

Housing Authority of the City of College Park



Board Minutes

Regular Monthly Meeting

Teleconference

March 24, 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;

I. Roll Call:

Ms. Perez opened the meeting at 10:05 a.m. All Commissioners were present except for Betsy Lynn. Ms. Lynn joined the meeting at 10:12 a.m.

II. Agenda Changes:

The Board reviewed/discussed the agenda of March 24, 2022. Ms. Johnson requested "5-year plan-Capital Funds" be added under the executive report. A motion was made by Ms. Perez and seconded

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by Ms. Keeler 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:

None.

IV. Comments-Tenants and General Public:

None.

V. Chairman's Report:

None.

(Ms. Lynn joined the meeting at 10:12 a.m.)

(Ms. Norman joined the meeting at 10:21 a.m.)

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 February 28, 2022. A motion was made by Ms. Perez and seconded by Ms. Lynn to approve the financial reports of February 28, 2022, 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 held on February 24, 2022:

The Board reviewed/discussed the minutes from the regular monthly meeting held on February 24, 2022. A motion was made by Ms. Perez and seconded by Mr. Catlin to approve the regular monthly meeting minutes from February 24, 2022, 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.

VIII. Executive Directors Report:

1) Letter: The Board reviewed/discussed a letter sent by Kenny Young, City Manager for the City of

(2)

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College Park, informing the HACCP that the employees at Attick Towers are no longer eligible to be covered under the health, dental, life and disability policy under the city plan.

The Board discussed a dead tree falling down on an adjacent property. The City noted the property is not owned by them. The Board requested that a survey/stake for the property boundary line be solicited for Attick Towers.

2) Five-year Plan: Each year housing Authorities have to identify allocations for capital fund projects. Ms. Johnson requested that each commissioner submit by next Friday, April 1, 2022, three capital fund projects that they would like to see performed at Attick Towers. The Board decided by consensus, to schedule a special meeting on April 12, 2022 - 11am-1 pm.

3) Lock-outs: The Board reviewed/discussed the new tenant lock out policy for residents at Attick Towers. The Board reviewed/discussed various lock out policies established by other housing authorities.

4) Property Updates: Cheryl Gleason discussed several issues, i.e.:

- New furniture in the lobby
- Planned parking lot restriping
- Garden (compost delivery)
- Leasing of four units
- Fire extinguisher inspection
- RSC piping contract for the 1st floor

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

- Feb. 25th – Capital Food Bank (food delivery)
- Mar. 30th- CKAR CDC (Central Kenilworth Ave. Revitalization Community Development Committee) (food delivery cancelled)
- Four resident walks scheduled
- March 10th- Mobile vaccination clinic

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- March 16th- National Popcorn Day
- Transportation (Senior program)
- Transportation policy notices sent to residents
- Holiday meal give away in April
- Garden clean up (Univ. of MD volunteers)
- May 20th- Health & Wellness Resource Fair

6) 50 Year Celebration: The Board discussed the 50-year anniversary of the building of Attick Towers on April 30, 2022. The Board discussed the 50-year anniversary celebration could be incorporated during the health fair in May.

IX. Old Business:

None.

X. New Business:

- 1) Approval of invoices over \$4,000: The Board reviewed/discussed invoices over \$4,000, i.e.
 - a. VOYA Pension Plan: Invoice submitted for \$7,450.24 for the Housing Authority pension plan.
 - b. Home Depot: Invoice submitted for \$4,172.00 for supplies at Home Depot.

A motion was made by Ms. Perez and seconded by Ms. Lynn to approve the payments of the invoices submitted 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:

Ms. Norman inquired of the costs of tearing down, rebuilding, and the relocation of residents during the proposed building of an additional building.

XII. Commissioner Comments:

- Ms. Perez discussed several issues, i.e.

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- * Write down/submit capital fund projects by dead line
- * Moving forward stay within a two-hour meeting time frame
- * Next meeting all commissioners will be in person at the office, except for Ms. Keeler

XIII. Agenda items for the next meeting.... Next Meeting: April 28, 2022:

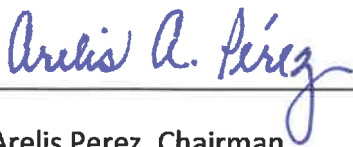
None.

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 12:26 p.m.

XV. Executive Session:

None.



Arelis Perez, Chairman



Michelle Johnson, Executive Director