

**BOARD MEETING #586  
October 20, 2021**

The regular meeting of the Housing Authority of the County of Union was held on October 20, 2021. Michael Hanyak, vice-chairperson, called the meeting to order at 2:35pm. 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 was Gale Reish (due to an emergency) 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 were discussed.

Diane Meixell made a motion to amend the agenda to add #4 under Unfinished Business: Clarification of stipulations on Rural Housing Works collateral offer. Tom Beck seconded same, and the Board unanimously passed by those present.

Tom Beck made a motion to amend the agenda to add #6 under New Business: Approval of elimination of maintenance position. Diane Meixell seconded same, and the Board unanimously passed by those present.

1. Tom Beck made a motion to approve the minutes of the September 15, 2021 meeting (585). 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 September 2021 Treasurer's Report as presented. Diane Meixell seconded same, and the Board unanimously passed by those present.

- The fiscal year ended September 30<sup>th</sup>, 2021.

3. HOUSING STAFF REPORTS:

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

- a. There continues to be no vacancies at any of our housing sites.
- b. Utilization of the housing vouchers continues to decline with the lack of housing units available in the county.

**PUBLIC PARTICIPATION:**

Richard Owen and Nancy Steckel were in attendance.

Richard Owen shared that the lease holder of the old Bon Ton store is looking to develop housing at the site. It may be an opportunity to work with the Housing in Union and Snyder Counties to assist with the lack of housing units available.

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 – Diane Meixell made a motion to approve authorization for Bruce Quigley or Sharon Leon to implement a new effective date for the previously approved COVID testing policy. Tom Beck seconded same, and the Board unanimously passed by those present.
2. Housing Authority General Fund Budget for fiscal year 2022 (approved in Sept) – follow up.
  - a. Pension – The contribution was higher than budgeted due to the payment in lieu of insurance adding to the overall salary amount. This will need to be noted in the 2022 budget.
  - b. Consumer price index (CPI) – The salary increase previously approved was based on a much lower CPI than the current number. This will remain as an item of review over the next several months, and may need to be adjusted accordingly.
3. Newky Apartments re-roofing project. – PA Roofers was previously awarded this contract. Roofing work will begin on October 26<sup>th</sup>.
4. Diane Meixell made a motion to clarify the income eligibility stipulations for the Rural Housing Works collateral offer approved last meeting to include 50% AMI (Area Median Income) for renters of the property and 80% AMI for home ownership. Tom Beck seconded same, and the Board unanimously passed by those present.

**NEW BUSINESS:**

1. Union County Housing Authority Housing Choice Voucher (HCV) Program: The following items have been previously reviewed and accepted by the Board, but require formal approvals.
  - a. Payment Standards:
    - i. Tom Beck made a motion to approve the Payment Standards for fiscal year 2020 that were effective October 1, 2019 and expired September 30, 2020. Diane Meixell seconded same, and the Board unanimously passed by those present.
    - ii. Diane Meixell made a motion to approve the Payment Standards for fiscal year 2021 that were effective October 1, 2020 and expired September 30, 2021. Tom Beck seconded same, and the Board unanimously passed by those present.
    - iii. Tom Beck made a motion to approve the Payment Standards for fiscal year 2022 that went into effect on October 1, 2021 and will expire September 30, 2022. Diane Meixell seconded same, and the Board unanimously passed by those present.
  - b. Utility Allowances:
    - i. Tom Beck made a motion to approve the Utility Allowances for Kelly Court Apartments, Deer Hollow Apartments, Essex Place, Mifflin Court and New Berlin Borough Rosedale Apartments. that went into effect on January 1, 2019 and expired December 31, 2019. Diane Meixell seconded same, and the Board unanimously passed by those present.
    - ii. Diane Meixell made a motion to approve the Utility Allowances for unit types inner row, end of row, semi-detached, detached, and mobile homes in Union County, Mifflinburg Borough and the Lewisburg Area for fiscal year 2020 that went into effect on October 1, 2019 and expired September 30, 2020. Tom Beck seconded same, and the Board unanimously passed by those present.
    - iii. Tom Beck made a motion to approve the Utility Allowances for MeadowView Townhomes and White Deer Commons that went into effect on November 1, 2019 and expired October 30, 2020. Diane Meixell seconded same, and the Board unanimously passed by those present.
    - iv. Tom Beck made a motion to approve the Utility Allowances for Kelly Court Apartments, Deer Hollow Apartments, Essex Place, Mifflin Court and New Berlin Borough Rosedale Apartments. that went into effect on January 1, 2020 and expired December 31, 2020. Diane Meixell seconded same, and the Board unanimously passed by those present.

- v. Diane Meixell made a motion to approve the Utility Allowances for Penn Commons that went into effect on June 1, 2019 and expired May 31, 2020. Tom Beck seconded same, and the Board unanimously passed by those present.
- vi. Diane Meixell made a motion to approve the Utility Allowances for unit types inner row, end of row, semi-detached, detached, and mobile homes in Union County, Mifflinburg Borough and the Lewisburg Area for fiscal year 2021 that went into effect on October 1, 2020 and expired September 30, 2021. Tom Beck seconded same, and the Board unanimously passed by those present.
- vii. Tom Beck made a motion to approve the Utility Allowances for MeadowView Townhomes and White Deer Commons that went into effect on November 1, 2020 and will expire October 30, 2021. Diane Meixell seconded same, and the Board unanimously passed by those present.
- viii. Tom Beck made a motion to approve the Utility Allowances for Kelly Court Apartments, Deer Hollow Apartments, Essex Place, Mifflin Court and New Berlin Borough Rosedale Apartments. that went into effect on January 1, 2021 and will expire December 31, 2021. Diane Meixell seconded same, and the Board unanimously passed by those present.
- ix. Diane Meixell made a motion to approve the Utility Allowances for Penn Commons that went into effect on June 1, 2020 and expired May 31, 2021. Tom Beck seconded same, and the Board unanimously passed by those present.
- x. Tom Beck made a motion to approve the Utility Allowances for unit types inner row, end of row, semi-detached, detached, and mobile homes in Union County, Mifflinburg Borough and the Lewisburg Area for fiscal year 2022 that went into effect on October 1, 2021 and will expire September 30, 2022. Diane Meixell seconded same, and the Board unanimously passed by those present.
- xi. Tom Beck made a motion to approve the Utility Allowances for MeadowView Townhomes and White Deer Commons that will go into effect on November 1, 2021 and expired October 30, 2022. Diane Meixell seconded same, and the Board unanimously passed by those present.
- xii. Diane Meixell made a motion to approve the Utility Allowances for Penn Commons that went into effect on June 1, 2021 and will expire May 31, 2022. Tom Beck seconded same, and the Board unanimously passed by those present.

c. Minimum Rent:

- i. Diane Meixell made a motion to approve the Minimum Rent in this locality for Fiscal Year 2019 at \$50. Tom Beck seconded same, and the Board unanimously passed by those present.
- ii. Diane Meixell made a motion to approve the Minimum Rent in this locality for Fiscal Year 2020 at \$50. Tom Beck seconded same, and the Board unanimously passed by those present.
- iii. Diane Meixell made a motion to approve the Minimum Rent in this locality for Fiscal Year 2021 at \$50. Tom Beck seconded same, and the Board unanimously passed by those present.

d. Occupancy Standards:

- i. Tom Beck made a motion to approve the Occupancy Standards as outlined in the HCV Administration Plan pages 5-11 through 5-13 for Fiscal years 2019, 2020, and 2021. Diane Meixell seconded same, and the Board unanimously passed by those present.

e. Waivers:

- i. Diane Meixell made a motion to approve the HUD Cares Waivers HQS-1, HQS-3, HQS-4, and HCV-3 adopted on April 10, 2020 by the Union County Housing Authority. Tom Beck seconded same, and the Board unanimously passed by those present.

- 2. Tom Beck made a motion to table approval of writing down aging Housing Choice Voucher "Fraud" balances. Diane Meixell seconded same, and the Board unanimously passed by those present.
  - a. A policy in regards to outstanding Fraud debt is currently being discussed.

3. Diane Meixell Made a motion to approve a \$3,000 bonus to Sharon Leon for performance that was above and beyond during the COVID pandemic. Tom Beck seconded same, and the Board unanimously passed by those present.
  - a. This recognizes the hours dedicated to the Housing Authority and the lack of being able to utilize time off during this time.
4. Diane Meixell made a motion to table approval of a Financial Assistance Agreement forgiveness request. Tom Beck seconded same, and the Board unanimously passed by those present.
  - a. Additional information is needed to review this request.
5. Bruce Quigley recently attended a workshop on Housing Authority procurement. Union County does not have any public housing units, which puts us under state procurement law. Pennsylvania has much lower thresholds than other states. A memo will be distributed with further information.
6. Diane Meixell made a motion to approve entering into a contract with T-Ross Brothers Construction at the amount of \$10,800 for roof/facia repair at the Community Services Center building. Tom Beck seconded same, and the Board unanimously passed by those present.
  - a. Proposals were accepted by HPCI at \$6,995 and T-Ross Brothers at \$10,800.
  - b. Brian Glass, the Capital Improvements Manager, and Bruce Quigley recommend accepting the proposal with T-Ross Brothers because they came several times, did significant investigation and provided an elaborate proposal. They also have extensive experience in the metal building industry.
7. Diane Meixell made a motion to approve eliminating a full-time maintenance position. Tom Beck seconded same, and the Board unanimously passed by those present.

**INFORMATIONAL ITEMS:**

1. The Housing Authority's Family Self-Sufficiency Coordinator has coordinated services with the Herr Memorial Library to offer support to participants in their Digital Literacy Program, The Future Starts Here. The Central Susquehanna Intermediate Unit also received funding with this grant, and the Housing Authority has provided space at White Deer Commons for classes to be held 5 evenings a week.

**ADJOURNMENT:**

Tom Beck a motion to adjourn at 3:41pm.

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Sharon Leon, Secretary