

**HOUSING AUTHORITY OF  
ST. MARY'S COUNTY, MARYLAND (HASMCM)  
BOARD OF COMMISSIONERS MEETING**  
Wednesday, July 24, 2019  
21155 Lexwood Drive, Suite C  
Lexington Park, MD 20653

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**MINUTES**

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**Present:**

Michelle Armsworthy, Co-Chair, Commissioner  
Darlene Johnson, Co-Chair, Commissioner  
Joshua Brewster, Commissioner - Absent  
Michael Bellis, Commissioner  
Tina Dean, Commissioner  
Erin Ramos, Commissioner – Absent  
Alexis Zoss, Commissioner - Absent  
Dennis Nicholson, Secretary  
Anita Jones, Recorder

**Call To Order:**

The meeting was called to order at 5:20 p.m.

**Welcome New Commissioner – Michael Bellis:**

Michael Bellis was appointed to replace Agnes Butler, effective July 1, 2019.

Per St. Mary's County's Boards & Commissions website, Darlene Johnson's 2<sup>nd</sup> term as Commissioner has been extended to December 31, 2019

**Minutes – June 2019:**

Motion made by Commissioner Agnes Butler to approve the June 2019 minutes; seconded by Commissioner Tina Dean and passed by unanimous vote.

**2020-2024 HUD PHA Plan Submission Status:**

The draft PHA Plan has been provided to the Resident Advisory Board for review comment; it will also be posted on HASMC's website; and a notice of public discussion to be published in local newspaper, date to be determined.

2020-2024 Goals (see pages 8 & 9 of Draft PHA Plan)

A Resident Advisory Board has been established and on July 17, 2019 a copy of the draft PHA Plan was sent to Resident Advisory Board members for their review and comment.

Certifications of Compliance with PHA Plans and Related Regulations (HUD-50077-ST-HCV-HP) and the Civil Rights Certification (HUD-50077-CR) must be sent to HUD along with the finalized PHA Plan, these documents are signed by HASMC Co-Chairs & Executive Director on behalf of HASMC.

On July 16, 2019, the Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan (HUD 50077-SL) was sent to DHCD for signature by Kenneth Holt, Secretary of DHCD. This document must also be submitted with the finalized PHA Plan.

**Meeting with Brandon Engle:**

On July 18, 2019, the Executive Director met with Brandon Engle, Legislative Aide to Delegate Brian Crosby to discuss HASMC operations, open projects, and the May 20, 2019 Loan Forgiveness Letter sent to DHCD. The Executive Director also had discussions with Joann Wood regarding placing a Deed of Trust on the property which would pay off the loan when/if the property is sold. This property is currently collateral for the PNC bond, placing a Deed of Trust on the property would require PNC approval, which is a complicated process.

**HUD Voucher Applications:**

HASMC will be submitting an application seeking additional HUD-VASH vouchers; currently have 8 vouchers.

**R22 Refrigerant Gas & HVAC Capital Improvements for the Gateways:**

The HVAC units located at the Gateways all contain R22 refrigerant gas; a small number of these units have had compressors fail as they reach their end of life. R22 units are no longer being serviced as R22 refrigerant has been phased out. This will require that these units be converted to the replacement refrigerant of NU22, which is a costly process. There is a MAHT grant which could be a potential funding source of up to \$75,000 that HASMC will competitively apply for, which will require a support resolution.

**Potential Federal Budget Resolution for Federal FY2020 & Lifting of Spending Cap:**

National Low-Income Housing Coalition Update

**St. Mary's County Government Sustainable Community Designation Areas Renewal Application:**

The goal is to enlarge the current designation areas to include Title I schools; would like to overlay to show what the enlarged area would include (such as Carver Heights); Department of Social Services wants pockets of poverty included i.e., River Bay Townhomes.

**Review Financial Reports:**

Financial reports were reviewed and discussed.

**DOE Weatherization Assistance Program Update:**

The Performance Period began July 1, 2018 and ended June 30, 2019. The target is 29 units in this program year. To date, 46 units have been completed; 1 unit in Scheduled status; 3 unit in Audited status; 1 unit in Work Ordered status; 0 units in Measures Installed status; 1 unit in Inspected status; 0 units in Invoiced Status.

The average job cost is \$3,288 and the current DOE 2018 funding balance is \$43,151.

**EmPOWER Program:**

The Performance Period began July 1, 2018 and ends February 28, 2021. The target is 20 units per month. Currently 119 units have been completed; 1 unit in Scheduled status; 11 units in Audited status; 15 units in Work Ordered status; 2 units in Measures Installed status; 1 unit in Inspected status; 0 units in Invoiced Status.

The average job cost is \$4,345 and the current budget balance is \$962,090.

**Maryland Energy Assistance Program (“No Heat”):**

The Performance Period began October 1, 2018 and ends September 30, 2019. Currently 8 units have been completed; 1 unit in Inspected status.

The current budget balance is \$7,729.

**RGGI/SEIF Program:**

The Performance Period began July 1, 2018 and ends June 30, 2019. 7 units have been completed; 1 unit in Scheduled status; 2 units in Audited status; 0 units in Work Ordered Status; 1 unit in Measures Installed status; 1 unit in Inspected status; 1 unit in Invoiced status.

The average job cost is \$1,086 and the current budget balance is \$86,377.

**TRACS Update:**

Effective October 1, 2019, as determined by HUD, there will be new contract rents in place based upon a recent Utility Analysis and Operating Cost Adjustment Factor (i.e. 2018 was \$626 which will increase to \$643 in 2019).

**Thank You Agnes & Happy Birthday St. Mary’s County Housing Authority:**

Thank you to Agnes Butler for 10 years of service as a HASMC Commissioner to both HASMC and St. Mary’s County.

HASMC celebrates its 48<sup>th</sup> birthday this month.

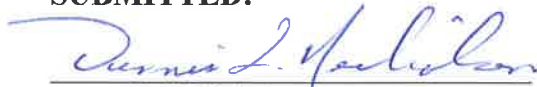
**August Meeting**

Special Guests Jennifer Neff of St. Mary's County Department of Social Services and Tracey Summers of Century 21 New Millennium are scheduled to attend the August meeting and will discuss the County's housing stock and neighborhoods.

The next meeting is August 28, 2019 at 5:15 pm.

Motion to adjourn at 6:17 p.m. was made by Commissioner Michelle Armsworthy. The motion was seconded by Commissioner Tina Dean and passed by unanimous vote.

**SUBMITTED:**



Dennis L. Nicholson  
Executive Director

**ACCEPTED BY:**



Michelle Armsworthy, Co-Chair



Darlene Johnson, Co-Chair