

Housing Authority of the City of College Park



Board Minutes Regular Monthly Meeting Teleconference May 27, 2021

Present:

Chairperson, Arelis Perez;
Vice Chairperson, Robert Catlin;
Commissioners, Theresa Keeler
and, Betsy Lynn;
Executive Director, Michelle
Johnson;
Attick Towers Property Manager,
Cheryl Gleason

I. Roll Call:

Ms. Perez opened the meeting at 10:03 a.m. All Commissioners were present except for James McFadden. Michelle Johnson joined the meeting, as noted.

The Board reviewed/discussed the invoices over \$2,000 from the April 22, 2021 meeting. Thyssenkrupp Elevators submitted two invoices for \$2,419.26 (elevator contract) and \$3,080.95 (elevator maintenance). A motion was made by Mr. Catlin and seconded by Ms. Keeler to approve the payment of the invoices. Robert Catlin, Theresa Keeler, Betsy Lynn, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

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II. Agenda Changes:

Mr. Catlin requested that an “update on waste water sampling” be added to old business, and “deficiency from the financial statement” be discussed under commissioner comments.

Ms. Lynn requested that “library” be added to commissioner comments

A motion was made by Mr. Catlin and seconded by Ms. Keeler to approve the agenda, 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.

III. Comments-Resident Council:

None.

IV. Comments-Tenants and General Public:

None.

V. Chairman’s Report:

Ms. Perez discussed the legislative initiative post bond letter on the \$2M grant awarded to the HACCP. She noted that she will forward the letter, as well as the flow/process chart instructions to each Board member.

Ms. Perez discussed a project that was originally initiated by Ms. Lynn to have a pedestrian crossing signal installed across from Attick Towers on Rhode Island Ave. and Blackfoot Road. She noted that the City is planning to assume responsibility of Rhode Island Ave. in the near future. The Mayor and the City Engineer of College Park were notified of the pedestrian crossing signal being considered. They stated that after the City has finalized negotiations concerning Rhode Island Ave., the pedestrian signal will be approved. The State highway administration will also allow the installation of the pedestrian signal.

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VI. Review and Approval of Financial Report:

The Board reviewed/discussed the Housing Authority financial report (check registry, reconciliation summary, bank accounts, and unaudited accountant report) of April 30, 2021. A motion was made by Mr. Catlin and seconded by Ms. Lynn to approve the financial reports, 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.

VII. Decision & Approval of Minutes from the Regular Monthly meeting held on April 22, 2021:

The Board reviewed/discussed the minutes from the regular monthly meeting held on April 22, 2021. A motion was made by Mr. Catlin and seconded by Ms. Keeler to approve the regular monthly meeting minutes from April 22, 2021. Robert Catlin, Theresa Keeler, Betsy Lynn and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

(Ms. Johnson entered the meeting at 10:38 a.m.)

VIII. Executive Directors Report:

Ms. Johnson discussed the following issues, i.e.

1) RFP Plumbing: The RFP will be available on June 1, 2021 by request. The deadline will be June 30, 2021 at 4 p.m. Applicants will be required to submit applications via email. The emergency funds for work on the units on the first floor were provided by HUD.

2) ACOP (Admissions and Continued Occupancy Policy) Resolution: The Board reviewed/discussed the revisions and updates to the ACOP resolution, to include verbiage for admissions of senior and disabled referred applicants from the Prince George's County Homeless Division. The public hearing was held on May 12, 2021. There was no one from the public in attendance.

A motion was made by Ms. Perez and seconded by Ms. Keeler to approve the amendment to the ACOP, as presented. Robert Catlin, Theresa Keeler, Betsy Lynn, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

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3) **Parking Addition:** Ms. Johnson had a meeting in March with the City. She informed the Board based on a zoning regulation, the parcel of land being requested from the City would have to be given to Attick Towers permanently. She had a meeting with Park and Planning to further research the proposed approved parking lot plans.

Ms. Johnson discussed an alternative plan the Board could consider if the parcel of land from the City is not approved. The land currently being utilized for the garden, could be utilized for parking.

The garden would be moved onto the property. She noted there is a clause in the deed, that states the land could be requested for another purpose, and a resolution would have to be approved by the State of Maryland.

A motion was made by Ms. Keeler and seconded by Ms. Perez to extend the parking lot permit. Robert Catlin, Theresa Keeler, Betsy Lynn, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

A motion was made by Ms. Perez and seconded by Ms. Lynn to approve of Ms. Johnson working on both parking project plans simultaneously. Robert Catlin, Theresa Keeler, Betsy Lynn, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

4) **Communication Structure:** Ms. Johnson discussed the structure of communication between the Board, Executive Director and staff, i.e.

- The HACCP communicates directly with the Executive Director. If the ED can not be reached the Board would communicate with the property manager, and next with staff/maintenance.

- Residents communicate directly with the Property Manager. If complaints cannot be resolved then they would communicate with the ED. If the complaints further can not be resolved then the complaints would go to the Board.

The Board discussed the procedures concerning the call center.

5) **Board Stipend:** Ms. Johnson discussed HUD regulations and the ACOP noting that residents, as well as resident commissioners may only receive a stipend payment of \$200 or less monthly. Ms. Lynn (HACCP Resident Commissioner) has been receiving \$300 monthly for five months. Ms. Johnson informed Ms. Lynn of several ways this matter could be resolved. Ms. Lynn chose to receive \$100 per month until the funds have been paid back, in which she will begin receiving a \$200 per month stipend.

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Ms. Johnson proposed to advertise a position for a resident of Attick Towers to clean up outside the building, 2 to 3 times a week for the payment of a monthly \$200 stipend.

A motion was made by Ms. Keeler and seconded by Ms. Perez to approve of the creation of a position to be offered to a resident of Attick Towers. Robert Catlin, Theresa Keeler, Betsy Lynn, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

(Ms. Johnson left the meeting at 11:20 a.m.)

IX. Old Business:

1) Update on MDE water sampling program: The samplings have been consistently done. There have been positive Covid samplings, and the levels are not high.

X. New Business:

1) Approval of invoices over \$2,000: The Board reviewed/discussed invoices over \$2,000, i.e.

a. Dominion Due Diligence submitted an invoice for \$12,500.

b. VOYA Retirement Annuity submitted an invoice for \$11,769.80

c. Tele Plus Corp. submitted an invoice for \$3,064.55

d. Gilson Software Solutions submitted an invoice for \$2,570.74

A motion was made by Ms. Perez and seconded by Mr. Catlin to approve the payment of the invoices over \$2,000, as presented. Robert Catlin, Theresa Keeler, Betsy Lynn, and Arelis Perez voted for the motion. The motion was approved by a vote of 4-0.

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XI. Resident Comments:

None.

XII. Commissioner Comments:

- Bob Catlin inquired about deficiency from financial statement. Ms. Johnson noted in the ED report that the HACCP will have a shortfall. HUD has sent a letter out noting the shortfall. Funding will be requested from HUD to cover the shortfall gap. The application will be submitted by June 4, 2021.
- Ms. Lynn discussed the library in the community room at Attick Towers.
- Ms. Perez noted she will be providing the Board with the deed and all the information, the bond bill process flow chart, and the City of College Park organization chart.

XIII. Agenda items for the next meeting.... Next Meeting: June 24, 2021:

None.

XIV. Adjournment of Regular Session:


A motion was made by Ms. Keeler and seconded by Ms. Lynn 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 11:43 a.m.

XV. Executive Session:

None.



Arelis Perez, Chairman



Michelle Johnson, Executive Director