

The Regular Meeting of the Housing Authority of the County of Luzerne was held on Tuesday, January 14, 2020, in the Board Room, Kingston Manor, 250 First Avenue, Kingston, PA, pursuant to the written notice of all members of the Authority.

PRESENT: Michael Molitoris, Executive Director
Barry Yohey, Comptroller
Robert Wanyo, Chairperson
Rose Yarmel, Vice Chairperson
Alan Yendrzejewski, Member
Kathleen Chernavage, Member
Atty. Bruce Anders, Solicitor
Daniel Siani, Administrative Officer
Patrick Stoodley, Director Housing Management

ABSENT: Leonard Brenner, Secretary/Treasurer
Ryan Williams, Security

REORGANIZATION – BOARD MEMBERS: Upon opening the meeting at 12:03 p.m., Mr. Molitoris declared the following offices open and vacant: Chairperson, Vice Chairperson, Secretary/Treasurer, Assistant Secretary/Treasurer, and Second Assistant Secretary/Treasurer. Mr. Molitoris turned the meeting over to Atty. Anders, Solicitor's office. Attorney Anders asked all staff members to vacate room until voting has been completed.

Atty. Anders asked for nominations for the position of Chairperson. Ms. Yarmel nominated Mr. Wanyo. Mr. Yendrzejewski seconded the nomination. No other nominations were made. Upon a vote, all "AYES". Mr. Wanyo was named Chairperson.

Atty. Anders asked for nominations for the position of Vice Chairperson. Mr. Wanyo nominated Ms. Yarmel. Mr. Yendrzejewski seconded the nomination. No other nominations were made. Upon a vote, all "AYES". Ms. Yarmel was named Vice Chairperson.

Atty. Anders asked for nominations for the position of Secretary/Treasurer. Ms. Yarmel nominated Mr. Brenner. Mrs. Chernavage seconded the nomination. No other nominations were made. Upon a vote, all "AYES". Mr. Brenner was named Secretary/Treasurer.

Atty. Anders asked for nominations for the position of Assistant Secretary/Treasurer. Ms. Yarmel nominated Mr. Molitoris. Mrs. Chernavage seconded the nomination. No other nominations were made. Upon a vote, all "AYES". Mr. Molitoris was named Assistant Secretary/Treasurer.

Atty. Anders asked for nominations for the position of Second Assistant Secretary/Treasurer. Mrs. Chernavage nominated Barry Yohey. Ms. Yarmel seconded the nomination. No other nominations were made. Upon a vote, all "AYES". Barry Yohey was named Second Assistant Secretary/Treasurer.

Atty. Anders called the elections final and turned the gavel over to Chairman Wanyo.

APPROVAL OF MINUTES: Minutes of the regular meeting held December 10, 2019, were approved by motion of Mr. Alan Yendrzejewski and seconded by Mrs. Kathleen Chernavage. All "AYES". **Resolution No. 2020-01-01.**

Mr. Molitoris reported on the following:

DEVELOPMENT: The Dupont Project is on-going, currently negotiating with investment firms for the best tax credit. Each firm has different stipulations that need to be reviewed and researched. It is very time consuming and everyone is working very diligently to negotiate the best for the Housing Authority. Another issue that must be addressed at this time is to purchase the property to construct the Dupont Housing for the Elderly, LP by January 19. If all goes well, the closing is scheduled for January 15, 2020. The Board approved purchasing the property at 4 Walnut Street, Dupont, PA for \$287,000 by motion of Ms. Yarmel and seconded by Mrs. Chernavage. All "AYES". **Resolution No. 2020-01-02**

MODERNIZATION: Mr. Molitoris received a report from Joe Grady, head of maintenance stating the contractor has stopped installation of windows at Dundee Apartments due to the cold winter months, will resume installation in the Spring. The contractor has completed installation of water heaters at Fairview Park and has started installation at Meadowcrest. All appliances, Refrigerators and Ranges have been installed.

ADDITION TO THE PUBLIC HOUSING ACOP: The Housing Authority is a public housing authority authorized to administer public housing programs of HUD pursuant to and in accordance with regulations, directives, as guidelines issued by HUD. Among these is the requirement to develop an Admissions and Continued Occupancy Plan (ACOP). The Authority has developed such a plan and it has been approved by the Authority's Board of Commissioners. As part of its responsibility to ensure the ACOP remains current and accurately reflects the most recent regulations and other HUD directives, the Housing Authority has made the following addition to Chapter 8. Section 3 to its ACOP;

Housing Authority employees will take the following actions when an apartment is vacated due to the death of a tenant;

A. Housing Authority is notified by a member of the tenant's family.

1. Housing Authority staff will not show favoritism or take sides in disputed family matters. This includes disposal or distribution of tenant property.

2. Entry to the apartment will not be given to family members or friends without the written permission of the personal representative of the estate or emergency contact person(s) designated in the tenant file.

3. Housing Authority staff will only enter the apartment under conditions specified in the lease agreement, and in accordance with state regulations.

(a) Two people will be present when entry to an apartment is warranted unless an emergency condition exists.

B. Housing Authority is notified by a government agency or by tenants because the deceased tenant does not have other family members, or other family members are unknown.

1. Housing Authority staff will enter the unit to secure the apartment and mitigate potential damage. This includes, but is not limited to, closing and locking windows, removing and disposing of perishable items in the refrigerator, setting thermostats to prevent freezing, and checking the operation of smoke alarms.

2. Housing Authority staff will cooperate with the Luzerne County Coroner's office in following state requirements to locate next of kin, and properly dispose of tenant's possessions.

C. The project manager will maintain written documentation in the tenant file of all relevant information. This includes, but is not limited to, notification of family members, agency

contacts, identification records of individuals entering the apartment, information identifying the date of death and date of lease termination.

D. Housing Authority staff will dispose of all property in accordance with state law.

1. Items will not be removed from an apartment unless authorized by a representative of the estate, or upon completion of state requirements.
2. Items left abandoned in the apartment will be removed and taken to the local landfill. Useable items may be given to a charity, i.e., Salvation Army, Goodwill, etc.
3. Housing Authority staff will not sell items to other tenants or the general public, or distribute items to other tenants or the general public.

The Board approved Amending the ACOP by motion of Ms. Yarmel and seconded by Mr. Yendrzejewski. All "AYES". **Resolution No. 2020-01-03**

SEMAP: Each year, the Section 8 Department's performance is evaluated by HUD based on 14 indicators. The information for most of these indicators is taken from the Form 50058 submitted electronically for each action performed on a tenant. Section 8 also submits some information concerning inspections, annual reexaminations, submission rates and lease up rates. The Department has ranked well for many years and it is expected to do well again. The Board approved submission of the SEMAP report by motion of Mr. Yendrzejewski and seconded by Ms. Yarmel. All "AYES". **Resolution No. 2020-01-04**

REQUEST FOR PROPOSALS: T. Elias Consulting requested proposals to provide auditing and tax services for the Dupont Housing for the Elderly, LP. The following 3 proposals were received;

| <u>Name of Bidder</u> | <u>Amount of Bid</u> |
|------------------------|----------------------|
| SEK CPA'S AND ADVISORS | \$19,400.00 |
| MCKONLY & ASBURY | \$22,350.00 |
| BAKERTILLY | \$23,000.00 |

The proposals were reviewed and the Board approved negotiating a contract with SEK CPA's AND ADVISORS for the auditing and tax services for Dupont Housing for the Elderly, LP by motion of Ms. Yarmel and seconded by Mr. Yendrzejewski. All "AYES". **Resolution No. 2020-01-05**

BILLS AND PAYROLL: The Board reviewed the bills and payroll. Mr. Yendrzejewski motioned to approve the bills and payroll as submitted (see attached list) and to authorize that the proper officers sign proper vouchers. Ms. Yarmel seconded the motion. All "AYES". **Resolution No. 2020-01-06.**

There being no further business to discuss, the meeting was adjourned by Chairperson Wanyo at 12:35 p.m.

Secretary – Housing Authority of the
County of Luzerne