

**AGENDA
REGULAR MEETING
HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN
March 8, 2022**

1. Roll Call
2. Minutes of meeting, February 9, 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 # 386)	\$ 725.00	Legal Services
Eckert Seamans Cherin & Mellott, LLC (Inv#1672682)	\$ 4,227.74	Public Housing
Eckert Seamans Cherin & Mellott, LLC (Inv#1672684)	\$ 1,411.00	Andrade PHRC Claim RE: Termination
Eckert Seamans Cherin & Mellott, LLC (Inv #1672683)	\$ 38.50	Litigation

Schender's Excavator Inv # 1160	\$ 298.35	Northern Region Snow/Ice (February)
Fares Farhat General Construction	\$4,073.90	Northern Lawn Care from November 2021
Lobar Associates	\$ 14,309.50	Southern Region Snow/Ice Removal

- b. Request to pay Spayds Industrial for repairs to the compactors at Rattling Creek and Gratz Park. Total: 1,062.62
- c. Request to pay HIG for the Fiber Optic Lines for internet access to be extended into the new IT closet in the office. Total: \$3,041.35 (Cap 20- Management Improvements)
- d. Request to pay Hammel Associates the Architects for the work related to the office renovations from 1/22/22 to 1/28/22 Total: \$ 1,693.36 (Cap 2020)
- e. Request to pay Tillett Inc. for the leaking sanitary sewer line at Hoy (407) Total: \$2,000.00
- f. Request to pay Triangle Fire Protection for 2 valve replacements at Hoy Towers Total: \$ 2,065.00
- g. Request for change order # 10 to eciConstruction, for leveling concrete floors to accommodate the large ceramic tile to be installed with warranty. The cost of this change order is \$ 3,711.00 which will be paid out of the owner's allowance. No change in contract cost.
- h. Request to pay Tillett Inc. For a broken sump pump drain line at Hoy Towers. It was decided to line the leaking pipe with an epoxy sleeve. This method was quicker, less invasive and in the end cheaper for the authority. Total: \$7,200.40
- i. Request to pay Juniper Environmental for lead paint testing completed at Genesis Court – Test came back negative Total: \$ 6,000.00

- j. Request to repair the Backflow preventer at Essex House by Tillett, Inc. The pricing is for the rebuild kit only and does not include labor. Total cost of Kit is \$ 1,722.35.
- k. Request to pay US Inspection Group for the inspections that were completed in January. They had billed us incorrectly originally at \$ 6,523.60 which was approved and paid at February's Board meeting. The actual invoices were a total of \$9,065.10. We only need to pay the difference. Total difference: \$ 2,541.50
- l. Request to pay HIG for an additional NVR unit for the office security cameras. Total: \$ 1,540.08 (CAP Fund 2020 – Management Improvements)
- m. Request to pay eciConstruction (General Contractor) for the office renovations Total: \$84,054.54 - Contract is complete and paid with the exception of the 5% retainer. (H-21-04)
- n. Request to pay Spotts Brothers (Electrical Contractor) for the office renovations Total: \$5,972.76 – Contract is complete and paid with the exception of the 5% retainer. (H-21-04)
- o. Request to pay Spotts Brothers (Mechanical Contractor) for the office renovations Total: \$ 4,852.12 – Contract is complete and paid with the exception of the 5% retainer. (H-21-04)
- p. Request to pay Garden Spot Mechanical (Plumbing Contractor) for the office renovations Total: \$ 23,722.20 – Contract is complete and paid with the exception of the 5% retainer (H-21-04)
- q. Request to pay Garden Spot Mechanical (Plumbing Contractor) for the office renovations Total: \$57,465.00 (H-21-04)
- r. Request to pay Ryan's Roofing for Latsha's Roof Repair Total: \$2,460.00
- s. Request to pay Jared Hess Tree Removal for the Trimming of 8 trees and removal of 2 trees including stump grinding at Lataha. Total: \$2,550.00
- u. Request to approve Patrick Bosworth and Dan Phillips to attend the MARC NAHRO (Mid Atlantic Regional Conference of NAHRO) conference being held May 1st through May 4th at the Hard Rock Casino in Atlantic City, New Jersey.

Cost per person is \$840 that includes 2 rooms and admittance to the conference. This cost includes the early registration discount of \$100 per registrant if we do so prior to 4/1/22

- v. Request approval for the tenant right offs. Total: \$21,936.46
 - w. Request to pay Enginity for the Emergency repairs at Cole Crest's water main break. Total Cost: \$ 12,173.72
 - x. Request approval for Equipment write offs Total: \$8,613.64
 - y. Request to send Rosalyn our Social Service Coordinator to Kalahari Resort for the PHFA training in June for 3 days. Total Around: \$750.00
 - z. Request for Emergency repairs by Triangle Fire Protection at Genesis Court for the Sprinkler System. The Air compressor that changes the dry chemical system seized up a new compressor is needed. Total: around \$ 2,000.00
7. Personnel Report
- (1) Heather Klinger, Assistant Manager FT 6 month review
 - (2) Tyrone Poole, Maintenance Mechanic 4/10/2017
 - (3) George Enders, Maintenance Mechanic 3/25/96
 - (4) Sam Pugh, Maintenance Aide FT 6 month review
 - (5) Gigi Nester, Management Aide 3/24/08
8. Public Comment
9. Resolution Ratifying all Commitments, Acts and Deeds of the Housing Authority Of the County of Dauphin
10. Adjournment

Communications