

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

Wednesday, January 27, 2021
21155 Lexwood Drive, Suite C
Lexington Park, MD 20653
Phone Conference Held

MINUTES

Present:

Tina Dean, Chair
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 4:29 p.m. through a phone conference meeting.

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

- Letter of Intent has been emailed to Chris Rockey of PNC
 - Urgent public health need
 - Letter mailed out November 13, 2020
- One page summary regarding renovation for PNC building complete
 - Email sent from CSBI INC on January 27, 2021
- Resolution for donation of PNC building ready for approval and Commissioner signatures.
 - Schedule times to meet with Commissioners to get resolution signed
- PNC, HASMC and St. Mary's Health Department, need to coordinate public announcement of donated building.
 - Scheduled for Monday, January 25, 2021

Motion to approve the acceptance of the PNC building was made by Commissioner Roy Alvey. The motion was seconded by Commissioner Natalie Weech and passed by unanimous vote.

Motion to allow secretary Dennis Nicholson sign all appropriate documents pertaining to PNC was made by Commissioner Roy Alvey. The notion was seconded by Commissioner Natalie Weech and passed by unanimous vote.

2) **Indian Bridge – Status update:**

- 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

3) **Victory Woods Housing – Status update:**

- John Spencer HASMC's Victory Housing representative will be taking the development idea of building 75 more units to his board.
 - Email sent by John Maneval on Monday January 25, 2021

4) **Fox Chase:**

- Has been awarded, no official announcement
- HASMC 12% minority ownership
- Working with Osprey to complete final application

5) **New Commissioner positions:**

- Chair – Tina Dean
- Vice Chair – Michael Bellis

Motion to approve commissioner titles was made by Roy Alvey. The motion was seconded by Natalie Weech and passed by unanimous vote.

6) **HCV Mainstream Voucher:**

- Beginning April 1, 2021 – 75 additional mainstream vouchers

7) **Reserve Payroll:**

- Currently has \$76,299.62
 - Above amount includes \$17,883.00 from the health insurance refund

8) **2019 and 2020 Audits:**

- Working with auditors to complete audits
- Working towards completing the 2019 audit before June 2021
 - 2019 audit was extended due to COVID-19

9) **HCV Administrative Plan:**

- Plan submitted by Anita to HUD
 - January 13, 2021

- Plan uploaded to HASMC's website for public view

10) Neighborhood Solar:

- Land on Tubman-Douglas Estates
 - Solar panels on part of the field will reduce energy cost and pass on a portion of SMECO savings to Tubman-Douglas residents.

Motion to approve sending SMECO letter for partnership was made by Roy Alvey. The motion was second by Tina Dean and passed by unanimous vote.

11) Security Gate Replacement:

- Purchase order has been completed, awaiting signatures

12) 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
 - 8 refrigerators and 8 dishwashers ordered for Greenview Village Apartments
 - a. 8 dishwashers have been installed at Greenview Village Apartments
- Deadline to complete all grant activities has been extended by MEA to 05/2021

13) 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
- Deadline to complete all grant activities is 08/01/2021

14) MAHT Grant Award No. 4325:

- \$75,000
- Contractor has replaced 15 R22 HVAC units at the Gateways have been replaced

15) MAHT Grant Award No. 4511:

- 01/15/2021 Email notification of successful grant award
- \$75,000
- Replace 15 residential R22 HVAC units at the Gateways
- Grant package is expected by 02/01

16) 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.

17) EmPOWER Program:

The Performance Period is 07/01/2018 to 06/30/2021; Target is 20 units per month; To date 164 units have been completed; 0 units in Scheduled status; 30 units in Audited status; 5 units in Work Ordered status; 4 units in Measures Installed status; 3 units in Inspected status; 0 units in Invoiced status. The average job cost is \$4,507 and the current budget balance is \$796,497.

18) 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 0 units have been completed; 0 units in Scheduled status; 0 units in Audited status; 0 units in Work Ordered status; 0 units in Measures Installed status; 0 unit in Inspected status; 0 units in Invoiced status. The average job cost is \$0 and the current budget balance is \$67,233. We are waiting for approved clients to be assigned to us by DHCD.

Minutes – December 2020:

Motion to approve December 2020 minutes was made by Commissioner Roy Alvey. The motion was seconded by Commissioner Tina Dean and passed by unanimous vote.

Financial Reports:

Financial reports were reviewed

- Provide update amount to Tina on Collection losses

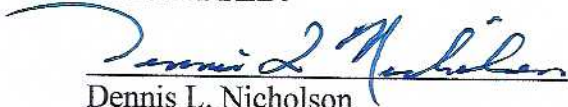
VMS Report:

Reports were reviewed

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

Motion to adjourn at 4:55 p.m. was made by Commissioner Tina Dean. The motion was seconded by Commissioner Mike Bellis and passed by unanimous vote.

SUBMITTED:



Dennis L. Nicholson
Executive Director / Secretary

ACCEPTED BY:



Tina Dean, Chair