

**AGENDA for the
REGULAR MEETING of the
HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN
JANUARY 9, 2024**

1. Roll Call
2. Minutes of meeting, December 5, 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
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	\$ 55.00	PHRC Inv# 1780961
Eckert Seamans Cherin & Mellott, LLC	\$ 5,957.41	Public Housing Inv# 1783992
Eckert Seamans Cherin & Mellott, LLC	\$ 82.50	PHRC Inv# 1783991
Eckert Seamans Cherin & Mellott, LLC	\$ 5,472.50	PHRC Inv# 1783989
Law offices of Thomas	\$ 1,475.00	Legal Services

P. Gacki		(Inv. # 742)
HR Resolutions	\$ 2,000.00	HR
Virginia Finn	\$ 1,125.00	Accounting Services
Center of Employment Opportunities	\$ 9,425.00	Labor - September
Center of Employment Opportunities	\$ 10,237.50	Labor – October
Center of Employment Opportunities	\$ 10,237.50	Labor – November
Coverall Cleaning Services	\$ 1,541.00	Central Office Cleaning- January
Coverall Cleaning Services	\$ 1,541.00	Central Office Cleaning December 2023

- b. Request approval to close Capital Fund FY 2021 and forward to HUD for pre-audit close out.
- c. Request to pay Triangle Fire Protection for Rattling Creek Sprinkler repairs and testing Total: 5,240.00
- d. Request to pay 1-800 Water Damage to remove old flooring and the underlayment then install new flooring at 6 Autumn Dr, (Biohazard clean up) Total: \$ 16,417.33
- e. Request to pay Anderson Mechanical to diagnose and repair heating system at Latsha Total: \$ 5,743.27
- f. Request approval to repair the sprinkler system at Latsha Towers. Work to be completed by Triangle Fire Protection Total: \$ 6,780.00
- g. Request to pay Spayd's Industrial to replace the ram of the trash compactor at Latsha. Total: \$ 3,420.40

- h. Request to pay Merlin Communications to install a control box and connect the in house phone lines. Total: \$ 8,541.41
- i. Request to change the date of the HACD Board Meeting in April due to a conflict with NAHRO Conference. New date April 17th or 18th.
- j. Request to purchase FamilyMetrics software system from Pangea Foundation, to assist Social Services with keeping track of resident process, outcomes and assist with HUD reporting Total: \$ 653.00
- k. Request to pay Anderson Mechanical to replace the #2 Hot water heater at Latsha Towers. Total: \$ 29,725.00 (CAP 2023)
- l. Request to pay Hammel Associates A&E for the Triplet Electrical Upgrades Total: \$ 5,272.50
- m. Request to approve contract H-23-05, Triplets Electrical upgrades to Shannon A. Smith Total: \$ 317,891.00 Split between Amp 2,8,10 (Cap Fund 2023)
- n. Request to pay Marco for On-Base Jan 2024- Dec. 2024 Total: \$ 22,335.02
- o. Request to pay Anderson Mechanical to remove old boilers and install a Rinnai Tankless Water heaters at the Hoy Building Total: \$ 45,450.00 (Cap Fund 2023)
- p. Request to award the Southern Lawn and Garden Maintenance Contract.
- q. Request to pay Eastern Time for the inspection and service of fire alarms at Latsha Total: \$ 5,371.00
- r. Request to pay Eastern Time for the inspection and service of fire alarms at Griffith House Total: \$ 2,050.00
- s. Request to pay Millers Capital Insurance Company for Multi-Peril Insurance at all locations Total: \$ 243,837.00
- t. Request to pay NAHRO for the annual dues \$ 2,864.40
- u. Request to pay Anderson Mechanical to diagnose and repair heat issue at

176 Watson Street. Total: \$ 1,421.92

- v. Request to purchase new furniture from Phillips Workplace Interiors for the Latsha Community Room Total: \$ 19,174.95
- 7. Personnel Report
 - (1) Ronald Higley, PT Houskeeper, 02/07/2022
 - (2) Antoinette Kean, PT Clerk, 02/02/2015
 - (3) Patrick Bosworth, Deputy Director, 02/03/2020
- 8. Attorney's Report
- 9. Public Comment
- 10. Resolution Ratifying all Commitments, Acts and Deeds of the Housing Authority Of the County of Dauphin
- 11. Adjournment

Communications

Email from HUD – Designate Housing Plan
Email from HUD – Request for Occupied -Employee Units

Upcoming Events

NEXT MEETING: February 13, 2024