

The Regular Meeting of the Housing Authority of the County of Luzerne was held on Tuesday, September 14, 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: Barry Yohey, Executive Director  
Rose Yarmel, Chairperson  
Kathleen Chernavage, Vice Chairperson  
Alan Yendrzejewski, Secretary/Treasurer  
Robert Wanyo, Member  
Ryan Williams, Director of Security  
Patrick Stoodley, Director Housing Management  
Atty. Bruce Anders, Solicitor

ABSENT: Michael A Molitoris, Deputy Director

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

**APPROVAL OF MINUTES:** Minutes of the regular meeting held August 10, 2021, were approved by motion of Mrs. Chernavage and seconded by Mr. Yendrzejewski. All "AYES". **Resolution No. 2021-09-01.**

Mr. Yohey reported on the following:

**DEVELOPMENT:** The Dupont Project is moving forward. Due to the Tax Credit Rules a Management Company has been hired to advise the Authority on Leasing up tenants. There are approximately 50 applicants thus far. A preference is given to Dupont residents, Luzerne County residents and Veterans. Screenings will begin shortly.

**MODERNIZATION:** Maintenance continues to work on vacant units in preparation for rental. Work is on-going replacing the entry doors in Exeter and also working on plans to complete a major overhaul on the Exeter Apartments.

**AWARD BID FOR SEWER PROJECT FOR KINGSTON MANOR:** The Housing Authority recently advertised for bids for Storm and Sanitary Sewer Improvement Project for Kingston Manor 57-6. The following bids were received;

<u>Name of Bidders</u>	<u>Base Bid</u>	<u>Add-On</u>
American Asphalt Paving Co	\$ 85,330.00	\$ 7,802.00
James T O'Hara	\$ 99,500.00	\$ 9,050.00
Linde Corp	\$111,823.00	\$ 6,558.00
Neal Lynn, Inc	\$174,362.35	\$ 4,912.24
Wexcon	\$128,681.00	\$78,542.00

Mr. Yohey stated our Engineer and Solicitor reviewed the bids and recommended the lowest bidder, American Asphalt Paving Co from Shavertown, PA.

Based on these recommendations, the Board awarded the contract for storm and sanitary sewer improvement project for Kingston Manor 57-6 to the lowest bidder, American Asphalt Paving Co for Base Bid of \$85,330.00 and Add-On \$7,802 for a total of \$93,132.00 by motion of Mr. Yendrzejewski and seconded by Mr. Wanyo. All "AYES". **Resolution No. 2021-09-02.**

**PREPARING ANNUAL PLAN:** The 2022 Annual Plan will be available to the public starting September 13, 2021. A resident advisory board meeting is scheduled for Wednesday, September 15 and the public input hearing has been scheduled for Thursday, September 23, 2021. Both meetings are scheduled for 12 noon here at the Administrative Office. The information was advertised in the Citizens' Voice on Friday, September 3, 2021.

Also, HUD requires two forms to be signed by the Board Chairperson to be included with the Annual Plan. The first form, HUD-50077-CR, "A Civil Rights Certification; Annual Certification and Board Resolution" to approve the submission of the 5-year PHA Plan. The second form, HUD-50077-ST-HCV-HP, "PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations including PHA Plan Elements that Have Changed" to approve the submission of the Annual Plan 2022.

Mr. Wanyo motioned to approve the Board Chairperson to sign form HUD 50077-CR, "A Civil Rights Certification; Annual Certification and Board Resolution" to approve the submission of the 5-year PHA Plan. Mrs. Chernavage seconded the motion. All "AYES". **Resolution No. 2021-09-03.**

Mrs. Chernavage motioned to approve the Board Chairperson to sign form, HUD-50077-ST-HCV-HP, "PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations including PHA Plan Elements that Have Changed" to approve the submission of the Annual Plan 2022. Mr. Wanyo seconded the motion. All "AYES". **Resolution No. 2021-09-04.**

**EMPLOYEE HANDBOOK:** The Employee Handbook has not been updated since February 17, 2011. The changes/additions have been reviewed with the Solicitor and now the Board needs to review and approve. Mrs. Chernavage motioned to approve the updated Employee Handbook and Employee Acknowledgement Form. Mr. Yendrzejewski seconded the motion. All "AYES". **Resolution No. 2021-09-05**

**BILLS AND PAYROLL:** The bills and payroll for period August 1 to August 31, 2021 have been reviewed by the Board. Mrs. Chernavage motioned to approve the bills and payroll as submitted (see attached list) and to authorize that the proper officers sign proper vouchers. Mr. Yendrzejewski seconded the motion. All "AYES". **Resolution No. 2021-09-06**

**New Business:** There is a new Federal Mandate that requires Federal Employees to be vaccinated by November 2021 or submit to weekly covid tests. The Solicitor will review the federal mandate to see if and how it will affect the Authority. Rose Yarmel has completed her zoom training with HDLI reviewing the Boards responsibilities. This training will help update the By-Laws, Policy and Procedures.

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

Secretary – Housing Authority of the  
County of Luzerne