

# Housing Authority of the City of College Park



## Board Minutes

### Regular Monthly Meeting

April 23, 2020

#### Present:

Chairperson, Robert Catlin;  
Vice Chairperson, Arelis Perez;  
Commissioners, Theresa Keeler  
and Betsy Lynn;  
Executive Director, Michelle  
Johnson;

#### I. Roll Call:

Mr. Catlin opened the meeting at 10:00 a.m. All Commissioners were present, except for James McFadden. Ms. Johnson informed the Board that Ms. Betsy Lynn has been appointed by the Mayor of the City of College Park as the interim Resident Commissioner until elections are completed. The Board recognized and congratulated Ms. Betsy Lynn as the interim Resident Commissioner.

#### II. Agenda Changes:

None

#### III. Comments-Resident Council:

None. It should be noted that Ms. Lynn no longer serves as the Resident Council Vice President.

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

None.

#### V. Chairman's Report:

None

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

The Board reviewed/discussed the financial statements and bank statements. A motion was made by Ms. Perez and seconded by Ms. Keeler to approve the financial report, as submitted. Robert Catlin,

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Theresa Keeler, Betsy Lynn, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

## **VII. Meeting with Diane Quigley, T-Mobile Representative:**

The Board had a meeting with a T-Mobile representative to discuss various issues, i.e.

- Site lease agreement option
- Rent commencement date
- Sprint and T-Mobile merger
- Termination option
- Contact person
- Taxes/Property Assessment

## **VIII. Decision & Approval of Minutes from the Regular Monthly meeting held on March 30, 2020 and the Executive Session held on February 27, 2020:**

A motion was made by Ms. Perez and seconded by Ms. Lynn to approve the minutes from executive session held on February 27, 2020, as submitted. Robert Catlin, Theresa Keeler, Betsy Lynn, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

The Board reviewed/discussed the minutes from the regular monthly meeting held on March 30, 2020. There was one minor correction. A motion was made by Ms. Perez and seconded by Ms. Keeler to approve the minutes from the regular monthly meeting held March 30, 2020, as amended. Robert Catlin, Theresa Keeler, Betsy Lynn, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

## **IX. Executive Directors Report:**

Ms. Johnson discussed the following:

### • **Funding**

- Waiting for HUD approval to allow drawdowns from eLOCCS
- HUD requiring a letter from the IRS with the tax ID # being utilized for the various accounts
- The forms have been submitted to HUD

### • **Maintenance**

- Ms. Keisha is working on Wednesday onsite at Attick Towers

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- Work orders
- Courtesy monitors

## ◆ **Services**

- Call center has been set up to accommodate any language
- Working on HACCP website
- Bids for logos
- Elevator deficiencies (call box)
- Intercom system (amplifier replacement)
- Gardening (watering, submeter installation costs, resident council responsible for costs)

## **X. Old Business:**

- 1) T-Mobile: Previously discussed

## **XI. New Business:**

- 1) Approval of invoices over \$2,000.00: The Board reviewed/discussed various invoices over \$2,000.
  - a. VOYA Pension plan: \$18,257.47
  - b. Capital Development Design: \$5,500
  - c. Teleplus Security: \$3,064.55
  - d. Elevator maintenance: \$4,225.25
  - e. Barbacane, Thornton & Co.: \$3,675.00

A motion was made by Ms. Perez and seconded by Ms. Keeler to approve the payment of the invoices over \$2,000.00. Robert Catlin, Theresa Keeler, Betsy Lynn, and Ms. Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

## **XII. Resident Comments:**

None.

## **XIII. Commissioner Comments:**

- Ms. Perez discussed the need of a COVID-19 cleaning staff at Attick Towers 5 days a week, installation of hand sanitizers, purchase utility carts, and a food distribution program partnered with Sardis.
- Ms. Johnson thanked Ms. Perez and Ms. Lynn for the great job they are doing.

## **XIV. Agenda items for the next meeting.... Next Meeting: May 28, 2020:**

- Water metering

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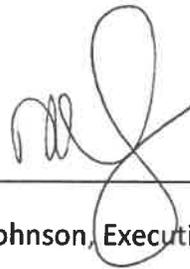
- Five days a week cleaning

## **XV. Adjournment:**

A motion was made by Ms. Perez and seconded by Ms. Keeler to adjourn the regular monthly meeting. Robert Catlin, Theresa Keeler, Betsy Lynn, 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 11:45 a.m.



Robert Catlin, Chairman



Michelle Johnson, Executive Director