

**AGENDA for the  
REGULAR MEETING of the  
HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN  
May 14, 2024**

1. Roll Call
2. Minutes of meeting, April 2, 2024
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:

<b>Firm</b>	<b>Amount</b>	<b>Services Rendered/Project</b>
Eckert Seamans Cherin & Mellott, LLC	\$ 4,518.10	Public Housing (Inv# 1805481)
Eckert Seamans Cherin & Mellott, LLC	\$ 3,542.05	PHRC (Inv# 1805479)
Eckert Seamans Cherin & Mellott, LC	\$ 27.50	HCV (Inv# 1805480)
Eckert Seamans Cherin & Mellott, LLC	\$ 6,692.77	Public Housing (Inv# 1799813)

Eckert Seamans Cherin & Mellott, LLC	\$ 467.50	PHRC (Inv# 1799812)
Eckert Seamans Cherin & Mellott, LLC	\$ 27.50	PHRC (Inv# 1799811)
Eckert Seamans Cherin & Mellott, LLC	\$ 165.00	General Employment (Inv# 1805485)
Law offices of Thomas P. Gacki	\$ 1,400.00	Legal Services Inv # 799
HR Resolutions	\$ 2,000	HR
Virginia Finn	\$ 584.00	Accounting Services
Kenneth Connor	\$ 4,350.00	Lawn Service - April
Center of Employment Opportunities	\$ 9,587.50	Labor
Coverall	\$ 1,541	Cleaning Services
Aerotek	\$ 42,736.44	Temp Employees (Multiple invoices 3/24-05/24 Paid)

- b. Request the pre-purchase of additional time for Marco to work on OnBase which we are continuing to expand Total: \$ 12,350.00 (Hold payment for CAP 2024)
- c. Request to pay Spayd's Industrial for the fence replacement at 931 Wood St. Total: \$ 2,290.00
- d. Request to pay Anderson Mechanical for the replacement of the AC unit at 167 Conestoga St. Total: \$ 4,975.00
- e. Request to pay Merlin Communications to complete the survey of the access control panel at all properties Tota: \$ 9,221.00 (Hold payment for CAP 2024)

- f. Request to pay Vmax Security for the installation of the new cellular dialer at the Essex House Installation cost \$ 705.00 and 1 year of monitoring \$ 696.00  
Total: \$ 1,401.00
- g. Request to pay Vmax Security for the installation of the new cellular dialer at Highspire Apartments Installation cost \$ 705.00 and 1 year of monitoring \$ 696.00 Total: \$ 1,401.00
- h. Request to pay Anderson Mechanical to complete HVAC annual services at all locations Total: \$ 4,861.32
- i. Request to pay Hadfield Elevator for the Highspire Elevator Modernization  
Total: \$ 36,000.00 (CAP 2023)
- j. Request approval to have security cameras installed in the laundry rooms at Highspire, Griffith, Gratz, and the community room at Essex. Work to be done by HIG Total: \$ 3,761.90
- k. Request approval to update Personnel Policy #402, 403, 404 and add Policy #621 Credit Card Policy
- l. Request approval for Touch of Color Flooring to install new cove base in the triplets while installing the new flooring. Total: \$ 2,893.60 (CAP Fund 2023)
- m. Request to pay Anderson Mechanical to remove and reinstall AC condenser units to allow for excavation at 932 and 934 Wood St sewer line repair  
Total: \$ 21,894.50 (Hold payment for CAP 2024)
- n. Request to pay JP and Son Construction, LLC to remove and replace concrete for the sewer line repair at 932 and 934 Wood St. Total: \$2,000.00
- o. Request approval to contract MaryAnn Russ for in person HCV training on updated Admin Plan and HOTMA requirements Total: \$ 3,815.70 (HVC)
- p. Request to pay Touch of Color for the Triplets Flooring Total: \$ 15,121.15 (CAP Fund 23)
- q. Requesting resolution approving the CFP Action Plan and the ACOP changes that are part of the Annual plan approval that was approved in April.

- r. Request approval to replace a failing network switch for the security cameras at Cole Crest by HIG Total: \$ 1,078.80
- s. Request to pay Tillett Inc to dig up and repair sewer pipe behind 932, 934, and 938 Wood Street. Total: \$ 22,307.00 (Hold for CAP 2024)
- t. Request to pay Anderson Mechanical to provide the annual HVAC service at Latsha towers and HACD office Total: \$ 4,861.32
- u. Request to sign MOU with University of Pennsylvania to share HCV Waiting List data for the purpose of research.
- v. Request to pay Chris Dawson Architect for A&E of the Bistline Monument Sign Total: 2,162.50 (CAP Fund 2023)
- w. Request approval to pay consultant Maria Cimino for the annual plan work that she completes yearly for HACD. Total: \$ 1,812.50
- x. Request approval of fiscal year 2025 budget for all Low-Income Housing AMPs and the Housing Choice Voucher Program.
- y. Request to pay Eastern Time to replace the Modcom Communicator on the fire alarm panel at the Bistline House Total: \$ 2,407.61
- z. Request to pay Eastern Time to assist in the change of phone systems Total: \$ 3,100.00
- aa. Request to pay TK Elevator Corporation for the elevator maintenance service contract. Total: \$ 38,420.94

7. Attorney's Report

8. Personnel Report

- (1) Jaime Underkoffler, Regional Manager, 02/19/2019
- (2) Brittany Mitchell, Asst. Social Services Coordinator, 05/18/2023
- (3) Amanda Burno, HCV Case Manager, 05/31/2023

9. Public Comment

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

11. Adjournment

Communications

Upcoming Events

**NEXT MEETING: June 11, 2024**