

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

Wednesday, October 26, 2022  
21155 Lexwood Drive, Suite C  
Lexington Park, MD 20653

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**MINUTES**

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**Roll Call:**

Tina Dean, Chair  
Michael Bellis, Vice Chair  
Roy Alvey, Commissioner  
Joshua Brewster, Commissioner  
Natalie Weech, Commissioner  
Alexis Zoss, Commissioner (via Teams)  
Shawn Kingston, Interim Executive Director  
Anita Jones  
Tomica L. Scriber

**Call to Order**

The meeting was called to order at 5:17 P.M.

**Minutes Corrections or Additions: September 28, 2022**

A motion was made by Commissioner Michael Bellis to approve the minutes from August 24, 2022 with typographical corrections and was seconded by Commissioner Natalie Weech; and passed by unanimous vote.

**Executive Director Transition**

Simone Ross has accepted the Executive Director position and has signed the amended offer letter. She will begin on January 5, 2023. The Board will be inviting her to November and December board meetings.

**Dennis Nicholson's Retirement Celebration**

- Friday, December 2, 2022, 1:00 to 3:00
  - Reluctant Navigator, Tall Timbers Marina
    - Budget approximately \$10,000 (food & gift)
    - Approximately 150 people
    - Gift – piece of artwork
    - Cash Bar
    - Menu

- Program
  - Commendation from Governor Hogan - received
  - Commendation from Congressman Hoyer - requested
  - Commendation from St. Mary's County Commissioners – how to request
  - Commendation from Maryland General Assembly – requested
  - Commendation from Secretary Fudge at HUD?
  - Proclamation from the Board

### **HASMC 2022 Operating Budget**

Operating budget was reviewed.

### **Information Technology Purchases**

We are moving forward with the purchase of a new server. We are going over the specs with Monarch Security and they will be doing the installation.

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

St. Mary's County has been awarded \$1,400,000 for ERAP 2. Funds are allegedly pending in the Comptrollers General Accounting Division Online Portal, coming from the State to St. Mary's County. Funds will then flow from St. Mary's County to HASMC.

- As of October 25, 2022 we have received 1510 applications
- As of October 25, 2022 we have dispersed \$4,619,122 in ERAP funds

### **Behavioral Health & COVID Services HUB**

Phase 2 work is nearing completion; Phase 3 is TBD.

### **Indian Bridge Update**

We have received an offer from Conifer to purchase Indian Bridge. No contracts have been signed as of yet.

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

Osprey went to closing on September 29, 2022. Housing Authority is to provide referrals.

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

- On September 27, 2022, Sara Asgari from Victory Housing requested a meeting with Shawn Kingston & Anita Jones to discuss; they have been working on this quite some time with Dennis and have been moving forward based on those discussions.
- September 22, 2022: They are currently in discussions with the Archdiocese and the local parish regarding site control and will be preparing their CDA application once they have an agreement in place.
- 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

### **Valley Drive Estates**

- On September 27, 2022 it was announced by DHCD that Pax Development, LLC received a 9% Tax Credit Award
  - 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**

- On September 27, 2022, it was announced by DHCD that Green Street Housing received twinned 9% & 4% Tax Credit Awards
  - Greenstreet Housing submitted an application for new construction funding to DHCD on 05/04/2022
    - 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**

PHA Plan was submitted on October 17, 2022

### **Financial Reports**

Financial Reports were discussed.

### **HASMC By-Laws**

Ad Hoc Committee to be established to review and discuss by-laws.

### **Greenspace by Library**

Thoughts on what to do with Greenspace were discussed – being tabled until new Executive Director starts.

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

- \$115,000 Award
  - Provide cost-effective energy efficiency upgrades in at least 10 households in St. Mary's Count
    - Working with Edge Energy (subcontractor) to leverage funds that they have access to in order to assist more residents



- Letters were sent to participants of HASMC's homeownership program; have received several responses in return; reviewing for eligibility and next steps

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

- \$100,000 Award for Greenspace next to Library
  - Work should be completed by the end of October/beginning of November

**Community Legacy Grant No. SRP-SDF-2020-HASStMarys-00426**

- \$75,000 Award for Greenspace next to Library
  - Work should be completed by the end of October/beginning of November

**Community Legacy Grant No. CL-2021-HASStMarys-00269**

Final Report has been submitted.

**DOE Weatherization Assistance Program**

- 2019/2020 Program Year
  - Virtual fiscal/programmatic monitoring was completed on 06/22/2022-6/23/2022
  - Exit interview was completed on 07/07/2022, waiting for final report
- 2023 Program Year
  - Fully executed grant agreement received 07/07/2022
  - Performance Period is 07/07/2022 to 06/30/2025
  - \$482,872
  - Target is 50 units per program year
  - 9 units have been completed; 0 units in Scheduled status; 1 unit in Audited status; 2 units in Work Ordered status; 0 units in Measures Installed status; 4 units in Inspected status; 2 units in Invoiced status
  - The average job cost is \$4,395
  - Current budget balance is \$408,871

**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
  - 66 units have been completed; 0 units in Scheduled status; 8 units in Audited status; 10 units in Work Ordered status; 3 units in Measures Installed status; 13 units in Inspected status; 3 units in Invoiced status
  - The average job cost is \$6,293
  - Current budget balance \$590,518

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

- 2021 – 2023 Cycle
  - Performance Period is 07/01/2021 to 02/28/2024
  - Target is 20 units per month
  - 14 units have been completed; 1 unit in Scheduled status; 1 unit in Audited status; 4 units in Work Ordered status; 0 units in Measures Installed status; 6 units in Inspected status; 0 units in Invoiced status
  - The average job cost is \$822
  - Current budget balance \$27,090

### **Maryland Energy Assistance Program**

- 2021 – 2023 Cycle
  - 2022 funding cycle ended 10/15/2022 and we are awaiting 2023 funding – expected mid-November
  - 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 11/01/2022 to 03/31/2023
  - Target is 4 units per month
- 2022 Funding Cycle
  - 27 units were completed; 0 units in Scheduled status; 1 unit in Audited status; 2 units in Work Ordered status; 0 units in Measures Installed status; 2 units in Inspected status; 2 units in Invoiced status (Incomplete jobs will transfer to next funding cycle)
  - The average job cost was \$14,068.04
  - The current budget balance is \$0
- 2023 Funding Cycle
  - 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 units in Inspected status; 0 units in Invoiced status
  - The average job cost is TBD
  - Current budget balance TBD

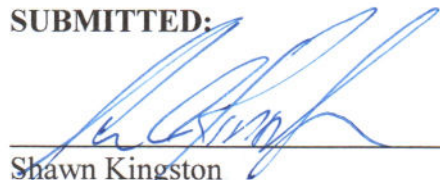
### **Adjournment at 6:11 P.M.**

A motion was made by Commissioner Tina Dean to close the meeting; seconded by Commissioner Natalie Weech; and passed by unanimous vote.

### **Next Regular Meeting**


Scheduled for November 16, 2022.

**SUBMITTED:**



Shawn Kingston  
Executive Director/Secretary

**ACCEPTED BY:**



Tina Dean, Chair