



**BOARD MEETING #601
December 21, 2022**

The regular meeting of the Housing Authority of the County of Union was held on December 21, 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 Sharon Leon, Executive Director, Melissa Lobos, Solicitor, Allyson Weaver, Secretary, and Gina Melone.

An Executive Session was held prior to the public meeting at which time, two Legal issues, two Real Estate issues, and one Personnel issue was discussed.

Call to Order:

1. Gale Reish made a motion to approve the minutes for the Regular Meeting 600 (held November 16, 2022). Diane Meixell seconded same, and the Board unanimously passed by those present.
2. **TREASURER'S REPORT & FINANCIAL:**
Gale Reish made a motion to approve the Treasurer's Report for November 2022. Diane Meixell seconded same, and the Board unanimously passed by those present.
 - a. The Datesman Village operating fund has an increase in expenses for the month of December due to purchasing and installing security cameras for the site.
 - b. An application for additional HUD funding has been approved to cover Housing Assistance Payments that may go beyond the budgeted amount.
 - c. Expenses under Sundry are over budget due to repairs to maintenance vehicle.
3. **HOUSING STAFF REPORTS:**
Gale Reish made a motion to accept the Housing Authority staff reports for November 2022. Matt Schumacher seconded same, and the Board unanimously passed by those present.

PUBLIC PARTICIPATION: Via Zoom.

1. Nancy Steckel

UNFINISHED BUSINESS:

1. None scheduled.

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



NEW BUSINESS:

1. Matt Schumacher made a motion to approve hiring Cathleen Gardener as Project Manager. Gale Reish seconded same, and the Board unanimously passed by those present.
 - a. Cathleen will be overseeing the housing sites the Authority owns and manages.
2. Gale Reish made a motion to approve hiring Savanna Sauers as Housing Assistant. Matt Schumacher seconded same, and the Board unanimously passed by those present.
 - a. Savanna Sauers will assist in the Housing Choice Voucher Program and will split her time between Union and Snyder County Housing Authorities.
3. Matt Schumacher made a motion to table the approval of the bond for ECHO Cottage. Gale Reish seconded same, and the Board unanimously passed by those present.
4. Gale Reish made a motion to approve a Request for Proposals for a Meadowview Apartments HVAC project. Diane Meixell seconded same, and the Board unanimously passed by those present.
 - a. As part of our Capital Improvements Plan for Meadowview Apartments, HVAC units will be placed in the 30 units at Meadowview.
5. Diane Meixell made a motion to approve a Request for Proposal for banking services. Matt Schumacher seconded same, and the Board unanimously passed by those present.
 - a. Proposals will be accepted for all Authority accounts and services.
6. Matt Schumacher made a motion to approve application for the WHOLE-HOME REPAIR Program Grant. Gale Reish seconded same, and the Board unanimously passed by those present.
 - a. This is a grant through DCED which offers Owner Occupied or Rental Rehabilitation funding through the county.
7. Gale Reish made a motion to approve a Lease Agreement with CYS. Matt Schumacher seconded same, and the Board unanimously passed by those present.
8. Matt Schumacher made a motion to approve a 3% increase in rent at CSC. Gale Reish seconded same, and the Board unanimously passed by those present.
 - a. The CPI as of November 2022 was 7.1%.
9. Gale Reish made a motion to the approve January 18th, 2023 for the Annual and Regular Meetings. Matt Schumacher seconded same, and the Board unanimously passed by those present.

INFORMATIONAL ITEMS:

1. The Authority has been awarded as a sub-recipient of the HOME 8 Grant through Union County and DCED which funds the Owner-Occupied Rehab Program for Union County. The HOME 7 Grant funding is anticipated to be spent by May of 2023.
2. Diane Meixell's term as board member for the Union County Housing Authority expires December 2022. Thanks, Diane, for all of your service to the Housing Authority!

ADJOURNMENT:

1. Gale Reish made a motion to adjourn at 2:28 pm.

Allyson Weaver, Secretary