

HOUSING AUTHORITY OF THE COUNTY OF LACKAWANNA
BOARD OF COMMISSIONERS
February 11, 2025

The Board of Commissioners of the Housing Authority of the County of Lackawanna met on Tuesday, February 11, 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
Mrs. Mary Elizabeth Nealon

Also present were:

Mr. Patrick Padula, Executive Director
Ms. Nancy Ikeler, Administrative Assistant
Mr. Joseph D'Arienzo, Administrative Clerk
Atty. Chris Osborne, for Rocco Valvano, Solicitor

Absent:

Mr. Thomas Barrett
Mr. John Prislupski, Comptroller
Mr. Johnnie Jackson, Deputy Executive Director

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. Dorunda.

All Board Members present voted in favor.

Public Comment Period:

None

Treasurer Report:

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

All Board Members present voted in favor.

RESOLUTION 4505

Resolved to authorize the Executive Director to obtain quotes from qualified consulting services for special projects.

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, every year we do a blanket resolution, for the Executive Director to engage in conversation with outside consultants for guidance on any special projects or specialized questions that we may have. The Board will be well informed prior to and throughout our discussions with these consultants.

All Board Members present voted in favor.

RESOLUTION 4506

Resolved to authorize the Executive Director to enter into a contract with Total Grant Services for its Grant Writing Services.

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

On the question, Executive Director Padula stated, as you are aware we had two proposals, which were, Total Grant Services and Hailstone Economic. After our in house panel reviewed the proposals we decided that we will only be willing to offer a six month contract and review the performance of the consultant at that time, we also will ask for detailed monthly billing so we can monitor the performance of the consultant. We decided that Total Grant Services would be a better option for our Agency to work with. We will work with Attorney Valvano and Attorney Syme to execute a contract for consultant services.

With Board approval tonight we will execute a contract with Total Grant Services for them to start working on Grants for the Authority.

All Board Members present voted.

RESOLUTION 4507

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: Director Padula stated that he rode the Elevator at the Blakely High Rise. It's up and running. The future plan is to start the Elevator at the Dunmore High Rise.

Mrs. Nealon asked about the leak in the Taylor site. Director Padula stated the repair has been made and we are waiting on the current bill. We now have a program to track all of our utilities. Also, we are still working with Ten and we will be applying for our application for the Energy Performance.

New Business: None

Report of the Executive Director

Public Housing is running smoothly, enforcing our leases and continue to lease applicants. Section 8 is currently closed, but we continue to process the Section 8 Applications and we are currently issuing vouchers. We currently issued 724 vouchers and 20 currently looking for housing. We currently continue to send top of list letters to applicants.

Ms. Ikeler would like update the Board in regard to our Safety Committee stated that we Certified 10 Employees for the Safety Committee 2025. We receive 5% discount on our Worker's Compensation Insurance.

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

All Board Members present voted in favor.

Adjourn

A motion was made by Mr. Wallis and seconded Mrs. Nealon.

All Board Members present voted in favor.

A handwritten signature in blue ink, appearing to be 'M. Wallis', written over a horizontal line.

Secretary