

**AGENDA for the
REGULAR MEETING of the
HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN
May 10, 2023**

1. Roll Call
2. Minutes of meeting, April 4, 2023
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
 - f. Attorney's Report
5. Unfinished Business
6. New Business
 - a. Authorization to pay the following firms for services rendered:

Firm	Amount Services	Services Rendered/Project
Eckert Seamans Cherin & Mellott, LLC	\$4,183.36	Public Housing (Inv # 1736422-Mar)
Eckert Seamans Cherin & Mellott, LLC	\$110.00	Section 8 (Inv # 1736423-Mar)
Eckert Seamans Cherin & Mellott, LLC	\$8,035.98	Public Housing (Inv # 1741903-April)
Law offices of Thomas P. Gacki	\$1,425.00	Legal Services (Inv# 624)

HR Resolutions	\$1,000.00	HR
Clark's Landscaping	\$3,390.00	Lawn Care – Southern
Kenneth Connor	\$3,860.00	Lawn Care – Northern
Mark Houser	\$1,400.00	FSS Administration
Virginia	\$1,650.00	Accounting Services

- b. Request approval to replace wind damaged rain gutters and downspouts on the front of Kennedy Lane Building #1-11 at Cole crest. To be done by Ryan's Roofing Total: \$ 1,895.00
- c. Request to pay Spayd's to weld steel bar onto dumpster so trash service will empty it at Rattling Creek . Total: \$1,562.05
- d. Request to pay MARCO for OnBase software license 7/1/23-12/31/23. Total: \$ 10,738.00 (Cap 2022 – Management Improvement)
- e. Request to pay Tillets Inc. for the Repair of a broken underground sewer pipe at Gratz Park Terrace Total: \$ 3,766.00
- f. Request to pay Dauphin County for the purchase of new computers, monitors, docking stations and accessories. Total: \$ 17,196.00 (HCV Special Admin Fees)
- g. Request to pay TKE for the annul Elevator Service's Total: \$33,659.32
- h. Request approval to trim trees at Lang Manor as well as remove dead and dangerous ones by Jared Hess Total: \$4,525.00
- i. Request approval to award A&E – Highspire Elevator Modernization to Chris Dawson Architect Total: \$17,250.00 (CAP 2022)
- j. Request to pay HIG for the security cameras at Lang Manor Total: \$ 81,154.31(CAP Fund 2022)
- k. Request approval to replace the trash compactor at Essex house by Spayd's Total:

\$17,482.00 (CAP Fund 2023)

- l. Request approval to replace the trash compactor at Highspire Apartments by Spayd's Total: \$18,385.00 (CAP Fund 2022)
 - m. Request approval to update Personnel Policy #612, Travel Policy
 - n. Request approval to enter a contract with CEO to provide laborer services for the Authority, Effective 5/1/23
 - o. Request approval to trim, remove trees and grind stumps at Latsha, Hoy and Baldwin by Jared Hess for a combined Total: \$ 3,150.00
 - p. Request approval to replace a Tub at Essex House that is unrepairable by Lauer Construction Total: \$8,295.00
 - q. Request to pay Zelenkofske Axelrod LLC, for the 2022 Audit Total: \$8,550.00
 - r. Request to pay Loomis Company for Directors & Officers/Cyber Insurance for the period 4/1/23-4/1/24 through Travelers Casualty & Surety Co. of America Total: \$15,310.00
 - s. Request to pay Gilkey Electric to install electric circuits to power the cameras at Laurel Hill Total: \$1,957.00
 - t. Request to pay Triangle Fire Protection for sprinkle repair deficiencies found during the annual inspections at Genesis Court Total: \$ 2,480.00
 - u. Request to award Minnich Terrace Roof replacement to Ryan's Roofing for they were the lowest Total: \$77,950.00 The 2nd bid was Hulton Contracting for a total of \$ 78,250.00 all other bidders missed one or more minor parts of the required items, so all others were excluded for that reason. (CAP 2022)
7. Personnel Report
- (1) Jaime Underkoffler, Regional Manager, 05/18/2020 (part-time 2/19/2019)
 - (2) Darren Jones, Maintenance Aide, 05/16/2022
8. Public Comment

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

Communications

Upcoming Events

May 4th Hoy Towers – Hello Game with Penn State Health

May 17th Bistline House – Bingo with Senior Life

May ?? Hoy Towers – Aetna “Mother’s Day Event”

NEXT MEETING: June 6, 2023