

The Regular Meeting of the Housing Authority of the County of Luzerne was held on Tuesday, May 11, 2021, in the Luzerne County Housing Authority Board Room, Kingston Manor, 250 First Avenue, Kingston, PA, pursuant to the written notice of all members of the Authority.

PRESENT: Michael A Molitoris, Executive Director
Barry Yohey, Comptroller
Rose Yarmel, Chairperson
Kathleen Chernavage, Vice Chairperson
Alan Yendrzeiwski, Secretary/Treasurer
Robert Wanyo, Member
Leonard Brenner, Member
Atty. Bruce Anders, Solicitor
Patrick Stoodley, Director Housing Management
Ryan Williams, Director of Security

ABSENT:

Chairperson Yarmel called the meeting to order at 12:00 pm.

APPROVAL OF MINUTES: Minutes of the regular meeting held April 13, 2021, were approved by motion of Mrs. Chernavage and seconded by Mr. Wanyo. All "AYES". **Resolution No. 2021-05-01.**

Mr. Molitoris reported on the following:

DEVELOPMENT: Dupont Housing for the Elderly Development is on-going. The roof trusses were completed last week, the sheeting and shingles should be completed by the end of this week. So far, the project seems to be on schedule.

MODERNIZATION: The elevator at Kingston Gardens is down for an extended amount of time. The part needed has been ordered however it may take 4 to 6 weeks to receive part. All tenants have been offered units in other Developments; two tenants have moved into Lee Park and a few others moved in with family. Maintenance staff helped move the tenants into Lee Park and will also help with tenants carrying groceries, packages, etc. up and down the steps. The cost of repairs could be over \$70,000. Mr. Molitoris will be applying for Emergency Funding from HUD to cover the cost.

Capital Fund 2018 has been closed. Capital Fund 2019 - HUD increased the Adm Fee for Administrative costs from 10% to 15% therefore a revision is needed. Capital Fund 2021 was submitted using the 15% increase in administrative costs however HUD disallowed the increase. Mr. Molitoris appealed to Ms. Joanne Torres, HUD Representative and is waiting on a decision.

SALE OF PROPERTY: Mr. Molitoris suggested to the Board that the Authority sell two small parcels of land in Plains by Church Ridge Development. These two parcels of land are both odd shaped and are more of a liability than an asset. A Surveyor will be contacted and an update will be provided next board meeting.

BACKGROUND CHECKS FOR NEW HIRES: Mr. Williams, Director of Security is reviewing the hiring process for new hires regarding what type of background checks will be required and what offenses on record would not permit a new hire. After further discussion, Fingerprinting and Certified Driving History will be part of the hiring process. Attorney Anders will review the procedures and will submit his opinion next board meeting.

APPROVAL ON JOB POSITION: Mr. Molitoris is recommending that the Board appoint Kelsey Yohey, Accountant to Comptroller effective July 1, 2021. Ms. Yohey was employed by Nanticoke Housing Authority for over four years before starting with Luzerne County Housing Authority. She has been with the Housing Authority for over 4 years, in the capacity of Accountant since 2018 and is well

qualified for the position. The Board will accept his recommendation to promote Kelsey Yohey, Accountant to Comptroller effective July 1, 2021 by motion of Mrs. Chernavage and seconded by Mr. Wanyo. Mr. Yendrzejewski abstained. All "AYES". **Resolution No. 2021-05-02.**

BILLS AND PAYROLL: The bills and payroll for period April 1 to April 30, 2021 have been reviewed by the Board. Mr. Yendrzejewski motioned to approve the bills and payroll as submitted (see attached list) and to authorize that the proper officers sign proper vouchers. Mr. Wanyo seconded the motion. All "AYES". **Resolution No. 2021-05-03**

DUPONT PROPERTY: Mr. Yohey would like the Board to be aware Dupont Borough is interested in purchasing adjoining land next to our new Development in Dupont. The land will not be needed for the Development but our maintenance staff must maintain the land. The Officials from Dupont Borough would like to use this property for a new playground. Their Solicitor will be contacting Attorney Anders to discuss details.

WRIGHT MANOR: The Bureau of Elections contacted Mr. Molitoris for permission to use Wright Manor Community Room for Primary Election on May 18, 2021. The Community Room is currently used by the Seniors to serve lunch to the public. The original Polling place was across the street at a firehouse. The firehouse is under construction and will be unavailable to use. The County promised to sanitize before, during and after voting and provide their own security. The general public will be entering a side door to the community room and will not have access to the apartments.

There being no further business to discuss, the meeting was adjourned by Chairperson Yarmel at 12:47 p.m.

EXECUTIVE SESSION: The Board then held an Executive Session. Attorney Anders announced that the purpose of the Executive Session related to 65 Pa. C.S.A. §708(a)(1). Present at the Executive Session were all five (5) Board Members and Attorney Anders.

Secretary – Housing Authority of the
County of Luzerne