

**HOUSING AUTHORITY OF  
ST. MARY'S COUNTY, MARYLAND (HASMCM)  
BOARD OF COMMISSIONERS MEETING**  
Wednesday, November 16, 2022  
21155 Lexwood Drive, Suite C  
Lexington Park, MD 20653

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**MINUTES**

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**Roll Call:**

Tina Dean, Chair - Absent  
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, Recorder  
Tomica L. Scriber

**3 Guests:**

Mary Parker  
Steve Tuttle  
Simone Ross

**Call to Order**

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

**Agenda Additions or Corrections**

No changes.

**Minutes Corrections or Additions: November 16, 2022**

A motion was made by Commissioner Natalie Weech to approve the minutes from October 26, 2022 and was seconded by Commissioner Roy Alvey; and passed by unanimous vote – pending changes to reflect that we will not be giving gift cards as a gift.

**Dennis Nicholson's Retirement Celebration**

- Friday, December 2, 2022, 1:00 to 3:00
  - Reluctant Navigator, Tall Timbers Marina
    - Budget approximately \$5,000 to 6,000 (food & gift)
    - Approximately 100 people

- Gift – piece of artwork
- Cash Bar
- Menu
- Program
  - Commendation from Governor Hogan - received
  - Commendation from Congressman Hoyer – requested
  - Brian Crosby will be attending and presenting
  - Commendation from St. Mary’s County Commissioners – requested
  - Commendation from Maryland General Assembly – requested
  - Proclamation from HASMC Commissioners – Michael Bellis will draft the Proclamation – template being sent to him

**HASMC 2022 Operating Budget**

No changes. Board will be looking at 2023 Budget at next meeting.

**Information Technology Purchases**

The order for the new server is close to being placed. The original quote was for \$16,000 and the new quote is now under \$10,000. Monarch Security will handle the complete install of the new server. A SonicWall will be installed after the successful installation of the sever.

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

Still waiting on the State to release the money from the portal to the County. The board would like to reach out to BOCC, Secretary Holt, Brian Crosby and Jack Bailey and a few others to try to get the funds moving.

**Behavioral Health & COVID Services HUB**

No update.

**Indian Bridge Update**

Waiting for the State of Maryland to approve assumption of loan. This property will remain as affordable housing.

**Victory Woods, Phase II**

No update.

**Villas at Lexwood**

No update.

**2023 HUD PHA Plan**

No update.

### **Financial Reports**

Financial reports were discussed.

### **HASMC By-Laws**

No update.

### **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
  - We have identified at least 7 eligible homeowners; the contractor has been instructed to move forward

### **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 06/22/2022-06/23/2022
  - 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; 6 units in Inspected status; 1 unit in Invoiced status
  - The average job cost is \$4,395
  - Current budget balance is \$390,323

### **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
  - 68 units have been completed; 0 units in Scheduled status; 11 units in Audited status; 9 units in Work Ordered status; 3 units in Measures Installed status; 13 units in Inspected status; 1 unit in Invoiced status
  - The average job cost is \$6,234
  - 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
  - 17 units have been completed; 0 units in Scheduled status; 1 unit in Audited status; 4 units in Work Ordered status; 0 units in Measures Installed status; 3 units in Inspected status; 3 units in Invoiced status
  - The average job cost is \$847
  - Current budget balance \$23,789

### **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 11/01/2022 to 03/31/2023
  - Target is 4 units per month
  - 2023 Funding Cycle
    - 0 units have been completed; 0 units in Scheduled status; 1 unit 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 \$299,905

### **Public Comment**

A motion was made by Commissioner Joshua Brewster to open the meeting to public comment, the motion was moved by Commissioner Alexis Zoss and this motion was seconded by Commissioner Natalie Weech; and passed by unanimous vote.

Steve Tuttle is interested in joining the Board of Commissioners. He is in charge of the WARM program. He would like to know how long landlords have been waiting for payment – some since August. Other programs were discussed for renters at risk of eviction – we need to make sure all of these families are being referred to DSS for additional help.

Tanya Parker is voicing concerns about delays in payments. She was given Shawn's contact to follow up with concerns. Community Outreach was discussed and Tomica would be a good representative for this.

Steve Tuttle is also being courted to be on Three Oaks Board of Commissioners. Three Oaks is a fundraising board whereas we are more fiduciary.

**Adjournment at 6:16 P.M.**

A motion was made by Commissioner Natalie Weech to end the meeting; seconded by Commissioner Mike Bellis; and passed by unanimous vote.

**Next Regular Meeting**

Scheduled for December 21, 2022.

**SUBMITTED:**

*Shawn Kingston*  
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Shawn Kingston  
Executive Director/Secretary

**ACCEPTED BY:**

*Tina Dean*  
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Tina Dean, Chair