to this.
2. Payment Standards for 2022 (attached) have been increased, based on the Fair Market Rents distributed by HUD.

Michael Hanyak commented that the new hybrid meeting system software is a great addition.

**ADJOURNMENT:**

Michael Hanyak a motion to adjourn at 2:41pm.

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Sharon Leon, Secretary