

The Regular Meeting of the Housing Authority of the County of Luzerne was held on Tuesday, February 11, 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
Alan Yendrzejewski, Member
Kathleen Chernavage, Member
Atty. Bruce Anders, Solicitor
Patrick Stoodley, Director Housing Management

ABSENT: Rose Yarmel, Vice Chairperson
Leonard Brenner, Secretary/Treasurer
Ryan Williams, Director of Security

Chairperson, Mr. Wanyo called the meeting to order at 12:05 pm.

APPROVAL OF MINUTES: Minutes of the regular meeting held January 14, 2020, were approved by motion of Mr. Alan Yendrzejewski and seconded by Mrs. Kathleen Chernavage. All "AYES". **Resolution No. 2020-02-01.**

Mr. Molitoris reported on the following:

DEVELOPMENT: The Dupont Project is proceeding forward. A Letter of Intent has been signed with Citizen's Bank and Enterprise. Also working on the Management Agreement and Tenant Selection.

FEDERAL BUDGET: The President's proposed budget has a 15% decrease in HUD Funding but this is only a proposal.

SEMAP – SEMAP has been submitted today by the Section 8 Department.

5 YEAR CFP: The Capital Fund Program 2020 - 2024 has been approved by HUD.

FINANCIAL STATEMENTS: The Financial Statements for 2019 have been submitted to HUD and we are currently awaiting our PHAS Score. Currently we are operating as a high-performance agency and anticipate staying the same.

REVISED 2019 CAPITAL FUND PLAN: We revised CFP 2019 due to the mold issues at Glen Lyon, 57-20. To correct the issue, we advertised for two bids; general construction for crawl space work and roof work at Glen Lyon Apartments. Bids will be open on February 13, 2020.

MODERNIZATION: Mr. Molitoris received a report from Joe Grady, head of maintenance stating on-going bed bug treatments in progress for some units. Also, dug up and repaired water main at Rock Street in Glen Lyon, 57-20 and rebuilt backflow preventer. Cintas has inspected all fire extinguishers and all batteries in Smoke Alarms and CO2 Detectors have been changed.

OPERATING SUBSIDY: Mr. Molitoris reported that he prepared the 2020 Operating Budget and Subsidy for submission to HUD and asked permission to submit the completed documents to HUD. The Board approved the Operating Subsidy for Calendar Year 2020 and that said Operating Subsidy along with the Operating Subsidy Tools and other required documents are submitted to HUD by motion of Mrs. Chernavage and seconded by Mr. Yendrzejewski. All "AYES". **Resolution No. 2020-02-02**

WRITE OFF OF BAD DEBTS: Barry Yohey presented the following list of bad debts to be written off for the Public Housing, Horizon Village and Rental Programs. All means of collection have been exhausted. These debts were also turned over to a collection agency for action and they will be entered into HUD's national database in the event that the tenant should try to seek residency at any other public housing agency. The debts are comprised of monies owed for unpaid rent and maintenance repairs for damages by former tenants.

BAD DEBTS FOR YEAR ENDING DECEMBER 31, 2019

PUBLIC HOUSING

AMP 1					
		Move-Out			
Project	Name	Date	Rent	Maintenance	Total
57-3	WILLIAMS,ASIA	2/15/2019	85.00	203.00	\$ 288.00
	MARTIN,KRISTEN	3/29/2019	0.00	1205.00	\$ 1,205.00
	GARRETT,MARGARET(D)	6/4/2019	465.00	0.00	\$ 465.00
	CRUZ,MEGAN	8/26/2019	-	1,312.05	\$ 1,312.05
	VEGA,ELIN	9/2/2019	628.65	598.00	\$ 1,226.65
	AZIZ,HAMZA	8/29/2019	279.00	405.00	\$ 684.00
	COOPER,JILL	10/31/2019	97.50	1,287.00	\$ 1,384.50
	GOMEZ,ELIZABETH	10/28/2019	-	216.50	\$ 216.50
	Total 57-3		1,555.15	5,226.55	\$ 6,781.70
57-8	LAKE,JUANITA	3/26/2019	89.00	1,104.50	\$ 1,193.50
	Total 57-8		89.00	1,104.50	\$ 1,193.50
57-10	BALLEW,LEIGH	5/3/2019	-	124.50	\$ 124.50
	RODRIGUEZ,CANDACE	7/1/2019	-	773.00	\$ 773.00
	COSTANZO,KATELYN	9/23/2019	28.00	89.00	\$ 117.00
	DONNELLY,ELIZABETH	11/7/2019	73.00	1,385.50	\$ 1,458.50
	Total 57-10		101.00	2,372.00	\$ 2,473.00
57-15	GILLIS,SUSAN	3/29/2019	-	113.00	\$ 113.00
	DERHAMMER,KRYSTAL	7/29/2019	164.85	346.70	\$ 511.55

	Total 57-15		164.85	459.70	\$ 624.55
57-24	TURKOS,JEROME	2/25/2019	410.90	345.00	\$ 755.90
	COOLBAUGH,FLORENCE	6/30/2019	422.00	640.00	\$ 1,062.00
	ROSTKOWSKI,JUDY	9/30/2019	1,369.05	134.50	\$ 1,503.55
	Total 57-24		2,201.95	1,119.50	\$ 3,321.45
57-25	Total 57-25		-	-	\$ -
	Total AMP 1		4,111.95	10,282.25	\$ 14,394.20
	Less Cash receipts			CREDITS	
	DRISCOLL,WILEY	35,70,35,35			\$ (175.00)
	FORSEY,CLARISSA	45,45,360	PDINFULL		\$ (450.00)
	THOMPSON,REBECCA	10,15,15,10			\$ (50.00)
	TURKOS,JEROME				\$ (448.00)
	DYNACK,MELISSA				\$ (50.00)
	RODRIGUEZ,CANDICE	50,50,50,50			\$ (200.00)
	DERHAMMER,BARBER				\$ (60.00)
	BALLEW,LEIGH		PDINFULL		\$ (125.00)
					\$ (1,558.00)
					\$ 12,836.20
	Collection				
	DRISCOLL,WILEY	17.50,35,17.50,17.5			\$ 87.50
	FORSEY,CLARISSA	22.5,22.5,180			\$ 225.00
	THOMPSON,REBECCA	5,7.5,5			\$ 17.50
	BALANCE				\$ 12,836.20
AMP 2					

Project	Name	Move-Out		Total	
		Date	Rent		Maintenance
57-1	MASON,ANTHONY	2/28/2019	-	77.00	\$ 77.00
	PARTINGTON,RONALD	1/31/2019	0.00	208.00	\$ 208.00
	JACKSON,LESTER	3/12/2019	214.50	-	\$ 214.50
	ZIMMERMAN,JOHN	4/30/2019	235.00	355.50	\$ 590.50
	BISBING,DAVID	3/22/2019	1,141.85	1,487.00	\$ 2,628.85
	VINCIGUERRA,JOSEPH	7/15/2019	-	1,389.00	\$ 1,389.00
	DRURY,DANIEL	9/10/2019	276.00	64.00	\$ 340.00
	MACIEJCZAK,TERRIE	10/31/2019	477.00	32.50	\$ 509.50
	BRICE,JAMES	11/4/2016	153.05	104.00	\$ 257.05
	ASH,LACQUELINE	11/18/2019	79.00	-	\$ 79.00
	WALKER,HERBERT	11/18/2019	167.00	27.00	\$ 194.00
	Total 57-1		2,743.40	3,744.00	\$ 6,487.40
57-4	SHUPP,FREDERICK	1/31/2019	-	101.00	\$ 101.00
	WALTER,JOAN	5/8/2019	743.50	-	\$ 743.50
	RUTH,KARL	5/15/2019	545.00	1,518.00	\$ 2,063.00
	CLARK,JANICE	6/25/2019	2,311.91	947.00	\$ 3,258.91
	Total 57-4		3,600.41	2,566.00	\$ 6,166.41
57-11	REESE, BRIDGET	1/29/2019	1,302.05	235.00	\$ 1,537.05
	VERGARA,MIGUEL	2/19/2019	2,292.00	294.00	\$ 2,586.00
	DREW,GEORGE	12/10/2019	1,362.00	-	\$ 1,362.00
	Total 57-11		4,956.05	529.00	\$ 5,485.05
57-12	Total 57-12		-	-	\$ -
57-13	Total 57-13		-	-	\$ -
57-21	Total 57-21		-	-	\$ -

57-23						
	Total 57-23		-	-	\$ -	
57-33						
	Total 57-33		-	-	\$ -	
	Total AMP 2		11,299.86	6,839.00	\$ 18,138.86	
	Less Payments					
	CHULADA,CRYSTAL	PDINFULL			\$ (341.50)	
	DUPCAVITCH,BRITTNEY	50,339.50	PDINFULL		\$ (389.50)	
	SMITH,AMBER				\$ (20.00)	
	DRURY,DANIEL				\$ (50.00)	
	SANTISE,CHERYL				\$ (978.00)	
					\$ 16,359.86	
	Add Collections					
	Total Amp 2				\$ 16,359.86	
AMP 3						
		Move-Out				
	Project	Name	Date	Rent	Maintenance	Total
57-2	ATKINSON,ERIC		7/22/2019	410.00	105.00	\$ 515.00
	JARED,THOMAS		8/13/2019	976.15	535.50	\$ 1,511.65
	FORMOLA,ROBERT		11/20/2019	224.00	-	\$ 224.00
	Total 57-2			1,610.15	640.50	\$ 2,250.65
57-5	ROCKEL,LINDA		4/9/2019	300.00	394.00	\$ 694.00
	VAUGHN,SCOTT		7/11/2019	177.00	38.00	\$ 215.00
	AUFIERO,MARY		12/9/2019	299.00	-	\$ 299.00
	Total 57-5			776.00	432.00	\$ 1,208.00
57-6	HOOVER,THRESE		5/31/2019	386.00	-	\$ 386.00
	Total 57-6			386.00	-	\$ 386.00

57-7	MARTZ,SIERRA	3/11/2019	-	231.00	\$ 231.00
	SHAFFER,NICOLE	4/15/2019	18.00	107.00	\$ 125.00
	MCTAGUE,DESTINEE	5/2/2019	-	240.50	\$ 240.50
	DRAVAGE,PATRICIA	8/16/2019	2,561.85	664.50	\$ 3,226.35
	PETRARCA,ELIZABETH	8/7/2019	125.00	814.50	\$ 939.50
	MAZZILLO,LENNIFER	7/9/2019	400.25	153.50	\$ 553.75
	ANDEEJKO,LISA	8/27/2019	854.00	-	\$ 854.00
	GYLE,LAURA	10/18/2019	1,668.05	1,068.80	\$ 2,736.85
	Total 57-7		5,627.15	3,279.80	\$ 8,906.95
57-14	MENDYGRAL,TERI	2/4/2019	1,751.45	1,464.00	\$ 3,215.45
	BRADWAY,TARA	1/5/2019	1,586.00	399.00	\$ 1,985.00
	VANWAVEREN,ANGELA	3/8/2019	341.15	452.00	\$ 793.15
	JONES,MEGHAN	5/13/2019	1,831.70	757.00	\$ 2,588.70
	RICHMOND,AMANDA	10/19/2019	167.00	-	\$ 167.00
	Total 57-14		5,677.30	3,072.00	\$ 8,749.30
57-19					
	Total 57-19		-	-	\$ -
57-20	LORD,EMILY	4/2/2019	7.00	893.00	\$ 900.00
	FREEMAN,ARIANA	4/26/2019	1,458.10	-	\$ 1,458.10
	COOLBAUGH,TERRIANN	7/29/2019	853.00	107.00	\$ 960.00
	Total 57-20		2,318.10	1,000.00	\$ 3,318.10
57-22	GARDNER,COREY	4/17/2019	470.00	312.00	\$ 782.00
	BIDDING,SHARICE	7/16/2019	1,978.29	840.50	\$ 2,818.79
	SANDS,ASHLEE	7/9/2019	1,013.34	306.50	\$ 1,319.84
	Total 57-22		3,461.63	1,459.00	\$ 4,920.63
	Total AMP 3		19,856.33	9,883.30	\$ 29,739.63

	Less Payments			
	JASKULSKI,ERICA-57-20	PD IN FULLC/R2228.5ADJ30		\$ (2,228.50)
	PARK,KIMBERELY	PD IN FULL		\$ (1,275.00)
	SUMPTER,LELMEL	150,175,150,150,75		\$ (700.00)
	CARLUCCI,REBECCA			\$ (268.50)
	MCTAGUE,DESTINEE			\$ (240.50)
	CASSANO,REGINA			\$ (156.00)
	MARTZ.SIERRA			\$ (17.50)
		SUBTOTAL CASH		\$ (4,886.00)
		SUBTOTAL		\$ 24,853.63
	LESS JASKULSKI ADJ			\$ (30.00)
		SUBTOTAL		\$ 24,823.63
	Collections			\$ -
	SUMPTER,LELMEL	75,87.5,75,75,37.50		\$ 350.00
	MARTZ,SIERRA			\$ 8.75
	Total AMP 3			\$ 25,182.38
				\$ -
	TOTAL ALL AMPS			\$ 54,019.69
RENTAL ADDRESS	HORIZON VILLAGE			
APT 7011	MARLYNE AUSTIN	10/9/2019		\$ 240.00
APT 703	IRENE EVANS	7/16/2018		\$ 1,864.00
APT 7028	HOLLY TENCZA	6/12/2019		\$ 1,294.00
	TOTAL HORIZON VILLAGE			\$ 3,398.00
	RENTALS			
2935B HILLSIDE RD	ALEXANDRA DREZEK	8/7/2019		\$ 1,059.50
77 LAWRENCE ST	JAMES STEWART	10/4/2019		\$ 204.00
	TOTAL RENTALS			\$ 1,263.50

The Board approved the write-off of bad debts as presented in the amount of \$54,019.69 for Public Housing, \$3,398.00 for Horizon Village and \$1,263.50 for Rental Properties by motion of Mr. Yendrzejewski and seconded by Mrs. Chernavage. All "AYES". **Resolution No. 2020-02-03.**

BILLS AND PAYROLL: The Board reviewed the bills and payroll for period January 1 to January 31, 2020. Mr. Yendrzejewski motioned to approve the bills and payroll as submitted (see attached list) and to authorize that the proper officers sign proper vouchers. Mrs. Chernavage seconded the motion. All "AYES". **Resolution No. 2020-02-04.**

There being no further business to discuss, the meeting was adjourned by Chairperson Wanyo at 12:27 p.m.

Secretary – Housing Authority of the
County of Luzerne