

**BOARD MEETING #587  
November 17, 2021**

The regular meeting of the Housing Authority of the County of Union was held on November 17, 2021. Gale Reish, chairperson, called the meeting to order at 2:11pm. 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.

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

1. Michael Hanyak made a motion to approve the minutes of the October 20, 2021 meeting (586). Tom Beck seconded same, and the Board unanimously passed by those present.

2. TREASURER'S REPORT & FINANCIAL:

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

- a. The Community Services Center Income for first month of fiscal year seems lower than budgeted. However, the budget reflects an increase in rents for January 1, 2022.
- b. White Deer Commons has seen expenses higher than budgeted for 2021. This is due to work performed that was not covered by the reserve for replacement nor part of the capital improvements plan, and due to additional staff time at the site during capital improvement projects during 2021.
- c. The Penn Commons PHFA Held Funds shows two reserves. One reserve is the operating reserve, and the other reserve was set up at the time of the project's development and paid by the development fee. This is created for any issues that might arise as the project becomes operational. The money can be released, but would need to be used to pay down the PHFA Penn Homes loan. Davis/Bacon (the name of a federal act) is an account that was a requirement from the reporting of the construction of Penn Commons that has not been met. PHFA has held those funds.
- d. There is a total of \$116,500 in funds transferred from the Unrestricted Fund to the Residential Rehab. This is reimbursed as money is drawn down from completed home rehabilitation projects.
- e. As part of the collaboration with Herr Memorial Library and their Digital Literacy Grant, the Housing Authority receives revenue for some of Cindy Showalter's time for the services she provides at the library, which includes financial literacy classes.

3. HOUSING STAFF REPORTS:

Michael Hanyak made a motion to approve the October 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. The monthly FHLB report is only for 2018. The 2017 FHLB grant is complete. The final draw down of funds for 2017 was accepted and should be distributed by next month.

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



4. Diane Meixell made a motion to approve moving the December 15<sup>th</sup> board meeting to 1pm. Tom Beck seconded same and the board unanimously passed by those present.
  - a. Michael Hanyak requested the change due to a medical reason.
  - b. The meeting change will be advertised on the website and in the newspaper

**PUBLIC PARTICIPATION:**

Richard Owen and Nancy Steckel were in attendance via zoom.

**UNFINISHED BUSINESS:**

1. COVID-19 strategy – We continue to follow CDC guidelines.
2. Diane Meixell made a motion to approve the Financial Assistance Agreement loan forgiveness request from Edna Cooney. Michael Hanyak seconded same, and the Board unanimously passed by those present. Gale Reish abstained from the vote.
3. Diane Meixell made a motion to write off aging Housing Choice Voucher Fraud balances from the accounting books. Tom Beck seconded same, and the Board unanimously passed by those present. This is for accounting purposes only and not for collection or tax purposes.

**NEW BUSINESS:**

1. Michael Hanyak made a motion to approve a PHARE Grant application with Union-Snyder Community Action Agency. Tom Beck seconded same, and the Board unanimously passed by those present. This will be the fourth grant application with CAA. This grant will provide operational funding for the Union and Snyder County Justice Bridge Housing Programs. PHARE is funded by real estate transfer taxes.
2. A physical conditions inspection of White Deer Commons occurred on October 22, 2021 by PHFA. The inspection went very well and the findings were minor.
3. Michael Hanyak made a motion to table giving employees a final hazard pay with CARES funding. Tom Beck seconded same, and the Board unanimously passed by those present.
4. Michael Hanyak made a motion to approve a 4% rent increase at the Community Services Center. Tom Beck seconded same, and the Board unanimously passed by those present. The rent at CSC can be raised consistently with the November Consumer Price Index (CPI). October showed 6.2%. The Housing Authority recognizes the difficult year the tenants have experienced. It is recommended that the increase be 4% despite the published CPI.
5. Michael Hanyak made a motion to table approval of a waiver request for an employee as landlord of HCV. Tom Beck seconded same, and the Board unanimously passed by those present.
6. Michael Hanyak made a motion to continue use of the EIV Income Validation Tool to the Housing Authority's Administration Plan. Diane Meixell seconded same, and the Board unanimously passed by those present. This tool is used to look for unreported income for existing participants in the Housing Voucher Program. HUD requires use of this tool in this program.
7. Tom Beck made a motion to approve tabling entering into an Interagency Agreement with Snyder County Housing Authority. Michael Hanyak seconded same, and the Board unanimously passed by those present.

- a. The Interagency agreement will extend the jurisdiction of both housing authorities to lease in either county. It also includes ECHO cottage and the Justice Bridge Housing Program. Working together, the UCHA and the Union-Snyder Agency on Aging offers assistance to families who want to build a temporary, small cottage residence on their property for their elderly family member.
- b. This is the fourth consecutive month with no available units at any sites. There is a significant need for rental units in both counties.

**INFORMATIONAL ITEMS:**

1. Sharon Leon and Cindy Showalter will be attending the Homes Within Reach Conference next month. Cindy will be attending as part of a certification for her role as the Family Self-Sufficiency Coordinator.

**ADJOURNMENT:**

Michael Hanyak made a motion to adjourn at 2:40pm.

---

Sharon Leon, Secretary