

**BOARD MEETING #615  
December 20, 2023**

The regular meeting of the Housing Authority of the County of Union was held on December 20, 2023. Tom Beck, chairperson, called the meeting to order at 2:44 pm. Members present were Gale Reish, Mike Stoltzfus, and Matt Schumacher. Also, present Sharon Leon, Executive Director, Allyson Weaver, Secretary. Absent was Gina Melone.

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

1. Gale Reish made a motion to approve the minutes for the Regular Meeting 614 held November 15, 2023. Matt Schumacher seconded same, and the Board unanimously passed by those present.
2. TREASURER'S REPORT & FINANCIAL:  
Gale Reish made a motion to approve taking the Treasurer's Report for October 2023 off the table. Matt Schumacher seconded same, and the Board unanimously passed by those present.
3. TREASURER'S REPORT & FINANCIAL:  
Gale Reish made a motion to approve the Treasurer's Report for October 2023. Matt Schumacher seconded same, and the Board unanimously passed by those present.
4. TREASURER'S REPORT & FINANCIAL:  
Gale Reish made a motion to approve the Treasurer's Report for November 2023. Matt Schumacher seconded same, and the Board unanimously passed by those present.
  - a. All bank accounts have been transitioned to new bank, which will be reflect in the next Treasurer's Report.
5. HOUSING STAFF REPORTS:  
Gale Reish made a motion to accept Housing Authority staff reports for November 2023. Matt Schumacher seconded same, and the Board unanimously passed by those present.

**PUBLIC PARTICIPATION:**

1. None.

**UNFINISHED BUSINESS:**

1. None scheduled.

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



**NEW BUSINESS:**

*Note: Items 1 through 9 under New Business were discussed on an individual basis with the Housing Authority Solicitor and have met her approval.*

1. Matt Schumacher made a motion to approve the Agreement to provide a Guaranty for Newman Commons. Mike Stoltzfus seconded same, and the Board unanimously passed by those present.
2. Matt Schumacher made a motion to approve a Guaranty Agreement with First National Bank. Mike Stoltzfus seconded same, and the Board unanimously passed by those present.
3. Matt Schumacher made a motion to approve tabling the Agreement between Guarantors. Mike Stoltzfus seconded same, and the Board unanimously passed by those present.
  - a. The Agreement is being completed for review.
4. Mike Stoltzfus made a motion to approve the Certificate for Corporate Guarantor. Matt Schumacher seconded same, and the Board unanimously passed by those present.
5. Mike Stoltzfus made a motion to approve the Resolution of Guarantor. Gale Reish seconded same, and the Board unanimously passed by those present.
6. Matt Schumacher made a motion to approve tabling accepting the right of first refusal. Mike Stoltzfus seconded same, and the Board unanimously passed by those present.
  - a. The document is being completed for review.
7. Gale Reish made a motion to approve Sharon Leon as signatory for all documents related to financing and closing of Newman Commons. Mike Stoltzfus seconded same, and the Board unanimously passed by those present.
8. Mike Stoltzfus made a motion to approve Amendment to RHW Administrative Contact. Matt Schumacher seconded same, and the Board unanimously passed by those present.
  - a. The agreement has been modified to account for the development and administrative management of Newman Commons.
9. Matt Schumacher made a motion to approve the Management Contract for Newman Commons with PHFA. Mike Stoltzfus seconded same, and the Board unanimously passed by those present.
10. Gale Reish made a motion to approve tabling changes to the Executive Director contract. Matt Schumacher seconded same, and the Board unanimously passed by those present.
11. Gale Reish made a motion to approve White Deer Commons 2024 Budget. Mike Stoltzfus seconded same, and the Board unanimously passed by those present.
  - a. The budget has been submitted to PHFA for review.
  - b. A new contractor has been hired for snow removal.
12. Mike Stoltzfus made a motion to approve a 2% rent increase at the Community Services Center. Matt Schumacher seconded same, and the Board unanimously passed by those present.

13. Matt Schumacher made a motion to approve the Annual meeting to occur on January 25, 2024, at 1:30pm with the regular meeting to follow at 2pm. The dates for regular meetings in 2024 will be held on the 4<sup>th</sup> Thursday of each month at 2:00pm. Mike Stoltzfus seconded same, and the Board unanimously passed by those present.
14. Gale Reish made a motion to approve award winners for the Annual Luncheon. Mike Stoltzfus seconded same, and the Board unanimously passed by those present.
  - a. Awards being distributed include the Raymond J. Lobos Award, the Charles Winslow Service Award, and the Making a Difference Award.
15. Gale Reish made a motion to approve transfer of funds to the Redevelopment Authority. Matt Schumacher seconded same, and the Board unanimously passed by those present.
  - a. The Redevelopment Authority does not have ongoing cash flow as programs/funds are managed and operated by the Housing Authority. The transfer of funds assists in annual costs for the Redevelopment Authority.

**INFORMATIONAL ITEMS:**

1. The Annual Luncheon will be held on January 23, 2024 at 11:30 at the Silver Moon Banquet Hall in Lewisburg.
2. Current job openings at the Housing Authority include:
  - a. Rental Rehabilitation Manager
  - b. Housing Coordinator
  - c. Administrative Assistant
  - d. Maintenance Technician
3. Thomas Beck has been reappointed to the Housing Authority Board for a second term.

**ADJOURNMENT:**

1. Gale Reish made a motion to adjourn at 3:09 pm.

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Allyson Weaver, Secretary