

**AGENDA for the
REGULAR MEETING of the
HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN
October 3, 2023**

1. Roll Call
2. Minutes of meeting, September 5, 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 Rendered/Project
Eckert Seamans Cherin & Mellott, LLC	\$ 27.50	Labor and Employment
Eckert Seamans Cherin & Mellott, LLC	\$ 275.00	General Employment
Eckert Seamans Cherin & Mellott, LLC	\$ 2,050.13	Public Housing
Eckert Seamans	\$ 302.50	PHRC

Cherin & Mellott, LLC		
Eckert Seamans Cherin & Mellott, LLC	\$ 4,544.70	PHRC
Law offices of Thomas P. Gacki	\$ 1,575.00	Legal Services
HR Resolutions	\$ 2,000	HR
Virginia Finn	\$ 1,462.50	Accounting Services
HIG	\$ 4,380	Managed IT
Clark's Lawn & Landscape LLC	\$ 4,520.00	Lawn Service - Southern (Inv # 1296)
Kenneth Connor	\$ 3,480.00	Lawn Service - September Northern
Kenneth Connor	\$ 3,480.00	Lawn Service – August Northern

- b. Request approval for the 2024 Calendar Board Meetings, January 9th, February 13th, March 12th, April 9th, May 14th, June 11th, July 9th, August 13th, September 10th, October 8th, November 12th, December 10th.
- c. Request approval to pay Docusign for annual contract Total: \$7,108.94 (CAP Fund 2021)
- d. Request approval to close out Safety and Security Grant Capital Fund FY 2022 submit to HUD.
- e. Request approval to repair the road on Wood Street in Cole Crest. There are 5 large potholes that are in dire need of repair. Work to be completed by JP & Son Construction Total: \$ 4,500.00
- f. Request approval to extend contract H-22-01 for the Norther Grass cutting one more year with Kenny Connor.
- g. Request to pay Center for Employment Opportunities for August 2023

Total: \$ 12,350.00

- h. Request approval to enter a MOU with AHADC to provide various services including case management and maintenance. AHADC will reimburse HACD for all costs associated with work outside of the HACD programs.
- i. Request to pay Spayd's Industrial for the Preventive maintenance and repairs at Gratz Total: \$ 1,736.00
- j. Request to pay Fromm's Uniforms for maintenance uniforms Total: \$ 2,418.50
- k. Request to pay Hammel Associates for A&E pertaining to the Bistline retaining wall. Total: \$ 608.86
- l. Request to pay Hammel Associates for A&E pertaining to the triplet breaker replacement at Rattling creek, Highspire & Griffith House Total: \$ 2,528.97
- m. Request approval of the testing and necessary repairs to the sprinkler system at Rattling Creek. The testing is a NFPA requirement, work to be performed by Triangle Fire Protection \$ 5,240.00
- n. Request approval to pay HIG for Sonic wall equipment at Lang Manor Total: \$ 2,157.49
- o. Request approval to pay A.G. Mauro Company for new locks and knobs at Minnich Terrace in the amount of \$5,330.
- p. Request approval to pay Maria Cimio Housing Consultant for assisting in editing and submitting the Annual Plan for FY23/24 in the amount of \$3780.00
- q. Request approval to pay Loomis for renewal Boiler and Machinery Policy starting 10/1/2023 Total: \$ 7,541.00
- r. Request to replace broken section of fencing at 931 Wood street by Spayd's Industrial Total: \$ 2,290.00

7. Personnel Report

(1) Katie LaManna, Regional Manager, 10/3/2022

- (2) Robert Fraser, Live-In Maintenance Aide, 03/16/1984
- (3) Michelle Phillips, Executive Office Manager, 04/28/2021(6-month review)
- (4) Evelyn Cruz, Receptionist, 10/31/2022
- (5) Kelsey Robinson, Assistant Manager, 10/31/2022
- (6) Glenn Sedesse, Maintenance Aide, 11/01/1987

- 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

NEXT MEETING: November 7th, 2023