

**AGENDA
REGULAR MEETING
HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN
November 10, 2021**

1. Roll Call
2. Minutes of meeting, October 14, 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:

Firm	Amount	Services Rendered/Project
Law Office of Thomas P. Gacki (Inv # 298)	\$ 1,050.00	Legal Services
Eckert Seamans Cherin & Mellott, LLC (Inv#1652550)	\$ 8,626.35	Public Housing
Eckert Seamans Cherin & Mellott, LLC (Inv#1652551)	\$ 107.50	Andrade PHRC Claim RE: Termination
Alphonso's Lawn Care	\$ 300.00	Latsha Grass Cutting
Alphonso's Lawn Care	\$ 375.00	Hoy Grass Cutting

Alphonso's Lawn Care	\$ 4,189.00	Public Housing Grass Cutting
Kathy J. McCool, SPHR	\$ 300.00	Human Resources Consultant

- b. Request to pay J.M. Young and Sons for removing existing roofing system and install new at the Essex House Total: \$20,450.00
- c. Approval of change order #2 of the office renovation project. The change order is to cover the cost difference for the saw cutting of new openings in the concrete wall that were originally thought to be made of block. A price difference of \$6,429.00 that will come out of the Owners Allowance, and have no change to the contract price.
- d. Approval of Parking lot Snow Removal contract for the Northern Region of Dauphin County.
- e. Request to pay Hammel Architects for services from 9/4/21-10/01/21 for the office renovations. Total: \$3,663.71 (Cap Fund 20)
- f. Approval to pay PAHRA the renewal membership fee Total: \$300.00
- g. Set meeting dates for 2022: January 12, February 9, March 9, April 13, May 11, June 8, July 13, August 10, September 14, October 12, November 9, December 14
- h. Request approval to send Executive Director to two PHADA EDEP courses. Two more will remain after this. Total: \$1,800.00
- i. Request approval to pay 2022 Membership dues for PHADA. Total: \$2,680.00
- j. Request approval to pay ProLawn for a change order that was approved at the October 13, 2021 meeting for ongoing work at Cole Crest for retaining walls and accessibility modifications. Change order Total: \$ 20,713.48 (Cap Fund 19 and 20)
- k. Request approval to have a new security system installed in the office area during the renovations. Total: \$1,185.00 from V Max Security who works on all of our

alarm systems. (Cap Fund 20)

- l. Request to pay Garden Spot Mechanical, Inc. for the mobilization, demolition and under slab rough-in. Office Renovation Project – Plumbing Contact
Total: \$32,175.00 (Cap Fund 20)
- m. Request to pay Spotts Brothers Inc. for Demo, Duct Installation, AC ceiling units and heating piping. Office Renovations Project – Mechanical Contract
Total: \$ 99,256.50. (Cap Fund 20)
- n. Request to pay eci Construction, General Contractor for Office Renovations.
Total: \$87,068.60 (Cap Fund 20)
- o. Request to pay Spotts Brothers Inc, Electrician for the Office Renovations.
Total: \$ 42,300.00 (Cap Fund 20)
- p. Request approval for change order #1 of contract, H-21-04 Plumbing – Garden Spot Mechanical, Inc. This is to change the employee kitchen sink to one that meets ADA accessibility codes. Total \$ 383.00.
- q. Request approval for premium workers compensation 12/1/2021-12/01/22
Total: \$ 31,971.00
- r. Request to contact US Inspection Group for 1 year to perform inspections for every public housing unit. They will provide detailed description of all deficiencies including photos. They will also upload all deficiencies to the management software system. Total: \$ 9,932.50
- s. Request to pay Triangle Fire Protection for Quarterly sprinkler inspections as follows: Bistline - \$380.00; Gratz - \$360.00; Essex - \$350.00; Genesis - \$350.00; Griffith - \$340.00; Highspire - \$340.00; Hoy - \$380.00; Latsha - \$380.00; Rattling Creek - \$340.00. Total: \$ 3,220.00
- t. Request to pay Triangle Fire Protection for a 4” sprinkler pipe repair after a leak in Latsha. Total: \$ 1,707.00 (Emergency Repair)
- u. Request to pay Pro-Lawn for the retaining wall and accessibility modifications at Cole Crest - October work Total: \$ 17,730.00. (Cap Fund 20)

- v. Request to pay Miller's Mutual for Multi Peril Insurance from 12/1/2021-12/01/2022 Total: \$ 108,287
 - w. Request approval for change order #3 for contract, H-21-04 General Construction to Infill the old window opening with CMU block to crate the proper separation fire rating. Also, to remove the improperly constructed ceiling in the stairwell to build it back properly with a fire ratted access to panel for access to the area above the lobby ceiling Total: \$ 6,794.00
 - x. Request for approval for 3-year contract with Granite Communications for 11 Internet connections and 39 POTs Lines.
7. Personnel Report
- (1) Thelma Washington, Management Aide (11/10/2020)
 - (2) Jen Coy , Financial Technician (11/15/2004)
 - (3) Kristen Runion, Management Aide (11/12/2002)
 - (4) Barb Shank, Assistant Manager (11/26/2007)
8. Public Comment
9. Resolution Ratifying all Commitments, Acts and Deeds of the Housing Authority Of the County of Dauphin
10. Adjournment

Communications