

**AGENDA
REGULAR MEETING
HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN
DECEMBER 13, 2022**

1. Roll Call
2. Minutes of meeting, November 8, 2022
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 G. Gacki	\$ 875.00	General legal services (Inv # 543)
Eckert Seamans Cherin & Mellott, LLC	\$5,773.46	Public Housing (Inv # 1717809)
Eckert Seamans Cherin & Mellott, LLC	\$ 1,520.00	General Employment Advice (Inv# 1717811)
Eckert Seamans Cherin & Mellott, LLC	\$ 55.00	Section 8 (Inv # 1717810)
Clarks Lawn & Landscaping	\$ 4,520.00	Southern Grass Cutting

- b. Request to pay for the roof drain reseal at Hoy Towers (Community Room) by Ryan's roofing Total: \$ 2,790.00
- c. Request to pay 1-800-Water- Damage for the Latsha Towers fire damage. Cleaning of the surfaces of affected floors (1-4) Total: \$9,682.71
- d. Request to pay Seth Mauer Landscaping (SML Outdoor Living Experts) for the landscaping that was completed at Latsha Total: \$ 20,934.61
- e. Request approval to repair the roof at 901 Wood St. by Ryan's Roofing Total: \$ 1,286.00
- f. Request approval to repair lower lobby roof at Hoy Towers which is currently leaking. Repairs to be made by Ryan's Roofing Total: \$ 2,490.00
- g. Request to pay Ryan's roofing for the room leak at the Hoy Towers – repair leak seal and the remainder of the roof to prevent more leaks Total: \$ 2,490.00
- h. Request to pay Ryan's roofing for the repairs at 901 Wood Street – Repair the leak at the pipe boots and Ridge vent. Total: \$ 1,286.00
- i. Request approval to adopt Surveillance Camera Policy including request form.
- j. Request approval to pay HARIE workers comp policy for the period 12/1/22-12/01/2023 Total: \$ 32,846.00
- k. Request to pay Emphasys Software for the annual software maintenance agreement Total: \$ 36,623.00
- l. Request approval to repair the backflow preventer at Latsha Towers by Enginuity. The preventer is leaking badly Total: \$5,209.00
- m. Request approval of Change order #1 for project H-22-04 Griffith Elevator Modernization. Hadfield Elevator LLC is requesting a 6 week extension to the contract with no cost change. The equipment has taken much longer to be obtained which is beyond their control. New completion date is February 27, 2023.
- n. Request approval to have a contract with Mark Houser on a Part-time basis, to

provide FSS Services as we transition form External case management to internal and to implement a new HUD Final Rule. Cost not to exceed \$50,000.00

- o. Request approval for Change order #1, Project #H-22-05 Highspire, Rattling Creek Roof Replacement. This change order is in compliance with Bid Documents to provide a credit back to the Authority for not having to remove the Lightweight Concrete from the roof prior to installing the new roof installation and membrane. Credit Total: \$ 30,060.00
- p. Request to pay Higher Information Group for additional Cameras at Cole Crest and Nelly Court to cover blind spots. Total: \$ 41,363.64
- q. Request to pay Higher Information Group to install one additional camera to cover up a blind spot at Gratz. Contract # 22-7-26A Total: \$ 1,035.81
- r. Request to pay J.M. Young & Sons Inc. for the removal of the old roofing system and replace it with a new TPO System at Highspire & Rattling Creek Total: \$304,667.10 (H-22-04)
- s. Request to approve the conversion to Office 365, see table for comparisons
- t. Request to pay Hadfield Elevator to replace the controllers, doors and pumps and install new cab interiors at the Griffith House Total: \$ 27,953.10 (H-22-04)
- u. Request to approve Boiler Service Agreements with Anderson Mechanical Essex House, Hoy Towers, Latasha Towers, Bistiline House, Cole Crest Total for all \$ 27,695.00
- v. Request to award bid for Norther Cameras based on bids received and posted on the spread sheet. The majority of the funding will come from the Safer and Security Grant recently awarded for \$105,000.00. See attached spread sheet.
- w. Request approval for Telecommunications audit completed by Merlin Communications Total: \$ 94,747.00
- x. Request to pay Triangle Fire Protection for the Emergency repair at Gratz. Replace frozen and broken Sprinkler head in the dry system Total: \$ 1,595.00

7. Personnel Report
 - (1) Melany Alexis, Housing Development Coordinator, 6/27/2022
(6 month review)
 - (2) Eddie Reyes, Live-in Maintenance Hoy Towers, 12/14/2009
 - (3) Leah Eppinger, Executive Director (5/9/2016 /1/1/2019)
8. Public Comment
9. Resolution Ratifying all Commitments, Acts and Deeds of the Housing Authority
Of the County of Dauphin
10. Adjournment

Communications

NEXT MEETING: January 3, 2023