

**AGENDA
REGULAR MEETING
HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN
September 8, 2021**

1. Roll Call
2. Minutes of meeting, August 11, 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	\$ 825.00	Legal Services Inv # 232
Eckert Seamans Cherin & Mellott, LLC (Inv#1641273)	\$ 1,402.50	Public Housing
Eckert Seamans Cherin & Mellott, LLC (Inv#1641274)	\$ 1,366.00	Andrade PHRC Claim RE: Termination

Eckert Seamans Cherin & Mellott, LLC (Inv#1641271)	\$ 82.50	General Employment Advice
Alphonso's Lawn Care	\$ 375.00	Latsha Grass Cutting
Alphonso's Lawn Care	\$ 375.00	Hoy Grass Cutting
Alphonso's Lawn Care	\$ 4,345.00	Public Housing Grass Cutting
Kathy J. McCool, SPHR	\$ 881.25	Human Resources Consultant

- b. Request to pay Spayds Industrial for repairs of a compactor dumpster at Essex House. Dumpster needed a new floor, rails and wheels. Total: \$1,315.10 (New dumpster cost around \$2,500.00)
- c. Request to Pay Loomis Company for a Boiler and Machinery policy effective 10/1/21 Total: \$6,617.00
- d. Request to pay Stanley Access Technologies for the Replacement of the Exterior Automatic Door at Essex House. Total: \$5,590.00
- e. Request to pay Hammel Associates Architects for services related to the office renovations for the month of July. Total: \$2,063.04 (Cap Fund 2020)
- f. Request to approve Jared Hess Tree Removal to cut down and trim trees at Rattling Creek. One tree has partially fallen down and the others are dead or have dead spots. Total: \$3,625.00.
- g. Request for payment of services to Anderson Mechanical for a Repair roof-top HVAC unit at Latsha. Total \$5,004.65
- h. Request approval of the replacement of the AC unit at 165 Watson by Anderson Mechanical Total: \$3,970.00.
- i. Request for approval of the replacement of the AC unit at 919 wood street by Anderson Mechanical Total \$ 3,970.00.

- j. Request for approval to purchase 1 Wireless Access Point from HIG for Cole Crest to help increase wifi coverage throughout the building Total: \$ 815.76 (Cap Fund 2020)
- k. Request to pay DocuSign for yearly maintenance fee \$ 8,992.62 (Cap Fund 2020)
- l. Request to pay Ryan's Roofing for the complete roof replacement at 932 and 942 Wood St in Cole Crest. Total: \$ 25,534.00 (Cap Fund 2021)
- m. Request to purchase 2 laptops and docking station for Region 2 Manager and Assistant Manager from HIG Total: \$ 4,598.28 (Cap Fund 2020)
- n. Request to pay Emphasys for installation and upgrade of our payroll system. This was completed in 2020. Total: \$ 930.00
- o. Request to pay Emphasys for upgrades, clean up and training of all staff including onsite training Total: \$ 8,765.00.
- p. Request to pay Emphasys for upgrades and cleanup of the HVC module Total: \$ 390.00
- q. Approval to pay HB McClure for pipe replacement at Bistline House that were corroded and needed to connect to the new ball valves that were installed. If they we not replaced there is a very good possibility they would have created leaks within the next few years or so. Total: \$2,419.92 (EMERGENCY REPAIR)
- r. Request to pay Anderson Mechanical for the replacement of the A/C Unit at Lang Manor 165 Watson Total: \$ 3,970.00
- s. Request to pay Miller's for commercial property insurance Total: \$1,927.00
Period 9/12/21-9/12/22
- u. Request to pay HB McClure for installation of ball valve shut offs to individual risers in Bistline Total: \$ 3,557.00
- v. Request to pay Anderson Mechanical to replace A/C unit at 919 Wood Street Total: \$3,970.00

- w. Approval for emergency remediation of asbestos materials discovered in the office renovation area. This is to remove 4,600 sqft of floor tile and adhesive, along with drywall with mastic in the board room and directors offices. Total: \$ 19,965.00 (Other pricing was about \$2,000.00 more and up, took lower estimate)
- w. Award of new VOIP Phone 5-year contract
- x. Request to pay HIG \$ 4,455.00 for the cost associated with moving internet and equipment to Hoy and additional wire installed at Latsha. (Cap Fund 2020)
- y. Request to pay Pro Lawn for retaining wall and accessibility modifications at Cole Crest and Nelly Court. Majority of the work is complete with only hand rails and fencing remaining. Total \$ 119,110.50. (Cap Fund 2019)
- z. Request to purchase 1 access point for Cole Crest from HIG Total: \$ 815.76 (Cap Fund 2020)
- aa. Request to pay Chris Dawson Architects for services related to the Essex House roof project for the month of August. Total: \$ 1,400.00 (Cap Fund 2020)
- bb. Request approval for Tenant write offs Total: \$ 4,908.21
- cc. Request approval to write off equipment Total: \$ 4,612.25
- dd. Request to pay HIG for installation of Security cameras at Gratz Park Terrace in the amount of \$ 24,309.71 (Cap Fund 2020)
- ee. Approval to change order No.1 from Project H-21-03 ADA and retaining wall at Cole Crest. The footer course of block was originally to stay in place, but was found to be unsuitable to rebuild on and has to be replaced. Also, the percentage of block to be reused is smaller than anticipated by the engineers. Furthermore, new block had to be used in the rebuilding of the retaining wall.
Increased Total: \$ 20,713.48

7. Personnel Report

- (1) Faye Gannaway , Supervisor (9/11/2000)
- (2) Alpha Stinson, Management Aide (8/17/2002)
- (3) Michele Mitchell, Regional Manager (8/20/1999) (Erie 2/6/95)

- (4) Sammy Pugh, Intern (9/14/2020)
- (5) Bradley Harris, Maintenance Aide (9/16/2019)
- (6) Robert D. Fraser, Residential Maintenance Aide
(10/8/1986-Full-Time)
(3/16/1984 Part-Time)

- 8. Public Comment
- 9. Resolution Ratifying all Commitments, Acts and Deeds of the Housing Authority
Of the County of Dauphin
- 10. Adjournment

Communications

- 1. Email from NAHRO