

# Housing Authority of the City of College Park



## Board Minutes Regular Monthly Meeting Teleconference January 27, 2022

### Present:

Chairperson, Arelis Pérez;  
Vice Chairperson, Robert Catlin;  
Commissioners, Theresa Keeler, Betsy Lynn, and James McFadden;  
Executive Director, Michelle Johnson;  
Property Manager, Cheryl Gleason;  
ROSS Coordinator, Mia Greene;  
Residents of Attick Towers, Elizabeth Norman;  
Guest, Jennifer Burris

### I. Roll Call:

Ms. Perez opened the meeting at 10:06 a.m. All Commissioners were present.

### II. Agenda Changes:

The Board reviewed/discussed the agenda of January 27, 2022. Ms. Perez requested that "Discussion to increase the approval of invoices over \$2,000" be added under new business. A motion was made by Ms. Perez and seconded by Ms. Lynn to approve the agenda, as amended. Robert Catlin, Theresa Keeler, Betsy Lynn, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

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### **III. Comments-Resident Council:**

None.

### **IV. Comments-Tenants and General Public:**

- Ms. Lynn stated the bug infestation has decreased vastly, and continued treatments will do good.

### **V. Chairman's Report: Ms. Perez discussed several issues, i.e.**

- AARP Community Challenge Grant
- Recommendation that the ROSS Coordinator ensures residents of Attick Towers to go online at [www.covidtest.com](http://www.covidtest.com) to sign up for their free covid test
- Library providing free tests
- UMD providing free translation services
- City of College Park approved a resolution (looking for volunteers to serve on the Restorative Justice Commission), (application should be submitted to the City Clerk, Janeen Miller by February 14, 2022)
- Walking tour promoting Lakeland history
- Saddened by loss of the Hyattsville Mayor, Kevin Ward, due to self-inflicted gunshot wound
- National Suicide Prevention Lifeline Hotline

### **VI. Review and Approval of Financial Report:**

The Board reviewed/discussed the Housing Authority financial reports (check registry, reconciliation summary, bank accounts, and unaudited accountant report) of December 31, 2021. A motion was made by Ms. Lynn and seconded by Mr. Catlin to approve the financial reports of December 31, 2021, as submitted. Robert Catlin, Theresa Keeler, Betsy Lynn, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

### **VII. Decision & Approval of Minutes from the Regular Monthly meeting and the Executive Session held on December 16, 2021:**

The Board reviewed/discussed the minutes from the regular monthly meeting held on December 16, 2021. There were several corrections. The Board reviewed/discussed the minutes from the executive session held on December 16, 2021. There were no corrections. A motion was made by Ms. Keeler and seconded by Ms. Lynn to approve the regular monthly meeting minutes from December 16, 2021, as amended, and the executive session minutes, as submitted. Robert Catlin, Theresa Keeler, Betsy

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Lynn, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

## **VIII. Executive Director's Report:**

1) Budget: Ms. Burris, Accountant gave a presentation of the 2022 Operating Budget. The Board thoroughly reviewed/discussed this item.

2) Audit: The Board reviewed/discussed an audit letter submitted by Barbacane & Thornton, Company concerning the status of the audit. The audit was completed on November 17, 2021.

3) ROSS Coordinator: Ms. Greene discussed several issues, i.e.

- Covid testing
  - Angie Burns, Senior Services requested 75 at home tests for residents of Attick Towers from the Health Dept.
  - Weekly calls to residents to assist in the ordering of the free online test (45 residents ordered test last week)
  - Mobile vaccine clinic scheduled at Attick Towers in March by MDH for residents, as well as the surrounding community
  - Capital Food Bank (42 residents received food)
  - Tree Decorating Ceremony
  - Holiday celebration party (donations by Target and Value Village)
  - Severna Park Elks delivered 700 masks
  - Al-Huda school provided pantry items
  - CKAR CDC delivered fresh meals
  - Al-Huda school provided meals
- 4) Property Updates: Ms. Gleason discussed the following issues, i.e.
- Received elevator certificate (expires 12/2022)
  - Passed generator inspection

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- Schedule sprinkler/fire alarm inspection
- Leased 2 units
- Two residents passed away
- Twenty vacant units
- Leaks in lobby and staff office
- Replacement of the dual pipe system
- Snow removal has been provided at Attick Towers for the last 10 years by the city. This year snow removal services were not provided. The city was contacted and agreed to provided services through the end of January only. Snow removal services will be utilized by Greentech the current landscape company.

Ms. Johnson stated that the covid testing of the waste water ended in December. There were no noted positive tests reported.

## **IX. Old Business:**

None.

## **X. New Business:**

- 1) Approval of invoices over \$2,000: The Board reviewed/discussed invoices over \$2,000, i.e.
  - a. Ernie's Lock: Ernie's Lock submitted an invoice for \$2,312.40
  - b. Cintas Fire Protection: Cintas Fire Protection submitted an invoice for \$2,932.77
  - c. Security Officer: \$2,400.00
  - d. Elevator contractor: TK Elevator submitted an invoice for \$7,845.62 (total repair cost will be \$15,691.24)
  - e. Security Officer: \$2,400.00
  - f. PILOT: Payment to the City of College Park in lieu of taxes for \$15,000
  - g. Joey Roundtree: \$2,502.50

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A motion was made by Ms. Perez and seconded by Ms. Lynn to approve the payments of all the invoices over \$2,000. Robert Catlin, Theresa Keeler, Betsy Lynn, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

2) Increase of approval of invoices over \$2,000: The Board reviewed/discussed this matter. A motion was made by Ms. Perez and seconded by Ms. Keeler to increase the approval of invoices from \$2,000 to \$4,000. The Board also decided to change the title of the line item to the acknowledgement of invoices over \$4,000. Robert Catlin, Theresa Keeler, Betsy Lynn, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

## **XI. Resident Comments:**

None.

## **XII. Commissioner Comments:**

- Ms. Lynn discussed providing the Board with copies of a publication for tenants, about tenants and disabilities and their rights.

- Ms. Perez discussed Attick Towers 50-year anniversary is coming up on April 30, 2022. She noted that she would like for there to be a celebration of the anniversary.

## **XIII. Agenda items for the next meeting.... Next Meeting: February 24, 2022:**

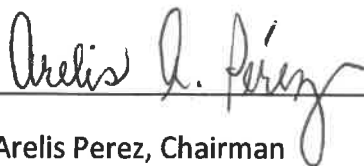
None.

## **XIV. Adjournment of Regular Session:**

A motion was made by Ms. Perez and seconded by Ms. Lynn to adjourn the regular monthly meeting. Robert Catlin, Theresa Keeler, Betsy Lynn, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0. The regular monthly meeting was adjourned at 12:06 p.m.

## **XV. Executive Session:**

None.



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Arelis Perez, Chairman



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Michelle Johnson, Executive Director