UNION-SNYDER AGENCY ON AGING, INC.
BOARD OF DIRECTORS MEETING MINUTES

May 5, 2026 | 3:00 PM
116 N 2nd St, Lewisburg, PA 17837

Board Members in Attendance:

- ☒ Adam Ewig
- ☒ Sue Jamison
- ☒ Susan Jordan
- ☒ Sharon Leon
- ☒ Ryan McNally, Secretary
- ☒ Tony Michetti (Zoom)
- ☒ Leslie Osgood, President
- ☒ Stacy Richards
- ☒ Jim Richmond (Zoom)
- ☒ Ed Sigl, Treasurer
- ☒ Wesley Thomas

Non-Board Member Attendees:

Holly Kyle, Agency Executive Director (ED)
Susie Weller, incoming Agency Executive Director
Kristy Dax, Agency Administrative Manager (AM)
Matt Cravitz, Agency Attorney, Cravitz Law Office

A meeting of the Union-Snyder Agency on Aging, Inc. (hereinafter "Agency") Board of Directors (hereinafter "Board") was held on May 5, 2026, at 3:00 p.m. at the Agency's Lewisburg office and via Zoom Video Communications (available to Board members & staff only).

Notice of the Board meeting was given to the public by publication of the place, date, and time of the Board meeting in The Daily Item newspaper, the Agency's Facebook page, and by posting a notice of the place, date, time, and agenda of the Board meeting prominently on the Agency website and at the Board meeting site.

CALL TO ORDER

The meeting was called to order at 3:03 p.m. by Leslie Osgood (hereinafter "President").

MOTION to call the 5/5/2026 meeting to order.

- Moved by: Susan Jordan
- Seconded by: Adam Ewig
- **Vote: All in favor**

ROLL CALL/Quorum Verification (Kristy Dax)

Public Comment Period

None

APPROVAL OF BOARD MINUTES

February Meeting Minutes

MOTION to approve the minutes of Board meeting held February 18, 2026, as presented and submitted.

- Moved by: Jim Richmond
- Seconded by: Sharon Leon
- **Vote: All in favor**

3/31/2026 Special Meeting Minutes

MOTION to approve the minutes of the Special Meeting of the Board held March 31, 2026, as presented and submitted.

- Moved by: Stacy Richard
- Seconded by: Sue Jamison
- **Vote: All in favo**r

FACILITIES & PROPERTIES COMMITTEE REPORT

Sharon Leon, Chair | *The Committee last met January 29, 2026.*

Option Agreement for Lewisburg Property Atty Matt Cravitz, Executive Director	Atty Cravitz spoke with Melissa Lobos at Rural Housing Works. Their interest is to build senior housing which would be managed by the Union County Housing Authority. They are interested in an option agreement on the property for a period of research and due diligence. <u>Details on obtained proposed agreement from Rural Housing Works</u>: 3-year option agreement to start, $5,000 cash at signing for first option period, with option to extend at additional 10% per extension. Atty Cravitz requested Richard Drzewiecki at Real Estate Appraisal & Marketing Associates offer a purchase option consideration letter. This, along with the option agreement, were shared with the Board. **Action Item:** Atty Cravitz will go back to Rural Housing Works with the request for an amended option agreement to be modified to reflect: • Two separate option agreements for each funding cycle; if the 3-year proposed agreement does not end up in a sale, a second, new appraisal would be drawn up. The first agreement will expire upon the end of the 26-27 LIHTC round.
MOTION	to allow solicitor Atty Matt Cravtiz to negotiate the option agreement as presented and to obtain an amended letter from Richard Drzewiecki. • Moved by: Tony Michetti • Seconded by: Susan Jordan • **Vote: All in favor** (Sharon Leon abstained)
Penns Creek Adult Resource Center Roof Executive Director	Grant funding was finally received, however, because almost 2 years had passed since the initial quote, the adjusted quote is $3k more due to inflation. Funding is to be used from the Capital Reserve Fund unless other unrestricted funds are available. Nelson's Construction has been approved to complete the work.

PLANNING COMMITTEE REPORT

Presented by Ryan McNally, Chair | *The Committee last met January 28, 2026.*

Union County Survey Executive Director	The Chair reported 189 responses were received, 141 from Union County residents. The below were quick, clear findings: • Prefer a physical location (not virtual or revolving location) • Most popular topics were exercise and wellness, followed by games • Prefer weekly programming; would be likely to attend a senior center once a week The Committee discussed concerns received over the stigma around the YMCA/ The Miller Center as being "for a certain class of people" and require paid memberships.

	They host many exercise and wellness programs and the Agency does not want to duplicate services already offered. The Committee felt it best to get a third party with industry best practices to synthesize the data so that the proposal is a neutral. Therefore, the ED contacted The Department of Aging, who is willing to offer one of their consultants, Gabby Szymanski, to synthesize data, free of charge. She will take into account the APD and 4 Year Plan to offer a recommendation. The Committee created a scope of work which was given to the Board for review. This was discussed as well as YMCA/The Miller Center being a home for a senior center. **Action item:** Holly and Susie re-engage leadership at YMCA/The Miller Center to see what options there are regarding hosting a senior center. **Action item:** Ask Ms. Szymanski what her timeframe is like to look at survey results to see if a good survey sample was achieved as well as offer suggestions/next steps. In the meantime, Susie Weller will also review results and do her own synthesizing. The Board was reminded that if they hear of people in need of services they formally got from the Lewisburg senior center, they should be directed to the Agency so they can take care of them.
MOTION **MOTION**	to move forward with contacting Gabby Szymanski to proceed with working with her. • Moved by: Sue Jamison • Seconded by: Adam Ewig • **Vote: All in favor** to re-open conversation with the YMCA/The Miller Center for further discussion in collaborating. • Moved by: Ryan McNally • Seconded by: Susan Jordan • **Vote: All in favor**

Resolutions	
Salary Randge Adjustment	Ratification of an action taken by the Board via email since our last meeting regarding the salary range adjustment voted on by way of email on February 27, 2026, with the results provided in your Board materials both today and in the calendar invitation on both April 8th and 29th.
MOTION	to ratify the email vote regarding the salary range adjustment. • Moved by: Sharon Leon • Seconded by: Wes Thomas • **Vote: All in favor**
Signing Resolution	o Resolution 1 & 3 (combined to now Resolution 1): Add Susie Weller in place of Holly Kyle to allow accounts to be switched over. Add a second staff member to sign checks in ED absence; the recommendation is Kristy Dax. o Resolution 4 (now Resolution 3): Susie Weller is able to submit and sign grant agreements; any Board official would be the second signature o Bingo license These will be voted on in the June meeting.

FINANCIAL REPORT

Presented by Ed Sigl, Chair

March Financial Report Treasurer	Due to time constraint, an abbreviated report was shared. Cash balance is good; the Agency is spending less than budgeted.
MOTION	to approve the March Financial Report as presented. • Moved by: Ed Sigl • Seconded by: Stacy Richards • **Vote: All in favor**
Funding Updates Executive Director	Amendment 2 was issued two weeks ago with a $60,000 deficit to the Agency, however per PDA, this was an error. The ED will have more information in the coming weeks as received from PDA.

NOMINATING COMMITTEE REPORT

Candidate to Approve Executive Director	The application of Heather Over was given to the Board for consideration. She currently works with Transitions of PA.
MOTION	to approve the Nominating Committee recommendation as presented. • Moved by: Stacy Richards • Seconded by: Sharon Leon • **Vote: All in favor**

DIRECTOR'S REPORT

Presented by Holly Kyle

Due to time restraint, this was condensed.

FGP 60th Anniversary	June 11th will be the celebration event for the Foster Grandparent Program's 60th anniversary. All Board members are invited.

EXECUTIVE SESSION

The Board entered Executive Session at 4:45 p.m.

MOTION to enter Executive Session for the purpose of personnel matters.	• Moved by: Ryan McNally • Seconded by: Adam Ewig • **Vote: All in favor**

The Board exited Execution Session 4:48 p.m.

MOTION to adjourn Executive Session and reconvene in open session.	• Moved by: Susan Jordan • Seconded by: Wes Thomas • **Vote: All in favor**

ADJOURNMENT

There being no additional matters to bring before the Board, the meeting ended with a Motion to adjourn at 4:49 p.m. by Sharon Leon, seconded by Stacy Richards, and unanimously carried.

NEXT MEETING

The June 17, 2026, meeting will be held at 3:00pm at the Agency's Lewisburg office at 116 N. 2nd Street, Lewisburg. Zoom will be an option for those Board members unable to attend in person.

Minutes Prepared By: Kristy Dax **Date:** 5/6/2026

Minutes Approved By: Secretary Signature: Ryan McNally

ACCRONYM KEY			
BG:	Block grant	HDM:	Home Delivered Meals
BSSC:	Beaver Springs Senior Center	LSC:	Lewisburg Senior Center
CDBG:	Community Development Block Grant	PCARC:	Penns Creek Adult Resource Center
CSP:	Caregiver Support Program	PDA:	Pennsylvania Department of Aging
FGP:	Foster Grandparent Program	SSC:	Selinsgrove Senior Center
GCSP:	Grandparent Caregivers Support Program	Title XIX:	Title 19; grant for medical assistance programs
H&W:	Health & Wellness		