

**AGENDA
REGULAR MEETING
HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN
February 9, 2022**

1. Roll Call
2. Minutes of meeting, January 12, 2022
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 #367)	\$ 600.00	Legal Services
Eckert Seamans Cherin & Mellott, LLC (Inv#1667618)	\$ 6,249.64	Public Housing
Eckert Seamans Cherin & Mellott, LLC (Inv#1667620)	\$ 5,073.50	Andrade PHRC Claim RE: Termination
Eckert Seamans Cherin & Mellott, LLC (Inv # 1667619)	\$ 220.00	General Advice

Schender's Excavator	\$ 332.00	Northern Region Snow/Ice
Inv # 1102, 1114, 1039	\$ 470.35	(January)
1076	\$ 295.60	
	\$ 308.80	

- b. Request to change dates for the remainder of 2022's Board meetings to 2nd Tuesdays of every month. (March 8, April 12, May 10, June 7, July 12, August 9, September 13, October 11, November 8, December 13) * Change needed for June 2022.
- c. Request to pay Hammel Associates for Office Renovations (Architectural and Engineering Services) Total: \$ 1,673.20 H-21-04
- d. Request approval to enter into a Time and Materials Contract with HIG to complete IP address updates due to the upgrade in providers. Not to exceed \$2000 (CAP Fund 2020-Management Improvements)
- e. Request approval to pay HIG for the purchase of 3 laptops Total: \$ 6,416.00 (CAP Fund 2020 Management Improvements)
- f. Request to approve the purchase of 20,000 sq ft of cove base and 334 tubes of adhesive for the common area upgrades to go along with the flooring upgrades. Total: \$ 12,434.82 (CAP 2021 Essex)
- g. Request to Pay Triangle Fire Protection for repairs made to the sprinkler system at Genesis Court Total: \$ 1,430.00
- h. Request to register Executive Director for PHADA's final EDEP courses. Executive Housing Management and PA/Communications Total: \$ 2,000.00
- i. Request to pay Spayds Industrial for routine maintenance on the trash compactors at Gratz Park and Rattling Creek Total: \$ 1,284.76
- j. Request approval for a change order to extend the office renovations 2 weeks for the Electric Contract. No cost in change
- k. Request approval for a change order to extend the office renovations 2 weeks for the Mechanical Contract. No cost in change

- l. Request approval for a change order to extend the office renovations 2 weeks for the Plumbing contract. No cost in change.
- m. Request approval for a change order to extend the office renovations 2 weeks for the General Construction Contract. No cost in change.
- n. Approval for Electrical Change order #1 for Office Renovations. Remove the installed grey switches, receptacles and covers and replace with white.
Total: \$2,512.12 (H-21-04)
- o. Request approval to have a contractor do all the work required to make #2 and #17 Maple Lane Laurel Hills ready to rent, with the exception of painting. This will be on a time and material basis. #2 Maple Lane not to exceed \$ 9,075.00 and #17 Maple not to exceed \$10,645.00
- p. Request approval of Emergency repair of a Fulton Boiler at the Bistline House by Anderson Mechanical. The cost is \$5,451.76. The problem is a known issue by Fulton and there is an upgrade kit available. This repair includes the upgrade kit. Please note we have 3 other Boilers that will need this done. The cost to upgrade the other 3 boilers is \$ 16,355.28 and they will need done in the near future, preferably before the burner in these boilers blows apart as this one did.
- q. Request to pay Eastern PA Association of Housing Authorities for Annual Membership Dues ending December 31, 2022. Total: \$250.00
- r. Request to pay Spotts Brothers our Mechanical Contractor for the office renovations Please note that because of how far we are into the project the retainage now drops from 10%-5% Total: \$23,177.85 (H-21-04) (Capital Fund 2021)
- s. Request to pay Spotts Brothers our Electrical Contractor for the office renovations Please note that because of how far we are into the project the retainage now drops from 10%-5% Total: \$48,328.75 (H-21-04) (Capital Fund 2021)
- t. Request to pay eciConstruction our General Contractor for the office renovations Please note that because of how far we are into the project the retainage now drops from 10% to 5%. However this contractor decided not to drop the percentage to 5% until their next application for payment which won't make any difference. Total: \$ 160,405.83 (H-21-04) (Capital Fund 2021)

- u. Request to pay Spayds Industrial for routine maintenance on the trash compactors for the southern properties Total: \$ 1,890.00
 - v. Request to pay Triangle Fire Protection for quarterly Inspections performed in January. Rattling Creek \$ 340.00, Latsha \$ 380.00, Hoy \$ 380.00, Highspire \$ 340.00, Griffith \$340.00 Gratz \$ 360.00, Genesis \$ 350.00, Essex \$ 350.00, Bistline \$ 380.00 Total: \$ 3,220.00
 - w. Request approval to prepare Public Housing Operating Subsidy Total: \$ 4,057.46
 - x. Request to approve emergency roof repairs for Latsha above the office renovation to be completed by Ryans Roofing Total: \$2,460.00
 - y. Request to approve new payroll software company – Paytime.
 - z. Request to pay US Inspection Group for the housing inspections that were completed in January. Total: \$ 6,523.60
 - aa. Request approval for Change order #7 with EciConstruction for the alteration of the pass through transition window at that receptionist desk. The original specked stainless steel top was not big enough for the thickness of the wall. The additional cost will be \$3,117.00 and will come from the owner allowance, and not affect the contract price. (H-21-04 Office Renovations)
7. Personnel Report
 - (1) Elena Mountsier, Assistant Manager 6 month review
 - (2) Margarita Santiago-Harris, Receptionist 6 month review
 8. Public Comment
 9. Resolution Ratifying all Commitments, Acts and Deeds of the Housing Authority Of the County of Dauphin
 10. Adjournment

Communications