

**AGENDA for the
REGULAR MEETING of the
HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN
April 4, 2023**

1. Roll Call
2. Minutes of meeting, March 7, 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	\$ \$2,050.00	Legal services (Inv#601)
BDO	\$ 1,800.00	General Technical Assistance
HR Resolutions	\$ 1,000.00	HR
Mark Houser	\$ 1,750.00	FSS Administration
Virginia Finn	\$ \$2,887.50	Accounting Services

- a. Request resolution to adopt HOTMA changes to be added to the ACOP, Lease and Administration plan.
- b. Request approval for the repairs and 5-year NFPA testing for sprinkler system at Genesis Court, by Triangle Fire Protection Total: \$ 2,480.00
- c. Request approval for the repairs and 5-year NFPA testing for sprinkler system at Essex House, by Triangle Fire Protection Total: \$ 5,180.00
- d. Request approval for a subscription to Emphasys University for up to 5 users Total: \$ 4,4685.00
- e. Request to pay Merlin Communications for the tone test on all active lines. This was done for all the locations Total: \$ 2,380.00
- f. Request to pay Anderson Mechanical for the HVAC modification necessary for the roof replacement at Rattling Creek. Total: \$8,475.00
- g. Request to pay Merlin Communications to install new security camera system at Minnich Terrace Total: \$ 10,051.24 (this is only 90% of the bill, more work to be completed soon)
- h. Request to pay Merlin Communications to install the new camera's at Rattling creek Total: \$ 11,269.37
- i. Request to pay Spayds Industrial for Preventative maintenance on the trash compactors at Essex, Bistline, Highspire and Latsha. Total: \$ 1,301.20
- j. Request to pay HIG for the equipment at Laurel Hill (security camera) Total: \$ 29,760.01
- k. Request to update Schedule of Standard Charges to Residents
- l. Request approval to bid Insurance policy through Travelers for D&O, EPLI and Cyber Liability. Option 1: 1,000,000 for \$11,508. Option 2: \$2,000,000 for \$15,310 or Option 3: \$ 3,000,000 for \$20,702.
- m. Request to approve weatherization to be completed at Minnich and Grubb Terrace with assistance of the PP&L WRAP program through MT weatherization Inc.

Total Cost for Minnich: \$ 104,655.00 with PP&L paying \$50,853.00 our cost \$53,802.00. Total for Grubb Terrace is \$53,403.00 with PP&L paying \$25,900.00, our cost \$ 27,503.00. Our total cost for both: \$ 81,305.00 (CAP FUND 2022)

- n. Request amendatory agreement with Tidy Aid cleaning with an increase of price of the quarterly exterior window cleaning from \$200 a cleaning to \$400 a cleaning. The original price was submitted for board approval prior to him updating the quote.
- o. Request approval to have the copper water lines in the 4 fire damaged units at Genesis court changed to PEX. This appears on the 5-year plan but we have decided to do these 4 while all of the walls are open. The install will be done by the renovation contractor Total: \$ 8,900.00
- p. Request approval to have the Trash Compactor repaired at Highspire Apartments by Spayd's Industrial Total: \$ 6,343.60 (Cap 22)
- q. Request to pay for an emergency service to 1-800-Water Damage, to Clean Human waste from under buildings at Genesis Court #13 & 24. Total: 1,302.00

7. Personnel Report

- (1) Evelyn Cruz, Receptionist, 10/31/2022, (6-month review)
- (2) Kelsey Robinson, Assistant Manager, 10/31/2022, (6-month review)
- (3) Michelle Phillips, Executive Assistant, 04/28/2021
- (4) Milana Dalakyants, Management Aide, 04/17/2017
- (5) Chris Perhach, Maintenance Mechanic, 04/17/2017
- (6) Margarita Santiago- Harris, HCV Manager, 04/30/2021 (6-month review)
- (7) William Martini, Inspector, 4/15/2019

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: May 2, 2023