



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/94778618264?pwd=cnl5QmhrTnN6RzRET1pJRUYTVVR1QT09>

Meeting ID: 947 7861 8264 Password: 371206 Phone: 301-715-8592

AGENDA

December 14, 2020 4:00 p.m.

1. CALL TO ORDER

- Prayer
- Pledge of Allegiance
- Approval of Meeting Minutes

2. OLD BUSINESS

- Financial/Monthly Development Reports

3. NEW BUSINESS

- Bylaws
- 106 Charles St. (Safe Haven)
- HUD 5 Year/Annual Plan
- PHADA Commissioner's Conference

4. PUBLIC COMMENT

5. ADJOURNMENT



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

Board Members

Richard D. Cira

Courtney Billups

Mike Arntz

Judy Kropfelder

Tina M. Trice

www.qacha.org

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

December 14, 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

- **Approval of Minutes**

- **Approval of Minutes from November 9, 2020**

- i. Chairman Cira asked members of the board if they reviewed the previous meeting minutes. Commissioner Arntz made a motion to approve the minutes. Commissioner Kropfelder has a question regarding the last sentence in old business. Ms. Lindsey agreed that the last sentence need to be changed to add not. Commissioner Arntz made a motion to accept minutes except for adding not to the last sentence under Old Business. Commissioner Kropfelder seconded. Commissioners Cira, Arntz, Billups and Kropfelder voted yes. Commissioner Trice Absent. The motion carried.

- **OLD BUSINESS**

- **Financial/Monthly Development Reports**

Commissioner Cira asked the members of the board if they have any questions or comments for the Financial/Monthly development reports. Commissioner Arntz stated that we continue to have a high number of vacancies at Fisher Manor. Ms. Lindsey stated they we continue to have an issue with those who apply for Fisher Manor having enough income to be the rental payment. We have a waitlist, and we are working through that. Commissioner Kropfelder asked a question regarding vacant units for Foxxtown. Ms. Lindsey stated we have had new move ins and a move-out. Commissioner Arntz asked about trying to find people who qualify what are you looking at. Ms. Lindsey stated we are looking at income and background checks. We are finding that at Fisher Manor not many people can afford the \$900 rent and maintain other household expenses. Many people need a place now but cannot afford it. Commissioner Arntz asked is we advertise as it seems like a lot of housing vacant. Ms. Lindsey stated that we are working to strategy for Fisher Manor so that we can feel the vacancy. It has been a struggle for the housing authority. Commissioner Billups stated that people who can pay \$1000.00 in rent that they have other options. Commissioner Arntz asked if we thought of offering a

discounted rental rate to reduce the vacancies. Ms. Lindsey stated we have tried that in the past with no security deposit. The issue is tenants destroyed the unit and left without satisfying the balances. Commissioner Cira asked if we could explore QACTV to highlight our properties. He also stated he like Commissioner Arntz ideas of reducing the rent for three months. Commissioner Billups stated the people are paying \$700-\$900 that it most disproportionate to of their disposable income which would be challenging. Commissioner Cira asked if we have other at properties that may crowded. Ms. Lindsey says that we have occupancy standards so that we do not have families that would be crowded. Commissioner Cira asked of the vacant units how many are ready. Ms. Lindsey stated that there are two units that still need some work. The discussion continues regarding Fisher Manor. Commissioner Kropfelder asked if the Housing Authority has a relationship with Mid-Shore Council on Family Violence. They assist families with housing. Commissioner Kropfelder asked regarding the vacancy at Terrapin Grove. Ms. Lindsey stated we are having a hard time filling the two-bedroom vacancy. Commissioner Billups asked how many of the household in our family units are single income? Ms. Lindsey answered that most are single income households. Commissioner Arntz asked if we were affected by the Governors eviction moratorium? Ms. Lindsey stated that we were affected as we could not evict until the moratorium was lifted in July. The CDC now has an eviction moratorium that is COVID-19 related. The Housing Authority has been applying for State assistance for eligible properties.

- **NEW BUSINESS**

- **106 Charles Street**

- i. Ms. Lindsey states in October, the board voted to put 106 Charles Street (Safe Haven) up for sale. We initial were in talks with Haven Ministries rent or possible purchase, but that did not work out. The property has been listed with a realtor to sale. If selling the building, takes too long the Housing Authority has it listed for a rental as well. Commissioner Arntz asked who is the realtor company? Ms. Lindsey stated that it was Coldwell Bank Waterman Realty. Commissioner Cira asked what the listing price? Ms. Lindsey stated it was \$370,000. Commissioner Cira stated that we do not carry a mortgage and asked what the net. Ms. Lindsey stated that there would be fees associated with the sell. Commissioner Arntz stated that the agent fee is usually taken from the sell and you get about 90% of net. Commissioner Cira stated he believe this was good action as it will allow the Housing Authority to use the to cover our shortfalls.

- **By-laws**

- i. Ms. Lindsey stated that Commissioner Cira and Commissioner Kropfelder and I looked at the bylaws to revised them as needed. Commissioner Kropfelder had a question under Executive Director at the regarding the Deputy Director. She asked who the Deputy Director was. Ms. Lindsey stated at the present time there is not a Deputy Director, but the Compliance Manager vacancy serves as the Deputy Director so we would like to keep it in for the future. Commissioner Kropfelder asked if the checks are signed by two people. Ms. Lindsey affirmed that the checks are signed by two people, herself, and Commissioner Cira. Ms. Lindsey stated the once accounts payable is processed the check register is initial by herself and Commissioner Cira. Commissioner Kropfelder asked about the bonding. Ms. Lindsey stated she just needs to go through the insurance company. The annual meeting still stated March and should be change to July. Commissioner Kropfelder asked Special Meeting regarding adding email as a way of notification. Commissioner Billups agreed that we should add email so that people will know when might not send by mail. Commissioner Kropfelder asked about the new item

for attendance. Ms. Lindsey stated that this is a new item that was discussed with Commissioner Cira. The Board decide we should state unexcused absence should be added. Commissioner Cira stated that the goal should be not to miss more than two meetings. If we have someone who is missing more than two it something we should discuss as a board. Commissioner Kropfelder made a motion to approve the with corrections. Commissioner Arntz seconded the motion. Commissioners Cira, Billups, Arntz, Kropfelder voted yes. Commissioner Trice was absent. The motion is carried. The Bylaws will take effect January 1, 2021.

- **Five-Year Plan/Annual Plan**

- i. Ms. Lindsey stated that per HUD guidelines that PHA are required to submit a 5-year plan and an Annual Plan. This discusses the PHA goals and objectives over the next 5 years. This was due before our fiscal year, but due to COVID-19 we had an extension. This plan has been submitted to HUD and awaiting approval. We have one form that we have asked the County to sign so that is the final piece that needs to be submitted. Commissioner Kropfelder asked regarding the date on the OMB form. Ms. Lindsey stated that HUD uses some outdated forms. Commissioner Cira states this our interaction with HUD and is looking a section 7 under Capital Funds. Ms. Lindsey stated capital funds are giving for public housing which the Housing Authority no longer part of the program. Commissioner Kropfelder asked regarding Veteran voucher. Ms. Lindsey stated that we currently have VASH voucher and recently applied for additional funding. The VASH vouchers are by referrals. Ms. Lindsey stated we are always looking for opportunities to increase voucher programs. The Foster Youth Initiative is a good way for the Housing Authority to increase funding. The discussion continues regarding application process of vouchers and how HUD awards extra funding. The discussion turns to Fisher Manor. Commissioner Arntz asked if we could turn it back to Public Housing. Ms. Lindsey stated that we did a voluntary conversion back in 2016. Most PHA are getting out of the business of Public Housing as the requirement to maintain are stringent and the funding has been cut. We have a 99-year agreement with HUD on the property. Commissioner Arntz asked if we own Fisher Manor. Ms. Lindsey stated yes, we own it. There is more discussion around Fisher Manor. Commissioner Arntz asked who we are working with on grants. Ms. Lindsey stated Neoma Rohman. We were connected through the county. Ms. Lindsey informed the Board that Terrapin Grove received their hot water tanks and passed the Delmarva inspection and Grasonville Terrace hot water tanks installation was starting today. Commissioner Cira stated that he felt the meeting was positive and moving in the right direction and thanked all members of the board. Commissioner Billups stated that he been on the board almost a year and this very different than what he experiences and would agree with Commissioner Cira.

- **PHADA Commissioners' Conference**

- i. Ms. Lindsey informed the Board that the Commissioners' Conference for PHADA was taking place in January. This is a free event and encouraged all board member to attend. The last day to register is January 8, 2021. Commissioner Arntz asked regarding conference dates. Ms. Lindsey stated January 11th and 12th. Its great opportunity to learn more about PHA's. Commissioner Cira asked if you can pick session. Ms. Lindsey stated she believes you can choose sessions. Commissioner Cira asked Ms. Lindsey to resend the information. Commissioner Kropfelder asked regarding computer purchase for Terrapin Grove and Signage for cameras. Commissioner Kropfelder also asked about the smoke free policy. Did it go into effect? Ms. Lindsey stated yes, and we are working on getting the lease addendum signed by all tenants. Also, concrete pads have been poured for shelter that will be installed later. Commissioner Kropfelder asked where the designated spot is because she went there

and did not see it. Ms. Thomas informed Commissioner Kropfelder where the pad is which is located near the shed in the back. Commissioner Kropfelder mentioned all the stuff around the property. Ms. Lindsey asked that she send her an email.

- **PUBLIC COMMENT**

- i. Leon Demby Foxxtown Resident
 - Has a question about resident manager and property manager. Needs to know who we need to go to if there is an issue?
 - Stated they have had a fire drill in over a year and light in the parking lot our out.
 - We have people putting in anonymous complaints and does not feel like it right.
- ii. Tom Brent-Terrapin Grove Resident
 - The smoking pad is too small for two people. The pad is about 4x6.
 - Also, the pad may not be ADA compliant.
- iii. Bonnie Walter-Terrapin Grove Resident
 - Concerned about fire extinguishers. The two over at cottages are dated for 2019.
- iv. Mickey Pirrone-Foxxtown Resident
 - Concerned about the take the caution tape the rope off the lobby. How come it was not roped off 8 months ago. It is unacceptable.
 - Insist that everyone is complying with the mask being worn by everyone.
 - Notices are plastered on all walls. States they can read, and they are threatening and no violations that have been issued.

Commissioner Cira addressed the concerns of the common areas being closed and roped off to ensure that we continue to keep our communities safe and preventing people congregating.

Ms. Lindsey stated to the board that we continue to have issues with folks not wearing masks through the premises.

Commissioner Billups stated he would visit with Foxxtown residents. He stated he had all the confident in Chairman Cira and Executive Director Lindsey. He stated he would be happy to talk about the future.

- **ADJORNMENT**

Commissioner Cira made a motion to adjourn the meeting at 6:03 PM. Commissioner Arntz seconded. Commissioners Arntz, Cira, Kropfelder, and Billups voted yes. Commissioner Trice absent. The motion carried.