



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/98000540971?pwd=dnZscFIDN0JhZ2M2ZE4vSzVKTU5qdz09>

Meeting ID: 980 0054 0971 Password: 786427 _Phone: 301-715-8592

AGENDA

April 12, 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- Sale of 106 Charles St.
- Update- Grants
- Update-FMB Laundry

3. PUBLIC COMMENT

4. ADJOURNMENT



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BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

April 12, 2021 4:08 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 March 8, 2021**

- i. Chairman Cira asked members of the board if they reviewed the previous meeting minutes. Commissioner Kropfelder made the motion to approve the meeting minutes. Commissioner Cira seconded the motion. Commissioners Cira, Billups, Kropfelder, Trice voted yes. Commissioner Arntz absent. The motion carried.

- **OLD BUSINESS**

- **Financial/Monthly Development Reports**

- i. Commissioner Cira open this section of the meeting with discussing the budget for the upcoming fiscal year. He stated that Ms. Lindsey and her team will prepare the budget and present to the board at next meeting to discuss. The board will have any questions answered and uniform the line items in the budget. Commissioner Cira then asked the members of the board if they have any questions or comments for the Financial/Monthly development reports. Commissioner Kropfelder asked a question regarding the Housing Choice Vouchers in April we had 136 and in March we had 139. What is the total number we have? Ms. Lindsey explained that HUD has allotted the Housing Authority 168 voucher, but the is depending on our spending of HAP. We can issue as many vouchers as possible if we do not go over budget. The change in the number of vouchers has occurred because of ending of participation. Commissioner Kropfelder asked what needs to be done in the other units at Fisher Manor. The report stated 2C was ready and 5A needs flooring. Ms. Lindsey stated that there are a couple that may need some mold remediation, one needs the flooring repairs and the other just need a light cleaning. Commissioner Kropfelder asked if we are just looking for people to go in them? Ms. Lindsey stated yes. Commissioner Kropfelder asked if Lareese cleans the vacant units. Ms. Lindsey stated that we have someone else do our vacant turnover cleaning. Commissioner Kropfelder asked about the Riverside Estates vacant units. She stated that she saw 9 vacant and 2 ready and inquired if we are still waiting on

County approval. Ms. Lindsey stated that in the last meeting she had with the team assigned to Riverside Estates renovation project the county release 15 and 18 for the Housing Authority to rent. There are 3 units the County has reserved as hotel units for the renovation project. Once siding is completed where we have other vacant units, they will be release to the Housing Authority for leasing. Commissioner Kropfelder asked what are the hotel units? Ms. Lindsey stated that since we are renovating every unit at the beginning of the project, we decided to use the first 3 vacant units we had renovated so that we would not have to relocated families offsite from the property for 4-5 weeks. The County has provided everything the families would need for the stay. Commissioner Cira stated that as he looks at the Riverside statement, he sees we are in the hole and the sale coming through would help. Commissioner Kropfelder asked about the Terrapin Grove rent total. Ms. Lindsey stated the dwelling rent is what we have collected for the month. Commissioner Kropfelder asked is we come up with the amount of rent from the number of units. Ms. Lindsey stated yes but noticed the Housing Assistance Payment were missing from the report that would make up the difference. Commissioner Kropfelder asked what is the turnover timeframe? Ms. Lindsey stated that 14 days is the timeline to turn the unit if nothing major needs to happen. Maintenance staff goes into the vacant unit to do a make ready checklist. They do the work that is within their scope and contractors a called to replace carpet and paint. Once we receive the 30 days' notice from the current tenant, we start sending packets from the waitlist. That give the property manager enough time to check eligibility of the prospective tenant. There is more discussion regarding the budget line items and fiscal year audit. Commissioner Kropfelder asked is we are getting any VASH vouchers. Ms. Lindsey stated that we have 7 VASH Voucher and we are in the process of a getting a VASH referral as the participant decide to leave Queen Anne's County. HUD is going to accepting new application to request more VASH vouchers. Commissioner Kropfelder asked who give the referrals. Ms. Lindsey stated the referrals come from the Veterans Affairs. We send them the packet out to determine eligibility. Commissioner Kropfelder asked who does the supportive service? Do we handle that as an agency? Ms. Lindsey stated no, the Housing Authority only handles the housing portion.

- **Update- 106 Charles Street**

- i. Ms. Lindsey informed the Board that the Housing Authority is countered the offer from potential buyer. The Buyer has accepted the counteroffer. We are currently having Mr. Galler, general counsel reviews the contract and make it any revisions before sending it back to our realtor. County Administrator Todd Mohn asked if we could share the price. Ms. Lindsey stated the original sale price was \$370K and we countered \$340K after receiving a low offer. The one stipulation that was added was a 90-day feasibility study for the buyer. Commissioner Cira asked if we could still list the property while they are conducting the feasibility study. Ms. Lindsey stated that we would be in a contract at that point so it would not be marketed to another potential buyer. Commissioner Cira asked if we go back to square one if the buyer comes back on the 89 day and does not want to move forward. Ms. Lindsey stated yes, but we have another offer on the table as of right now. Commissioner Kropfelder asked Commissioner Billups if another buyer comes without contingencies can we pursue. Commissioner Billups stated once we are in a contract, we must honor it.

- **Update-Grants**

- i. Ms. Lindsey informed the board of the status of existing grant work. Terrapin Grove is almost complete. We are waiting for the installation of refrigerators. Fisher Manor has been allocated grant funding for heat pumps, but we do not have a start date yet. Scattered Sites grant work is underway. Coming in October we have an opportunity to receive more granting funding for each community. There is potential \$100,000 for each property. Another grant opportunity we are looking for is to replace the playground at Fisher Manor. Its old and in need of some repair that is expensive. Grasonville Terrace grant work is complete. Foxxtown is too new to qualify for grants that were used for the other properties. We hope that with the upcoming grant in October they will qualify.
- **Update-FMB Laundry**
 - i. Ms. Lindsey informed the board that FMB Laundry has been installed for about two months now. The money collection has been on par for what we normally would collect. The Housing Authority has some great feedback. The laundry rooms look nicer. Commissioner Cira asked if we have any issue. Ms. Lindsey stated that there was a washer that need to repair due to overloading but was resolved in 24 hours. We have had a few resident concerns with drying times. So are reaching out to FMB Laundry to see if they can give us some guidance to address some of the concerns. Ms. Lindsey stated that we are reach out to FMB to see if we can set up small training.
- Ms. Lindsey asked Commissioner Kropfelder if she wanted to share with Board members anything from the Commissioner's training, she attended for two Saturdays. Commissioner Cira asked what were the highlights of the training? Commissioner Kropfelder stated that the highlights as best she could tell as she is new to this, but as Commissioner they are not doing what they should be doing. There is a commissioner handbook. Ms. Kropfelder asked for a copy. She suggested that if other members do not have it, they should get a copy. She stated that the board should set the agenda, writing policy, and there is whole list of stuff. Ms. Lindsey asked what policy would the board be writing? Commissioner Kropfelder stated any of them. Ms. Lindsey found it interest because of the trainings that she has attended the Executive Director writes all policies and board approves them. She also stated that a lot of our policies are having to follow Code of Federal regulations. She questions how a board would know what to put into the Admin Plan or ACOP when it comes from the Code of Federal regulations. Commissioner Cira stated that was interesting and that we need to be aware of what going on, but as far as coming up with policy we have policy issue we have policy question and that when we fix the issues. We as group have input into that policy. We get something from Ms. Lindsey team and have a discussion. I have got to say it has been much more circular this year than it has in the past and that the critical. The Executive Director needs to create the changes and we need to ratify the changes. Commissioner Kropfelder stated that Commissioner should get the handbook. Ms. Lindsey also stated that the HUD Lead the way was also an excellent training tool. She would provide the link again if needed.

PUBLIC COMMENT

- i. Linda Brady-Terrapin Grove Resident
 - What are the grants you are looking for in October for Terrapin Grove?
 - Do you know where we stand actual vs budget? Income vs. expenses.
 - What does the NAHRO stand for?

- ii. Loretta Morris-Terrapin Grove Resident
 - Several people have approached her on COVID-19 closed common spaces.
- iii. George Brown-Terrapin Grove
 - Old machine seemed to dry better. The clothes seem take longer with the new equipment.

- **ADJORNMENT**

Commissioner Kropfelder made a motion to adjourn the meeting at 5:02 PM. Commissioner Billups seconded. Commissioners Cira, Kropfelder, Trice, and Billups voted yes. Commissioner Arntz was absent. The motion carried.