



**BOARD MEETING #590  
January 19, 2022**

The regular meeting of the Housing Authority of the County of Union was held on January 19, 2022. Tom Beck, chairperson, called the meeting to order at 2:01pm. Members present were Gale Reish, Matt Schumacher, and Diane Meixell. Also, present were Bruce Quigley, Executive Director; Melissa Lobos, Solicitor, and Sharon Leon, Deputy Director. Absent from the meeting was Chenoa Lee.

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

1. Diane Meixell made a motion to approve the minutes of the December 15, 2021 meeting (588). Gale Reish seconded same, and the Board unanimously passed by those present. Matt Schumacher abstained from the vote.

**2. TREASURER'S REPORT & FINANCIAL:**

Diane Meixell made a motion to approve the December 2021 Treasurer's Report as presented. Gale Reish seconded same, and the Board unanimously passed by those present. Matt Schumacher abstained from the vote.

- a. The Community Services Center's beginning bank balance was listed incorrectly. Melanie Page stated that a software update caused errors to the system. While all other account balances were corrected this one was missed. This will be corrected for the next meeting.
- b. Section 8 shows a year-to-date loss of funding. This is due to the excess funds received in the last fiscal year and the under utilization of approved vouchers. The NRA (Net Restricted Assets) Calculation for both the HCV and Mainstream Programs will be distributed to the Board for the next meeting.
- c. The revenue of Residential Rehab funds was collected from the HOME Grant not the FHLB grant as listed. Administrative fees are collected when the contract is completed and the funds are drawn down from the grant source.
- d. All of the CARES funds have been utilized as of December 31, 2021.

**3. HOUSING STAFF REPORTS:**

Gale Reish made a motion to approve the December 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. Matt Schumacher abstained from the vote.

**PUBLIC PARTICIPATION:**

Richard Owen, a board member of Rural Housing Works, was in attendance via zoom.

The public is reminded that they are able to attend via zoom. A link can be obtained by contacting the main office.

Bruce L. Quigley, *Executive Director* | Sharon Leon, *Deputy Director* | Martin & Lobos, *Solicitor*  
**AUTHORITY MEMBERS:** Thomas Beck, *Chairperson* | Dr. W. Gale Reish, *Vice-Chairperson*  
Diane Meixell, *Treasurer* | Matt Schumacher | Chenoa Lee | Allyson Weaver, *Secretary*



**UNFINISHED BUSINESS:**

1. COVID-19 strategy – The Board had previously approved a testing policy for unvaccinated individuals. However, due to the lack of testing being available for non-symptomatic individuals, the policy as been suspended. Employees have been asked to follow CDC guidelines and are able to work remotely if needed.
2. The Interagency Agreement with the Snyder County Housing Authority is currently being reviewed by their Board. Their solicitor indicated he would reach out after their next meeting.

**NEW BUSINESS:**

1. Gale Reish made a motion to approve the Housing Quality Inspection terms with Central Keystone Council of Governments (CKCOG). Diane Meixell seconded same, and the Board unanimously passed by those present. The Housing Choice Voucher Program contracts with CKCOG to perform Housing Quality Inspections on all units on the program. There has been no increase in their fee since 2018. The fee will be increased from \$1800/month to \$2000/month with an approximate number of 300 inspections per year. The Union County Housing Authority created CKCOG in 2003.
2. Procurement for the first ECHO Cottage is underway. Proposals were due this week, but the deadline has been extended. A vendor has expressed interest in working with Johnson College to build units for all ECHO projects. A modular or manufacturing home could be proposed, and the vendor would be providing all utility hook-ups. These units must be mobile. The Housing Authority will utilize grant funds to purchase the units and will then own the unit and rent it to the family. There is active work with Penn Township in Snyder County to get approval to place a unit, which may a zoning amendment or special exception. A new date for submissions of proposals has not been set at this time.
3. The Calculation of HAP, Adjusted Income and Rent Review (CHAIR) has been conducted by HUD over the past several months. A letter outlining one finding and program recommendations was received. The Housing Authority must conduct a Rent Reasonableness Market Study either within house or with a vendor, to collect data on private rental units within the county. This data is used to provide rent comparisons when a landlord submits a tenancy or rent request to the Housing Choice Voucher Program. The review also recommends that the Utility Allowance Charts be updated to include energy efficiency units. These will require board approval upon completion.
4. Gale Reish made a motion to approve advertising for a Solicitor for the Housing Authority. Matt Schumacher seconded same, and the Board unanimously passed by those present. Proposals are typically advertised every three years.
5. Gale Reish made a motion to approve advertising for a Fee Accountant for the Housing Authority. Matt Schumacher seconded same, and the Board unanimously passed by those present.
6. Diane Meixell made a motion to approve a Landlord Incentive Program up to \$10,000 that will provide \$500 to a landlord bringing a new unit on to the HCV Program, with a maximum incentive per landlord of 4 new units. Gale Reish seconded same, and the Board unanimously passed by those present. This program was created with the intention of increasing the units available for housing assisted participants to rent. Other efforts include a landlord outreach event.
7. The Pension Committee met on January 7, 2021. The decision was made by the committee to increase the employee salary of the integrated pension contribution from \$40,000 to \$60,000.

**INFORMATIONAL ITEMS:**

1. The landlord outreach event scheduled for January 20<sup>th</sup> has been postponed with a later date to be determined.

**ADJOURNMENT:**

Gale Reish made a motion to adjourn at 2:43pm.

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Sharon Leon, Secretary