

**AGENDA**  
**REGULAR MEETING**  
**HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN**  
**January 12, 2022**

1. Roll Call
2. Minutes of meeting, December 8, 2021
3. Bills and Communications
  - a. Bills for approval
  - b. Communications, last page of the agenda
4. Report of Officers
  - a. Chairman's Report
  - b. Treasurer's Report
  - c. Other Officers
  - 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>
Law Office of Thomas P. Gacki (Inv # 343)	\$ 775.00	Legal Services
Eckert Seamans Cherin & Mellott, LLC (Inv#1662656)	\$ 6,623.50	Public Housing
Eckert Seamans Cherin & Mellott, LLC (Inv#1662657)	\$ 542.20	Andrade PHRC Claim RE: Termination
Kathy J. McCool, SPHR	\$ 393.75	Human Resources Consultant

- b. Request approval to pay 1-800 Water Damage for emergency biohazard clean up at Essex House in November Total: \$ 1,423.54
- c. Request approval to pay 1-800 Water Damage for Emergency water and smoke clean up at Hoy in November Total: \$ 1,984.90
- d. Request approval to pay Emphasys for the software maintenance agreement 01/01/2022-12/31/2022 Total: \$ 33,467.00
- e. Request for approval to purchase 3 Laptops from HIG Total: \$6,416.86 (CAP Fund 2020 – Management Improvements)
- f. Request to pay Sherwin Williams Flooring for Manufacturer recommended adhesive for the LVT flooring. Cost is \$100 per 4 gallon Bucket; this will cover between 800-1000 sq ft per bucket. The use of this adhesive will keep our warranty with the manufacturer. Total: \$ 6,500.00 (Cap 2021-Essex)
- g. Request to pay Hammel Associates Architects for their work on the office renovation for 10/30/2021-12/3/2021. Total: \$ 1,757.33 (Cap 2020)
- h. Request for approval to pay annual dues to NARHO for membership Total: \$ 3,007.00
- i. Request to pay Spayds Industrial for a compactor dumpster repair at Latsha Total: \$ 2,447.41 (Cost for a new dumpster is between \$4,000-6,000)
- j. Approve from eciConstruction for Change order #6, This is for the use of Fire Protection owners allowance. No change in contract cost. Total: \$ 5,196.00 (H-21-04)
- k. Request to pay Spotts Brothers for HVAC work related to the office renovations. This will complete 90% of their contracted work Total: \$ 70,695.90 (H-21-04) (CAP Fund 2021)
- l. Request to pay Complete Disaster Services for clean up after a fire at Ann Street Apt Highpire # 400 on 5/19/2021 Total: \$2,500.67
- m. Request to pay Spotts Brothers for electrical work related to the office renovations. This will complete 60% of their contracted work. Total: \$ 26,055.00

(H-21-04) (Cap Funds 2021)

- n. Request to pay M&L Associates for prep of the FY'21-25 5 Year Capital Fund ERR. Total: \$ 7,500.00
- o. Request to pay M&L Associates for prep of the FY'21 Capital Fund EER  
Total: \$2,500.00
- p. Request to pay eci Construction (General Construction) for office renovations  
Total: \$ 185,450.34 (H-21-04) (CAP Fund 2020 and 2021)
- q. Request to pay 1-800 Water Damage for a biohazard clean up in Latsha Total:  
\$1,414.71
- r. Request to pay Tilletts Inc. for Sanitary Sewer Repairs at 940 Wood Street.  
Provided trench box and repaired the crushed sewer line. Total: \$ 3,237.00
- s. Request approval to pay Emphasys for our Partner Portal – HCV Landlord portal  
Total: \$ 6,655.00
- t. Request for approval to pay Empasys for implementation of work order, Touch  
for digital work order. This is a portion of the total cost to be paid at completion.  
Total: \$ 7,882.00 (CAP Fund 2020 – Management Improvements)
- u. Request approval to update Personnel policy #410 – Donated leave
- v. Request to pay Anderson Mechanical for the Annual Service of the Boiler and  
HVAC Equipment at the Cole Crest Community Building Total: \$ 5,069.52
- w. Request to pay Anderson Mechanical for the Annual Service of the Boiler and  
HVAC Equipment at the Bistline House Total: \$ 5,410.83
- x. Request to pay Anderson Mechanical for the Annual Service of the Boiler and  
HVAC Equipment at Hoy Towers Total: \$ 6,598.28
- y. Request to pay Anderson Mechanical for the Annual Service of the Boiler and  
HVAC Equipment at Latsha Towers Total: \$ 5,442.38

- z. Request to pay Anderson Mechanical for the Annual Service of the Boiler and HVAC Equipment at Essex House Total: \$ 2,100.00
  
  - aa. Request for approval to enter into an agreement with Juniper Environmental, LLC for the completion of Lead Based Paint Testing for Genesis Court Total: \$ 7,850.00
7. Personnel Report
- (1) Virginia Finn, Finance and Budget Officer (01/31/1997)
  - (2) Brian Hoffman, Maintenance Aide (2/11/2019)
  - (3) Antoinette Keane, Clerical Assistant Part-time (02/02/2015)
  - (4) Patrick Bosworth, Deputy Director (02/03/2020)
  - (5) Rosalyn Irizarry, Social Coordinator (6 month review)
8. Public Comment
9. Resolution Ratifying all Commitments, Acts and Deeds of the Housing Authority Of the County of Dauphin
10. Adjournment

## **Communications**