

The Regular Meeting of the Housing Authority of the County of Luzerne was held on Tuesday, October 12, 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
Michael A Molitoris, Deputy Director
Rose Yarmel, Chairperson
Kathleen Chernavage, Vice Chairperson
Alan Yendrzejewski, Secretary/Treasurer
Robert Wanyo, Member
Ryan Williams, Director of Security
Atty. Robert Anders, Solicitor

ABSENT: Patrick Stoodley, Director Housing Management

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

APPROVAL OF MINUTES: Minutes of the regular meeting held September 14, 2021, were approved by motion of Mrs. Chernavage and seconded by Mr. Yendrzejewski. All "AYES". **Resolution No. 2021-10-01.**

Mr. Yohey reported on the following:

DEVELOPMENT: The Dupont Project is moving forward. There are approximately 70 applicants thus far on the waiting list. Tenant screenings have begun. 12 tenants must be housed by January, 12 tenants by February and 12 tenants by March, 2022 to fill all 36 units. If not, a penalty will incur from the Investment Company.

MODERNIZATION: Mold issues have been resolved in two family units. Work is 90% complete replacing the entry doors in Exeter. The Pre-construction meeting will be held this week with American Asphalt for storm and sanitary sewer improvement project. PennEastern should have the plans completed in the next month to advertise for bids to complete the major overhaul on the Exeter Apartments.

AUTHORIZE NEGOTIATING CONTRACT FOR AUDIT – YEARS ENDING DECEMBER 31, 2021 AND DECEMBER 31, 2022: The Housing Authority advertised for proposals to conduct the audit of the Housing Authority's books of account and records for the years ending December 31, 2021 and December 31, 2022. One proposal was received:

<u>FIRM NAME</u>	<u>2021 PROPOSAL</u>	<u>2022 PROPOSAL</u>
Hymanson, Parnes & Giampaolo	\$16,950	\$16,950

Mr. Yohey requested that the Board allow him to negotiate with Hymanson, Parnes & Giampaolo as they have performed the audits during the past 7 years, are experienced with the Housing Authority's records and staff, and have made suggestions for changes to benefit the Housing Authority.

The Board approved negotiating a contract with Hymanson, Parnes & Giampaolo for the audits of the Housing Authority's books of account and records for the years ending December 31, 2021 and December 31, 2022 by motion of Mr. Wanyo and seconded by Mrs. Chernavage. All "AYES". **Resolution No. 2021-10-02.**

AWARD CONTRACT FOR LEGAL SERVICES: (Attorney Anders left the room during this action.) The Housing Authority of the County of Luzerne advertised a Request for Proposals for Legal Services for the Period 2022 – 2024. There was one proposal received:

NAME OF SUBMITTER
Bruce K. Anders

Atty. Anders has been a faithful attendee at the Board meetings of the Authority and Solicitor for the past 19 years. He has over 38 years' experience as an Attorney, maintaining an office in Wilkes-Barre. He is extremely knowledgeable of HUD guidelines and Authority policies. He is an active member of National Association of Housing and Redevelopment Officials (NAHRO) and Housing Development and Law Institute (HDLI). Additionally, Atty. Anders has vast experience with land development, acquisitions, Public Housing and Section 8 regulations, tenant/landlord law, fair housing, lease termination, contract law, etc. Atty. Anders is highly committed to the Authority and its goals. Mr. Yohey recommended he be re-appointed as Solicitor for the Housing Authority of Luzerne County for three years: 2022, 2023, 2024 and authorize Mike Molitoris to negotiate the contract. The Board approved re-appointing Atty. Anders as Solicitor for the Housing Authority of Luzerne County for three years: 2012, 2023, and 2024 by motion of Mr. Yendrzeiwski and seconded by Mr. Wanyo. All "AYES". **Resolution No. 2021-10-03.**

APPROVAL OF SUBMISSION OF YEAR 2022 AGENCY ANNUAL PLAN: Mr. Yohey stated that the Housing Authority has completed all of its required duties before submission of the Annual Plan. It was made available for public review. No one showed for the Public Hearing Meeting or the Resident Council Meeting. Ryan Williams will electronically submit the Plan to HUD. The Board approved submission of the Annual Plan for year 2022 by motion of Mrs. Chernavage and seconded by Mr. Wanyo. All "AYES". **Resolution No. 2021-10-04.**

BILLS AND PAYROLL: The bills and payroll for period September 1 to September 30, 2021 have been reviewed by the Board. Mr. Wanyo motioned to approve the bills and payroll as submitted (see attached list) and to authorize that the proper officers sign proper vouchers. Mr. Yendrzeiwski seconded the motion. All "AYES". **Resolution No. 2021-10-05**

NEW BUSINESS:

- The Audit for Year 2020 has been completed with no findings.
- Ryan Williams will negotiate with a Real Estate Photography Company to update our Website. 3D tours of units will be displayed on the website along with pictures of the different projects available to rent.
- General inspections per unit will now occur every quarter for cleanliness, smoking, bed bugs, garbage, etc. If an issue is found, the tenant will have two weeks to correct. The Project Manager along with Maintenance staff will return to re-inspect unit. The inspection staff will coordinate with the yearly Inspector.
- New Video Camera's will be installed at Plymouth Elderly, 57-2, replacing older cameras.
- Two parcels of property near Church Ridge will be appraised and advertised for sale.

There being no further business to discuss, the meeting was adjourned by Chairperson Yarmel at 12:35 p.m.

Secretary – Housing Authority of the
County of Luzerne