

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

Wednesday, June 22, 2022  
21155 Lexwood Drive, Suite C  
Lexington Park, MD 20653

---

---

**MINUTES**

---

---

**Roll Call:**

Tina Dean, Chair (Via telephone)  
Michael Bellis, Vice Chair - Absent  
Roy Alvey, Commissioner - Absent  
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 5:24 PM.

**May Meeting**

May meeting was not held due to lack of quorum.

**Executive Director Transition**

A meeting with the board and Serenity Place was held on 06/16.

**Serenity Place Proposal**

A proposal to assist with the transition period between Executive Directors was sent to the Commissioners for their consideration.

**HASMC 2022 Operating Budget**

Operating Budget was reviewed.

### **Wage Growth Increase**

To date, the State of Maryland has approved a COLA increase of 4%. As of January 1, 2022, a 1% increase was effective and as of July 1, 2022, a 3% increase will be effective. Eligible staff who did not receive a within grade increase due to budget constraints will retroactively receive said increment. As of July 1, 2022, St. Mary's County has approved a COLA of 2% and salary increases of 2.5%. HASMC has 3 options – 3%, 5% and 7%. The overall budget increases shown below represent a 12-month period:

- 3% - overall budget increase of \$33,069.88 (\$2,755.82 per month)
- 5% - overall budget increase of \$55,116.46 (\$4,593.04 per month)
- 7% - overall budget increase of \$77,163.05 (\$6,430.25 per month)

Commissioner Tina Dean moved to approve a wage growth of 7% and Commissioner Natalie Weech seconded. Passed by unanimous vote. This will be effective 08/08/2022.

### **Housing Choice Voucher Program – Calendar Year 2022 Renewal Funding**

The total after offset is \$15,156,952.

### **PIH Notice 2022-07: Mainstream Vouchers – Non-Competitive Opportunity for Additional Vouchers Authorized by the CARES Act and Extraordinary Administrative Funding**

An application for 30 vouchers was submitted to HUD on April 29, 2022.

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

St. Mary's County has been awarded \$1,400,000 for ERAP 2. As of June 1, 2022, we have received 1,617 applications and we have dispensed \$4,049,799 in ERAP funds.

### **Foster Youth to Independence Competitive Notice of Funding Opportunity**

This program is available to Housing Authorities & DSS to provide housing assistance on behalf of youth at least 18 years and not more than 24 years of age (have not reached their 25th birthday) who have left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in Section 475(5)(H) of the Social Security Act, and are homeless or are at risk of becoming homeless at age 16 or older. The application deadline is August 8, 2022. DSS staff are pulling data to determine need, demand, and/or pipeline.

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

June 27, 2022 at 3:00 p.m., a Media event is scheduled to announce additional funding that the Health Department has received from Maryland Community Health Resources Commission to support start-up operations as the Hub. The ribbon cutting is scheduled for September 8, 2022. A Save-the-Date notice was sent to Commissioners and formal invitations will be sent in coming weeks.



## **Indian Bridge**

John MacLean is to finalize his recommendation letter to HUD this week.

Per John Maneval of Oculus CAS, LLC (Consultant) email dated June 2, 2022 to John MacLean of DHCD/CDA:

John –

As promised, attached is a 15-year project for Indian Bridge Apartments under the proposed financial restructuring including the new loan from Blue Hub, with a focus on the impact on the CDA HOME loan. A few highlights:

1. The HOME loan's current balance (after the 2021 payment, per the audit) is \$1,786,283. The original balance was \$2,000,000.
2. As part of the Blue Hub financing, it is proposed to make a \$200,000 principal payment on the HOME loan, reducing the principal due to \$1,586,283.
3. Going forward, the HOME loan would continue to receive annual payments of the lesser of 75% of cash flow, or the Scheduled Payment per the terms of the original note. Scheduled Payment is \$100,305 based on original balance of \$2,000,000, interest rate of 4.0% and a 40-year term. Cash flow is calculated after the payment of the existing 1<sup>st</sup> mortgage and the new 2<sup>nd</sup> position Blue Hub loan.
4. Per the projections, the "lesser of" amount is the Scheduled Payment of \$100,305.
5. By the end of Year 15, the adjusted principal balance would be \$848,335; if the projections hold up, the entire principal balance would be repaid in advance of the original maturity date of 2051 due to the additional principal payment of \$200,000.
6. Remaining cash flow would be distributed to HASMC to support their affordable housing mission in St. Mary's County.
7. It is also possible that a refinancing event in several years could result in the full repaying of remaining principal of the HOME loan at that time.

Hopefully this proposal achieves outcomes that work for all parties. Your review and comment is appreciated. We'd like to schedule a closing sometime soon.

Happy to answer any questions.

All the best,

John

Chris Hornig sent a letter to Robert Iber at HUD regarding BlueHub loan structure – CDA has the authority to approve and HUD guidance is not required. HUD has left the decision to DHCD/CDA.

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

Additional tweaking is being done to the draft Agreement to Enter into Housing Assistance Payment Contract.

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

Victory Housing has submitted an appeal letter to METCOM regarding the \$1.3M capital contribution charge. Comments have been submitted regarding the proposed Equivalent Dwelling Unit table update, which would impact fees on Victory Woods I and II.

### **Valley Drive Estates**

Foundation Development Group, LLC and Pax Development submitted 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.

### **Villas at Lexwood**

Greenstreet Housing submitted an application for new construction funding to DHCD on May 4, 2022. It will be a 40 unit affordable, energy efficient and quality rental housing development on a 3.961-acre parcel of land located on Lexwood Drive across from Lexwood Apartments.

### **2023 HUD PHA Plan**

We are beginning the initial steps related to the annual PHA process. HASMC must submit an Annual Plan no later than October 18<sup>th</sup> each year. Letters to Resident Advisory Board have been sent informing them of the 2023 process.

### **Financial Reports**

Financial reports were reviewed.

### **MEA Grant No. 2022-21-331S1**

HASMC received a \$115,000 Award to provide cost-effective energy efficiency upgrades in at least 10 households in St. Mary's County.

### **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 & 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**

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 Natalie Weech moved to close meeting and Commissioner Josh Bellis seconded. Passed by unanimous vote.

### **SUMMARY OF CLOSED SESSION HELD ON 06/22/2022**

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

Time of closed session: **6:19 PM**

Place (location) of closed session: **Teams Meeting**

Purpose of the closed session: **To discuss a personnel matter – Executive Director vacancy**

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

Names of members voting aye: **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) (1)***

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


<b>Topic description</b>	<b>Persons present for discussion</b>	<b>Action Taken/Each Recorded Vote</b>
<b>Executive Director Vacancy</b>	<b>Joshua Brewster Tina Dean Dennis Nicholson Natalie Weech Alexis Zoss</b>	<b>No action taken</b>

**Adjournment at 6:55 p.m.**

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

**NEXT MEETING SCHEDULED:** *July 27, 2022*

**SUBMITTED:**

  
\_\_\_\_\_  
Shawn Kingston  
Executive Director/Secretary

**ACCEPTED BY:**

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