

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, January 28, 2019

**Minutes**

Present:

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

Staff: Estella Alexander, Acting Executive Director, HA  
Sharon 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 2<sup>nd</sup> Floor Largo, Md 20774

**Call to Order:** Chairman Paul Rowe called the meeting to order at 5:30 p.m. having declared a quorum with the following Commissioners present: Cherice Shannon, Linda Green (via phone), Commissioner Ndy Otis, and Vice Chair Leonard Hamlin.

**Approval of Minutes:** Chairman Paul Rowe called for a motion to approve the December 17, 2018 meeting minutes. Vice Chair Leonard Hamlin motioned to approve the minutes and Commissioner Cherice Shannon seconded the motion. **The minutes were approved subject to the following changes and requests made:**

- On page 6, Chairman Paul Rowe questioned the CFP year allocation for the \$24,000 to ensure that these funds are included in fiscal year 20, if necessary. Chairman Paul Rowe reminded staff to ensure that these funds are included in fiscal year 20 Operating Budget and Agency Plan.
- On page 12, Chairman Paul Rowe asked the Board of Commissioners to consider the need for Prince George's County funding to support the Local Rent Supplement Program (LRSP).
- On page 13, Commissioner Linda Green gave an update on the Call Center. She reported the following: 1.) HA had two vacant positions

which were filled with permanent staff s; 2.) software implementation is in process; 3.) still awaiting a Call Center report specifying by whom and when calls were answered; 4.) Work Order has been submitted as needed.

- On page 14, Legal Aid Leigh Ann Smith Rosenberg asked if an analysis of SAFMR was conducted and will there be an increase in lease ups. HCV Manager Michelle Johnson responded by stating the HA has not completed a study but plans to execute an aggressive landlord outreach effort in high opportunity areas. Lease up is presumably faster subject to an increase in landlord participation in higher zip codes.

### **New Business**

- Auditing Firm Clifton Larson Allen, LLP presented to the Board of Commissioners an audit briefing of the Housing Authority of Prince George's County's 2018 audit results. Trish Harthausen, Engagement Director briefed the Board on the HA Financial Statements.
- Acting Executive Director Estella Alexander briefed the Board on an update regarding the Demolition/Disposition of Public Housing property and eligibility for tenant protection vouchers and associated requirements. She stated that submission of the application allows HA to convert five (5) Public Housing properties currently under HUD to Project-Based properties as a result of the disposition. The HA consultant, Harry Sewell also briefed the Board and provided additional discussion regarding this new initiative. Follow up discussion occurred with Chairman Paul Rowe providing his thoughts regarding HUD position to no longer support Public Housing. Chair Rowe suggests looking at this initiative strategically and ask that the Board to provide guidance by evaluating each of the Public Housing sites to determine the economic benefit to the HA. Furthermore, Chairman Rowe, stressed that having a dialogue with the residents is important and that the evaluation should be conducted in a manner that would prevent undue alarm on the part of the residents. Chairman Paul Rowe requests a thorough investigation and evaluation of this opportunity and added that the evaluation be viewed as an asset portfolio exercise. Chairman Paul Rowe requested that a determination be made as to which properties need the most work as well as which properties required the least. Acting Executive Director Estella Alexander responded by stating that she has taken notes and she is clear on the directive. Acting Executive Director Estella Alexander added that to obtain the analysis that Chairman Rowe has requested. It may be helpful to reissue the HA Request for Qualifications (RFQ) to identify possible partners. She officially requested that this procurement action be approve.

### **Reports by the Executive Director:**

- Regional Property Manager, Al Coley reported that for December 31, 2018, there were 0 applicants pulled from the waitlist for the Public Housing (PH) Program. The cumulative number of persons pulled from the PH Waitlist for the year is 40.
- As of December 31, 2018, there are 4,728 households on the PH 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-three (93) of the households on the Waiting List indicated that they are not county residents, nor do they work in the County.

### **Rental Assistance Division:**

- Regional Property Manager, Al Coley presented the Rental Assistance Division report and reported that for the month of December, there were 0 pulls for the Housing Choice Voucher (HCV) Program, 0 for Moderate Rehab, and 0 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 preferences.
- As of December 31, 2018, the HA has 5837 vouchers available of which 5717 are leased. The HA is at 98% utilization for vouchers and 98% for dollar utilization. For the month of December twenty-one (21) vouchers were issued bringing the total to 316 for the year. Eighteen (18) vouchers were leased for the month December bringing the total to 136 leased for the year.
  - Follow up discussion occurred with Chairman Paul Rowe regarding two columns on the Rental Assistance Division report, vouchers issued versus vouchers leased. Chairman Paul Rowe discussed difficulty in some residents being able to secure units. He asked for clarification on interpreting the Rental Assistance Division report. Deputy Director Sharon Land responded by explaining the lease-up process, which is a certain number of days are allowed in order to find a unit, during that period the unit has to pass inspection, a negotiation on payment standards has to be agreed upon. Sharon Land also stated that there are various factors that contribute to the number of vouchers issued versus the number of vouchers leased. Chairman Paul Rowe added in conclusion that the absence of unit availability plus the lease up process that causes the delay in lease-up cycle.

## **Resident Fulfillment:**

Regional Property Manager, Al Coley presented the Resident Fulfillment Report.

- Rollingcrest Village resident Lorraine Terry's items have been closed.
- Rollingcrest Village resident Ms. Price damage claim is still in process, HA has gone through the claim process, all information/paperwork has been received. Claim will be closed out this month.
- Mary Williams concerns regarding the parking issues at Rollingcrest are still pending. There is no resolution with Save A Lot Management
- Joseph Tyrell request for unit upgrade will be closed out at the end of March. Funding has been identified to perform the work.
- Draft Fire Safety plan is still in process.
- Owens Road residents Milton Howell and Debra Hawkins issues are closed.
- Audrey Henderson submitted a notice to vacate. This item is closed.
- Kevin Thomas mediation process has been completed and this item is now closed.
- Rollingcrest Village resident Mary Williams concerns pertaining to the Yardi system is still in process. HA is anticipating online payments by summer 2019.
- Cottage City resident Charmaine Phelai requests for unit upgrade is still in process due to the CFP

## **Housing Assistance Division:**

Al Coley presented the HAD report including:

- There were 3 move-ins and 4 move-outs for the month of December.

## **PROPERTY MANAGEMENT**

### **PHA**

Indoor air quality test were completed at the Owens Road and Cottage City properties. Testing was completed in select dwelling units and community spaces. Results are as follows:

#### **Owens Road:**

Three (3) units cleared.

Five (5) units required air scrubbing and retesting only.

Six (6) units required remediation, air scrubbing, and retesting.

All common areas tested were cleared without any further actions required.

### **Cottage City Towers:**

Eight (8) units cleared.

One (1) unit required air scrubbing and retesting only.

One (1) unit required remediation, air scrubbing, and retesting.

All common areas tested were cleared without any further actions required.

Snow removal was performed at all public housing properties on January 14, 2019. No damages were reported.

### **Owens Road**

The contract has been signed to move forward with the elevator modernization project at Owens Road.

### **Marlborough Towne**

A Pepco transformer problem caused an area wide power outage in District Heights on Sunday, January 20, 2019. Partial power was restored but Pepco had to return to the property to restore electrical services to the lower end of the development.

### **Kimberly Gardens**

Final renovation touches in #K9240 are underway. The indoor air quality test performed. IAQ test resulted in, no findings.

On Friday, January 24, 2019 at 2:25 pm Prince George's County Police responded to a shooting near the Kimberly Gardens property. The victim suffered trauma to his left arm. It was reported that the victim and two other individuals were walking on a footpath to Cherry Lane from the townhouse complex when he was approached by the unknown suspect and was shot. Persons involved were not public housing residents. No property damage was reported.

### **Cottage City Towers**

#### **Plan of Action – Main Sewer Line**

The Nova Lining Company recommended a complete Cured In-Place Pipe (CIPP) relining of the main sewer pipe. This method of rehabilitation will have the least amount of impact on residents and will correct the sewer along the first floor. Relining can be performed with no interruption of sewer and water services. Nova is proposing to reline the main sewer to the manhole located in front of the building. Highlighted are steps necessary to complete first floor relining.

- Installation of a two-way cleanout on the mainline at the end of the hallway on the first floor.

- Investigation work which includes, Closed Circuit Television (CCTV) inspection, and locating of the mainline on the first floor, branch line CCTV investigation and marking of sewer for re-installment purposes.
- CCTV investigations will also enable discovery of any problems that originate in individual sewer laterals to first floor apartments.
- Provide cleanout installation on branch lines
- CIPP liner installation and branch line reinstatement with optional bypass pumping.
- CCTV video inspection of CIPP liner and reinstatements.

Based on the Action Plan provided, there would not be any need to convert residential units located on the first floor of Cottage City Towers into commercial spaces.

- Follow up discussion occurred with Chairman Rowe discussing the plan of action with the main sewer line at Cottage City Towers. Chairman Rowe asked the question will this be sufficient to stop the block and the ensuing flooding of those units? Al Coley responded yes this is sufficient based on the plan of action given. Phase 1 is to clean it out. Phase 2 is to put the liners in and can be completed, depending on funding, can begin within a month.

The Authority commenced installation of a new Access Control System for Cottage City. Final installation is expected to be completed by January 28, 2019.

Contractor work required a water main shut off by the fire department and WSSC. It was later discovered upon turning water back on that the shut off caused interruptions with partial heat to floors: four, five, and six. Hot water and heat was restored on December 30, 2018.

The passenger elevator is still out of service. Awaiting parts related to the door closure.

- Follow up discussion occurred with Acting Executive Director Estella Alexander expressing a concern about only one operating elevator at Cottage City. She expresses the severity of the issue in a building occupied by seniors, elderly, and disabled residents and the need to get the elevator fixed as soon as possible especially in the event of an emergency. Vice Chairman Leonard Hamlin asked the question how residents are updated regarding issues concerning the passenger elevators at Cottage City. Al Coley responded by stating building notices are posted week to week to notify residents of all repair updates.

One dumpster container was replaced at Cottage City.

## **Rollingcrest Village**

Duct cleaning continued at the Rollingcrest property. Seven new units were cleaned.

## **Occupancy/Recertification**

- For the month of December there were 38 re-certifications completed and 8 new admission transfers.
- Al Coley also presented the Vacancy Report for the month of December, reporting that the overall Occupancy rate is 96%

## **MODERNIZATION**

Project Manager Michael Jackson presented the Modernization report for the Month of December 2018:

### **Elevator Owens Road Emergence Elevator Purchase Order**

The HA has moved forward with an Emergency Purchase Order for the Modernization of the elevators at 1100 Owens Road. Otis Elevator's modernization team is on-site conducting surveys and collecting required engineering data as part of Phase I of the elevator modernization project. The HA will seek to expedite by (June or July) currently scheduled project.

### **IFB Cottage City Community Unit Improvement and Upgrades**

The HA 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 is based on occupancy dates and/or vacancy.

The Housing Authority received qualifying bids from 3 bidders. The project will be awarded to Colossal Contractors. The HA will schedule a brief presentation to the operations committee prior to submitting a resolution to the board. The proposed start date is TBD.

The proposed scope of work to include replacement of kitchen cabinets and counters, bathroom components, flooring and interior painting.

### **UFAS Unit updates and compliance**

The Housing Authority recently converted two (2) one-bedroom apartments into assessible units at the Cottage City Community. The completion of these units will increase the HA's stock of UFAS accessible units. A total of 15 UFAS units are either completed, undergoing modification or currently scheduled for modification to commence

All recently completed UFAS units are to complete certification in the coming months

**DRAFT Housing Authority of Prince George's County  
Fire Emergency Action Plan**

The Housing Authority has incorporated the Board comments and recommendations into the DRAFT Fire Emergency Action Plan and will continue to reach out to the Board for input throughout this process. The objective is to develop an overall plan for the Authority and move to create site specific plans for each of our five (5) communities.

- Follow up discussion occurred with Chairman Paul Rowe expressing the urgency and the need to finalize the draft. Chairman Paul Rowe request a final draft be completed as soon as possible.

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

The new smoke detectors have been delivered and installed at all sites. The HAPGC replaced over 420 existing smoke detectors with combination smoke/carbon monoxide detectors which contained the required 10 year sealed Long -Life battery back-up.

**Energy Efficiency & Solar Grants *No movement***

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 allows 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 *No movement***

The project has entered the pre-design development phase required for pricing and are 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.

Housing Authority staff and the project developer will plan to schedule and provide a brief introductory presentation to the newly elected Prince George's County Council Member Rodney C. Streeter, of Councilmanic District 7.



The goal of the project is the completion of a Senior and aged-restricted residential development.

- Follow up discussion occurred with Chairman Paul Rowe requesting a project schedule. Michael Jackson responded by stating major changes occurred over the holidays involving the price schedule, which hurt the original project schedule, thus adding major redesign changes in order to make the budget cutting costs. He has not received a new schedule to reflect the revised one however, Michael Jackson will provide the board with the most current schedule.

### **Owens Road Redevelopment *No movement***

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. The meeting was followed up with an onsite visit of Owens road community.

### **Resident Services**

Resident Services Manager Crystal Ford presented the Resident Services report for the Month of December 2018:

### **Kimberly Gardens**

- Resident Services delivered food baskets door to door, donated by Prince George's County First Responders
- Resident Services met with each resident about forming a Tenant Council.
- Delegate Darryl Barnes of District 25, donated toys from his toy drive, to the children of Kimberly Garden's. Each child 13 and under, was able to receive a toy.
- Family Self Sufficiency Program Coordinator Cherelle Silue, conducted a Family Sufficiency Interest Meeting on December 13, 2018 where 4 families participated.

### **1100 Owens Road**

- The Tenant Council meeting met as scheduled. Tenants are planning activities for 2019 as well as how to better/beautify their community.
- The First Responders of Prince George's County provided 45 food baskets to residents as well as Mr. Brown of Bells United Methodist Church, provided the residents with food baskets for the holiday.
- The Tenant Council held a Christmas party for the residents of Owen Road and special guest included the Iverson Mall Steppers.

## Marlborough Towne/Coral Gardens

- The Tenant Council met as scheduled. The Council invited Major Curt McLean out to speak about crime prevention and reporting measures.
- The children of Marlborough Towne and Coral Gardens were asked to develop a Christmas Wish List and the items from the list were purchased by DeMarco Solar of Forestville, Maryland.

## Rolling Crest

- The Tenant Council met as scheduled. The Tenant Council was unable to vote on new members due to lack of resident participation. However, the Council did discuss upcoming expectations for 2019.
- The residents were provided information about Food Pantries in the area as well as other local agencies.
- All residents of Rolling Crest were provided a Christmas food basket.

## Cottage City

- The Tenant Council met as scheduled.
- The residents of Cottage City received Christmas baskets from Prince George's County First Responders as well as other organizations in the area.
- Cottage City residents celebrated the Christmas Holiday with a resident party in their community room.
- Cottage City elected its new Tenant Council members

## Financial Report

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

1. **Overall Position** – The prior month used estimates due to the system transition, but we were able to operate in Yardi this month and December had a gain of \$473,116 and a year to date estimated positive position of \$634,617.
2. **Accounts Receivable (AR)** –December's AR balance was close to the prior month's estimate at \$154,622. To address the balance, we filed over 100 cases for failure to pay and responses have positive in January. Additionally, we will again be offering "Tax Refund Amnesty" where tenants with a balance of less than \$2,500 can go on a payment arrangement over 11 months to get caught up and this has been successful in the past.

3. **Public Housing Performance** –December had a monthly gain of \$28,188 and year to date deficit of (\$50,036), primarily due to vendor payments to K&A, RSC Electrical, Supreme Landscaping, HD Supply and Others. We'll continue to monitor and report on this.

**Other** – Operations and Housing Assistance checks are running smoother than the previous month; however, there remains work to test and validate all portals before the back-office system is fully functional and we can proceed to the set-up of Rent Café (the portal that will all self-service review of accounts, on-line payments and maintenance requests). We are drafting flyers that can be posted at the sites informing residents of these upcoming changes as it gets closer

- Vice Chairman Leonard Hamlin asked the question will each site receive a presentation on Rent Café? Eric Sink responded by stating yes HA will distribute flyers to residents reading “coming soon, Rent Café”. Tenants using email can also sign up for these messages. Vice Chairman Leonard Hamlin asked the question if a resident needed to know how to manage Rent Café after going live, who would they talk to? Eric Sink responded by stating HA’s accounting department will be managing and addressing resident questions and questions can also be handled via email. He added it is a self-service tool.

### **New Business**

- Regional Property Manager Al Coley presented Resolution #1309 a resolution amending the Administrative Plan to include regulatory changes for Small Area Fair Market Rents (SAFMR) Chairman Paul Rowe calls for a motion to approve resolution #1309. Vice Chair Leonard Hamlin motioned to approve the resolution and Commissioner Cherice Shannon seconded the motion. Resolution #1309 was approved by the Board.
- Chairman Paul Rowe presented Resolution #1310 a resolution of The Board of Commissioners to Endorse the Prince George’s County Comprehensive Housing Strategy and support its recommendation for the County to appropriate annual funding for a local rental assistance program. Chairman Paul Rowe calls for a motion to approve resolution #1310. Commissioner Linda Green motioned to approve the resolution and Commissioner Cherice Shannon seconded the motion. Resolution #1310 was approved by the Board.

## Old Business

- Update on Legal Matter from HA attorney Carrie Blackburn Riley. Carrie Blackburn Riley gave a brief overview and remaining discussion took place in a closed session.

## Public Comments:

1. Lorraine Terry- 1380 Chillum Road Rollingcrest Village- Ms. Terry brought up concerns regarding her recertification and her rental payment amount. Vice Chair asked Ms. Terry what does she need the Board to do to help with her issue? Ms. Terry believes that she is being retaliated against because she received a letter for non-payment from HA. Chairman Paul Rowe requests attention or an arbitrator to meet with both Ms. Terry and Staff to resolve tenant relationships. Commissioner Cherice Shannon responded by stating once HA changed over to the new Yardi system it slowed down the process of recertifications. Commissioner Shannon also stated that all residents that were behind in rent payments received the non-payment letter. Ms. Terry reported on the trash door on the Chillum Road Side. Ms. Terry requests cameras on the Rollingcrest Property. Ms. Terry reported the retaining wall bricks are still not in place. She is requesting her cabinets be replaced. Ms. Terry is still reporting of fire vandalism on the property. Housing Authority will investigate and address Ms. Terry's issues.
2. Sabrina Ware- Legal Aid- Ms. Ware asked if is Rent Café just for public housing residents to pay rent and to make maintenance requests? Is Rent Cafe going to be mandatory to make payments through that system? Eric Sink responded by stating Rent Café is for residents to view their account in real time and that it's not mandatory for residents, but it is an option.

**Adjournment:**

Chairman Paul Rowe adjourned the meeting at 7:30 p.m.

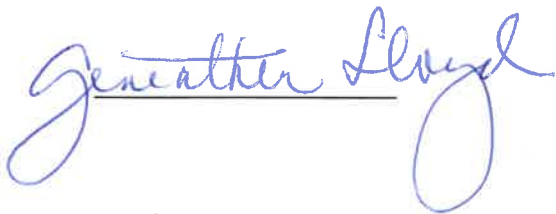
Vice Chairman Leonard Hamlin motioned to go into Executive Session and Commissioner Ndy Otis seconded the motion. The Board of Commissioners went into Executive Session with Housing Authority Staff and Legal Counsel at 7:30pm to consult with counsel to obtain legal advice.

***\*\*\*The Board of Commissioners Reserves the Right to Invoke a Closed Meeting under the Open Meeting Act Provisions outlined in Article 3-305(b)\*\*\****

Attest/ Witness:



Margaret Crawford



Jennifer Lloyd



Paul Rowe  
Chairman



Estella Alexander  
Acting Secretary/Executive Director