

**AGENDA for the
REGULAR MEETING of the
HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN
February 7, 2023**

1. Roll Call
2. Minutes of meeting, January 3, 2023
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 offices of Thomas P. Gacki	\$575.00	Legal services (Inv# 553) (Dec. 2021)
Law offices of Thomas P. Gacki	\$ 750.00	Legal Services (Inv#575) (Jan. 2023)
Eckert Seamans Cherin Cherin & Mellott, LLC	\$ 5,361.69	Public Housing (Inv # 1722812)
Eckert Seamans Cherin Cherin & Mellott, LLC	\$ 331.44	Section 8 (Inv # 1722813)

Eckert Seamans Cherin Cherin & Mellott, LLC	\$ 1,135.00	General Employment (Inv # 1722814)
Eckert Seamans Cherin Cherin & Mellott, LLC	\$ 3,191.60	Public Housing (Inv # 1727076)
Eckert Seamans Cherin Cherin & Mellott, LLC	\$1,980.00	General Employment (Inv # 1727078)
Eckert Seamans Cherin Cherin & Mellott, LLC	\$ 82.50	Section 8 (Inv # 1727077)
A Cut above Landscaping	\$ 2,320.00	Southern Snow/ Ice Removal
Mark Houser	\$ 1,400.00	FSS Administration
Virginia Finn	\$ 1,256.25	Accounting Services

- b. Request approval for Leah Eppinger and Jen Coy to act as signers on the MidPenn Bank account for the Resident Advisory Board
- c. Request to pay Merlin for the Security Camera install at Minnich Terrace
Total: \$ 22,174.16 – 2022 Safety and Security Grant
- d. Request to pay Merlin for the Security Camera install at Rattling Creek
Total: \$ 21,468.25 – 2022 Safety and Security Grant
- e. Request approval to enter into a contract with Tidy Aid Cleaning, LLC. For the Authority’s main office cleaning. The contract term shall be for one year.
Total: \$ 150.00 per week office cleaning
\$200.00 quarterly for all office windows
\$400.00 - 6 month carpet cleaning
- f. Request approval to pay 206 Design for the Artwork set up; custom cut etched glass vinyl and installation. Total: \$ 4,520.00
- g. Request to pay Emphasys Software for partner portal per landlords registered in

2022 Total: \$4,070.00

- h. Request to pay AD&C Enterprise LLC for the Fire construction at Genesis Court
Total: \$ 135,380.81 (paid from Insurance funds)
 - i. Request to purchase updated computer equipment for HCV department
Total: \$17,281.00
 - j. Request to pay Anderson Mechanical for the Annual Boiler Services at Hoy
Towers Total: \$4,573.62
 - k. Request to pay Sambino Electric, Inc to install the wiring for the cameras at Lang
Manor. Total: \$ 3,800.00
 - l. Request to pay Touch of Color flooring for the installation of LVP flooring in all
the common areas (halls and Community Room) at Bistline Total: \$ 23,009.08
(Cap 2022)
 - m. Request to pay Hadfield Elevator for the Elevator Modernization for the Griffith
House Total: \$ 146,754.00 (Cap 2022)
 - n. Request approval for change order #2 for the Griffith Elevator Modernization.
Change order is a reimbursement for the failed inspection fee and re-inspection to
the state. The inspection failed because of a piece of Verizon Fios equipment was
in the elevator equipment room. The State now requires there should not be any
equipment in that room. Total: \$ 2,500.00
 - o. Request approval for Urgent replacement of the Garage roof at the Bistline House
by Ryan's roofing. \$13,000.00 will come from 2021 Cap Funds and the remainder
from the operations budget. Total: \$ 14,790.00.
 - p. Request to pay Zelenkofske Axelrod LLC for Audit Services 2022
Total: \$7,000.00
 - q. Request to award Telecommunication Audit.
7. Personnel Report
- (1) Dan Phillips, Facilities and Maintenance Supervisor,

6 Month review, 10/31/2017

(2) Ron Higley, Part-time Housekeeper, 02/07/2022

(3) Brian Hoffman, Maintenance Aide, 02/11/2019

(4) Darren Jones, Maintenance Mechanic, 9 month review 05/16/22

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: March 7, 2023