

**AGENDA  
REGULAR MEETING  
HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN  
April 12, 2022**

1. Roll Call
2. Minutes of meeting, March 8, 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:

<b>Firm</b>	<b>Amount</b>	<b>Services Rendered/Project</b>
Law Office of Thomas P. Gacki (Inv # 414)	\$ 850.00	Legal Services
Eckert Seamans Cherin & Mellott, LLC (Inv#1678230)	\$ 4,591.04	Public Housing
Lobar Associates	\$ 485.10	Southern Region Snow/Ice
	\$ 4,250.50	Removal

- b. Request to pay Spayds Industrial for a compactor repair at Griffith House  
Total: \$ 1,784.43

- c. Request approval to Join American Association of Service Coordinators which will be provide resources to our Social Services Coordinator. An Individual Membership cost a total: \$ 210.00 per year.
- d. Request to pay Vmax Security Systems to provide and install new security system for the office renovations Total: \$ 2,059.00
- e. Request to pay Anderson Mechanical for an Emergency Boiler Repair at the Bistline House. New burner will need to be installed. Total: \$ 5,451.76
- f. Request to approve agreement with M&L to complete 2022 Capital Fund Environmental Review for \$ 2,700.00 (Cap Fund)
- g. Request to extend Akita Pest Control Contract H-19-01 for one year, Effective March 13, 2022
- h. Request to pay Hammel Associates Architects, LLC \$1,269.09 for architecture work for the office renovations. (Cap Fund 2020)
- i. Request approval to repair the failing sub floor at 2 Kennedy Lane by Touch of Color flooring for a cost of \$1,791.37
- j. Request approval to replace 50 feet of sidewalk along Lawrence St. at Genesis Court that was made unusable by tree roots. Work to be done by JP & Sons Total: \$4,000.00
- k. Request to pay Tanner Furniture the balance owed for the office furniture from The renovations Total: \$ 24,542.13 (Central Office)
- l. Request to pay State Line Concrete Lifting to level the Concrete walk ways with pressurized expanding foam at Latsha Towers. Total: \$ 1,300.00
- m. Request to pay Nason Benner Caulking Specialist to caulk new glass walls to the drywall and Ceiling Total: \$1,100.00
- n. Request approval to replace 24 feet of sidewalk at Steelton Family that was made unusable by tree roots. Work to be done by JP & Sons Total: \$2,500.00

- o. Request approval to raise and level the Concrete at the following locations by State Line Concrete Lifting. Steelton Family – Conestoga Street Total: 4,100.00  
Lang Manor – Watson Street Total: \$ 2,900.00 Cole Crest – behind Wood Street  
Total: \$ 500.00
- p. Request approval to pay Zelenkofske Axelrod LLC for progress billing 2021  
Audit Total: \$6,000.00
- q. Request Approval for Change order #11 EciConstruction to add 13 additional  
lock cores to their contract to be installed in the glass doors. The Glass door  
provider could not get the cores because they are a proprietary key way. Cost will  
be from paid by the owners allowance and not cost to us. Total: \$1,545.00
- r. Request to pay Anderson Mechanical for the removal of the old Ceramic burner  
and install new at Hoy Towers. Total: \$ 10,903.52
- s. Request to pay Anderson Mechanical for the removal of the old Ceramic burner  
and install new at the Bistline House. Total: \$ 5,451.76
- u. Request to pay Touch of Color for subfloor repairs made in 3 units at Genesis  
Court Total: \$ 2,864.79
- v. Request approval to enter into MOU with YWCA of the Greater Harrisburg as a  
cooperative agreement as continuation of previous agreements. HACD will  
provide information and program recommendations. No Financial Commitment
- w. Request to pay Enginuity for the leak at Cole Crest. This was to locate, excavate  
pipe, repair pipe, and restore to normal. Also, includes replacing concrete,  
blacktop, grass seed, time and material Total: \$119,494.76
- x. Request to pay Sabino Electric for an emergency repair of a shorted out electric  
baseboard heater circuit at 13 Genesis Total: 1,360.00
- y. Request to pay Touch of Color Flooring for bulk cove base to coincide with the  
LVT flooring up grades in the common areas of the high and mid rises. This  
includes 20,000 feet of linear cove base and 28 cases of cove base adhesive.  
Total: \$ 12,434.82
- z. Request to pay HIG for security camera upgrades and cabling Total: \$ 5,229.84

(CAP fund 2020-2021 – Management improvements)

- aa. Request to pay HIG for office cabling and server set up Total: \$ 15,645.54 (CAP Fund 2020 – Management Improvements)
- bb. Request to pay Jared Hess Tree Removal to remove 2 trees in front of the office which includes stump grinding and trimming the remaining trees along Mohn Street Total: \$ 2,550.00 (AMP-7)
- cc. Request to pay Jared Hess Tree Removal for the removal of 1 tree along with the stump at Genesis Court Total: \$ 1,580.00
- dd. Request to pay Anderson Mechanical for an emergency repair at Hoy Towers. There was a leaking ¾’ copper pipe and a broken Backflow preventer. Total: \$ 3,731.74
- ee. Request to approve payment to Emphasys for Work Order Touch installation Total: \$ 3,850.00 (Cap Fund 2021 Management Improvements)
- ff. Request to pay JP and Son Construction LLC for repair to concrete at Genesis for Court Total: \$ 4,000.00
- gg. Request to pay JP and Son Construction LLC for an Emergency Sewer Line Repair at Griffith House Total: \$ 2,400.00
- hh. Request to pay JP and Son Construction LLC for blacktop work at Nelly Court Total: \$ 1,500.00
- ii. Request to pay JP & Son Construction LLC for repair to Concrete at the Steelton Family Housing Total: \$ 2,500.00
- jj. Request to approve contract for elevator maintenance for the period of 4/1/22-3/31/2023 Total: \$ 35,693.84
- kk. Requesting a Resolution approving the Agency Plan for the Fiscal Year beginning July 2022 and the submission of same to the U.S. Department of Housing and Urban Development
- ll. Request to pay Touch of Color Flooring for repairs that were made to the

bathroom floors to 6 Units at Cole Crest \$ 1,791.37

- mm. Request to pay ½ of storm water management improvements on property above Baldwin Village Total: \$6,000.00
- nn. Request to pay Buchart Horn, Architects and Engineer Services for the Retaining walls and ADA at Cole Crest Total: \$ 3,729.62 (CAP Fund 2020)
- oo. Request to pay Paramount Fence LLC for fencing repairs at Hoy and Latsha for REAC prep Total: \$2,800.00
- pp. Request to pay eciConstruction for the General Construction of our office renovations. Total: \$ 10,564.57 (We have been invoiced for all but 10.5% of the total cost)
- qq. Request to award contract for the Northern Grass Cutting (H-22-01)
- rr. Request to award contract for the Southern Grass Cutting (H-22-02)
- ss. Request to pay Pro-Lawn for the Cole Crest ADA deficiencies and rebuilding failing retaining walls Total: \$39,572.98 (H-21-03)

7. Personnel Report

- (1) Michelle Phillips, Executive Assistant 4/28/2021
- (2) Ted Carnes, Working Forman 4/22/1991
- (3) William Martini, Inspector, 4/15/2019
- (4) Milana Dalakyants, Management Aide, 4/17/2017
- (5) Chris Perhach, Maintenance Mechanic 4/17/17

8. Public Comment

9. Resolution Ratifying all Commitments, Acts and Deeds of the Housing Authority Of the County of Dauphin

10. Adjournment

## **Communications**