

**BOARD MEETING #606**  
**April 19, 2023**

The regular meeting of the Housing Authority of the County of Union was held on April 19, 2023. Tom Beck, chairperson, called the meeting to order at 2:00 pm. Members present were Gale Reish, Mike Stoltzfus, Matt Schumacher, and Gina Melone. Also, present Sharon Leon, Executive Director, Melissa Lobos, Solicitor and Allyson Weaver, Secretary.

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

**Call to Order:** 2:00 pm.

Gale Reish made a motion to approve amending the agenda to include #7- approval of a staff resignation, under New Business. Matt Schumacher seconded same, and the Board unanimously passed by those present.

1. Matt Schumacher made a motion to approve the minutes for the Regular Meeting 605 (held March 15, 2023). Mike Stoltzfus seconded same, and the Board unanimously passed by those present.
2. **TREASURER'S REPORT & FINANCIAL:**  
Matt Schumacher made a motion to approve the Treasurer's Report for March 2023. Gale Reish seconded same, and the Board unanimously passed by those present.
3. **HOUSING STAFF REPORTS:**  
Matt Schumacher made a motion to accept the Housing Authority staff reports for March 2023. Gina Melone seconded same, and the Board unanimously passed by those present.

**PUBLIC PARTICIPATION:**

1. None scheduled

**UNFINISHED BUSINESS:**

1. None scheduled.

**NEW BUSINESS:**

1. Matt Schumacher made a motion to approve the 2022 Housing Choice Voucher (Section 8) Administrative Plan. Mike Stoltzfus seconded same, and the Board unanimously passed by those present.
  - a. Updates include some additional requirements from the owner of a property to qualify the unit for a rental with the HCV program. Also, use of vouchers in a group home may be permitted in certain situations.
2. Matt Schumacher made a motion to approve hiring Seth Kratzer for the Maintenance Technician position. Mike Stoltzfus seconded same, and the Board unanimously passed by those present.

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



3. Matt Schumacher made a motion to approve hiring Cathleen Gardner for the Family Self Sufficiency Coordinator position. Gale Reish seconded same, and the Board unanimously passed by those present.
4. Matt Schumacher made a motion to approve hiring Zachary Kratzer for the Rehabilitation Manager position. Mike Stoltzfus seconded same, and the Board unanimously passed by those present.
  - a. This position requires management of the new Rental Rehabilitation Program, assisting with management of the Owner-Occupied Rehab Program, and working with the Capital Improvements Manager on projects.
5. Mike Stoltzfus made a motion to approve the change of employment status for Samantha Sauers to part-time status. Gale Reish seconded same, and the Board unanimously passed by those present.
6. Matt Schumacher made a motion to table the approval of the agreement for services with Union County and Snyder County for the administration of the Whole-Home Repairs grant funding. Mike Stoltzfus seconded same, and the Board unanimously passed by those present.
  - a. Agreements are in progress and may be completed for next month.
7. Mike Stoltzfus made a motion to approve accepting the resignation of Cindy Showalter effective April 19, 2023. Gina Melone seconded same, and the Board unanimously passed by those present.

**INFORMATIONAL ITEMS:**

1. ECHO program update:
  - a. The first cottage was placed in Snyder County in Penn Township. A ribbon cutting ceremony will be held when ramp and skirting are completed. We have begun working on the second cottage placement.
2. Staff openings:
  - a. The Housing Authority does have a Site Management position available at this time.
3. Summer AmeriCorps Member:
  - a. An AmeriCorps member will be working at housing sites throughout the summer to provide supportive services for the tenants. This includes family and senior events, newsletters, and coordinating programs at the sites.

**ADJOURNMENT:**

1. Gale Reish made a motion to adjourn at 2:15 pm.

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Allyson Weaver, Secretary