

The Regular Meeting of the Housing Authority of the County of Luzerne was held on Tuesday, June 9, 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
Kathleen Chernavage, Member, via conference call
Atty. Bruce Anders, Solicitor, via conference call
Ryan Williams, Director of Security
Patrick Stoodley, Director Housing Management

ABSENT: Leonard Brenner, Secretary/Treasurer
Alan Yendrzeiwski, Member

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

APPROVAL OF MINUTES: Minutes of the regular meeting held May 12, 2020, were approved by motion of Ms. Chernavage and seconded by Ms. Yarmel. All "AYES". **Resolution No. 2020-06-01.**

Mr. Molitoris reported on the following:

DEVELOPMENT: The Dupont Housing for the Elderly Development is proceeding with a strict timeline. The Consultant for the project, Mr. Tom Elias will be submitting the Submission paperwork to PHFA. Upon the approval of PHFA, which may take up to 6 weeks, the Submission paperwork will then be forwarded to the Investor group for their approval. If the Project continues to move forward, the Investors would like the construction to be completed by September 1, 2021 giving the Housing Authority 3 months to lease up the apartments by December 1, 2021. The construction of the building will take 15 months if the weather cooperates. The closing date has not been re-scheduled at this time but hopefully by the end of June, 2020. Mr. Molitoris will keep the Board Members informed.

MODERNIZATION: H & P Construction, Inc will soon begin the roof and crawl space work at Glen Lyon Apartments.

UPDATES FOR COVID-19 PROCEDURES: Mr. Molitoris reported that Luzerne County is now under the Yellow phase, staff will continue to work 3 days per week anticipating the county will soon go to the Green phase which would bring the staff back 5 days per week. Our maintenance staff has been installing plastic barriers in the interview and satellite offices. All lease and application processing and inspections are still on hold for both departments.

Mr. Molitoris received a notice from HUD that the special funds awarded (Section 8 received \$108,118 and Public Housing \$582,586) to combat the Covid 19 virus can now be used in other areas, not strictly related to the virus.

UPDATING SECURITY CAMERAS: Mr. Williams will be updating the security cameras throughout the housing projects. The first housing project will be Lee Park Towers, hopefully followed by Kingston Manor in the fall and Plymouth Elderly early next year. The equipment was purchased through the COSTARS program.

AWARD CONTRACT FOR ON-CALL PROFESSIONAL SERVICES: 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. The following proposals were received:

1. GROUP 14 ENGINEERING
2. BARRY ISETT & ASSOCIATES

The proposals were due Monday, June 1, 2020 at 10 am. The Housing Authority did receive the second proposal from Barry Isett & Associates through the US Mail on June 1 at 2:43 pm making this proposal ineligible for consideration. Group 14 Engineering's proposal had been received on May 21, 2020 at 11:45 am. This firm is a small business firm and has been evaluated on: key personnel, relevant experience, and budget and time abilities acceptable and relevant experience. Mr. Molitoris thinks it would be wise to be ready to make this change however more research, information and discussions are needed before transitioning to the RAD Program.

Mr. Molitoris recommends the Board authorize him to negotiate the contract with Group 14 Engineering when the decision has been made to convert to the RAD Program. The Board authorized negotiating a contract with Group 14 Engineering by motion of Ms. Yarmel and seconded by Ms. Chernavage. All "AYES". **Resolution No. 2020-06-02.**

BILLS AND PAYROLL: The bills and payroll for period May 1 to May 31, 2020 have been mailed to the Board for review. Ms. 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. 2020-06-03**

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