



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/92841725303?pwd=UW1nRGhMVDczUFJ3eUkyeFI2UHlqZz09>

Meeting ID: 928 4172 5303 Password: 592945 _Phone: 301-715-8592

AGENDA

May 10, 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-Fiscal Year 2021 Audit

3. NEW BUSINESS

- Proposed Fiscal Year 2022 Budget

4. PUBLIC COMMENT

5. ADJOURNMENT



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BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

May 10, 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 April 12, 2021**

- i. Chairman Cira asked members of the board if they reviewed the previous meeting minutes. Commissioner Trice stated that she was marked absent in the last two meeting minutes but was present. Ms. Lindsey stated that she would correct the minutes. Commissioner Kropfelder made the motion to approve the meeting minutes with corrections. Commissioner Arntz seconded the motion. Commissioners Cira, Billups, Arntz, Kropfelder, Trice voted yes. The motion carried.

- **NEW BUSINESS**

- **Proposed FY 2022 Budget**

- i. Commissioner Cira open this section of the meeting with discussing the budget for the upcoming fiscal year. He stated that the board has asked Ms. Lindsey and her team will prepare the budget and present to the board. He stated that once we approve the budget that we would send to the county. Ms. Lindsey stated that we do not send the budget to the county for approval and that HUD mandate we have an approved budget. Commissioner Kropfelder asked when does the budget need to be passed. Ms. Lindsey stated that it needs to be passed before the start of the fiscal year which is July 1. Ms. Lindsey stated that once the board passes the proposed budget that it will be sent to the fee accountant which will make sure the number are in the system. Then Commissioner Cira will receive a HUD form to sign acknowledging we have passed a budget. Commissioner Billups asked could send courtesy copy over to the county Ms. Lindsey stated yes. Ms. Lindsey and the Board go through the budget that was proposed for FY2022. The board has asked that adjustment be made do that it can be reviewed at the next meeting. The board and Ms. Lindsey continue to have discussion regarding changes made to the budget. Commissioner would also like to review the budget in 6 months. Ms. Lindsey stated that she would make the adjustment and agreed that we need to do

a better job at looking over the budget throughout the year and make necessary adjustments. The Board agreed to have any question to Ms. Lindsey by May 24, 2021.

- **OLD BUSINESS**

- **Financial update/Monthly Development Reports**

- i. Commissioner Cira asked all the board member if they had questions regarding the Monthly development reports. Commissioner Kropfelder the asked regarding the bid for Foxxtown. She noticed that we are still waiting on a for roof top unit. Ms. Lindsey stated we need to have three bids given the amount of the first bid that came in. Commissioner Kropfelder asked the amount that requires three bids. Ms. Lindsey stated the threshold starts at \$5000.00. We prefer to have them in writing because the quotes in writing since the cost exceed that amount. Commissioner Cira asked about the 5 vacancies at Terrapin Grove and asked about getting the turned over in 30 days. Ms. Lindsey stated that we had families move from Terrapin Grove. We are getting the units turned over as quickly as possible. We have vendors that need to come in to paint and replace carpet. We have two bedrooms available at Terrapin Grove, but we do not have any families on the waiting list. The goal is to contact homilies of the Foxxtown two bedroom waiting list to see if they would like to apply for Terrapin Grove. Commissioner Kropfelder asked do we know why. Ms. Lindsey stated there are multiple reasons. Former residents have moved to other states, they have been a couple of deaths and family simple choosing to move their family member with them. Commissioner Kropfelder was interested in knowing if the moved to Green Street housing. Ms. Lindsey stated there is not senior housing there yet.

- **Update- 106 Charles Street**

- i. Ms. Lindsey informed the Board that the Housing Authority is under contract for 106 Charles St. The buyer is in their 90-day feasibility study. Commissioner Cira stated that this is great as the Housing Authority can use the infusion of money. He stated we took advantage of a strong market and strong property to sell. He asked is we put the money in the budget for next year. Ms. Lindsey stated that we have not and when the sale is final, we can make a revision to the budget at that time. Commissioner Kropfelder asked if there was a mortgage on the building Ms. Lindsey stated no. Commissioner Arntz asked about fees being paid out by the Housing Authority. Ms. Lindsey stated with have the realtor fees and would have to review the contract regarding the closing cost. Commissioner Cira asked if we have any earmarks for the money. Ms. Lindsey stated yes. Proceeds would go toward the bonds for scattered sites. Commissioner Arntz asked if we have any other properties listed for sale. Ms. Lindsey stated no. Commissioner Arntz asked if we have any potential properties to sale. Ms. Lindsey state that we do not. Commissioner Kropfelder asked how we determine that? Ms. Lindsey stated that Fisher Manor is a HUD property, Senior properties and Riverside belong to the county. We have land but we should develop for future use. Commissioner Kropfelder asked regarding scattered sites. Ms. Lindsey stated that all the other scattered sites have residents living in them. Commissioner Cira stated that the only vacancy is 106 Charles St. Commissioner Kropfelder stated she read about long term liabilities in the 2019 Audit that stated we borrowed money. She asked if we have a payment on them. Ms. Lindsey stated we owe the County bond payments for scattered sites. Commissioner Kropfelder asked if they come due certain year.

Ms. Lindsey stated there is a fee schedule. There is more discussion regarding the bonds.

- **Update-Fiscal Year-End Audit 2020**

- i. Ms. Lindsey informed the board of the status of the Fiscal year end 2020 audit report. The report is to be completed on Friday. We are working together to get the State portion complete and sending the auditor letters needed. We will be preparing for the FY 2021 shortly after June 30,2021. Commissioner Cira asked if we are behind in submitting the audit. Ms. Lindsey stated that March 31st is normally the deadline for HUD, but they gave a 3 month extension due to COVID-19. The goal for FY 2021 is to have the completed report by December 2021. Commissioner Kropfelder asked if the auditor would meet with the Commissioner to explain the audit. Ms. Lindsey stated the plan is to have them have a June meeting. Once I have the final report, I will send to all the board member so that you can have your questions answered. There is more discussion regarding the past audits and procedures. Commissioner Cira stated that next meeting we want to focus on the FY2022 Budget.

PUBLIC COMMENT

- i. Linda Brady-Terrapin Grove Resident
 - Question regarding the budget.
 - Had concerns about potential rental increases in the future.
- ii. Bonnie Walter-Terrapin Grove Resident
 - Had concerns regarding the common spaces reopening.
- iii. Florence Bolyard- Foxxtown Resident
 - Asked about Housing Choice Voucher program and the waiting list.
 - Concerns about Housing Choice Voucher funding

- **ADJORNMENT**

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