

The Regular Meeting of the Housing Authority of the County of Luzerne was held on Tuesday, May 12, 2020, 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. Due to the COVID-19 pandemic, some attendees joined the meeting via conference call.

PRESENT: Michael A Molitoris, Executive Director  
Barry Yohey, Comptroller  
Robert Wanyo, Chairperson  
Rose Yarmel, Vice Chairperson  
Alan Yendrzeiwski, Member via conference call  
Kathleen Chernavage, Member, via conference call  
Atty. Bruce Anders, Solicitor, via conference call  
Ryan Williams, Director of Security

ABSENT: Leonard Brenner, Secretary/Treasurer  
Patrick Stoodley, Director Housing Management

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

**APPROVAL OF MINUTES:** Minutes of the regular meeting held March 10, 2020, were approved by motion of Ms. Yarmel and seconded by Ms. Chernavage. All "AYES". **Resolution No. 2020-05-01.**

Mr. Molitoris reported on the following:

**DEVELOPMENT:** The Dupont Housing for the Elderly Development is proceeding. The Housing Authority requested additional funds of approximately \$500,000 from the Office of Community Development for this development and that request will be considered by OCD. The closing was scheduled for May 29, 2020, but has been delayed due to COVID-19. Hopefully, this will be held sometime in June.

**MODERNIZATION:** Capital funds have been approved. The Financial Statement for 2019 has also been approved.

**UPDATES FOR COVID-19 PROCEDURES:** Mr. Molitoris and Mr. Yohey reported that the Housing Authority has reduced the number of days staff works in an effort to keep possible exposure to the virus at a minimum. Maintenance staff is alternating on a 2-week schedule - one week 3 days and the next week 2 days with different workers covering the projects at all times. Only emergency cases and outdoor maintenance work is being performed. Administrative staff is also working similar work hours. This was to avoid laying off any employees. All lease and application processing and inspections have been on hold for both departments. HUD is not penalizing housing authorities for public housing vacancies due to the pandemic.

Mr. Molitoris reported that HUD has awarded special funds to cover any expenses in battling the virus. Section 8 received \$108,118 and Public Housing \$582,586. These funds must be accounted for separately and are to be used for any equipment, cleaning supplies, and man hours used in conjunction with the virus. Mr. Williams reported that the Housing Authority is working with their current software supplier, TenMast/MRI, to start remote work sites for staff, and also an online application process for the public. This will eliminate foot traffic at the offices and is very user friendly. New installations will also include adding remote meetings.

Mr. Yohey reported the main problems encountered with COVID-19 changes are the difficulty in obtaining much needed cleaning/sanitizing supplies and working remotely as participants' files contain Personally Identifiable Information and cannot be removed from the offices. The Housing Authority is checking into software additions in an effort to solve this problem.

He also reported that the Housing Authority has been very fortunate that there have not been any COVID cases with participants to this point.

**REQUEST FOR PROPOSAL:** Mr. Molitoris reported that an ad has been placed for a consultant to guide the Housing Authority with the transition of Public Housing units to RAD (Rental Assistance Development) Program. This will make the Housing Authority the landlord for any converted units. HUD is pushing this program and funding is available. He thinks it would be wise to be ready to make this change.

**DUPONT ELDERLY:** Atty. Anders requested a resolution with regard to the Dupont Housing for the Elderly Project.

The first resolution concerns the Agreement of Sale. The Housing Authority purchased the property from Dupont Borough for \$289,000. The property was then sub-divided into four parcels. Parcel 1 is a portion of a public street; Parcel 2 is the basketball court area; Parcel 3 is for the proposed 3-story, 36-unit building; and Parcel 4 will be retained for possible future development. The Housing Authority will sell Parcel 3 to Dupont Housing for Elderly LP for \$100,000. The Board approved the sale of Parcel 3 of the Dupont property to HACL Housing Corp and authorized Michael Molitoris or Barry Yohey in his absence, to sign any and all documents regarding the sale. On the motion of Ms. Yarmel and seconded by Mr. Yendrzejewski, **Resolution No. 2020-05-02** was adopted by unanimous vote.

The second resolution requested by Atty. Anders concerns the Housing Authority's involvement in the Dupont Housing for the Elderly Project as a sponsor and guarantor. Atty. Anders requested a resolution authorizing Michael Molitoris, Executive Director or Barry Yohey, Second Assistant Secretary/Treasurer, in Mr. Molitoris' absence, to sign any and all documents as needed for the project on behalf of the Housing Authority. Additionally, the Resolution ratified, confirmed, adopted and approved any and all actions taken by the Executive Director or Second Assistant/Treasurer in connection with the matters authorized by the Resolution. On the motion of Ms. Chernavage and seconded by Mr. Yendrzejewski, **Resolution No. 2020-05-03** was adopted by unanimous vote.

**AMEND SECTION 8 ADMINISTRATIVE PLAN:** Bed bugs are a growing problem on a national level, and as such, the Housing Authority has developed this policy for the Section 8 Housing Choice Voucher program. The purpose of this policy is to establish roles and responsibilities for landlords, participants and the Housing Authority to minimize the potential for bed bugs. Also, to provide guidance in cases where bed bugs are present to eliminate them as quickly as possible and provide guidelines when a move is required. This will be added to the Administrative Plan as Appendix A.

Appendix A was mailed to all board members for review, and the Board approved adding the Bed Bug Policy to the Section 8 Administrative Plan by motion of Mr. Yendrzejewski and seconded by Ms. Yarmel. All "AYES". **Resolution No. 2020-05-04.**

**BILLS AND PAYROLL:** The bills and payroll for period March 1 to April 30, 2020 have been mailed to the Board for review. Ms. Yarmel motioned to approve the bills and payroll as submitted (see attached list) and to authorize that the proper officers sign proper vouchers. Ms. Chernavage seconded the motion. All "AYES". **Resolution No. 2020-05-05**

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