

**HOUSING AUTHORITY OF  
ST. MARY'S COUNTY, MARYLAND (HASMCM)  
BOARD OF COMMISSIONERS MEETING**  
Wednesday, March 23, 2022  
21155 Lexwood Drive, Suite C  
Lexington Park, MD 20653

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**MINUTES**

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**Roll Call:**

Tina Dean, Chair (via telephone - late)  
Michael Bellis, Vice Chair - Absent  
Roy Alvey, Commissioner  
Joshua Brewster, Commissioner  
Erin Ramos, Commissioner - Absent  
Natalie Weech, Commissioner (via telephone)  
Alexis Zoss, Commissioner  
Dennis Nicholson, Secretary  
Anita Jones  
Tomica L. Scriber

Guests: via telephone, Brian Lopez and Tyler Groat of Osprey

**Call To Order:**

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

**Debt Schedule and Reset Date**

D. Nicholson introduced an exhibit for the Commissioners' information showing the Housing Authority's Long-Term Debt Schedule as of March 1, 2022. Four Rivers Community Loan Fund, Inc. is the entity that has taken on this debt. These loan amounts range from \$11,000 to above \$8,000,000, etc. Payments are being made and one of our loans, \$920,000 for the Jarboe Family Center with the Federal Home Bank of Atlanta, will be retired at the end of this year. So we are making progress.

**Private Sector Development Standards**

D. Nicholson introduced this topic for discussion only, and not one on which he is asking for a vote. He is bringing the topic to the attention of the Commissioners should we have additional private/public development discussions this year. Over the years we've had various private/public relationships. Some examples are the Spring Valley renovations, the Indian Bridge acquisition,

Patuxent Crossing. We've had other development groups approach us for partnerships or support. We're already working with Victory Housing. Last month we mentioned the Taft Mills/New Harbor (who have not come back to us). When we are approached about such projects, should we consider these requests on a case-by-case basis or does the Housing Authority want to have policy standards? There would be a concept agreement stage with a developer, but before we reach that stage, we as a Board, should already have a sense of what are our expectations.

### **Executive Director Transition Update**

Since expanding the search to include Indeed, we currently have 21 candidates; 10-12 have been vetted by Carrie and she is going through the next step. We tend to get one application each day.

### **HASMC 2022 Operating Budget**

D. Nicholson received a call from Cynthia Brown from the County and they have still not received any word about ERAP 2 money. We are winding down our ERAP 1 fund, which will be spent out by May of this year. Commissioner Weech asked if that included individuals we were paying moving forward. D. Nicholson replied that we ended assistance for more than 3 months. We may be down to taking care of arrears only. We have closed ERAP applications but there are probably 500 people out there still needing assistance.

It was noted that this discussion actually included the ERAP topic on the agenda.

### **Behavioral Health & COVID Services Hub (21625 Great Mills Road, Lexington Park):**

We continue with the renovations process which we had hoped to finish by June but may take as long as August. Timelines for ordering for certain materials is long.

### **ERAP (Emergency Rental Assistance Program)**

Covered in the "HASMC 2022 Operating Budget" discussion above

### **Human Resource Consultant**

Renee Estrada from Serenity Place is our Human Resources Consultant. The majority of her work has been working with Indeed to find qualified applicants for our internal open positions.



## **Victory Woods, Phase II**

D. Nicholson pointed out that whether there are 40 units or 75 units, that's still small to carry debt when trying to purchase or renovate property. Washington Archdiocese, and their Victory Housing arm, is looking at fees that may be charged. The biggest source of fees would be coming from our Metropolitan Commission. We had a good conversation with Victory Housing, Civil Engineer and MetCom staff. MetCom is going to look at its flow charge for development focused on a larger unit with 2 bathrooms or more. MetCom is going to petition its management to reduce the flow charge.

## **Taft-Mills Group and New Harbor Development**

HASMC was contacted about possible support/collaboration for two potential LIHTC applications. Both sites would be 120-unit affordable housing projects with mixed-incomes. The LIHTC application due date is May 22, 2022.

Taft-Mills Group's primary focus is developing high-quality, affordable rental housing developments. Most of their developments are located in North & South Carolina but was recently the were awarded DHCD funding to develop Railroad Square Apartments in Brunswick, Maryland.

New Harbor Development is a real estate development and acquisition firm located in Annapolis that specializes in creating service-enriched affordable housing. The principal, Mike Font, was a Development Specialist at the National Affordable Housing Trust and a Development Director at Homes for America.

These two organizations are partnering and have not come forward with anything formal, so we are waiting to hear back from the Taft Mills/New Harbor Group about any next steps.

## **2022 PHA Plan**

No update.

## **Review and approve minutes from February 23, 2022 Meeting**

Commissioner Weech commented that there had been in-depth discussion on the Indian Bridge Update item and would like the minutes to reflect that. The question was raised if the minutes could be approved with that addition. Commissioner Weech moved to approve with addition; seconded by Commissioner Zoss. The vote was accepted unanimously.

## **Financial Reports**

Financial reports were provided along with other meeting materials in the Commissioners' folders.

## **MEA Grant Application for PY 2022**

The grant application successfully submitted November 11, 2021, requesting \$100,000 to provide energy efficiency upgrades to 20-25 homes. We anticipate notification around April 2022.

### **Community Legacy Grant No. SRP-CL-2019-HAStMarys-00331**

- \$100,000 Award for greenspace next to Library
- Work has been paused due to COVID-19 and weather-related issues
  - Regrading, seeding and installation of sidewalks remain

### **Community Legacy Grant No. SRP-SDF-2020-HAStMarys-00426**

- \$75,000 Award for greenspace next to Library
- Work has been paused due to COVID-19 and weather-related issues
  - Regrading, seeding & installation of sidewalks remain

### **Community Legacy Grant No. CL-2021-HAStMarys-00269**

The work is complete; waiting for payment of \$50,000; then Final Report to be submitted

## **DOE Weatherization Assistance Program**

- 2019/2020 Program Year
  - Virtual fiscal monitoring is tentatively scheduled for 01/2022; has not yet been rescheduled
- 2021 Program Year
  - Fully executed grant agreement received 8/13/2021
  - Performance Period is 07/01/2021 to 06/30/2022
  - \$788,125
  - Target is 79 units in program year
  - 23 units have been completed; 0 unit in Scheduled status; 0 units in Audited status; 13 units in Work Ordered status; 1 unit in Measures Installed status; 9 units in Inspected status; 4 units in Invoiced status
  - The average job cost is \$8,895
  - Current budget balance is \$392,479

## **EmPOWER Program**

- 2021 – 2023 Cycle

- Performance Period is 07/01/2021 to 02/28/2024
- \$1,383,780 (3-year period)
- Target is 20 units per month
- 42 units have been completed; 0 units in Scheduled status; 3 units in Audited status; 16 units in Work Ordered status; 2 units in Measures Installed status; 15 units in Inspected status; 2 units in Invoiced status
- The average job cost is \$6,966
- Current budget balance \$548,452

### **Maryland Energy Efficiency Tune-Up**

- 2021 – 2023 Cycle
  - Performance Period is 07/01/2021 to 02/28/2024
  - Target is 20 units per month
  - 3 units have been completed; 1 unit in Scheduled status; 0 units in Audited status; 0 units in Work Ordered status; 0 units in Measures Installed status; 22 units in Inspected status; 0 units in Invoiced status
  - The average job cost is \$896
  - Current budget balance \$21,648

### **Maryland Energy Assistance Program**

- 2021 – 2023 Cycle
  - Fully executed grant agreement received 11/02/2021
  - Performance Period is 11/02/2021 to 11/30/2024
  - \$752,000 (3-year period)
  - Expedited crisis service is 11/01/2021 to 03/31/2022
  - Target is 4 units per month
  - 17 units have been completed; 0 units in Scheduled status; 2 units in Audited status; 2 units in Work Ordered status; 0 units in Measures Installed status; 3 units in Inspected status; 0 units in Invoiced status
  - The average job cost is \$252
  - Current budget balance \$129,272

## **SUMMARY OF CLOSED SESSION HELD ON 02/03/2022**

### ***1. Statement of the time, place, and purpose of the closed session:***

Time of closed session: **5:57 PM**

Place (location) of closed session: **Gateways 1<sup>st</sup> Floor Conference Room**



Purpose of the closed session: To obtain legal advice

**2. Record of the vote of each member as to closing the session:**

Names of members voting aye: Roy Alvey, Joshua Brewster, Natalie Weech, Alexis Zoss

Members opposed: \_\_\_\_\_ Abstaining: \_\_\_\_\_

**3. Statutory authority to close session:**

This meeting was closed under the following provisions of General Provisions Art. § 3-305(b):

**Topic #1: § 3-305(b) (7)**

**Listing of each topic actually discussed, persons present, and each action taken in the session:**

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
Indian Bridge & BlueHub Update	Roy Alvey Joshua Brewster Anita Jones	No action taken
Admiral's Landing Operating Agreements	Dennis Nicholson Tomica Scriber Natalie Weech (by phone) Alexis Zoss	Vote taken to follow legal advice

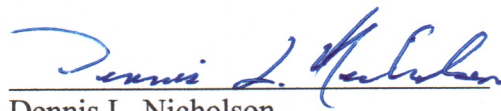
**Adjournment at 6:27 p.m.**

Commissioner Brewster made a motion to adjourn, and it was seconded by Commissioner Weech. Passed by unanimous vote.

**Next Regular Meeting**

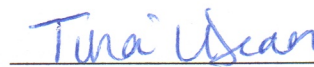
Scheduled for April 27, 2022.

**SUBMITTED:**



Dennis L. Nicholson  
Executive Director / Secretary

**ACCEPTED BY:**



Tina Dean, Chair