

**AGENDA for the
REGULAR MEETING of the
HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN
September 5, 2023**

1. Roll Call
2. Minutes of meeting, August 1, 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	\$ 192.50	Legal Services (Inv #1758385)
Eckert Seamans Cherin & Mellott, LLC	\$ 13,903.25	General Employment (Inv # 1758401)
Eckert Seamans Cherin & Mellott, LLC	\$ 4,603.30	Public Housing (Inv # 1758384)
Eckert Seamans Cherin & Mellott, LLC	\$ 4,487.50	PHRC (Inv # 1758398)

Eckert Seamans Cherin & Mellott, LLC	\$ 550.00	PHRC (Invoice # 1758389)
Law offices of Thomas P. Gacki	\$ 3,600.00	Legal Services (Inv# 669)
Law Offices of Thomas P. Gacki	\$ 1,175.00	Legal Services (Inv# 677)
BDO	\$ 5,652.50	Accounting and Consulting
HR Resolutions	\$ 2,000.00	HR
Virginia Finn	\$ 3,131.25	Accounting Services

- b. Request to pay 1-800-Water Damage of Harrisburg, PA for the Bio-Hazard clean up at the Griffith House Total: \$ 1,412.23
- c. Request to pay Spayd's Industrial to remove the old trash compactor and install new trash compactor at Highspire Apt. Total: \$ 18,385.00 (Cap Fund 2022)
- d. Request to pay Spayd's Industrial to remove the old trash compactor and install a new one at the Essex House Total: \$ 17,482.00 (Cap Fund 2023)
- e. Request to pay Anderson Mechanical to replace the two PTAC AC units in the community room at the Griffith House Total: \$ 5,825.00 (Cap Fund 2023)
- f. Request approval to extend contract with DocuSign for another year
- g. Request to approve the Snow Contract for 2023-2024 snow season to Cut Above who is the same contractor from last year.
- h. Request approval to purchase 60 new door deadbolts passage locks and 69 changeable lock cores for Minnich Terrace. None of the locks at this location are in the Master key system. Items are being purchased from A.G. Mauro Company Total: \$ 8,568.00 (Cap Fund 2023)
- i. Request to approve the replace the AC unit at 142 Watson Street by Anderson Mechanical Total: \$ 4,975.00

- j. Request to replace both failing hot water boilers at Essex House. One unit is down and cannot be repaired and the other has been limping along for 2 years. Work to be done by Anderson Mechanical Total: \$17,650.00 (Cap Fund 2023)
- k. Request approval to send a 30-day termination of contract to Tidy Aid Cleaning ending their contract for office cleaning October 8, 2023.
- l. Request approval to enter into a service agreement with coverall cleaning for our office cleaning. The office will be cleaned every day after hours and trash emptied. The contract will be effective on October 9, 2023. Total: \$ 1,541.00
- m. Request to pay Eastern Time for annual testing and service contract for:
Gratz Park - \$1,8330; Essex House - \$2,992.00; Rattling Creek - \$2,307.00.
Highspire - \$2,391.00; Bistline - \$4,556.00 Totaling: \$ 14,079.00
- n. Request approval to purchase and install a new server from HIG (\$43,537.00) and a monthly cloud service back up (\$1,011.25) Total: \$ 44,548.25
(Cap Fund 2022 – Management Improvements)
- o. Request to pay Triangle Fire Protection for the leaking sprinkler pipe at Gratz Park Terrace Total: \$ 1,104.00
- p. Request for an extension of Auditor contract with Zelenkofski Axelrod, LLC
- q. Request to pay Anderson Mechanical for the HVAC service at Highspire Apts.
Total: \$ 1,695.75
- r. Request to replace the AC unit at 19 Kennedy Lane by Anderson Mechanical
Total: \$ 4,975.00
- s. Request to replace the AC unit at 167 Conestoga St by Anderson Mechanical
Total: \$ 4,975.00
- t. Request approval of the Harassment Policy (Personnel Policy 511)
- u. Request to pay Center for Employment Opportunities for June 2023
Total: \$ 10,400.00

- v. Request to pay Center for Employment Opportunities for July 2023
Total: \$ 11,050.00
 - w. Request to make Payment in Lieu of Taxes for all Authority locations: Total:
\$81,516.19
 - x. Request to award Elevator contract to Hadfield Elevator for the Highspire
Apartments. Total \$ 286,000.00 (CAP Fund 2022 and 2023)
 - y. Request approval to sign a contract with Aerotek to provide 2-4 contracted
maintenance employees to assist in preparation of REAC.
7. Personnel Report
- (1) Dave Houser, Purchasing Agent, 08/06/1996
 - (2) Michele Mitchell, Regional Manager, 02/06/1995
 - (3) Bradley Harris, Maintenance Aide, 09/16/2019
 - (4) Brad Mowers, Maintenance Aide, 09/22/2022
 - (5) Warren Stoner, HCV Inspector, 06/04/1990 (6-month probation)
 - (6) Heather Klinger, Assistant Manager, 04/19/2021
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

NEXT MEETING: October 3, 2023