

**AGENDA for the
ANNUAL MEETING of the
HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN
JUNE 6, 2023**

1. Roll Call
2. Minutes of meeting, May 10, 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. Other Officers
 - c. Treasurer's Report
 - 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
Eckert Seamans Cherin & Mellott, LLC	\$ 8,003.10	Public Housing (Inv # 1746545)
Law offices of Thomas P. Gacki	\$ 1,491.50	Legal Services (Inv# 645)
HR Resolutions	\$ 1,000.00	HR
Clark's Landscaping	\$ 4,520.00	Lawn Care – Southern
Kenneth Connor	\$ 4,350.00	Lawn Care – Northern

Mark Houser	\$ 1,750.00	FSS Administration
Virginia Finn	\$ 1,875.00	Accounting Services

- b. Request to pay AD&C for the Genesis Court Fire Rebuild Total: \$135,454.00.
- c. Request to pay Triangle Fire Protection to make repairs to the Sprinkler system found during inspection at the Essex house. Total: \$ 5,180.00
- d. Request to pay Triangle Fire Protection to replace the Fire Pump at the Essex house (additional cost of \$2,450 from estimate due to the 2 shut off valves we not working and needing replaced) Total: \$ 37,120.00 (CAP Fund 21)
- e. Request to pay Triangle Fire Protection to replace the Fire Pump at Bistline House Total: \$ 34,880.00 (CAP Fund 23)
- f. Request to pay Emphasys Elite for Emphasys University software for the year Total: \$ 3,729.00
- g. Request to pay Emphasys Elite for the partner portal and web hosting for the term 6/1/23-12/31/2023 Total: \$ 2,733.00
- h. Request approval for 10 hours of technical services from Emphasys to clear software issues and deploy 10 new laptops Total: \$ 5,000.00
- i. Request to approve the relocation of bats and clean up waste from Laurel Hill by The Fur Bandit Total: \$ 13,280.00
- j. Request to pay Lauer Construction Services to remove old tub and install new one at 209 Essex House (small increase of \$ 925.00 from approved total, due to them having to remove chipping concrete that was not quoted seen till tub removed) Total: \$ 9,220.00
- k. Request to pay Tom Stephenson Generator Services, Inc for the annual service on the Authority owned generators. Total: \$ 2,555.00
- l. Request to pay Hadfield Elevator for and emergency after hours service call to

trouble shoot and to fix the elevator at the Griffith House. Total: \$ 1,683.00

- m. Request to pay Higher Information Group for the installation of the security Cameras at Laurel Hill Total: \$ 29,760.01
 - n. Request approval to make repairs to standby generators at Rattling Creek and Hoy Towers by Tom Stephenson Generator Service, Inc. Total: \$1,027.60
 - o. Request to pay Touch of Color Flooring Inc, to remove old carpet and install new LVT flooring at Hoy Towers Total: \$ 25,970.31 (CAP Fund 22)
 - p. Request approval to write-off uncollectable accounts from vacated tenants of Low-Income Public Housing Total: \$ 54,454.68
 - q. Request approval for the Operating Budget for the fiscal year end June 30, 2024.
 - r. Request approval to write-off discarded inventory with an acquisition Total: \$104,844.70
 - s. Request approval to award new phone and internet contract.
7. Personnel Report
- (1) Melany Alexis, Housing Development Coordinator, 06/27/2022
 - (2) Jen Coy, Finance and Budget Officer, 6-month review 11/15/2004
8. Public Comment
9. Resolution Ratifying all Commitments, Acts and Deeds of the Housing Authority Of the County of Dauphin
10. Adjournment

Communications

Upcoming Events

Event: Highmark Dental Clinic Trailer
Location: will be parked between Hoy and Latsha Towers
Date: 6/19/23
Time: 8:00AM-5:00PM

Event: Penn State Hello Game with residents
Location: Hoy Tower Community Room
Date: 6/16/23
Time: 12:00PM

NEXT MEETING: July 5, 2023