

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

1. Roll Call
2. Minutes of meeting, October 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. 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:

<b>Firm</b>	<b>Amount</b>	<b>Services Rendered/Project</b>
Eckert Seamans Cherin & Mellott, LLC	\$ 715.00	Labor and Employment
Eckert Seamans Cherin & Mellott, LLC	\$ 495.00	General Employment
Eckert Seamans Cherin & Mellott, LC	\$ 192.50	General Employment
Eckert Seamans Cherin & Mellott, LLC	\$ 6,854.25	Public Housing

Eckert Seamans Cherin & Mellott, LLC	\$ 4,070.00	PHRC
Eckert Seamans Cherin & Mellott, LLC	\$ 1,705.00	PHRC
Eckert Seamans Cherin & Mellot, LLC	\$ 1,095.28	PHRC
Eckert Seamans Cherin & Mellot, LLC	\$ 5,868.20	Public Housing
Eckert Seamans Cherin & Mellot, LLC	\$ 1,320.00	General Employment
Law offices of Thomas P. Gacki	\$ 625.00	Legal Services (Inv # 709)
HR Resolutions	\$ 2,000.00	HR
Virginia Finn	\$ 1,518.75	Accounting Services
Clark's Lawn & Landscape LLC	\$ 5,650.00	Lawn Service - Southern October
Kenneth Connor	\$ 4,350.00	Lawn Service – October Northern
BDO	\$ 190.00	General Assistance
Coverall	\$ 1,541.00	Cleaning – October
Coverall	\$ 1,190.00	Cleaning - November

- b. Request to pay Chris Dawson Architect, A&E for the Highspire Apartments Elevator Modernization. Total: \$ 750.00
- c. Request to approve the repairs for the Trash Compactor at Griffith House by Spayd's Industrial Total: \$ 3,010.00

- d. Request approval of change order #1, for the Highspire Elevator Modernization. The Change is to add wiring for security cameras in the elevator cars for an additional cost of \$ 2,030.00
- e. Request to pay Hammel Associates, A&E for the triplet's electrical upgrades  
Total: \$ 4,545.00
- e. Request to pay Public Housing Authorities Directors Association fees for 2024  
Total: \$2,845.00
- f. Request to pay Eastern Time for the Annual Maintenance and testing of the fire alarms for AMP -2 Total: 2,015.00
- g. Request to pay Eastern Time for the Annual Maintenance and testing of the fire alarms for Amp-4 Total: \$ 4,978.0
- h. Request to pay Lauer Construction for the removal and replacement of the retaining wall at the Bistline House. Total: \$ 28,690.00
- i. Request to pay Hammel Construction, A&E for the Bistline retaining wall.  
Total: \$ 2,926.63
- j. Request approval for the Northern Property Snow Removal Contract. Contract to be awarded to the same contractor as last year at the same price. of last year.
- k. Request approval to change staff policy #401 – Subject Holiday. Removal of Flag Day and replace with Juneteenth starting 2024 Calander year.
- l. Request approval to contract Mary Ann Russ to complete update of HCV Admin Plan Total: \$ 4,800.00
- m. Request to pay Anderson Mechanical for the Essex House water heater replacement and remove of old boiler Total: \$ 17,650.00 ( Cap Fund 2023)
- n. Request approval for the emergency replacement of the fire alarm panel at Genesis Court by Vmax Security Systems. Total: \$ 1,401.00

- o. Request to pay Vmax Security Systems for the emergency replacement of the fire alarm panel at Genesis Court Total: \$ 1,401.00
- p. Request approval to repair the AC Chiller system at Latsha Towers by Williams Service Company Total: \$ 8,212.00 (Cap 2023)
- q. Request approval to extend CEO contract until May 1, 2024, with a new daily rate of \$675.00
- r. Request to pay A.G.Mauro for the deadbolt, locks and handsets for Minnich Terrace hardware upgrade Total: \$ 3,238.00
- s. Request to approve A&E proposal to replace the porch roofs at Laurel Hill and Grubb Terrace. The proposal is from Chris Dawson Architect Total: \$ 24,750.00
- t. Request approval to pay Aerotek for there services Total: \$ 3,112.55

7. Personnel Report

- (1) Amanda Burno, HCV Case Manager, 6-month review, 05/31/2023
- (2) Kristen Runion, HCV Case Manager, 11/12/2002
- (3) Kelsey Robinson, Assistant Manager, 10/31/2022
- (4) Barb Shank, Assistant Manager, 11/26/2007
- (5) Brittany Mitchel, Social Services Assistant, 6-month review, 05/18/2023
- (6) Lawrence Stringer, Maintenance Mechanic, 6-month review, 05/30/2023

8. Public Comment

9. Resolution Ratifying all Commitments, Acts and Deeds of the Housing Authority Of the County of Dauphin

10. Adjournment

Communications

SEMAP score report from HUD

## Upcoming Events

Friendsgiving November 17<sup>th</sup> 12pm

**NEXT MEETING: December 5, 2023**