

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, November 26, 2018

Minutes

Present:

Commissioners: Chairman Paul Rowe
Vice Chair Leonard Hamlin
Commissioner Linda Green
Commissioner Cherice Shannon
Commissioner Ndy Otis

Staff: Eric C. Brown, Executive Director, HA
Sharon R. Land, Deputy Director, HA
Al Coley, Regional Property Manager, HAD
Michael Jackson, Project Manager, HAD
Eric Sink, Comptroller, HA
Crystal Ford, Resident Services Manager, HAD
Mugure Crawford, HA, Recorder

Location: 9200 Basil Court 2nd Floor Largo, Md 20774

Call to Order: Chairman Paul Rowe called the meeting to order at 5:39 p.m. having declared a quorum with the following Commissioners present: Cherice Shannon, Linda Green, Commissioner Ndy Otis and Vice Chair Leonard Hamlin.

- **Approval of Minutes:** Chairman Paul Rowe called for a motion for the October 22, 2018 meeting minutes to be approved. Commissioner Linda Green motioned to approve the minutes and Vice Chair Leonard Hamlin seconded the motion. The minutes were approved subject to the following changes being made, on page 2 regarding the resident fulfillment log, delete the last line (typo). On page 3 correct the sentence under Housing

Assistance Division regarding move-ins. On page 6 under Board Comments and regarding the elevators at Cottage City Chairman Rowe added the reference that in the event the only working elevator fails, Housing Authority will execute a contingency plan to hire an elevator operator. Lastly, on page 6, the last bullet point regarding a fire safety plan, Chairman Paul Rowe referenced the Housing Authority, and reminder for staff action to establish and execute an education plan for residents to mitigate backups at Cottage City.

Reports by the Executive Director:

- Deputy Director, Sharon Land reported that for October 31, 2018, there were 0 applicants pulled from the waitlist for the Public Housing Program. The cumulative number of pulls for the year is 40.
- As of October 31, 2018, there are 4,723 households on the public housing waiting list. Sixty-Seven percent of the households on the waiting list reported that they were county residents or worked at least 30 hours per week. Ninety-two (92) of the households on the waiting list indicated that they are not county residents, nor do they work in the county.

Rental Assistance Division:

- Deputy Director, Sharon Land presented the Rental Assistance Division report and reported that for the month of October, there were 0 pulls for the Housing Choice Voucher Program 0 for Moderate Rehab and 50 pulls for Project-Based Waiting List Program. The cumulative totals for the year are HCV-150, MOD-0, and Project Based-138.
- There is a total of 2,504 applicants on the Housing Choice Voucher waiting list that qualify for one or more preference.
- As of October 31, 2018, the Housing Authority has 5837 vouchers available of which 5744 are leased. The Housing Authority is at 98% utilization for vouchers and 99% for dollar utilization. For the month of October seven (8) vouchers were issued bringing the total to 245 for the year. No vouchers

were leased for the month October bringing the total to 97 leased for the year.

Resident Fulfillment:

Deputy Director, Sharon Land presented updates on the Resident Fulfillment Report. Deputy Director, Sharon Land provided updates and indicated that staff have currently closed or are working to resolve all issues. An update regarding Ms. Price at Rollingcrest Village was given by staff indicating Ms. Price's clothes were restored. Chairman Paul Rowe asked staff to communicate to Ms. Price to submit a claim to Housing Authority for her personal belongings damaged during plumbing and mold issues.

Housing Assistance Division:

Al Coley presented the Housing Assistance Division report and reported the following:

- There was a total of 0 move-in and 0 move-outs for the month of October.

PROPERTY MANAGEMENT

PHA-wide

Due to excessive rainfall and extreme humidity levels throughout the region, the Housing Authority experienced a high volume of calls regarding microbial contaminations. Staff completed a second round of inspections for all public housing properties in October. In-house and contract services have been employed to address extensive drywall repair and remediation efforts. Air quality testing is expected to be completed by the end of November 2018.

Follow up discussion occurred updating the Board on the number of units inspected for mold at Owens Road and Cottage City (between 10-12 units per site and the common areas on the properties). Contractors findings have not been released yet. Oral presentation of preliminary findings discussed official

report to be submitted. Four (4) units were severe requiring mediation. Air quality inspection for all units.

Change over from air conditioning to heat was completed at both high-rises Cottage City Towers and Owens Road by October 17th.

Owens Road

The building continues to operate off of one elevator. The Authority is closer to a bid submission to contract for modernization services.

A pressure relief valve was replaced on the commercial #2 boiler.

A back-flow system test was completed for the building.

Spartan repaired a water line in the crawl space at Owens Road on October 30th. Three additional areas of the building were snaked: laundry room, units #207 and #304.

Marlborough Towne

A concrete ADA compliant ramp and guardrail was installed at unit #1847. Two handicap parking spaces were added in front of the unit. One regular space was eliminated in the process. Compliances were made in accordance with HUD recommendations.

Follow up discussion occurred indicating Housing Authority staff committed to providing update to action plan and cost.

Follow up discussion occurred regarding the Grease disposal prevention plan at Marlborough Towne.

Kimberly Gardens

A roof repair was made at unit #9240 for a recurring problem. Bathroom ceiling was cut and replaced for mold remediation along with other maintenance repairs.

Cottage City Towers

Spartan performed clean out services for the main line at Cottage City Towers on October 30th. The clean out also included a specific snaking of unit #107. Shortly thereafter a backup occurred in units 107 and 109. At this time, it was discovered that there may be a broken pipe somewhere underneath the concrete slab in unit #109. Further investigation is required.

Follow up discussion occurred indicating staff is committed to providing updates on replacement and restoration at Cottage City Towers.

New circuit boards and wiring was replaced to repair the door entry system at Cottage City Towers. Now there is a problem with the keycard system. The entire system is old and may need to be replaced. Inquiries are underway.

Rollingcrest Village

Extensive duct cleaning was performed by an outside contractor at eight units at Rollingcrest Villages. Two of the ten residents scheduled for duct cleaning were not available for services.

Follow up discussion occurred regarding contractors not showing up per scheduled service. Staff will schedule new dates for the two remaining units to be completed.

Coral Gardens

A leaky roof was repaired at unit #1327.

The subfloor was repaired in the upper level bathroom of unit #1307.

Occupancy/Recertification

- For the month of October there were 17 re-certifications completed and 0 new admission transfers.

Al Coley also presented the Vacancy Report for the month of October and reported that the overall Occupancy rate is 95%

MODERNIZATION

Owen's Road Elevator Upgrade and Modernization

The Housing Authority received a condition assessment and cost proposal from Otis Elevator for the Modernization of the elevators. In compliance with HUD procedure, however the HA may be required to release an RFP to secure contracting services and a draft RFP has been developed.

The projected schedule of completion (to include design, approvals, manufacturing and installation) would span a 9-12-month period.

IFB Cottage City Community Unit Improvement and Upgrades

The Housing Authority issued an Invitation to Bid (IFB) for Improvement and Upgrades to 10 units at the Cottage City Community. The selection of units to be renovated based on occupancy dates and/or vacancy. The Housing Authority received qualifying bids from 3 bidders and is in the process of evaluating the bids. The project has been placed on hold pending approval of CDBG Agreement.

RFP - HVAC Duct Cleaning – All sites

The HA will be issuing a Request for Proposals (RFP) to solicit sealed proposals from qualified Vendors who specialize in commercial HVAC duct system cleaning services, to furnish all professional services, equipment, labor and materials necessary to provide HVAC duct system cleaning services at all the Housing Authority's communities.

Installation of Smoke and Combination Smoke/Carbon monoxide detectors- All Properties

The new smoke detectors have been delivered to all sites and installation is underway. The HAPGC will replace over 420 existing smoke detectors with

combination smoke/carbon monoxide detectors. Staff reported an update that 50 to 60% of this project has been completed.

Energy Efficiency & Solar Grants

The HA assigned Sustainable Energy Analyst has completed benchmarking and submitted applications for Four (4) of the Housing Authority properties for EnergyStar scoring and certification. The completion of this phase will commence in early January allowing the HA to be eligible for up to \$100,000 per site for the Office of Central Service's Sustainable Energy Program, Energy Efficiency & Solar Grants.

Redevelopment

1313 Southern Avenue

The project has entered the pre-design development phase required for pricing and H.A. is preparing the initial submissions for local jurisdictional review and subsequent approvals. The authority continues to be engaged in bi-weekly meetings with the developers design team.

Owens Road Redevelopment

HA staff recently met with and provided project related information to Kairos Development, LLC regarding the redevelopment of the Owens Road and Cottage City communities. Kairos is in the process of reviewing current amenities and requirements at Owens Road and will be submitting preliminary strategy based on findings to the development committee.

Financial Report

Eric Sink presented the finance report. Key highlights for the month ending October 2018 are as follows:

1. **Overall Position** – October had an overall loss of (\$263,285) primarily due to expenses for maintenance issues and temporary employees and a year to date positive position of \$327,773.
2. **Accounts Receivable** – October’s AR balance was estimated at \$126,831 as payments have not been posted to the new Yardi System at the time of this report. There were no case filings for the month due to transition work.
3. **Public Housing Performance** – October had a monthly loss of (\$149,975), which gives a year to date loss of (\$32,539). The maintenance expenses went to following vendors: HD Supply, HM Sweeney Co., D&L Remodeling, Hawkins Electrical Service, Scientific Insect, Goode Companies and Otis Elevator Company. Staff will continue to monitor and report on this.
4. **Other** – The new Yardi System is anticipated to go-live around Thanksgiving and it is anticipated on-line payment availability will occur early in the new year for those who choose to sign up for the feature via email.

Residents will be able to make a payment using their checking account, debit card or credit card at no cost to them or they can continue to send payments to the lock box. More information will follow as it becomes available.

Questions from the Board:

- Chairman Paul Rowe asked when can residents expect to receive December rent statements, due to the Yardi conversion. Chairman is requesting an update by the next Board meeting.
- Chairman Paul Rowe had several questions regarding the A/R report, specifically questions about the first and last columns of the report. Comptroller Eric Sink and Deputy Director Sharon Land addressed the questions regarding the format of the A/R report and provided estimates of when the report will reflect accurately in Yardi.

Follow up discussion occurred with staff indicating staff would change the format more consistent with recommendations from Commissioner Ndy Otis.

Remarks from the Board:

- The Next Board of Commissioners meeting will be held Monday December 17, 2018, moved up one week due to the upcoming Holiday.
- Chairman Paul Rowe discussed plans to schedule the next Board of Commissioners retreat for the end of January 2019 or for February 2019.
- Commissioner Linda Green discussed update on scheduling the next HCV Committee Meeting. Commissioner Linda Green will send out information to Deputy Director Sharon Land and Commissioner Josh Hamlin for the HCV Committee meeting.
- Commissioner Cherice Shannon discussed positive feedback towards Regional Property Manager Al Coley on the ramp upgrades at 1847 Tanow Place Marlborough Towne.
- Cherelle Silue, the new Family Self Sufficiency Coordinator, introduced herself to the Board and gave an update on the program.
- Commissioner Cherice Shannon thanked Crystal Ford, the new Resident Services Manager for the Turkey Baskets for the residents. Commissioner Shannon also thanked site manager Vicki Beale for administrating donations.

Public Comments:

1. **Lorraine Terry- 1380 Chillum Road Rollingcrest Village-** Ms. Terry is requesting an update on her re-certification. Al Coley responded and will follow up with Ms. Terry regarding her re-certification. **Ms. Terry expressed concerns about not receiving notification for the November Board meeting as well as posting of the meetings on a routine occurrence; similar concerns raised at Kimberly Gardens;** Ms. Terry also requested copies of the BOC Meeting packets distributed on the property. Ms. Terry expressed concerns about damage to the Rollingcrest property when people are backing up in their cars, lights being out over her windows, storage door is off (its away from its foundation). Commissioner Ndy Otis and Chairman Paul Rowe responded by asking Ms. Terry to submit a list of issues to her site manager, so the site manager can submit work order requests and track the necessary maintenance requests. Ms. Terry also requested extra copies of the Board packets to be distributed at the Rollingcrest Property. Ms. Terry is also requesting reimbursement for the damage cable cord cut when contractors worked in her unit.
2. **LeighAnn Smith Rosenberg, Esq- Legal Aid-** Expressed concerns about the County website not properly showing the correct locations for the Board of Commissioners meetings. A possible computer glitch or error with the website which may have shifted the BOC meeting schedule dates and locations. **Discussion occurred with staff indicating follow up to correct the issue.**

Adjournment:

Chairman Paul Rowe adjourned the meeting at 7:45 p.m.

Attest/ Witness:

Paul Rowe
Chairman

Estella Alexander
Acting Secretary/Executive Director