## AGENDA for the REGULAR MEETING of the HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN April 2, 2024

- 1. Roll Call
- 2. Minutes of meeting, March 12, 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:

Firm	Amount	Services Rendered/Project
HR Resolutions	\$ 2,000.00	HR
Virginia Finn	\$ 1,495.50	Accounting Services
Coverall Cleaning	\$ 1,541.00	Central Office Cleaning- Services
A Cut Above Landscape	\$ 175.00	Snow Removal
Aerotek	\$ 141,940.00	Temp Employees (Multiple invoices 10/23-3/24 Paid)

Law offices of Thomas \$ 1,475.00 Legal Services
P. Gacki Inv. # 788

- b. Request approval to replace the ceramic tile in Latsha Towers (2<sup>nd</sup> Floor) and install LVP by Touch of Color Total: \$ 6,048.78 (CAP Fund 2023)
- c. Request to pay Eastern Time to trouble shoot and repair faulty ground line for the Hoy fire system Total: \$ 1,085.00
- d. Request to pay Hammel Associates for the A&E of the triplet's electric upgrade Total: \$870.00. (CAP Fund 2023)
- e. Request to pay Offices to Go for the community room furniture at Latsha Towers Total: \$5,130.00 (CAP Fund 2023)
- f. Request to pay Global for the community room furniture at Latsha Towers Total: \$7,284.95 (CAP Fund 2023)
- g. Request to pay Chris Dawson for the A&E for the Laurel Hill, Grub Terrance porch roofs Total: \$ 15,525.00 (CAP Fund 2023)
- h. Request approval to install the cellular dialer for the fire alarm panel at Essex house provided by VMax Security Systems. Total for installation: \$ 705.00. Total for annual monitoring: \$ \$696.00.
- i. Request approval to install the cellular dialer for the fire alarm panel at Highspire Apartments provided by VMax Security Systems. Total for installation: \$ 705.00 Total for annual monitoring \$ \$696.00.
- j. Request approval to sign LOA with Chrislynn Energy to evaluate gas and electric contracts expiring 3<sup>rd</sup> quarter of 2024
- k. Request approval to renew cyber security, D&O and Crime Insurance through travelers Total: \$ 16,829.00
- 1. Request to pay Hadfield Elevator to remove old equipment and install new for the Highspire Elevator Modernization. Total: \$48,262.50
- m. Request approval to purchase new cabinets and counter-tops for the Latsha

community room kitchen. Cabinets and counter to be supplied and installed by C&C Counters Total: \$ 8,382.00

- n. Request resolution approving the new administrative plan for the HCV program effective date July 1, 2024.
- o. Request resolution approving the Agency Plan for 2024. Changes effective July 1, 2024.
- p. Request to close out the 2020 Capital Fund and submit to HUD for Pre-closeout.
- 7. Personnel Report
  - (1) William Martini, HCV Inspector, 04/15/2019
  - (2) Marisol Lopez, HCV Admin, 09/10/2023 (6-month review)
  - (3) Chris Perhach, Maintenance Mechanic, 04/17/2017
  - (4) Michelle Phillips, Executive Office Manager, 04/21/2021
- 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: May 14, 2024**