



Housing Authority of Queen Anne's County

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

Phone: (410)758-8634 Fax: (410)758-8635

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/95801499798?pwd=T09Sd2JyRkt1cHV1UGdjWWhZWko4QT09>

Meeting ID: 958 0149 9798 Password:860682_Phone: 301-715-8592

AGENDA

November 9, 2020 4:00 p.m.

1. **CALL TO ORDER**
 - Prayer
 - Pledge of Allegiance
 - Approval of Meeting Minutes
2. **NEW BUSINESS**
 - Public Hearing -Smoke-Free Policy
3. **OLD BUSINESS**
 - Financial/Monthly Development Reports
 - Update-Grants
 - Update-Cameras
4. **PUBLIC COMMENT**
5. **ADJOURNMENT**



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BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

November 9, 2020 4:00 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**

- **Approval of Minutes from October 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. Commissioner Arntz seconded. Commissioners Cira, Arntz, and Kropfelder voted yes. Commissioner Billups Abstained. Commissioner Trice Absent. The motion carried.

- **NEW BUSINESS**

- **Public Hearing-Smoke Free Policy**

- i. Mickey Pirrone- Foxxtown resident
 - Approves of the smoke free policy.
- ii. Kay Lochery-Foxxtown Resident
 - Asked about to have designated areas to smoke.
 - Ms. Lindsey informed Ms. Lochery that we will have designated areas we have not determined location for Foxxtown. A shelter will go up at each property.
- iii. Florence Bolyard-Foxxtown Resident
 - Stated we receive this notice last month and did not know they could vote on it ahead of time. Seems like you have the decision made and we did not get a chance to voice our opinion yet.
 - Ms. Lindsey informed Ms. Bolyard that a survey was sent back in July to get feedback from all the residents. Ms. Bolyard stated that residents did receive the survey. Ms. Bolyard stated that no one smokes in the doorway. She asked if they could smoke by the door?

- Ms. Lindsey stated the designated will be 25ft of the doors. Ms. Lindsey addressed the board stated the 25 ft mandated and standard for Smoke Free Policy.
 - Ms. Bolyard asked for a bench and moving the smoke containers the 25ft.
 - iv. Bonnie Walters- Terrapin Grove Resident
 - We have a couple of people who do not leave the building. How will the policy be enforcing? The only smoke in their apartments
 - Ms. Lindsey stated that enforcement will be issued in the form of lease violations, fines including termination of lease and/or eviction from the property. All residents will be required to sign a lease addendum.
 - v. Loretta Morris-Terrapin Grove
 - Asked how to we plan to enforce.
 - Are there going to have designated area?
 - Ms. Lindsey stated that we will have designated areas.
- **OLD BUSINESS**
 - **Financial/Monthly Development Reports**
 - i. Commissioner Cira asked the members of the board if they have any questions or comments for the Financial/Monthly development reports. Commissioner Kropfelder asked regarding Fisher Manor laundry money collection. Could there be a reason that nothing was collected? Ms. Lindsey stated that she believes the collection for laundry on the report is incorrect and asked Ms. Thomas to confirm since she was in attendance of the meeting. Commissioner Kropfelder asked regarding the unit count for Fisher Manor. Commissioner Kropfelder as regarding the gas line item for Fisher Manor. Ms. Lindsey stated that was gas in the maintenance vehicles as should have been broken-down over-all properties. Will have adjusted on reports. Commissioner Artnz asked what period is the \$315.00 and how many vehicles? Ms. Lindsey stated that is for a month and we have two vehicles that maintenance uses. Ms. Lindsey stated that we need to have the amount billed against FM broken down to each property. Commissioner Cira asked if the is a certain percentage. Ms. Lindsey stated that a certain percentage is billed against each property for general expenses. Commissioner Kropfelder asked a question on Foxxtown monthly development report regarding the vacancies. We have 4 previously and 2 currently. Commissioner Kropfelder stated she see that people are continuing to ignore the mask requirement and asked if the health department can get involved. Commissioner Kropfelder asked regarding the laundry money for Foxxtown. Ms. Lindsey stated the Board report was from September and the Monthly report is for October. Commissioner Kropfelder asked if there would be an issue filling the vacancy at Grasonville Terrace. Ms. Lindsey stated that should not be an issue filling as we have a waitlist.
 - **Update-Grants**
 - i. Ms. Lindsey stated that we a moving forward with grants for Terrapin Grove, Fisher Manor, Grasonville Terrace. We just finished an energy audit for Scattered Sites. For Terrapin Grove we hope to see replacement in the next 6-8 weeks. The grant that was awarded to Terrapin Grove has just opened back up after its closure due to COVID-19. Ms. Lindsey stated we are looking for more grant opportunities. We partnered with QAC Community Services to apply for grant for Foxxtown to replace PTAC units and Refrigerator and we are just waiting on the outcome. Application was submitted in October. Commissioner Cira state we have been talking about grants, but we are actively pursuing them.

- Updates-Camera
 - i. Ms. Lindsey stated that on September 30,2020 she informed member of the board that we would be pursuing camera with financial assistance from the county. Cameras will be placed at all HAQAC properties. Over the past weekend the installation process stated at Terrapin Grove with the wiring going into the building. They are coming back over the course of next few week to finish with the cameras. We have a tight deadline of December 30, 2020. Commissioner Kropfelder asked if the camera would be inside and outside the building? After County Administrator Mohn and I discussed cameras I did a site tour of all the properties to get quotes. Commissioner Cira stated that Ms. Lindsey has been working on with the County and Sheriff. This is professionally done. Kudos to Ms. Lindsey. Ms. Lindsey stated that she is very thankful that the County is providing the financial assistance to ensure our communities are safe. Commissioner Billups asked about the protection of the external cameras. Ms. Lindsey stated the are vandal resistant, but if one she be destroyed, we will be able to see from another angle. Commissioner Artanz asked if there will be multiple cameras with different angles. Ms. Lindsey stated that yes there will be multiple cameras positioned to catch different angles. For example, Fisher Manor will have about 15 cameras throughout the property including the back of the buildings. Commissioner Arntz asked there will be 24-hour access. Ms. Lindsey stated that any HAQAC Employee will be able to view footage from computer or smart phone and the sheriff department will have access. License plate reader will be place at entrance with one way in and out. Commissioner Kropfelder asked if we need to legally advise the are camera on the premises. Ms. Lindsey stated signage will be added to the premises. Commissioner Kropfelder stated a question came up about internet connection in the libraries. She asked if that something we budget for. Ms. Lindsey stated we have internet in certain areas.

- **PUBLIC COMMENT**

- i. Mickey Pirrone- Foxxtown Resident
 - Have we made arrangement for snow removal from Foxxtown? Suggested that we have the county remove the snow since they are doing the senior center.
 - Smoke-Free surveys were passed around. I got it and so did several other. It was due at the end of July.
- ii. Florence Bolyard-Foxxtown Resident
 - Cannot smoke in our units. They are our home, and we should be able to smoke in them.
 - Listening to conversation are the grants HUD?
 - We can we apply for HUD vouchers?
- iii. Bonnie Walter-Terrapin Grove Resident
 - Are we making progress for AED?
 - County commissioner liaison willing to buy computers for the libraries.
 - Potholes between the senior center and housing building.

- **ADJORNMENT**

Commissioner Arntz made a motion to adjourn the meeting at 5:11 PM. Commissioner Kropfelder seconded. Commissioners Arntz, Cira, Kropfelder, and Billups voted yes. The motion carried.