

AGENDA
REGULAR MEETING
HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN
December 8, 2021

1. Roll Call
2. Minutes of meeting, November 10, 2021
3. Bills and Communications
 - a. Bills for approval
 - b. Communications, last page of the agenda
4. Report of Officers
 - a. Chairman's Report
 - b. Treasurer's Report
 - c. Other Officers
 - d. Management Report
 - e. Executive Director's Report
 - f. Attorney's Report
5. Unfinished Business
6. New Business
 - a. Authorization to pay the following firms for services rendered:

Firm	Amount	Services Rendered/Project
Law Office of Thomas P. Gacki (Inv # 321)	\$ 1000.00	Legal Services
Eckert Seamans Cherin & Mellott, LLC (Inv#1653410)	\$ 27.50	Legal Counsel
Eckert Seamans Cherin & Mellott, LLC (Inv# 1657625)	\$ 7,892.73	Public Housing
Eckert Seamans Cherin & Mellott, LLC (Inv# 1657626)	\$ 80.00	Andrade Claim

Alphonso's Lawn Care	\$ 3,186.00	Public Housing
Alphonso's Lawn Care	\$ 300.00	Hoy Towers
Alphonso's Lawn Care	\$ 300.00	Latsha Towers
Kathy J. McCool, SPHR	\$ 506.25	Human Resources Consultant

- b. Request to pay Hamell Architects for services from 10/02 to 10/29
Total: \$ 2,908.26 (Cap Fun 2020)
- c. Request for Approval of 36 month natural gas contract.
- d. Request for Resolution for the final close out of Capital Fund FY 2019 Budget
- e. Request for approval for a 3-year contract with Marco Technologies for OnBase Software for \$20,650 (with annual 4% increase) Software serves as our work flow software currently in use for vacant units but plan to expand to leasing and then re-certification. First step for digital files (Cap Fund 20 – Management Improvements)
- f. Request for resolution for the final close out of the Capital Fund Safety and Security Grant 2020
- g. Approval of ECI contraction change order #4, Time extension of 24 work days from the lost time of the Asbestos removal, and lost revenue at cost of \$16,057.00
- h. Approval for Change order #5 from ECI construction for the cost increase of spray foam material since original contract was signed. The Total change order is for \$33,566.00, we are not obligated to pay this increase so it was decided to offer \$10,000. We are asking for approval of \$10,000.00 for this change order.
- i. Request approval for the emergency repair of an unground water leak at Cole Crest. Per day cost is \$1,500.00; also allow us to have the repair made once the leak is located.
- j. Request approval to install blacktop at Nelly Court not included in base scope of ADA project scope work from JP and Son Construction LLC. Total: \$ 1,500.00

- k. Request approval for an Emergency repair of a broken sewer line at 940 Wood Street. Excavate and remove AC compressor. Excavate down to sewer line, replace sewer line and back fill. RE install AC System Total estimate: \$7,000.00-\$10,000.00 Depending on what we will run into.
 - l. Request for approval to purchase Work Order Touch from Emphasys for a cost not-to-exceed \$12,180.00
 - m. Approval to repair Hoy Towers Elevator Sump Pit Drain Line Total: \$6,300.00
 - n. Request to pay ECI construction for office renovations Total: \$77,574.00
7. Personnel Report
- (1) Eddie Reyes, Resident Maintenance Aide (12/14/2009)
 - (2) Leah Eppinger, Executive Director (5/9/2016 // 1/1/2019)
 - (3) Scott Nailor, Maintenance Mechanic (01/02/2002)
8. Public Comment
9. Resolution Ratifying all Commitments, Acts and Deeds of the Housing Authority Of the County of Dauphin
10. Adjournment

Communications