

**HOUSING AUTHORITY OF THE COUNTY OF LACKAWANNA
BOARD OF COMMISSIONERS
REORGANIZATION MEETING
January 14, 2025**

The Board of Commissioners of the Housing Authority of the County of Lackawanna met on Tuesday, January 14, 2025 at 5:30p.m. In the Agency Office, 2019 W. Pine Street, Dunmore, Pa. 18512.

Following the Pledge to the Flag, the meeting was called to order by Paul Walker, Chairman, who presided over this portion of the meeting. Upon the roll call the following members were present.

Mr. Paul J Walker
Mr. Mark Wallis
Mr. Al Dorunda
Mr. Thomas Barrett

Also present were:

Mr. Patrick Padula, Executive Director
Mr. Johnnie Jackson, Deputy Executive Director
Ms. Nancy Ikeler, Administrative Assistant
Mr. Joseph D'Arienzo
Atty. Rocco V. Valvano Jr., Solicitor

Absent:

Mrs. Mary Elizabeth Nealon
Mr. John Prislupski, Comptroller

Approval of Minutes:

A motion to accept the minutes of the December 12, 2024 was made by Mr. Barrett and seconded by Mr. Wallis.

All Board Members present voted in favor.

Approval of Vouchers:

A motion to approve the vouchers was made by Mr. Wallis and seconded by Mr. Barrett.

All Board Members present voted in favor.

Public Comment Period:

None

Treasurer Report:

A motion was made by Mr. Dorunda and seconded by Mr. Wallis to approve the treasurer report as distributed.

All Board Members present voted in favor.

Executive Director Padula was unanimously appointed temporary Chairman to conduct the reorganizational and officer election portion of the meeting. A motion was made by Mr. Wallis and seconded by Mr. Dorunda.

All Board Members present voted in favor

Temporary Chairman Padula requested nominations for Board Members to hold office for a one

year term from the first Monday, January 2024 to the first Monday, January 2025. They are as follows:

Currently all seats are vacant. We entertain a motion that all positions will remain the same. Solicitor Valvano read the following list.

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|--------------------------------------|-----------------------|
| <u>Chairman:</u> | Paul J. Walker |
| <u>1st Vice Chairman:</u> | Al Dorunda |
| <u>2nd Vice Chairman:</u> | Mary Elizabeth Nealon |
| <u>Secretary:</u> | Mark Wallis |
| <u>Treasurer:</u> | Thomas Barrett |

Prior to relinquishing the temporary Chairmanship, Mr. Padula congratulated the newly elected Board. Newly elected Chairman Walker thanked all the Board Members and the administration for a job well done and was looking forward to working with everyone again this year.

RESOLUTION 4500

Resolved to authorize nominating Nancy Ikeler assistant Secretary/Treasurer to the Board of Commissioners.

Following the reading of the resolution by Chairman Walker stating in case the Secretary/Treasurer cannot make the meeting. A motion was made by Mr. Wallis and seconded by Mr. Dorunda.

All Board Members present voted in favor.

RESOLUTION 4501

Resolved to authorize travel for Board Member and Agency staff to attend various housing related seminars and conferences throughout 2025.

Following the reading of the resolution by Chairman Walker a motion was made by Mr. Wallis and seconded by Mr. Dorunda.

On the question, Executive Director Padula stated that as you are aware we send staff and Board Members to various trainings for knowledge and certification in housing positions. With Board approval we train staff and Board Members where we feel necessary for the year 2025.

All Board Members present voted.

RESOLUTION 4502

Ratify the Life insurance policies for the Members of the Board of Directors.

Following the reading of the resolution by Chairman Walker, a motion was made by Mr. Wallis and seconded by Ms. Dorunda.

On the question, Executive Director Padula stated part of being on the Board entitles members to a life insurance policy. We renew these policies annually.

All Board Members present voted in favor.

RESOLUTION 4503

Resolved to authorize the renewal and updated revisions of the following policies:

- Applicant Screening Policy
- Cell Phone Policy
- Computer Policy
- COVID Policy
- Disposition of Non Expendable Equipment
- Dress Policy
- Drug Free Workplace
- Criminal, Drug Treatment and Registered Sex Offender Classification Records Management Policy
- EIV (Enterprise Income Verification)
- Fair Housing Policy
- Residential Lease Agreement

- Media Policy
- Personnel Policy
- Pet Policy
- Procurement Policy
- Recycling Policy
- Rent Payment Policy
- Sexual Harassment Policy
- Smoking Policy
- Telecommuting Policy
- Travel Policy
- Vehicle Use Policy

Following the reading of the resolution by Chairman Walker, a motion was made by Mr. Wallis and seconded by Mr. Barrett.

On the question, Executive Director Padula stated we wanted to update all the agency policies with a board resolution yearly with any changes will be brought to the Board's attention. Any HUD rules that may be changes throughout the year EIV or Leases we will bring any changes to your attention for your approval. We do know that there will be some changes to Section 8. The Housing Authority has been giving 14 day notice for none payment of rent, during COVID HUD made it 30 days, then after COVID they went back to the 14 day notice, effective 1/13/25 there was a Public Notice that we are mandated to go to 30 day notice.

All Board Members present voted in favor.

RESOLUTION 4504

Resolved to authorize the write off collection loss balance for vacated residents.

Following the reading of the resolution by Chairman Walker, a motion was made by Mr. Barrett and seconded by Mr. Dorunda.

On the question, Executive Director Padula stated in your packet you will find correspondence from the Agency staff members requesting authorization to write off balance left by former residents upon vacating. All of these have not had any activity for a period of 2 months. With Board approval the appropriate staff will take necessary measures to write off these account balances.

All Board Member present voted in favor.

Old Business:

We received one proposal in regard to the Jessup Development and we are not accepting due to issues from the last time we dealt with this company. We will rebid at another time.

New Business:

We had 2 agents from the Inspector General (OIG) in regard to a complaint that they received on a landlord from a Section 8 Tenants they alleged that they are being Sexual Harassment by the landlord. So we have been gathering information for them to complete their review of the situation. One thing that I should mention that when we were contacted by this tenant we immediately issued her a new voucher to find a new apartment.

Report of the Executive Director

Section 8:

The program is doing well and we may start leasing again as you are aware that HUD had us stop issuing vouchers because our program is outperforming the funding that we are receiving. We do have a phone call tomorrow to discuss this with HUD.

We just received funding for January and our HAP and Admin fees are increasing. We currently have the Admin fee up to \$51,000.00 for the month which was our goal. This will allow us to keep running the dept. and take our fees when we need them. When our team started our Admin fees were around \$27,000.00 so with the hard work that our Section 8 has team has done the fees are really increasing.

Capital Fund:

An Elevator Inspection is scheduled for early February at Blakely High Rise. The elevator had a few problem, which included a fire alarm inside, couple of change orders, and some construction problems but we are certain that this will be corrected and we will pass the inspection.

This concludes the Report of the Executive Director. A motion was made by Mr. Wallis and seconded by Mr. Dorunda.

All Board Members present voted in favor.

Adjourn

A motion was made by Mr. Dorunda and seconded Mr. Barrett.

All Board Members present voted in favor.



Secretary