

**HOUSING AUTHORITY OF
ST. MARY'S COUNTY, MARYLAND
BOARD OF COMMISSIONERS MEETING**
Meeting held November 10, 2010

MINUTES

Present: Robert Gant, Jr., Chair, Commissioner
Jan Barnes, Co-Vice Chair, Commissioner
Agnes Butler, Commissioner
Andrew Kozak, Commissioner
Stephanie Proctor, Commissioner
Dennis L. Nicholson, Secretary
Crystal Wojciechowski, Recorder

Call To Order:

The meeting was called to order by Dennis Nicholson at 5:40 p.m..

Consideration of Minutes

Minutes from the previous Housing Authority Board meeting on October 13, 2010 were reviewed and discussed. Motion to approve minutes for October 13, 2010 by S. Proctor, Seconded by J. Barnes. All in favor. Motion carried. Minutes approved.

Housing Board of Commissioner Appointments

HASMC received information regarding Commissioner Appointments and expiration dates from the BOCC. There had been a misunderstanding that R. Gant, A. Kozak and J. Barnes' term expired in 2011 based on documentation from the BOCC office. Current documents state that their Commissioner terms expire on June 30, 2012. It was clarified that term appointments are five years according to state law. For term appointments to be changed, it would need to go to the state legislature. S. Proctor's first five-year term will expire in December 2010. In order to be considered for reappointment, S. Proctor must request in writing that she would like to be reappointed. The Housing Board will also need to provide a written recommendation to the Board of County Commissioners and will do so before December 2010.

Greenview Village Apartments

GVA is a 65 unit development, built in 1962 and owned by the Housing Authority. HASMC captured grant money from a variety of sources to complete renovation at the property: \$100,000 of Community Legacy funds, \$50,000 from the Maryland Affordable Housing Trust, \$62,000 of HOME funds for sprinklers, \$283,000 CDBG funds for sprinklers and the BOCC pledged \$140,000 for the installation of the sprinkler system. Overall, approximately \$600,000 of grant money captured for renovation and the installation of the sprinkler system at GVA. To date, approximately \$300,000 has been expended: new main water lines for the sprinkler system have been installed per

Metcom's scope, a generator was installed, sprinkler pipes were installed in two apartment buildings along with sprinkler heads. There are currently 27 vacancies at GVA due to the remodel.

HASMC has been working with the State to secure funds for the remainder of the renovation, to include windows, HVAC, entry doors, some kitchens and bathrooms, GFI's and possibly new roof. It has become a long process and HASMC is still waiting. HASMC is asking for approximately 2.7 million in Partnership Rental Housing Program funds from MD DHCD. The funds require no payback if conditions are met. A lien would be put on GVA with the State of MD in second position, with PNC having the first lien. PNC is very supportive. Some setbacks have occurred recently as the State is wary that GVA may potentially take renters from other State properties that are having vacancy problems. So, the State is considering bringing in another 1 million to pay down the principle of GVA. HASMC is capable of paying the mortgage but the State would like to be more comfortable that our debt is low, so that if the market changes and we have to lower rents for example. The State wants to be sure that if they are involved that the debt is reduced significantly. A significant problem is that work has stopped while permits and contractors are ready, but no decision has been made.

Indian Bridge Apartments

Before and after pictures presented to the Board to show kitchen upgrades, new roofs, new siding at IBA. Dennis Anderson Construction is progressing building by building and expected to finish renovation by about August 2011. The job is fully funded and marching in a very positive way. BOCC formally approved this month their pledge of \$130,000 for IBA sprinkler installation.

Emphasys Software Update

At this time HASMC's Housing Choice Voucher Program (HCV) is currently all completed manually along with an accounting software program, Accpac. It was noted by HUD that HASMC needed to also purchase software for its HCV program. A contract was signed this month between HASMC and Emphasys Software. HASMC selected a software product that allows employees to work on the internet and that the maintenance and upkeep of the product would not be our responsibility. It would also need to successfully integrate with our current accounting software. Emphasys meets all of this criteria.

Lexington Park Development District Plan

The County's LUGM office is moving ahead aggressively with the Lexington Park Development District Plan. It must be completed by June 2011. The Plan will have an impact on how land is zoned and will affect future Boards, as the County is attempting to increase the density of residential development into Lexington Park. The next Planning Commission Briefing is scheduled for November 22, 2010 at the Chesapeake Building. HASMC will provide any other future meeting dates and times to the Board.

HUD Updates

HASMC received a letter from HUD stating that based on their accounting method, HASMC's current ratio was not at 1 or higher required by the federal government. HASMC pointed out that HUD's method only uses certain line items from our financial

data, but if we look at General Acceptable Accounting Principles we are in good shape. HUD stated that by their standards HASMC may be troubled. HASMC decided to appeal their decision and the appeal has been approved. We submitted our financial records to HUD and are still waiting on their decision. Five other agencies within the Baltimore Region are in the same situation with HUD.

HASMC received a second letter from HUD stating that HASMC had been paying assistance on a dead woman. HASMC staff researched the data and determined that we had NOT been paying assistance to that woman since her death, attempted on two occasions to make HUD aware through their data system and each time it came back as invalid, and have responded to HUD. HUD acknowledged that they have our response, they will review and will give us a formal decision.

The Gateways

Indian Bridge Apartments is no longer paying to rent the office space in the front lobby of Gateways. The office is still currently being utilized by Social Security but we are not receiving any income from the space at this time.

HASMC has made the request to HR to fill two Housing Specialist positions through the County. The two positions are currently occupied by Manpower temporary employees.

The Jarboe Center has space previously occupied by the Health Department available for rent. WIC and NAMI Mental Health have expressed interest in renting the space at a modest fee.

Motion to adjourn

Motion to adjourn by S. Proctor, seconded by R. Gant. All in favor. Motion carried.

Quorum Broken - Meeting adjourned at approximately 6:49 p.m.

SUBMITTED:

ACCEPTED BY:

Dennis L. Nicholson, Secretary

Robert Gant Jr., Chair