

**AGENDA**  
**REGULAR MEETING**  
**HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN**  
**June 7, 2022**

1. Roll Call
2. Minutes of meeting, May 10, 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 # 447)   | \$ 450.00     | Legal Services                   |
| Eckert Seamans Cherin & Mellott, LLC (Inv#) | \$            | Public Housing                   |
| Kenneth Connor Landscaping                  | \$ 2,940.00   | Northern Grass Cutting           |
| Clarks Lawn & Landscaping                   | \$ 4,245.00   | Southern Grass Cutting           |

- b. Request approval to pay Triangle Fire Protection for Sprinkler testing that was completed in late April. Bistline - \$1,000.00 Essex - \$1,000.00 Genesis - \$1,000.00 Gratz Park - \$750.00 Griffith House - \$750.00 Highspire Apts - \$750.00 Hoy Towers - \$1,000.00 Latsha Towers - \$1,000.00 Rattling Creek - \$750.00 Total: \$8,000.00
- c. Request approval to pay Anderson Mechanical for the replacement of the AC unit inside the heating system at 27 Kennedy Lane Total: \$4,975.00 (CAP 2021 Operations)
- d. Request approval to pay Spayds Industrial for the replacement of the power unit on the trash compactor at Gratz Park Total: \$ 5,770.55 (CAP 2021 Operations)
- e. Request approval to pay M&L for FY '22 Capital Fund ERR in the amount of \$1,350 (CAP Fund 2022)
- f. Request to approve Landscaping Estimate for services to be completed at Latsha Tower. The scope includes the entire frontage of the building and includes removing existing plants and reshaping the beds and installing new plants and mulch. It will also include the stone area near the employee entrance. Estimates: Werts Lawn Care - \$18,495.00, A Cut Above Landscape - \$ 18,400.00 Seth Mauer Landscaping - \$16,981.61 (CAP 2021 Operations)
- g. Request approval to pay BLC Consulting for the Housing Choice Voucher software and program training Total: \$ 7,191.11
- h. Request approval to pay Anderson Mechanical for an emergency repair to hot water boilers at Essex House Total: \$ 2,663.58
- i. Request approval to pay Marco for Contract from 7/1/22-6/30/23 Total: \$ 21,476.00 (CAP 2021 Operations)
- j. Request approval to pay Higher Info Group for the conference room IT set up and integration as well as the monitor Total: \$ 6,435.89 (CAP 2021 Management Improvements)
- k. Request approval for equipment write offs Total: \$91,933.67
- l. Request approval for tenant write offs Total: \$22,344.38

- m. Request approval for Section 8 tenant write offs Total: \$ 1,950.00
  - n. Request approval for Baldwin Village write offs Total: \$ 18.19
  - o. Request approval to pay Chris Dawson Architect for A&E of the roof replacement at Rattling Creek Total: \$ 8,354.32 (CAP 2022 A&E)
  - p. Request approval to pay Chris Dawson Architect for A&E of the roof replacement at Highspire Apartments Total: \$ 8,616.82 (CAP 2021 A&E)
  - q. Request approval to pay HIG for reconfiguration of SonicWall for 10 sites Total: \$ 2,461.75
7. Personnel Report
- (1) Mark Houser, Administrative Officer 3, 7/1/1985
  - (2) Katherine Marulanda, HCV Case Manager (6 month review)
  - (3) Kelly Thoman, Tenant Selection Supervisor 7/7/2008
  - (4) Norma Osborne, PT Housekeeper 6/9/2010
8. Public Comment
9. Resolution Ratifying all Commitments, Acts and Deeds of the Housing Authority Of the County of Dauphin
10. Adjournment

### **Communications**

**NEXT MEETING JULY 12, 2022**