

**HOUSING AUTHORITY OF THE COUNTY OF LACKAWANNA  
BOARD OF COMMISSIONERS  
March 11, 2025**

The Board of Commissioners of the Housing Authority of the County of Lackawanna met on Tuesday, March 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  
Mr. Thomas Barrett

Also present were:

Mr. Patrick Padula, Executive Director  
Mr. Joseph D'Arienzo, Administrative Clerk  
Mrs. Denise Delvecchio, PH Clerk  
Atty. Rocco Valvano, Solicitor  
Mr. Jim Creedon, Ten Efficiency Network

Absent:

Ms. Nancy Ikeler, Administrative Assistant  
Mr. John Prislupski, Comptroller  
Mr. Johnnie Jackson, Deputy Executive Director

**Approval of Minutes:**

A motion to accept the minutes of the February 11, 2025 was made by Mr. Wallis and seconded by Mr. Barrett.

All Board Members present voted in favor.

**Approval of Vouchers:**

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

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.

### **RESOLUTION 4508**

**Resolved to authorize the Executive Director to enter into contract with Horizon Software.**

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

On the question, Executive Director Padula stated, that our current software company is MRI Services and we are not satisfied with their service. Horizon will be building the software to our needs and will also be offering training as long as we need it. The cost of the new program is estimated to be between \$85,000 - \$100,000. It will be taken out of our Capital Budget. We will keep you updated on this. They will offer training to the staff as long as they need it.

With Board approval tonight, we will make this conversion over to the Horizon.

All Board Members present voted in favor.

### **RESOLUTION 4509**

**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. Dorunda and seconded by Mr. Barrett.

On the question, Executive Director Padula stated in your packet you will find correspondence from the Agency staff members requesting authorization to write off the balance left by former residents upon vacating. All of these have not had any activity for a period of two 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 are going to put the building of the new sites on hold. They may want us to get creative, to find more non-profits and banks for funding. The lawyer we have is pricey; his rate is around \$50,000.00 which is paid through Capital Fund. We will get reimbursed. The design can be as much as \$250,000.00 just to make a plan. I just want to open this up for discussion. We are worried about being reimbursed through HUD. Chairman Walker agreed for us to put a hold temporary until we have more information on future HUD funding and overall operation.

Mr. Jim Creedon was asked to give a snapshot of what Ten does.

Ten is an Energy Efficiency company based in Pittsburgh. The idea of our company is to look at all the assets of the Authority and find ways to save energy. We will use the savings to pay for project. The Authority did an Energy Efficiency study 15 years ago. Some of our team was part of the Energy Efficiency that was done by HACL. We have looked at all of our units, with exception of Section 8 of Jessup and the new buildings at Jessup. We will be replacing 350 new furnaces, 155 heat & hot water systems. We will also be attacking water savings by replacing faucets, shower heads, toilets, 675 refrigerators, and lighting both in and outside. Weatherizing caulking, new doors, possibly new siding will be done, and solar maybe installed at the Dunmore 02 site. Checking for leaks and re-piping those leaks at various sites. We hope to send this review to HUD by the end of June, which generally takes 60-90 for approval. This work should begin in the fall. We are working with Peoples Bank on a term sheet for financing. After several months, we will bring back the savings report to the Board to be approved. The Declaration of Trust has been reviewed with Atty. Valvano. HUD requires a lot of paper work to get this done. We will manage the entire process.

If we don't save the money to make the financing payment, Ten will pay the bill. The M&V Report will be sent to the Executive Director for his review and signature. This will be laid out in the agreement. We are not relying on the Federal Government for any money. Ten will manage the vendors in regard to warranty of these units.

This project will be good for 15 years.

**New Business:** None

### **Report of the Executive Director**

Public Housing is doing well, leasing apartments, and accepting applications. Mrs. Delvecchio then explained the process. Section 8 is also doing well and they continue to process vouchers. Capital Fund doing improvements as needed.

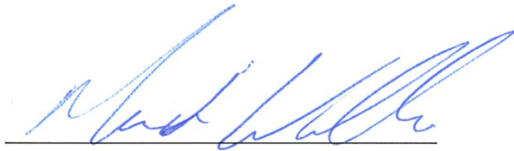
This concludes the Report of the Executive Director. A motion was made by Mr. Barrett and seconded by Mr. Wallis.

All Board Members present voted in favor.

### **Adjourn**

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

All Board Members present voted in favor.

A handwritten signature in blue ink, appearing to be "Mrs. Nealon", written over a horizontal line.

**Secretary**