



Housing Authority of Queen Anne's County

205 East Water Street, Suite 100, P.O. Box 280
Centreville, MD 21617

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Executive Director

Katya Lindsey

www.qacha.org

Board Members

Richard D. Cira
Courtney Billups
Mike Arntz
Judy Kropfelder
Tina M. Trice

BOARD OF COMMISSIONERS REGULAR MEETING

205 E. Water St. Suite 100

Centreville, MD 21617

To comply with the Governor's proclamation declaring the state of emergency in Maryland, to minimize the person to person spread of COVID-19, we ask the citizens stay home and join the Board of Commissioner Regular Meeting by Zoom.

Join Zoom Meeting: <https://zoom.us/j/95165312612?pwd=ajdaaENXRW5WekJybHA2TVU2dW1OUT09>

Meeting ID: 964 8774 0659 Password: 276604_Phone: 301-715-8592

AGENDA

SEPTEMBER 14, 2020 4:00p.m.

1. CALL TO ORDER

- Prayer
- Pledge of Allegiance
- Approval of Meeting Minutes

2. NEW BUSINESS

- Welcome Commissioner Tina Trice
- Monthly Development Reports

3. OLD BUSINESS

- Survey Results for Smoke-Free Communities
- Update-Forensic Audit
- Update-Grants

4. PUBLIC COMMENT

5. CLOSED SESSION

- **3-305(b) 8:** To consult with staff, consultants, or other individuals about pending or potential litigation

6. ADJOURNMENT



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BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

September 14, 2020 4:17 p.m.

Present:

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

- **CALL TO ORDER**

- Prayer
- Pledge of Allegiance

- **NEW BUSINESS**

- **Welcome Commissioner Tina Trice**

- i. The board welcomed Commissioner Trice to the Housing Authority's Board of Commissioners. Commissioner Trice gave a little background on herself.

- **Approval of Minutes from July 13, 2020**

- i. Chairman Cira asked members of the board if they reviewed the previous meeting minutes. Members of the board agreed that no changes were needed after reviewing the minutes. Commissioner Kropfelder made the motion to approve meeting minutes with correction. Commissioner Arntz seconded. Commissioners Cira, Billups, Arntz, Trice voted yes. The motion carried.

- **Financial/Monthly Development Reports**

- i. Ms. Lindsey stated that the financial for fiscal year end 2020 were still not completed. She explained that the delay was due to the FY2019 audit being rejected by HUD for some minor changes that needed to occur which had been resubmitted. The fee accountant is waiting for the FY2019 audit to be resubmitted so that can finalize FY2020. The Fee accountant is unable to submit the unaudited data to HUD for FY2020 due to the Housing Authority receiving Admin Fees under the Care Act. HUD has put a pause on those submissions. Ms. Lindsey stated she hoped to have the FY 2020 financials by next meeting.
- ii. Ms. Lindsey asked if there were any questions regarding the development reports. Commissioner Cira stated he liked the reports and that we were not doing okay on vacant except for Riverside Estates. Ms. Lindsey stated Riverside Estates and Fisher Manor have high number of vacancies. Riverside Estates is beyond our control due to the renovation project the county has been working on. Commissioner Billups asked about the 11 vacancies at Fisher Manor and 1 unit ready for occupancy. What the status of the other 10 units. Ms. Lindsey stated we are working to get them ready. Some of the units have some flooring issues. When

the new floors were installed the subfloors were not evaluated. The new flooring was put in on existing flooring. We are fixing the soft spots. Commissioner Arntz stated there looks like there are 7 vacancies across the board. He asked how long does it take to fill them? Ms. Lindsey asked which properties Commissioner Arntz was referring to. Commissioner Arntz stated Foxxtown, Fisher Manor, Terrapin Grove. Ms. Lindsey stated the Fisher Manor has the flooring issues; HVAC closet that need to be sealed off. Fisher Manor has gas heating a long time ago and it was switch to a regular HVAC system, but the opening was left. The rent is \$900.00 and a lot of people applying are unable to afford the rent. The other issue is the drug activity that there. We finding people do not necessarily want to move there. Fisher Manor is a HUD property, so we want to have people in the units that have a voucher. We recently issued 3 vouchers and have been making sure that the participant know the Fisher Manor is an option to fill some of the vacancies. Commissioner Arntz asked about considering using the vacant units as temporary housing for the homeless. Ms. Lindsey stated that was something we could investigate. Commissioner Cira stated the other issue is the security. Ms. Lindsey stated that she had recently had a meeting with a Captain from the Sheriff department, and we discussed some short-term and long-term solutions. County Commissioner Corchiarino asked if we had received quotes. Ms. Lindsey said she has received two quotes a few months ago. The quotes ranged from \$15,000-\$20,000. Commissioner Billups asked about monthly cost and if the quotes we for equipment only. Ms. Lindsey stated she believed equipment only but would have to review the quotes. Commissioner Cira stated to bring new commissioner up to speed stated that Commissioner Billups, Commissioner Arntz and Ms. Lindsey are working with the Sheriff Department to improve the security. Commissioner Arntz stated that the Sheriff made his recommendation weeks ago and it seems like nothing is moving forward. Ms. Lindsey stated that she is searching for grants for cameras. Commissioner Cira stated we need to make it right for the people who reside in Fisher Manor. While we are concerned about vacancy we need to be concerned with the security. Fisher Manor is a known problem, and we need to work on it. First thing we need to do is make it safe and secure. Ms. Lindsey stated it took her a couple of emails to the Sheriff to get a meeting with the Captain to move forward. The Captain and I will be meeting every couple of weeks moving forward. Commissioner Kropfelder stated that being new she has never been to Grasonville Terrace or Fisher Manor. Is that something that we can organize to go and see those properties? Ms. Lindsey stated that it was a good idea for member of the board to go see the properties. So that you can really see what we up against at Fisher Manor. Its quiet early morning. At 12 pm- 4pm that when we see a little more traffic. Commissioner Arntz asked about getting a bus to tour the properties. County Administrator Mohn said that something could be arranged. Commissioner Kropfelder asked a question about Safe Haven pulling out of the lease. Ms. Lindsey stated that the owner closed Safe Haven in October 2019. She could no longer afford to operate of the location. Commissioner Kropfelder asked if the property is ready for new tenant. Ms. Lindsey stated there is some work that needs to be done. We have been in talks with Haven Ministries about renting the space.

- **Survey Results for Smoke-Free**

- i. Ms. Lindsey asked members of the board if the had a chance to review the results form the smoke-free survey. Commissioner Billups stated that there were some interesting comments. He asked is this was the first step that needed to happen. Commissioner Arntz asked what the next step are? Ms. Lindsey stated that looking

for agency that can aid in helping smoker quit if interested and getting quotes for the designated areas. The policy is written but needs to be reviewed. Commissioner Arntz asked if all our properties allow smoking in their units. Ms. Lindsey states yes, the smoke-free policy would no longer allow tenants to smoke in their unit. Commissioner Arntz wanted to know if we have authority to make units smoke free. Ms. Lindsey stated the policy the board pass will go into effect in 30 days of passing. This will allow for public comment. Ms. Lindsey stated that from those who responded to the survey there is a lot of non-smokers. We have some tenants that do smoke outside or in their units. There is more discussion regarding smoke-free policy. Commissioner Arntz made a motion to convert all properties to non-smoking. Commissioner Cira Seconded the motion. Commissioner Billups asked Ms. Lindsey her thoughts. Ms. Lindsey asked what timeline members are thinking. Commissioner Arntz stated 30- 60 days. Commissioner Kropfelder asked if there was there an incremental fine. Commissioner Arntz asked can a vote be taken on the motion with a caveat that Ms. Lindsey will present a firm policy. Commissioner Arntz, Billups, Cira, Kropfelder, and Trice all voted yes. The motion carried.

- **Update the Forensic Audit**

- i. Ms. Lindsey informed the board that there is a committee who is narrowing the RFP applicants down from 13 to 5 to present to the County Commissioner for approval. Commissioner Arntz asked regarding the timeline. County Administration Mohn stated he wanted to get it before the County Commissioners at their next meeting. There is more discussion regarding the regarding the forensic audit.

- **Update the Grants**

- i. Ms. Lindsey informed the board that the grant at Terrapin Grove will be moving forward soon. The grant has been closed for some time and the granting agency is starting to open. There was an issue with one of the hot water tanks going bad and the way the water splashed it cause some of the wiring on the tank to smoke. The hot water was replaced that same night. Its time for some of that equipment to be replaced so hopefully we see movement soon.
- ii. We have a grant opportunity in partnership with the Department of Community Services for Foxxtown. Under the grant we are looking at replacing 10 refrigerators and 30 PTAC units.
- iii. We are also pursuing grant opportunity for Grasonville Terrace and Fisher Manor for the same grant Terrapin Grove received. The granting agency has opened additional funding, so we hope to be able to get some replacements under the grant.
- iv. Reviewing to see if there any grants are available to replace the siding at Fisher Manor. We received a grant for weatherization, but because of the siding being in bad shape they may not be able to move forward.
- v. Grant work at Grasonville Terrace has been completed. The have new installation, bathroom fans, and LED lights.

Commissioner Cira stated that he like how we are pursuing grants to replace equipment. Commissioner Kropfelder asked if there are grants to replace playground equipment. She referenced Riverside Estates. Ms. Lindsey stated that Riverside playground was being replace under the renovation project with the county.

- **PUBLIC COMMENT**

- i. Loretta Morris -Terrapin Grove

- Sidewalk the came and sanded it down. Are they coming back to finish? Still could be a tripping hazard.
 - Called regarding the spotlight. Not sure if can be adjusted.
 - Ms. Lindsey has asked tenants to please work through the property manager to get some of the work order resolved. If the work order is not resolved in a timely manner, please bring the concerns to her attention. These discussions are day to day operation and do not need to be addressed at board meetings.
 - ii. Bonnie Walter- Terrapin Grove
 - Wanted to let the board know they have resident living in Terrapin Grove that turned 101 years old.
 - Asked about garbage disposal not being replaced.
 - Can we plan to start the resident council?
 - We have two residents that has been really working hard getting the grounds looking presentable.
- **CLOSED SESSION:**
Commissioner Cira read the scripts for the closed session.

3-305(b) 8: To consult with staff, consultants, or other individuals about pending or potential litigation

ADJORNMENT

Commissioner Arntz made a motion to enter closed session at 5:26 PM. Commissioner Cira seconded. Commissioners Arntz, Billups, Cira, Kropfelder, and Trice voted yes. The motion carried.