

**HOUSING AUTHORITY OF
ST. MARY'S COUNTY, MARYLAND (HASMCM)
BOARD OF COMMISSIONERS MEETING**

Wednesday, February 24, 2021
21155 Lexwood Drive, Suite C
Lexington Park, MD 20653
Phone Conference Held

MINUTES

Present:

Tina Dean, Chair – Absent
Michael Bellis, Vice Chair
Joshua Brewster, Commissioner
Roy Alvey, Commissioner
Erin Ramos, Commissioner – Absent
Natalie Weech, Commissioners
Alexis Zoss, Commissioner
Dennis Nicholson, Secretary
Natasha Vaillancourt, Recorder

Call To Order:

The meeting was called to order at 4:31 p.m. through a phone conference meeting.

1) Certificates of Appreciation:

- Will mail all certificates to each Commissioner

2) Vacant PNC Branch Building (Great Mills Road):

- HASMC signed off on the Donation Agreement
 - No cost
- ATM on the property
 - ATM stay on the property to serve and provide a banking presence
 - A section of the building will be walled off for the ATM
 - HASMC will renovate the ATM
 - Renovation estimated bid from PNC \$52, 000, local bid from HASMC \$45,000.
 - HASMC will ask PNC to accept the local bid of \$45,000
 - ATM does not have to be completed for the ATM Agreement to be signed.
 - Without the ATM Agreement the PNC building does not get transferred to HASMC.
 - Loan with PNC for 7 years
- Walk-thru completed on February 8, 2021

- Press Release:
 - Currently in draft form
 - Tentative scheduled date for release is March 2, 2021
 - Construction Contract for Walk-Drive Thru
- PNC Name – Health and Housing Services HUB ??

Motion to approve continued work on the PNC building and the addition of a new ATM was made by Commissioner Natalie Weech. The motion was seconded by Commissioner Michael Bellis and passed by unanimous vote.

3) Indian Bridge – Status update:

- Osprey drafted a letter to HASMC as a minority partner giving permission to go ahead and secure a HUD FHA loan to buy out the majority owner of Osprey.
 - Currently has gone through 3 different draft
- Commissioner Natalie Weech requested to review our Defensible Position.
 - A request to Chris Hornig will be sent regarding HASMC's Defensible Position.
- Letter of Interest to Refinance sent to Brian Lopez
- Received interest from AGM and Wells Fargo
- Waiting to hear back from Osprey as they want specifics
 - Fixed number on investor dollar amount proceeds
 - More control of the process

4) Maryland Housing Needs Assessment:

- Needs Assessment completed in 2018
 - Focus was on more rental housing related to low-income individuals
 - A breakdown of the Assessment was provided during the meeting
- Maryland DHCD took on the responsibility of completing the study
- Will State Officials take the study and use it to complete policies?
- HASMC was one of the committee members representing Southern Maryland

5) Fox Chase:

- 134 units
- Received a funding award under low-income housing tax credit for renovations
 - Funding award went to Osprey Properties and HASMC as a minority owner
 - HASMC and Osprey will start the application process
 - Will work with the County Commissioners before a payment in lieu of taxes.
 - Three Oaks and HASMC are trying to encourage Fox Chase and Osprey to add an additional 14 units to the development.
 - Not sure if County site plan will make it work
 - Will help with the lack of one bedroom in St. Mary's County

6) **Victory Housing:**

- Letter emailed to Mr. John Spencer reaffirming full support on Phase II
- Victory Housing Inc. is considering using HUD 202 program for Phase II
 - Building 75 more units using the tool HUD 202

7) **HCV Administrative Plan:**

- The admin plan establishes local policies for administration of the program in accordance with HUD requirements. The administrative plan and any revisions of the plan must be formally adopted by the PHA Board of Commissioners or other authorized PHA officials. The administrative plan states PHA policy on matters for which the PHA has discretion to establish local policies.
- Special Programs:
 - FSS – Family Self-Sufficient – 76
 - PB – Project Based Voucher - 8
 - HUD VASH - 15
 - Mainstream - 93
 - Homeownership - 60
 - FUP – Family Unification Program - 47
 - NED – Non-Elderly Disabled - 100

8) **Neighborhood Solar:**

- Land on Tubman-Douglas Estates
 - Next Steps – Design Development Phase
 - Solar Array cost - \$650, 000, taking cash that we have and paying for the design below cost
 - The design cost - \$19,500, which is part of the \$650,000

Motion to approve the funding design of the \$19, 500 for Tubman-Douglas Estates was made by Alexis Zoss. The motion was second by Michael Bellis and passed by unanimous vote.

9) **MEA Grant No. 2019-17-331-S1 – Appliances & Lighting Upgrades:**

- \$80,000
- Gateway and/or Greenview Village Apartments
- Upgrade to LED lighting in at least 20 units
 - Upgrades completed in 19 Gateways units; Upgrades have been completed in all units at Greenview Village Apartments
- Upgrade appliances to ENERGY STAR appliances in up to 50 units
 - 37 refrigerators and 41 dishwashers ordered for Gateways
 - a. We have received 41 dishwashers
 - b. We are expecting a delivery of refrigerators the beginning of March.

- 8 refrigerators and 8 dishwashers ordered for Greenview Village Apartments
 - a. 8 dishwashers have been installed at Greenview Village Apartments
 - b. 8 refrigerators were received and have been installed at Greenview Village Apartments
- Deadline to complete all grant activities has been extended by MEA to 05/2021

10) MEA Grant No. 2020-18-331S1 – Partnership with Energy Select:

- \$100,000
- Eligible residences in Calvert, Charles & St. Mary's counties
- Install cost-effective energy efficiency upgrades and weatherization services in at least 12 low-to-moderate income homes
 - Currently working with Energy Select to perform outreach to identify eligible homes
 - a. Energy Select has identified 1 home; waiting on information to confirm eligibility; prior potential units did not meet requirements.
- Deadline to complete all grant activities is 08/01/2021

11) MAHT Grant Award No. 4325:

- \$75,000
- Replace at least 10 R22 HVAC units as the Gateways
- Contractor has replaced 14 R22 HVAC units
- Deadline to complete all grant activities is 12/11/2020
- Deadline to complete all grant activities is 12/11/2020
 - a. All work is complete; final report to be sent

12) MAHT Grant Award No. 4511:

- \$75,000
- Replace 15 residential R22 HVAC units at the Gateways
- Received grant agreement

13) DOE Weatherization Assistance Program Update:

The 2020 Program Year has been rolled into the 2019 Program Year.

The Performance Period is 07/01/2019 to 06/30/2021; Target is 224 units; To date 36 units have been completed; 0 units in Scheduled status; 21 units in Audited status; 2 units in Work Ordered status; 0 units in Measures Installed status; 0 units in Inspected status; 3 units in Invoiced status. The average job cost is \$3,602 and the current budget balance is \$1,181,504.

14) EmPOWER Program:

The Performance Period is 07/01/2018 to 06/30/2021; Target is 20 units per month; To date 170 units have been completed; 1 unit in Scheduled status; 27 units in Audited status; 13 units in Work Ordered status; 6 units in Measures Installed status; 6 units in Inspected status; 0 units in Invoiced status. The average job cost is \$6,582 and the current budget balance is \$659,987.

15) Maryland Energy Assistance Program:

The Program Year is 10/01/2020 to 09/30/2020; Expedited crisis service is 11/01/2020 to 03/31/2021. To date 2 units have been completed; 0 units in Scheduled status; 3 units in Audited status; 0 units in Work Ordered status; 0 units in Measures Installed status; 2 unit in Inspected status; 0 units in Invoiced status. The average job cost is \$415 and the current budget balance is \$8,540. We are waiting for approved clients to be assigned to us by DHCD.

Minutes – February 2021:

Motion to approve February 2021 minutes was made by Commissioner Natalie Weech. The motion was seconded by Commissioner Roy Alvey and passed by unanimous vote.

Financial Reports:

Financial reports were reviewed

VMS Report:

Reports were reviewed

The next meeting is March 24, 2021 at 4:00 p.m.

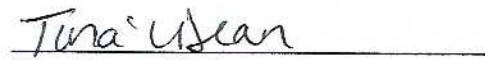
Motion to adjourn at 4:56 p.m. was made by Commissioner Roy Alvey. The motion was seconded by Commissioner Natalie Weech and passed by unanimous vote.

SUBMITTED:



Dennis L. Nicholson
Executive Director / Secretary

ACCEPTED BY:



Tina Dean, Chair