



**BOARD MEETING #588
December 15, 2021**

The regular meeting of the Housing Authority of the County of Union was held on December 15, 2021. Gale Reish, chairperson, called the meeting to order at 1:06pm. 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, four personnel issues and one legal issue was discussed.

Michael Hanyak made a motion to add item #5 to the agenda under New Business, Approve Tom Beck has a member of the Pension Committee. Diane Meixell seconded same, and the Board unanimously passed by those present.

1. Michael Hanyak made a motion to nominate Tom Beck as Chairperson of the Board effective December 16, 2021. Diane Meixell seconded same, and the Board unanimously passed by those present.
 - a. Dr. Reish will remain on the board but has stepped down as Chairperson for personal reasons.
2. Michael Hanyak made a motion to approve the minutes of the November 17, 2021 meeting (587). Diane Meixell seconded same, and the Board unanimously passed by those present.

3. TREASURER'S REPORT & FINANCIAL:

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

- a. The Unrestricted Account has not changed. The funds from Federal Home Loan Bank were received mid-December and will be used to payback some money owed from Residential Rehab to the Unrestricted Account for the advancement of funds.
- b. The PHARE fund deposit of \$31,490 is included in the Complex Reimbursements Deposits on the Monthly Operating Report.
- c. The Section 8 Program account balance shows expenses greater than revenue. Revenue from HUD has been less than expenses due to having an excess of revenue from the past year as the count of units has decreased. HUD adjusts funds accordingly.

4. HOUSING STAFF REPORTS:

Michael Hanyak made a motion to approve the November 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 are currently no vacancies at any housing sites. Two vacancies are anticipated for January, but all sites have waiting lists.

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



b. There are roughly fourteen low-income complexes in union county. Only five of these complexes are managed and/or owned by the Housing Authority. The other nine complexes are independently owned.

5. Tom Beck made a motion to approve scheduling January 19, 2022 at 1:30pm for the Annual Meeting with the Board Meeting to follow at 2:00pm. Diane Meixell seconded same, and the Board unanimously passed by those present.

Michael Hanyak will be leaving the board at the end of this year. He has been a valuable asset to the Board, serving as chair, vice-chair and the "Board Correction Officer" in regards to the minutes. He will be greatly missed!

PUBLIC PARTICIPATION:

Tom Zorn and Nancy Steckel were in attendance via zoom.

Nancy Steckel echoed the sentiments of the Board in regards to Mike and thanked him for his participation. She said it has been a pleasure to have him represent the community.

UNFINISHED BUSINESS:

1. COVID-19 strategy – An All-Staff meeting is scheduled for December 20th. Current COVID policies and CDC guidelines will be reviewed.

2. Michael Hanyak made a motion to take the approval of a waiver request for an employee as landlord of HCV off the table. Tom Beck seconded same, and the Board unanimously passed by those present. This item is mute and no longer requires consideration from the Board. HUD does not allow and the request was rescinded.

3. Tom Beck made a motion to approve taking the Interagency Agreement with Snyder County Housing Authority off the table. Michael Hanyak seconded same, and the Board unanimously passed by those present.

Tom Beck made a motion adopt the resolution to enter into a Shared Jurisdictional Agreement with the Snyder County Housing Authority subject to solicitor review and approval of the Snyder County Housing Authority. Michael Hanyak seconded same, and the Board unanimously passed by those present.

Tom Beck made a motion to approve a Shared Jurisdictional Agreement with the Snyder County Housing Authority subject to solicitor review and approval of the Snyder County Housing Authority. Michael Hanyak seconded same, and the Board unanimously passed by those present.

Tom Beck made a motion to approve entering into an Interagency Agreement with the Snyder County Housing Authority subject to solicitor review and approval of the Snyder County Housing Authority. Michael Hanyak seconded same, and the Board unanimously passed by those present.

UCHA has provided administrative, maintenance and clerical support to Snyder County Housing Authority and administer the Snyder County Justice Bridge Housing Program and ECHO Cottage in Snyder. The Shared Jurisdictional Agreement will allow vouchers from both agencies to be placed in either county.

This arrangement has been worked on for a period of time, and if approved at the Snyder County Housing Authority Board meeting, it will become official.

4. CARES Act expenditures – HUD has directed all funds to be expended by December 31, 2021. The Housing Authority has used funds to give Hazard Pay to staff, purchased software, technology and equipment to allow staff to work remotely throughout the pandemic, purchased COVID-related supplies for the housing sites and offices. Programs have operated at full capacity throughout this time.
5. Clarification on CSC rent increase – this is an increase for tenant leases, exclusive of the state lease with the Department of Health and the Union County Assistance Office. They have a lease with escalation built into it. All other leases received the 4% increase.
6. Michael Hanyak made a motion to approve taking a final CARES Act Hazard Pay for all employees off the table. Tom Beck seconded same, and the Board unanimously passed by those present.

Michael Hanyak made a motion to approve the final CARES Act Hazard Pay. Diane Meixell seconded same, and the Board unanimously passed by those present.

Sharon Leon expressed thanks from all of the Housing Authority employees for the hazard pay distributed throughout the pandemic and for the Board's continuous support.

NEW BUSINESS:

1. Michael Hanyak made a motion to table approval of a lease amendment with Union County for the Children and Youth Services office. Tom Beck seconded same, and the Board unanimously passed by those present. Information from the county in regards to the lease has not been received at this time.
2. Michael Hanyak made a motion to approve the employment agreement for Lauren Stilwell. Diane Meixell seconded same, and the Board unanimously passed by those present. Lauren was hired as a project manager but has been working as a Housing Assistant Coordinator for two years.
3. Michael Hanyak made a motion to approve the employment agreement for Jennifer Bryson. Tom Beck seconded same, and the Board unanimously passed by those present. Jennifer was hired as project manager but has been working as a Housing Assistant Coordinator for approximately two years as well.
4. Tom Beck made a motion to approve full-time employment status for Brian Glass. Michael Hanyak seconded same, and the Board unanimously passed by those present.
5. Michael Hanyak made a motion to amend the motion to include pending negotiation with Brian Glass. Tom Beck seconded same, and the Board unanimously passed by those present.
6. Diane Meixell made a motion to approve adding Tom Beck to the pension committee. Michael Hanyak seconded same, and the Board unanimously passed by those present.

INFORMATIONAL ITEMS:

1. SHARE Program- This is an Area Agency on Aging housing program that could potentially utilize a voucher for those sharing a home. This program could assist UCHA in increasing the voucher count and also serve Union County seniors.
2. Landlord Outreach Program – The Housing Authority is working with Union-Snyder CAA, Union and Snyder County Probation and the Snyder County Housing Authority to offer an information event and dinner in the hopes

of recruiting more landlords to work with all housing programs in Union and Snyder Counties. The event is scheduled for January 20, 2022 from 5:30 to 7:30pm.

3. The Board would like to thank Lori Staggert for her continued excellent administration of the Housing Authority's Residential Rehabilitation Program.
4. The Board would like to thank Dr. Gale Reish for serving as Chair of the Board and for his service.

ADJOURNMENT:

Michael Hanyak made a motion to adjourn at 1:45pm. Tom Beck seconded same, and the Board unanimously passed by those present.

Sharon Leon, Secretary