

The Regular Meeting of the Housing Authority of the County of Luzerne was held on Tuesday, March 10, 2020, in the Board Room, Kingston Manor, 250 First Avenue, Kingston, PA, pursuant to the written notice of all members of the Authority.

PRESENT: Barry Yohey, Comptroller
Robert Wanyo, Chairperson
Rose Yarmel, Vice Chairperson
Alan Yendrzejewski, Member
Kathleen Chernavage, Member
Atty. Bruce Anders, Solicitor
Patrick Stoodley, Director Housing Management
Ryan Williams, Director of Security

ABSENT: Michael Molitoris, Executive Director
Leonard Brenner, Secretary/Treasurer

Chairperson, Mr. Wanyo called the meeting to order at 12:00 pm.

APPROVAL OF MINUTES: Minutes of the regular meeting held February 11, 2020, were approved by motion of Mr. Alan Yendrzejewski and seconded by Mrs. Kathleen Chernavage. All "AYES". **Resolution No. 2020-03-01.**

Mr. Yohey reported on the following:

MODERNIZATION: Mr. Yohey received a report from Joe Grady, head of maintenance stating there are a few Public Housing units ready to rent, the contractor has stopped installation of windows at Dundee Apts due to the winter months, the contractor has completed the installation of water heaters at Fairview Park and Meadowcrest and on-going bed bug treatments in progress for some units.

DEVELOPMENT: Michael Molitoris, Barry Yohey and Tom Elias met with the investors for the Dupont Project, everything is moving forward, with the expected closing date to be by May 29, 2020 and construction beginning the first or second week in June 2020. There are conference calls twice per week to discuss and inform all parties involved.

AWARD CONTRACT FOR EXTERIOR APARTMENT ENTRY DOORS AND STORM DOORS REPLACEMENT AT DUNDEE APARTMENTS: The Housing Authority recently advertised for bids for Exterior apartment entry doors and storm door replacements at Dundee Apartments, PA57-07. The following bids were received;

<u>Name of Bidder</u>	<u>Amount of Bid</u>
JIM DZIELAK'S CONTRACTING	\$103,028.00
CHAMPION BUILDERS	\$112,995.00
REDSTONE	\$133,000.00
BOGNET	\$149,878.00
HADLEY CONSTRUCTION	\$152,647.07

Mr. Yohey stated PennEastern Architects reviewed all bids and recommended the lowest bidder, Jim Dzielak's Contracting, Carbondale, PA. Based on this recommendation, the Board awarded the contract for exterior apartment entry doors and storm door replacements at Dundee Apartments, 57-07 to the lowest bidder, Jim Dzielak's Contracting in the amount of \$103,028.00 by motion of Mr. Yendrzejewski and seconded by Ms. Yarmel. All "AYES". **Resolution No. 2020-03-02.**

AWARD CONTRACTS FOR GENERAL CONSTRUCTION (CRAWL SPACE WORK) & ROOF CONSTRUCTION (ROOF WORK) AT GLEN LYON APARTMENTS PA57-20 AND AUTHORIZE NEGOTIATING NEWPORT TOWNSHIP FIRE FEE:

The Housing Authority recently advertised for bids for Contract #1 - General Construction (crawl space work) and Contract #2 - Roof Construction (Roof Work) at Glen Lyon Apartments, PA57-20. The following bids were received:

<u>Name of Bidder</u>	<u>Contract #1</u>	<u>Contract #2</u>
H & P Construction	\$227,635	\$ 83,650
Spotts Brother's Inc	No Bid	\$125,460
Detwiler Roofing	No Bid	\$180,000

A+E Group reviewed all bids and had a question regarding the bid submission. The bid packet was sent to Attorney Anders for his review. Attorney Anders reviewed, among other things, the Instructions to Bidders and PA Law regarding waiver for informalities. And after his review, Attorney Anders recommended awarding both contracts to H & P Construction, the lowest bidder. Joe Grady, head of maintenance, estimated the cost to be much higher than the lowest bid amount received. Also, there is a requirement in Newport Township to have a fireman present during an active construction site because it will require construction of a fire wall. This fee is included in the bid but the Housing Authority would like to negotiate this fee with Newport Township which in turn may decrease the total contract amount with H & P Construction. Based on this recommendation, the Board authorized awarding both Contract #1 and Contract #2 for Glen Lyon Apartments PA57-20 to the lowest bidder, H & P Construction and authorize negotiating with Newport Township to reduce the fireman fee which may decrease the total contract amount by motion of Ms. Yarmel and seconded by Mr. Yendrzeiwski. All "AYES". **Resolution No. 2020-03-03.**

BILLS AND PAYROLL: The Board reviewed the bills and payroll for period February 1 to February 29, 2020. Mrs. Chernavage 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. 2020-03-04.**

ADDRESSING THE CORONAVIRUS: Flyers have been printed from the CDC website regarding the proper techniques in personal hygiene and what you need to know regarding the Coronavirus. These flyers will be posted throughout the Housing Authority properties. Also, Ryan Williams, Director of Security will be contacting our Representative from HUD, Martina Washington for some pro-active guidance.

There being no further business to discuss, the meeting was adjourned by Chairperson Wanyo at 12:40 p.m.

Secretary – Housing Authority of the
County of Luzerne