



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/94688821811?pwd=N1p6ZHp1MGFOUmEvNDR0MGRVallpQT09>

Meeting ID: 946 8882 1811 Password: 819746_Phone: 301-715-8592

AGENDA

February 8, 2021 4:00 p.m.

1. CALL TO ORDER

- Prayer
- Pledge of Allegiance
- Approval of Meeting Minutes

2. OLD BUSINESS

- Financial/Monthly Development Reports
- Update-Cameras
- Update-Grants
- Update- 106 Charles St.

3. NEW BUSINESS

- COVID-19 Vaccine Clinics
- Slippery Village Phase II
- FMB Laundry

4. PUBLIC COMMENT

5. ADJOURNMENT



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BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

February 8, 2021 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 December 14, 2020**

- i. Chairman Cira asked members of the board if they reviewed the previous meeting minutes. Commissioner Billups stated he saw a typo under the discussion regarding the Bylaws. He stated, "as email" should be "add email". Commissioner Kropfelder made a motion to approve the minutes with change noted. Commissioner Billups seconded. Commissioners Cira, Arntz, Billups and Kropfelder, Commissioner Trice voted yes. The motion carried.

- **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 has question on the year-to-date totals. She asked if the number included current month as the board was looking November reports. Ms. Lindsey asked Commissioner Kropfelder was she referring to the HAP payment line item. Commissioner Kropfelder said yes. Ms. Lindsey explained that HAP can fluctuate up or down depending on changes in a tenant's income. Commissioner Kropfelder stated she was looking at the year to date. Commissioner Cira asked if that answer the question. Commissioner Kropfelder stated it does until she looks at Foxxtown report she an increase dwelling rent and wonder if the number are skewed due to the jump in time. Ms. Lindsey stated that the number are for November and explained the process when we go through end of month procedures with our fee accountant. Commissioner Cira asked if there are any other questions.

- **Update-Cameras**

- i. Ms. Lindsey give an update on the progress of the camera installation progress. Currently Foxxtown, Terrapin Grove, Grasonville Terrace are up and running, and we can view the footage. All equipment for Fisher Manor and Riverside has been installed are we waiting to get then up and running. Fisher Manor office is

recording. Once we have everything connected all employees and Sheriff department will be able to view through a phone app or online through a link. We are just finishing up some final details. Commissioner Arntz asked if the footage was in real time. Ms. Lindsey stated yes, it is in real time. Commissioner Arntz asked if the cameras are recording all the time and if we erase the footage. Ms Lindsey stated that its stored in the cloud, but not she how often it will keep the footage. Ms. Lindsey also informed the Board that there are license plate readers. Commissioner stated it would be nice to be to know how far back you can go to review footage. Ms. Lindsey stated she can ask the question. Commissioner Billups asked if we could follow-up with Sheriff Hoffman in 90 days for statical information post camera installation. He stated it would be nice to see some hard data to see if number of incidents have increased or decreased.

- **Update-Grants**

- i. Ms. Lindsey stated that she received a call last week from the contract working on EHAP grant through Delmarva for Fisher Manor and Terrapin Grove. That grant is moving forward with replacement for PTAC units, heat pumps and refrigerator for Terrapin Grove. We are just going through the list of units that were schedule to receive replacements to ensure that we have not replaced the PTACs during the time the grant was closed. Refrigerator replacement may take a little longer due to the shortage. Fisher Manor was approved for weatherization and heat pump replacement. Scattered Sites will also be receiving some grant work upgrades as well. Commissioner Kropfelder commented that is saves a lot of money. Ms. Lindsey stated yes, the cost to replace a PTAC unit is quite expensive. Commissioner Kropfelder asked if they replace all of them. Ms. Lindsey stated not all of them will be replace, but a larger portion will be replaced. Commissioner Cira if something like the subfloor needs to be replaced after removing the appliance will that be covered by the grant work? Ms. Lindsey stated that not part of the scope of work under the grant. Its equipment replacement only. When the contractor does the initial inspections, they let the Housing Authority know of any work that needs to be completed before the can being work on the unit. Commissioner Cira follow-up with how much is the saving to our budget. Ms. Lindsey stated she could give a specific total right now, but it saves a significant amount of money in our budget for the cost of replacements. Commissioner Arntz asked how does the Housing Authority stay on top of grants? Are making sure we apply for every eligible? Ms. Lindsey states yes, I receive notification when grant opportunities opened through HUD and we also have been working with Eleventh House Solutions with current grants and others we would like to pursue. Housing Authority liaison, County Commissioner Chris Corchiarino stated that Mike Clark should be in touch regarding grant opportunities.

- **Update-106 Charles Street**

- i. Ms. Lindsey stated that she received an update from 106 Charles Street from the realtor. There have been two showings of the property and there some interest in purchasing the property. One of the interested parties need to review things on their end before they can make an offer. Commissioner Cira commented this is good stuff and asked if the Commissioner had any questions. Commissioner Arntz asked if it something we listed ourselves or if we are using a realtor. Commissioner Arntz asked who is the realtor company? Ms. Lindsey stated that it was Coldwell Bank Waterman Realty. Commissioner Arntz who the agent. Ms. Lindsey replied Connie Fallon.

- **NEW BUSINESS**

- **COVID-19 Vaccine Clinics**

- i. Ms. Lindsey informed the Board that the three senior properties have been selected to participate in COVID-19 vaccine clinic. Grasonville Terrace residents had the opportunity to receive their first dose towards the end of January. Foxxtown residents were able to receive their first dose last Thursday. Terrapin Grove residents and HAQAC staff would have the opportunity to receive their first dose tomorrow. The clinics were conducted by QAC Health department. Commissioner Arntz asked if we have had any cases of COVID-19 in our buildings. Ms. Lindsey stated we have a rumor of tenants that have had COVID-19, but we have not been informed directly by those who have been diagnosed. Commissioner Arntz asked if we have any responsibility to intervene if there is an outbreak. Housing Authority Liaison, County Commissioner Chris Corchiarino stated that if there is an outbreak that the Health Department will intervene. Commissioner Arntz commented that we have not reached information that there is an outbreak. Ms. Lindsey confirmed we have just received rumors of 1 to 3 resident have that have tested positive for COVID-19. No has informed the Housing Authority directly. The Housing Authority has been having it cleaning service provider doing extra sanitizing of the common spaces on. Commissioner Cira asked who is responsible for notifying the Housing Authority of who has COVID-19 or not. Housing Authority Liaison, County Commissioner Chris Corchiarino stated the numbers are reported when positive test results have occurred to the health department. This could be a testing site or if hospitalized. Commissioner Kropfelder asked the Health Department to notify the Housing Authority if positive cases. County Commissioner Chris Corchiarino stated no there is still HIPPA violation concerns about what information can be shared. Commissioner Arntz asked the health department would notify communities of exposure to COVID-19. County Commissioner Corchiarino stated he was unsure of what level of exposure would trigger a notification from the Health Department but would find out. He stated the one person testing positive does not give the Health Department the right to notify their neighbor it is still a HIPPA violation concern. There is more discussion regarding the spread of COVID-19. Ms. Lindsey stated that the Housing Authority has closed the common areas so that the was not a spread of COVID-19. The issue is that tenants continue to congregate in these common spaces. It is important for residents to follow the rules. Commissioner Cira responds to a comment from a resident regarding guest and those who deliver takeout to residents. Ms. Lindsey stated that food delivery places have the responsibility to ensure the employees do not have COVID-19 symptoms prior to starting their shift. There discuss regarding guest of residents in the building.

- **Slippery Village Phase II**

- i. Ms. Lindsey informed the board of the Slippery Village Phase II application that Housing Authority partnered with Green Street Housing has been approved. The Housing Authority role will be to refer prospective on our waitlist to Slippery Village. As part of the partnership the Housing Authority would receive a fee. The next step in the project is to draft a letter to HUD to request the use of Project Based Voucher for the project. Project Based voucher stays with the unit and the Housing Authority will continue to pay a HAP subsidy for the unit. Commissioner Cira asked if the fee is tied to performance. Ms. Lindsey stated that its part of the agreement for joining the application as developers score higher when the have a non-profit or PHA as part of the application process.

- **FMB Laundry**

- i. Ms. Lindsey informed the Board that we are moving to FMB Laundry to manage our laundry rooms at each location. New washer and dryer will be installed. Washer and Dryer will no longer be coin operated. The resident will be able to use a phone app or

card to load funds on it for the washer and dryers. The card can be loaded by credit card or cash using the machine provided by FMB Laundry. FMB laundry will be responsible for all the equipment and collection of money. We are in a 90/10 split with the Housing Authority receiving 90% of the revenue monthly. The decision was made to move in this direction since the laundry facilities are aging and we are spending a lot in repairing them. Property Manager are spending a lot of time collecting money and refilling coins and have make trips to the banks. Ms. Lindsey believes this would free up housing authority staff to work on daily assignment and cut down on have to maintenance old equipment. The new equipment would be more energy efficient. The new washers and dryers would benefit the resident for have a more touch free experience and access to ADA compliant front loader washer and dryer. Commissioner Billups asked how I identified the company. Ms. Lindsey stated she look for laundry facilities services. Found three and had them go over the services they provide. Ms. Lindsey stated that FMB Laundry currently work with other Housing Authorities. Commissioner Billups asked where the company is based out of. Ms. Lindsey state Baltimore. Ms. Lindsey informed the board that there will be a price increase for the washer and dryer. We took a tour of all the laundry rooms to evaluate each machine and the pricing that it currently set at. Commissioner Cira asked if this included Scattered Sites. Ms. Lindsey stated no, this is for a Terrapin Grove, Fisher Manor, Riverside Estates, Foxxtown, Grasonville Terrace.

Commissioner Kropfelder has questions regarding giving the board snapshot of where are into Fiscal Year 2021. She also asked regarding the progress that has been made with MOU and has HUD approved the 5-year annual Plan.

PUBLIC COMMENT

- i. Loretta Morris- Terrapin Grove
 - Concerned with the increase of the new machines and having credit card information stored.
 - Stated that the cleaning people are not sanitizing on a regular basis.
- ii. Bonnie Walter-Terrapin Grove Resident
 - Asked if this applies to those who live in the cottages who have washer and dryers.
 - Had questions regarding share a waiting list with Slippery Village when there are vacant units at Terrapin Grove.
- iii. Mickey Pirrone-Foxxtown Resident
 - Stated that Foxxtown has a dryer that is \$1.00, and the price is increasing.
- iv. Florence Bolyard-Foxxtown Resident
 - State that she knows for a fact that the cleaning people are not sanitizing the stairways. She states the clean the elevators buttons.

• ADJORNMENT

Commissioner Arntz made a motion to adjourn the meeting at 5:29 PM. Commissioner Billups seconded. Commissioners Arntz, Cira, Kropfelder, and Billups voted yes. Commissioner Trice absent. The motion carried.