

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

Wednesday, April 27, 2022  
21155 Lexwood Drive, Suite C  
Lexington Park, MD 20653

---

---

**MINUTES**

---

---

**Roll Call:**

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

**Call to Order**

The meeting was called to order at 5:15 PM.

**Executive Director Transition**

After a process of outreach to national housing associations, contacts at the state level and also other agencies, including Indeed, we had a short list of 4 and a possible 2 more candidates to be brought to the Board.

- One interviewed well and was considered a potential good fit; however, we later discovered that with regard to her experience, she had indicated that she worked for an organization but in fact was in a consultant role
- One interviewed but did not have any direct experience with a housing authority or not-for-profit agency; never written a grant; no direct experience supervising employees
- One did not show up for interview
- One withdrew their application from consideration; reason given: "decided to pursue a different position at this time"
- Currently, we have no active candidates
- D. Nicholson is recommending that, if there's another search, it should be limited to Southern Maryland (if there's talent here) – chambers of commerce, school boards, etc. Only candidates that due diligence on the part of staff reveal worth interviewing will be forwarded to the Board.

### **HASMC 2022 Operating Budget**

- Operating Budget is in movement right now because we've been spending money, hiring 2 new staff in the Maintenance area
- This week the County Commissioners have signed off on the ERAP money which is rental arrears assistance and about 8% of ERAP money will go for salaries and expenses. We've transitioned to a new accounting software. That was \$27,000 for implementation and one-time \$44,000 for implementation.
- Dennis has been hearing comments about increased living expenses. Last year we gave a 3% increase in wages. At next month's meeting we will propose a 3%, 5% or 7% increase effective in August plus a possible cost-of-living adjustment. Whatever is decided will affect the operating budget.

### **COVID-19 Partner Forum**

Dennis Nicholson, Tomica Scriber and Anita Jones attended this event on April 7, 2022, at which HASMC was given special recognition:

*"When we were desperate for a new site to host vaccine and testing in Lexington Park, Dennis Nicholson and the Housing Authority team stepped in to save the day. They worked closely with us in identifying potential sites and then introduced us to the PNC Bank team - Over the course of several months and extraordinary conversations about the health needs for our community, they worked out an arrangement with PNC Bank for a generous donation of their property for our use. The Housing Authority accepted ownership of the Hub building which the Health Department now uses for COVID-19 testing and vaccine operations, with future plans for behavioral health supports and primary care services. They are what made that possibility a soon-to-be-reality."*

### **Presentation to NAACP #7025 Branch Meeting, April 28, 2022**

D. Nicholson has been invited to speak (virtually) at St. Mary's County NAACP #7025 Branch Meeting, tomorrow, April 28, 2022, 6:30 PM, to talk about housing and transportation. Commissioners encouraged Dennis to raise the hard issues that face low-income housing.

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

Moving forward with interior renovation work per a Health Department \$700,000 contract. Addendum #02 with Health Department for approximately \$106,00 has been executed

### **Income Limits**

- The FY 2022 Income Limits are available on HUDUser.gov, with an effective date of April 18, 2022. See [Section8-IncomeLimits-FY22.pdf \(huduser.gov\)](#) for income limits by state
- Median Household Income Limits have varied over the past few years:

2022	\$114,300
2021	\$116,500
2020	\$103,600
2019	\$101,700



Source: <https://dhcd.maryland.gov/HousingDevelopment/Pages/MFLibrary.aspx#appsother>

### **Indian Bridge**

Chris Hornig and John Maneval have been in touch with Osprey to keep them informed of our progress with moving this project to closing. Chris Hornig sent a demand letter to Robert Iber at HUD regarding BlueHub loan structure – CDA has authority to approve and HUD guidance is not required. Waiting to hear a response. In any event, HASMC has bought ourselves some time with Osprey.

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

St. Mary's County has been awarded \$1,400,000 for ERAP 2

### **Human Resource Consultant**

Employee Resource Day held on April 8, where staff met Renee' Estrada, HR consultant, as well as several other members of Serenity Place. Employees engaged in activities geared towards team building and enjoyed a beautiful afternoon on Breton Bay. Renee will be contacting staff for some informal one-on-one meetings. Commissioner Dean commented that she was very proud that this isn't something that just happened once to do due diligence but it's an ongoing effort to address things like team-building.

### **Fox Chase Village aka Admiral's Landing Apartments**

Osprey wants to close with a commitment for 8 project-based vouchers. There is an outstanding sprinkler issue: Osprey will give us some language that they will approve

- Operating Agreements have been executed
- Subsidy Layering Review has been submitted to CDA
- Draft Agreement to Enter into a HAP Contract has been sent to Osprey

### **Victory Woods, Phase II**

MetCom fees make it cost-prohibitive to build affordable housing. We are asking for waivers of their fees for senior housing given that this kind of project has low flow. Victory Housing has submitted an appeal letter to METCOM regarding the \$1.3M capital contribution charge. Also submitted comments regarding the proposed Equivalent Dwelling Unit table update, which would impact fees on Victory Woods I and II. Currently we are supporting Victory Woods, but directly involved.

### **Valley Drive Estates**

Foundation Development Group, LLC and Pax Development are in the process of submitting an LIHTC application to renovate 38 two- and three-bedroom townhomes which would be available for occupancy in early 2024. They have asked HASMC to refer qualified residents and to assist with marketing efforts. We would like the state to support this program.

### **2023 HUD PHA Plan**

Beginning initial steps related to the annual PHA process. HASMC must submit an Annual Plan, and a 5-Year (if due), no later than October 18 each year.

### **Review and approve minutes from March 23, 2022 meeting**

Commissioner Dean moved to approve and Commissioner Weech seconded. Passed by unanimous vote.

### **Financial Reports**

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

- HASMC was formally notified of \$115,000 award
  - Requested \$100,000 to provide energy efficiency upgrades to 20-25 homes
  - Anticipate Grant Agreement by mid-May

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

- \$100,000 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. SRP-SDF-2020-HASStMarys-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-HASStMarys-00269**

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

### **DOE Weatherization Assistance Program**

- 2019/2020 Program Year
  - Virtual fiscal monitoring was 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
  - 30 units have been completed; 0 units in Scheduled status; 0 units in Audited status; 10 units in Work Ordered status; 1 unit in Measures Installed status; 8 units in Inspected status; 2 units in Invoiced status
  - The average job cost is \$8,555



- Current budget balance is \$417,745

### **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
  - 46 units have been completed; 0 units in Scheduled status; 4 units in Audited status; 13 units in Work Ordered status; 1 unit in Measures Installed status; 16 units in Inspected status; 0 units in Invoiced status
  - The average job cost is \$6,780
  - Current budget balance \$574,383

### **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; 1 unit in Work Ordered status; 0 units in Measures Installed status; 21 units in Inspected status; 0 units in Invoiced status
  - The average job cost is \$896
  - Current budget balance \$29,897

### **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 \$128,922

### **Closed/Executive Session**

Commissioner Dean moved to close meeting and Commissioner Weech seconded. Passed by unanimous vote.

## SUMMARY OF CLOSED SESSION HELD ON 2022-04-27

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

Time of closed session: **5:59 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, Michael Bellis, Joshua Brewster, Tina Dean, Natalie Weech, Alexis Zoss

Members opposed: none; Abstaining: none

### *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
<b>Charles County Complaint  Property Break-In</b>	Roy Alvey Michael Bellis Joshua Brewster Tina Dean Natalie Weech Alexis Zoss Dennis Nicholson Anita Jones Tomica L. Scriber	<b>No Action Taken</b>

**Adjournment at 6:37 p.m.**

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

**NEXT MEETING SCHEDULED:** *May 25, 2022*

**SUBMITTED:**

  
\_\_\_\_\_  
Dennis L. Nicholson  
Executive Director / Secretary

**ACCEPTED BY:**

  
\_\_\_\_\_  
Tina Dean, Chair