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**BOARD MEETING #593  
April 20, 2022**

The regular meeting of the Housing Authority of the County of Union was held on March 16, 2022. Tom Beck, chairperson, called the meeting to order at 2:12 pm. Members present were Gale Reish, Matt Schumacher, and Diane Meixell. Also, present were Bruce Quigley, Executive Director, Melissa Lobos, Solicitor, Sharon Leon, Deputy Director, and Allyson Weaver, Secretary. Absent from the meeting was Chenoa Lee.

An Executive Session was held prior to the public meeting at which time two personnel issues were discussed.

**Call to Order:**

Matt Schumacher made a motion to amend the agenda to add #9 under New Business: Re-advertising ECHO Request For Proposals. Diane Meixell seconded same, and the Board unanimously passed by those present.

1. Gale Reish made a motion to approve the minutes of the March 16, 2022, Regular Meeting (592). Matt Schumacher seconded same, and the Board unanimously passed by those present.

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

Gale Reish made a motion to approve the March 2022 Treasurer's Report as presented. Diane Meixell seconded same, and the Board unanimously passed by those present.

3. **HOUSING STAFF REPORTS:**

Diane Meixell made a motion to approve the March 2022 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. Gale Reish seconded same, and the Board unanimously passed by those present.

- a. Currently 392 or 79% of the Housing Choice Vouchers (Section 8) are utilized, with the ability to contract 499. In the Mainstream Voucher Program 32 of the 39 vouchers or 82% are currently utilized. We continue to look for landlords.

**PUBLIC PARTICIPATION:**

1. Nancy Steckel participated via zoom.

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*



Housing Authority of Union County prohibits discrimination in all of its activities on the basis of race, color, national origin, gender, religion, age, familiar status, marital status, handicap or disability.



**UNFINISHED BUSINESS:**

1. COVID-19 strategy- We continue to follow CDC guidelines.
2. Snyder County Housing Authority returned the Interagency Agreement with some edits and one change. Melissa Lobos will reach out for clarification of one item.
3. Gale Reish made a motion to take the agreement for services with Rural Housing Works off the table. Matt Schumacher seconded same, and the Board unanimously passed by those present.

Gale Reish made a motion to put the agreement for services with Rural Housing Works back on the table. Matt Schumacher seconded same, and the Board unanimously passed by those present.

**NEW BUSINESS:**

1. Diane Meixell made a motion to approve the Housing Choice Voucher Administrative Plan update. Matt Schumacher seconded same, and the Board unanimously passed by those present.
  - a. The Jurisdictional Agreement with Snyder County Housing Authority will allow for Union County vouchers to be leased in Snyder County and vice versa. The administrative plans in both counties need updates to recognize this change. Payment standards are followed for the county in which the county is placed.
2. Gale Reish made a motion to approve updated Payment Standards for 2022. Matt Schumacher seconded same, and the Board unanimously passed by those present.
  - a. HUD allows for payment standards in the county to be set at 110% if it is affordable for the HCV program. The current payments standards for Union County were set at approximately 100-105%. This update will bring all payment standards to 110%. The change will be implemented with the hopes of engaging new landlords because housing is in short supply. Payment standards do vary from county to county.
3. Gale Reish made a motion to approve entering into a contract with the Decoration Center for limited carpet replacement at the Community Services Center for the cost of \$18,870. Matt Schumacher seconded same, and the Board unanimously passed by those present.
  - a. The Central Keystone COG office will have the carpet replaced in their suite at the end of May.
4. Gale Reish made a motion to approve a cost-of-living adjustment for all staff at the amount of 2%, effective May 2, 2022. Matt Schumacher seconded same, and the Board unanimously passed by those present.

Gail Reish made a motion to approve a salary adjustment of 5% for Jenny Bryson effective May 2, 2022 and a salary adjustment of 7% for Cindy Showalter effective May 2, 2022. Matt Schumacher seconded same, and the Board unanimously passed by those present.

Gale Reish made a motion to approve a 23% increase in salary for Sharon Leon effective May 2, 2022. Diane Meixell seconded same, and the Board unanimously passed by those present.

5. Gale Reish made a motion to approve a new staff position: Director of Development. Matt Schumacher seconded same, and the Board unanimously passed by those present.
  - a. The Director of Development will be working on new and existing projects with the Housing Authority.

6. Gale Reish made a motion to approve the Director of Development job description (attached). Diane Meixell seconded same, and the Board unanimously passed by those present.
7. Gale Reish made a motion to approve the Executive Director job description (attached). Diane Meixell seconded same, and the Board unanimously passed by those present.
8. Gail Reish made a motion to approve Bruce Quigley as Director of Development and Sharon Leon as Executive Director effective immediately. Diane Meixell seconded same, and the Board unanimously passed by those present.
9. Diane Meixell made a motion to approve readvertising the Request For Proposals for ECHO. Matt Schumacher seconded same, and the Board unanimously passed by those present.
  - a. Bidding for Echo cottage was authorized in the fall of 2021. Two proposals were received after the procurement process ended.

**INFORMATIONAL ITEMS:**

1. Union-Snyder Landlord Outreach Dinner is rescheduled for Thursday May 12<sup>th</sup>, 2022.
  - a. The Union County Housing Authority is hosting a dinner event to share information about rental programs and Housing Choice Vouchers. Snyder County Housing Authority, Union-Snyder Community Action Agency, CMSU, Transitions and Union and Snyder County Probation will also be in attendance to speak about their programs.

**ADJOURNMENT:**

Tom Beck made a motion to adjourn at 2:38pm.

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Allyson Weaver, Secretary