



Housing Authority of Queen Anne's County

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Executive Director

Katya Lindsey

Board Members

Richard D. Cira

Courtney Billups

Mike Arntz

Judy Kropfelder

Tina M. Trice

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BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

February 13, 2023, 4:02 p.m.

Present:

<u>Board Member</u>	<u>Present</u>	<u>Absent</u>
Chairperson: Cira, Richard D.	X	
Billups, Courtney	X	
Arntz, Mike	X	
Kropfelder, Judy	X	
Trice, Tina M.		X

- **CALL TO ORDER**

- Prayer
- Pledge of Allegiance

- **Approval of Minutes**

- **Approval of Minutes from January 9, 2023**

- i. Chairman Kropfelder asked members of the board if they reviewed the previous meeting minutes. Commissioner Billups stated there was a sentence under Old Business Financial/Monthly business needed a correction. Commissioner Kropfelder made a motion to approve the meeting minutes with the corrections. Commissioner Cira seconded the motion. Commissioners Cira, Billups, Trice and Kropfelder voted yes. Commissioner Arntz absent. The motion carried.

- **NEW BUSINESS**

- i. Ms. Lindsey stated that there was no new business and asked the board if there was anything that they wanted to discuss. Commissioner Cira asked about the Housing Authority property management staff. Ms. Lindsey stated that Ms. Lisa Dortch is the Property Manager and Mrs. Yolanda Fennell is the Assistant Property Manager. Commissioner Kropfelder asked who is K. Wilson? Ms. Lindsey stated that Ms. Wilson is the Housing Specialist. Commissioner Cira stated that Maintenance is the only staffing issue. Ms. Lindsey stated that we are down to two maintenance personnel and our goal is to get back to three. Maintenance staffing is challenging. Commissioner Cira congratulated on the progress of the staffing. Commissioner Cira started talking about having one in-person meeting each quarter and stated that it would be nice if everyone could attend to meet. Ms. Lindsey stated that the March Board Meeting would be at Grasonville Terrace. Commissioner Cira asked if I could plan for all employees to attend. Ms. Lindsey stated that if they don't have any prior engagements they can attend. Commissioner Kropfelder asked when you say at Grasonville Terrace are you talking about the Senior Center. Ms. Lindsey stated yes that it will be at the Grasonville Senior Center.

- **OLD BUSINESS**

- **Financial/Monthly Update**

- i. The is a brief discussion on the monthly development reports. Commissioner Cira started with Fisher Manor. He stated that we have 4 vacancies. Ms. Lindsey stated that at the time the monthly development was drafted those numbers were corrected. We have 3 vacancies with a lease -up by the end of February. So that will leave 2 vacant units. Foxxtown will have a new lease up by end of week. Commissioner Cira stated we had 5 vacancies. Ms. Lindsey stated we have two lease ups this month. Leaving one vacant unit due to a tenant passing earlier in the month. Terrapin Grove has a lease up this week and one transfer. This will leave 3 two-bedroom units. Commissioner Cira asked regarding the longest outstanding work order. Ms. Lindsey had property management answer the question. Ms. Dortch stated that June 2021 was the longest open. There is discussion from the board regarding the timeframe. Ms. Lindsey stated that she would need to research the work order as she believed that the work was completed but the work order was not closed in the system. Ms. Lindsey stated she would give an update to the board. The is a brief discussion on the monthly development reports.

- **PUBLIC COMMENT**

- i. Mickey Pirrone-Foxxtown
 - Ice makers are not working for some of the tenants that received refrigerators. Felt as if he was getting the run around after a vendor for a different grant informed him that he is not responsible for the refrigerator that was previously installed.

Ms. Lindsey informed the Board that the original grant equipment was done in partnership with Queen Anne's County Community Services. The issue was reported shortly after the refrigerators were delivered. Ms. Lindsey contacted Community Services and they sent the vendor out to fix the issue. Ms. Lindsey didn't know that there continued to be an ongoing issue with ice makers. Ms. Lindsey stated she would reach out to her contact at Community Services.

Commissioner Billups made a remark regarding the MOU and the importance of getting once signed. Ms. Lindsey stated she sends an email every month.

Chairman Billups thanked all those who attended the meeting.

- **ADJORNMENT**

Commissioner Trice made a motion to adjourn the meeting at 4:30PM. Commissioner Billups seconded. Commissioners Cira, Billups, Kropfelder, Arntz, Trice voted yes. The motion carried.