

Housing Authority of the City of College Park



Board Minutes

Regular Monthly Meeting

February 27, 2020

Present:

Chairperson, Robert Catlin;
Vice Chairperson, Arelis Perez;
Commissioners, Theresa Keeler
and James McFadden;
Executive Director, Michelle
Johnson;
Residents of Attick Towers

I. Roll Call:

Mr. Catlin opened the meeting at 10:03 a.m. All Commissioners were present.

II. Agenda Changes:

Ms. Perez requested under old business add; bank accounts, T-Mobile, vendors, and HUD ELOCCS transition system. A motion was made by Mr. McFadden and seconded by Ms. Perez to approve the agenda, as amended. Robert Catlin, Theresa Keeler, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

III. Comments-Resident Council:

Chauncey Taylor, Resident Council President discussed more activities and participation from residents, and staff workers helping.

Betsy Lynn, Resident Council Vice President discussed the Valentine luncheon, working on bylaws and the final approval, positions up for election, and training scheduled in May.

IV. Comments-Tenants and General Public:

None.

V. Chairman's Report:

Mr. Catlin discussed a presentation at the civic association by Cruz Developers, building of a 7 story 81-unit building, parking, and the 60% of medium income requirement. The Board requested that

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Cruz Developers be invited to the earliest HACCP meeting that they are available, to discuss updates and repositioning developer.

VI. Review and Approval of Financial Report:

The Board reviewed/discussed the Housing Authority financial statements. A motion was made by Ms. Perez and seconded by Ms. Keeler to approve the financial report, check register, bank accounts, and unaudited finances. Robert Catlin, Theresa Keeler, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

VII. Decision & Approval of Minutes from the Regular Monthly meeting and the Executive Session held on January 23, 2020:

The Board reviewed/discussed the minutes from the regular monthly meeting held on January 23, 2020. There was one minor correction. A motion was made by Ms. Perez and seconded by Mr. Catlin to approve the regular monthly meeting minutes held on January 23, 2020, as amended. Robert Catlin, Theresa Keeler, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

VIII. Executive Directors Report:

Ms. Johnson discussed issues, i.e.:

• Funding:

- The eLOCCS (Line of Credit Control System) payment system, capital operation, working on bank account at SunTrust to switch over, paperwork, Mr. Simpson information, forms, and the pull down of \$40K.

• Executive Director Access:

- Ms. Johnson noted that Mr. Simpson no longer has access to any accounts.

• Maintenance:

- There has been a maintenance technician employee that was acquired from Glenarden Housing Authority. The employee works part time, and payment of work hours are paid directly to Glen Arden.
- Senior work force program approved two positions, an office clerk and a porter.
- Proposed installation of handicap assessable foot pedal knobs

• Services:

- Parking lot plan approved by P.G. County
- Storm drain management
- Proposal for parking permits
- Code enforcement inspection
- Re inspection of emergency items

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- Housing Authority website presentation: Ms. Liz presented a visual of a virtual website that would be designed specifically for the HACCP needs.
- Housing Authority logo design
- FIVER
- Grants
- Change of waiting list language (Resolution)

IX. Old Business:

- 1) **Repositioning:** The Board discussed RAD and project base options, fair market rent, and vouchers to Attick Towers residents.
- 2) **T-Mobile:** April/May installation and financial obligation of T-Mobile.
- 3) **Pest Control:** Focusing on roach infestations of code enforcement units. One unit with bedbugs has been treated successfully.
- 4) **Vendors:** Received a bid for three units with extensive plumbing issues. There will be an RFP sent out. There are no active residents living in the three units, and HUD is being requested to approve of the units to be taken off line, until the units have been completely repaired.
- 5) **Putting a HUB in Attick Towers:** A police HUB is being considered to be installed at Attick Towers.
- 6) **ABC Company:** The program that is being established by ABC has enrolled 18 people and 2 more residents are needed to comply. The residents need to be enrolled in the Medicaid program. There will be another enrollment period to get 20 residents that are Medicaid compliant with the program.
- 7) **Bank Accounts:** The Board discussed the approval of opening and transferring funds into an account at SECU.

X. New Business:

- 1) **Approval of invoices over \$2,000:** None.
- 2) **Resident Board Member Compensation:** The Board discussed commissioners receiving compensation. A motion was made by Ms. Perez and seconded by Ms. Keeler that board members are on a volunteer basis, and resident commissioners should not be compensated, unless all board members are compensated for their participation as commissioners. Robert Catlin, Theresa Keeler, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.
- 3) **COVID 2019:** The Board discussed the corona virus pandemic. HUD has not published any current guidelines.

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XI. Resident Comments:

- A Resident discussed the logo, Cruz Development, building entrance, resident council funds, tenant participation funds, television purchase, and high-speed internet connection.
- A resident discussed the website, and residents need training on the website.
- A resident discussed Friendship Arms located in Hyattsville, apartments available to seniors, and Attick Towers designated as a senior only building.

XII. Commissioner Comments:

- Ms. Perez discussed the Census 2020 event scheduled for March 21, 2020, at Duvall High School from 12-3 pm, various HACCP minutes not uploaded on the City website, and thanked Michelle Johnson for looking into local training for commissioners.
- Ms. Johnson discussed an eight hour retreat she would suggest the Board take during April/May.
- Ms. Perez discussed a Maryland landmark bed and breakfast house, she is renting, that she discovered on OnlyinMaryland.com.

XIII. Agenda items for the next meeting.... Next Meeting: March 26, 2020

- Building monitors
- The Board discussed changing the next Board meeting time to 8:30 - 10:30 a.m. on March 26, 2020. A motion was made by Ms. Perez and seconded by Ms. Keeler to approve the change of the time of the next regular monthly meeting time to 8:30 - 10:30 a.m. on March 26, 2020. Robert Catlin, Theresa Keeler, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.
- Update of ABC organization
- Update of COVID-2019 policy

XIV. Adjournment: Executive Session:

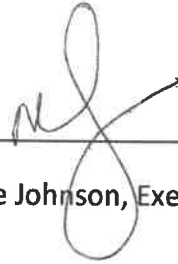
A motion was made by Ms. Perez and seconded by Mr. McFadden to adjourn the regular monthly meeting and go into executive session. Robert Catlin, Theresa Keeler, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0. The regular monthly meeting was adjourned at 12:15 p.m.

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Robert Catlin

Robert Catlin, Chairman



Michelle Johnson, Executive Director

