

**AGENDA for the  
REGULAR MEETING of the  
HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN  
March 12, 2024**

1. Roll Call
2. Minutes of meeting, January 9, 2024
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
5. Unfinished Business
6. New Business
  - a. Authorization to pay the following firms for services rendered:

<b>Firm</b>	<b>Amount</b>	<b>Services Rendered/Project</b>
Eckert Seamans Cherin & Mellott, LLC	\$ 220.00	PHRC Inv# 1794987
Eckert Seamans Cherin & Mellott, LLC	\$ 797.50	General Inv# 1794991
Eckert Seamans Cherin & Mellott, LLC	\$ 55.00	HCV Inv# 1794990
Eckert Seamans Cherin & Mellott, LLC	\$ 550.00	PHRC Inv# 1794989

Eckert Seamans Cherin & Mellott, LLC	\$ 4,909.84	Public Housing Inv # 1795906
Law offices of Thomas P. Gacki	\$ 1,100.00	Legal Services Inv. # 767
HR Resolutions	\$ 2,000	HR
Virginia Finn	\$ 1,045.50	Accounting Services
Coverall Cleaning	\$ 1,541.00	Central Office Cleaning- Services
Schlender's Excavation	\$ 942.51	Snow Removal
A Cut Above Landscape	\$ 2,500.00	Snow Removal
Center for Employment Opportunities	\$ 10,562.50	Labor – Feb

- b. Request approval to award Pest Control Contract H-24-03.
- c. Request to pay Williams Services to repair chiller lines and refill the glycol at Latsha Total: \$8,212.00 (CAP Fund 2023)
- d. Request to pay Spayd's Industrial to fully replace the Bistline Trash Compactor Total: \$ 19,821.00 (CAP Fund 2023)
- e. Request approval to repair the collapsing clay sewer line behind 932,934, and 938 wood street by Tillett Inc. Total: \$ 22,307.00
- f. Request to pay Hadfield Elevator for the installation of the Highspire Elevator. Total: \$ 80,437.50 (CAP Fund 2022 and 2023)
- g. Request to pay Hammell Associates for the triplet breakers A&E. Total: \$ 270.00 (CAP Fund 2023)
- h. Request approval to send 16 staff members to Customer Service training held by PAHRA Total: \$ 3,936.00

- i. Request to pay Global for the gliders of the new chairs in the community room at Latsha Towers Total: \$ 918.00
- j. Request to pay 1-800-Water Damage of Harrisburg, PA for an emergency clean up of Bio-Hazard at 800 Wood Street Apt 206 Total: \$ 1,542.40
- k. Request to purchase 2 laptops from Microsoft Total: \$ 2,133.98
- l. Request to pay Anderson Mechanical for the Emergency repair of the PTAC unit at Essex House Total: \$ 2,549.93
- m. Request approval to install LVP floors at the Griffith House, Highspire Apartments and Rattling Creek by Touch of Color Flooring. Total: \$ 37,615.10  
Griffith - \$ 12,442.70, Highspire - \$ 12,831.55, Rattling Creek - \$ 12,340.10  
(CAP Fund 2023)
- n. Request to pay Chris Dawson Architect for the A&E of the Laurel Hill and Grubb Terrace porch roofs. Total: \$ 1,725.00 (CAP Fund 2023)
- o. Request to pay Chris Dawson Architect for the A&E of the Bistline Sign  
Total: \$ 2,537.50 (CAP Fund 2023)
- p. Request approval to purchase Sound masking for the office Total: \$ 17,171.00  
(CAP Fund 2023 Management Improvements)
- q. Request to pay Anderson Mechanical to replace the AC side of the HVAC system at 6 Kennedy Lane Total: \$ 4,975.00
- r. Request to pay Anderson Mechanical to replace the AC side of the HVAC system at 19 Kennedy Lane Total: \$ 4,975.00
- s. Request to approve Appendix A of the personnel policy

7. Personnel Report

- (1) Brian Hoffman, Maintenance Aide, 02/11/2019
- (2) Gavin Frisch Jr, Maintenance Aide, 02/27/2023

- (3) Warren Stoner, HCV Inspector, 06/04/1990
- (4) Gigi Nester, Management Aide, 03/24/2008
- (5) Phyllis Gontz, Assistant Social Services Coordinator, 04/04/2022
- (6) Sharon Arnold, HCV Case Manager, 10/01/2023 (6-month review)
- (7) Miosotis Pena, 10/01/2023 (6-month review)

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

Communications

Upcoming Events

**NEXT MEETING: April 2, 2024**