

**BOARD MEETING #594
May 18, 2022**

The regular meeting of the Housing Authority of the County of Union was held on May 18, 2022. Tom Beck, chairperson, called the meeting to order at 2:03 pm. Members present were Gale Reish, Matt Schumacher, and Diane Meixell. Also, present were Sharon Leon, Executive Director, Melissa Lobos, Solicitor and Allyson Weaver, Secretary. Absent from the meeting was Chenoa Lee.

An Executive Session was held prior to the public meeting at which time 2 Real Estate issues, 1 Personnel issue, and 1 legal issue was discussed.

Call to Order:

Gale Reish made a motion to amend the agenda to add item #6 under New Business: Approve subordination request for Young property at 136 South 3rd Street. West Milton, Pa. Matt Schumacher seconded same, and the Board unanimously passed by those present.

1. Diane Meixell made a motion to approve the minutes for the Regular Meeting 593 held April 20, 2022. Matt Schumacher seconded same, and the Board unanimously passed by those present.
2. **TREASURER'S REPORT & FINANCIAL:**
Matt Schumacher made a motion to approve the April 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 accept Housing Authority staff reports for April 2022. Matt Schumacher seconded same, and the Board unanimously passed by those present.
 - a. Housing Choice Vouchers continue to be distributed, but lack of available units has left many unable to be utilized.

PUBLIC PARTICIPATION:

1. Richard Owen, Nancy Steckel and Michael Hanyak participated via zoom.
2. A client board member is still needed for the UCHA Board.

UNFINISHED BUSINESS:

1. COVID-19 strategy - Continue to follow CDC guidelines
2. Interagency Agreement with Snyder County PHA.
 - a. The Jurisdictional agreement has been signed by UCHA. One change was requested to the Interagency Agreement with Snyder County. They will discuss this at their next meeting.

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



3. Gale Reish made a motion to approve taking 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 approve putting the Agreement for Services with Rural Housing Works back on the table. Diane Meixell seconded same, and the Board unanimously passed by those present.

4. Gale Reish made a motion to approve entering a contract for manufacturing of two ECHO units up to \$70,000 per unit manufacturing, pending solicitor review. Matt Schumacher seconded same, and the Board unanimously passed by those present.

NEW BUSINESS:

1. Diane Meixell made a motion to approve Melanie Page as Assistant Treasurer for the Board. Matt Schumacher seconded same, and the Board unanimously passed by those present.
 - a. The Assistant Treasurer is responsible for banking, accounting, and financial matters of UCHA.
2. Diane Meixell made a motion to approve hiring Samantha Sauers as Housing Assistant Coordinator with a salary of \$33,000 per year. Gale Reish seconded same, and the Board unanimously passed by those present.
3. Gale Reish made a motion to approve PILOT payments for Fiscal Year 2022. Matt Schumacher seconded same, and the Board unanimously passed by those present.
4. Gale Reish made a motion to approve insurance renewals. Matt Schumacher seconded same, and the Board unanimously passed by those present.
5. Diane Meixell made a motion to approve an ARPA grant application to Union County for a playground at White Deer Commons. Matt Schumacher seconded same, and the Board unanimously passed by those present.
6. Matt Schumacher made a motion to approve subordination request for the Young property at 136 South Third St. West Milton, Pa. Diane Meixell seconded same, and the Board unanimously passed by those present.

INFORMATIONAL ITEMS:

1. Union-Snyder Landlord Outreach Dinner was held on Thursday May 12th
 - a. The Housing Authority and several other local agencies held a landlord outreach dinner to engage new landlords in Union and Snyder Counties. Attendees received information on rental programs in the area. We would like to continue this event every few months with topics relevant to renting. The next outreach event is being planned for the end of July. More information to follow.
2. Three UCHA staff will be attending the PHFA conference held June 8-10. Bruce Quigley and Sharon Leon will be presenting at the conference.

ADJOURNMENT:

1. Gale Reish made a motion to adjourn at 2:38pm.

Allyson Weaver, Secretary