

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

1. Roll Call
2. Minutes of meeting, November 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. 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	\$ 632.50	General Employment
Eckert Seamans Cherin & Mellott, LLC	\$ 5,887.79	Public Housing
Eckert Seamans Cherin & Mellott, LLC	\$ 27.50	PHRC
Eckert Seamans Cherin & Mellott, LLC	\$ 27.50	PHRC

Eckert Seamans Cherin & Mellott, LLC	\$ 660.00	PHRC
Law offices of Thomas P. Gacki	\$ 675.00	Legal Services (Inv # 728)
HR Resolutions	\$ 2,000.00	HR
Virginia Finn	\$ 1,518.75	Accounting Services
HIG	\$ 4,380.00	Managed IT

- b. Request to pay 1-800 Water Damage for a Biohazard Clean up at Griffith House Apt 308 & 208 Total: \$ 5,434.02
- c. Request to pay 1-800 Water Damage for a Biohazard Clean up at Essex House Apt # 506 Total: \$ 7,377.66
- d. Request approval to extend Accounting Contract with Virginia Finn until December 2024, with a new rate of \$ 82.00 per hour.
- e. Request approval to adopt updated Policy 601: Hours of work of the Authority's personnel Policies
- f. Request approval to pay Intermix IT for the IT related costs Total: \$1,500.00
- g. Request to pay Hadfield Elevator for billing of materials of the elevator modernization at Highspire H-23-03 Total: \$ 91,917.00 (CAP Fund 2022)
- h. Request approval to replace the domestic hot water boilers at Hoy Towers with two 6-unit ultra-high efficient tank less water heaters. Work to be done by Anderson Mechanical Total: \$ 90,900.00 (CAP Fund 2023)
- i. Request approval to replace the Trash Compactor at the Bistline House. The existing unit is broken and for the age of the unit it makes sense to replace rather than to keep repairing it. Work to be done by Spayd's Industrial Total: \$ 19,821.00 (CAP Fund 2023)

- j. Request to pay Anderson Mechanical for the Emergency repair of heating issues at Hoy Total: \$ 1,619.45
  - k. Request approval to approve the quote from Emphasys for the HCV waiting list opening Total: \$ 5,370.00
  - l. Request approval to repair the Latsha Towers trash compactor by Spayd's Industrial Total: \$ 3,420.40
  - m. Request to award contract H-23-06 for Managed IT Services.
  - n. Request to pay Hammel Associates, A&E for the Triplets Electrical upgrades Total: \$38,227.50
7. Personnel Report
- (1) Leah Eppinger, Executive Directory, 05/9/2016
  - (2) Eddie Reyes, Live-in Maintenance Aide, 12/14/2009
  - (3) Jen Coy, Finance & Budget Officer, 11/12/2004
  - (4) Scott Nailor, Maintenance Mechanic, 01/02/2002
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: January 9, 2024**