

Housing Authority of the City of College Park



Board Minutes Regular Monthly Meeting Teleconference July 22, 2021

Present:

Chairperson, Arelis Perez;
Vice Chairperson, Robert Catlin;
Commissioners, Theresa Keeler,
James McFadden, and Betsy Lynn;
Executive Director, Michelle
Johnson;
Attick Towers Property Manager,
Cheryl Gleason; Guest, Water
Savings, Inc., Mike Reible

I. Roll Call:

Ms. Perez opened the meeting at 10:09 a.m. All Commissioners were present. Ms. Lynn, Mr. Catlin, and Mr. McFadden were present on Zoom at Attick Towers in the boardroom. Ms. Perez, Ms. Keeler, Ms. Gleason, and Mr. Reible were present via Zoom.

II. Agenda Changes:

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

III. Comments-Resident Council:

None.

IV. Comments-Tenants and General Public:

Ms. Lynn reported that residents of Attick Towers liked the new Board meeting notice posted on the entrance door.

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V. Chairman's Report:

None.

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 June 30, 2021.

A motion was made by Ms. Lynn and seconded by Ms. Keeler to approve the financial reports, 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 June 24, 2021:

The Board reviewed/discussed the minutes from the regular monthly meeting held on June 24, 2021. A motion was made by Mr. McFadden and seconded by Ms. Lynn to approve the regular monthly meeting minutes from June 24, 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.

VIII. Executive Directors Report:

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

1) Water Savings Presentation – Mike Reible – Water Savings, Inc.: Mr. Reible gave a visual presentation, and discussed issues, i.e.

- Water Savings, Inc. been in business for 26 years
- Reviewed water savings for current and previous clients
- Reviewed water bills at Attick Towers for errors (none were discovered)
- Water usage is very high at Attick Towers
- Site inspection performed at Attick Towers (qualified for shared savings program)
- Goal to bring water bill down 32%
- Replace toilets, shower heads, and rebuild faucets

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- Shared savings program charges are based on $\frac{1}{2}$ the savings costs, on the actual billing cycles
- The shared savings program is for five years
- Shared savings program expenses include maintenance service, as well as all materials (after five years' service plan, monitoring service charges are month to month, cancel with 30-day notice)
- Toilets at Attick Towers are inefficient (uses 3 gallons flush capacity, that can use up to 6 gallons per flush)
- New toilets uses 8/10 of a gallon per flush
- Clogs not covered under service agreement
- ADA compliant fixtures utilized
- Sister company (Utility Savings. Inc.)
- Replacement of fixtures in units (25 to 30 resident units per day)

2) Obsolescence Update:

- Board reviewed visual obsolescence update material
- HUD requirement is 62% - Attick Towers scored 69% - Goal is 75%
- Suggested to reach the goal by doing a Geo Tech review, Structural engineer review, and Soil boring study

(Ms. Keeler left the meeting at 11:00 a.m. She rejoined the meeting at 11:11 a.m.)

- Items to be performed by Field & Tung Structural Engineers
- Cost of all the tests would be \$9800.00
- Funds utilized could come from the \$2M grant (2 years to apply and 7 years to use funds)

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A motion was made by Ms. Perez and seconded by Ms. Lynn to approve all three reviews, to be performed by Field & Tung Structural Engineers for a cost of \$9800, and pursue retrieving a discount. 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.

3) General Property Updates:

- Ms. Johnson discussed a letter drafted by Carrie Blackburn, Attorney with the intent to terminate the contract agreement with Progressive Security Co., based on verbiage in the contract under section 2 and section 6. A motion was made by Ms. Perez and seconded by Mr. McFadden to approve the letter and proceed to give Progressive Security Co. a 30-day notice to terminate the contract. Once the contract has been terminated, the Board wants to reinstate and hire Lt. Corbin as a contractor security officer at Attick Towers. 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.

4) ROSS Grant Overview:

- HACCP received the FY20 ROSS grant
- Grant funds to be utilized for salary of services coordinator, training, training travel expenses, administrative costs, and office equipment and space for coordinator, etc.

(Mr. McFadden left the meeting at 11:56 a.m.)

Other items discussed:

- Update on insurance claims (received restoration check for one claim for \$12,150.46 with a \$1,000 deductible and second claim for a sewage leak damage to furniture, property, and carpet currently being evaluated)
- Update on Kelly Services
- IT update to be discussed at September HACCP meeting
- Bedbug infestation concerning a resident. Infestation is spreading to other units. Will be proceeding with eviction procedures to claim the unit.

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- T-Mobile update: At a standstill
- New checks: old checks are close to being depleted, new checks will be ordered next week
- New account: working on RFP, to be provided by the next meeting
- Retrieve a quote by Lancaster Landscaping by September meeting
- Excess utility charges: there is a policy in place for resident who have personal freezers

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. TK Elevator Co.: TK Elevator Co. submitted an invoice for \$2,498.60 (Renewal agreement)
 - b. Progressive Security Co.: Progressive submitted an invoice for \$2,628.80 (Monthly service charge)
 - c. Nick DiBattista: Nick DiBattista submitted two invoices for \$15,378.00 (Property HVAC) and \$2,514.00 (Risers)
 - d. SunTrust Bank: Credit card charges for office furniture was \$4,578.74

A motion was made by Ms. Perez and seconded by Ms. Lynn 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 unanimously approved by a vote of 4-0.

XI. Resident Comments:

None.

XII. Commissioner Comments:

- Ms. Keeler thanked the staff at Attick Towers for everything done during this difficult year.
- Ms. Lynn discussed the advertisement for a groundskeeper
- Ms. Perez discussed update on proceedings with a resident's eviction

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XIII. Agenda items for the next meeting.... Next Meeting: September 23, 2021:

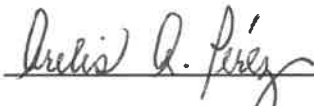
None.

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, 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 12:20 p.m.

XV. Executive Session:

None.



Arelis Perez, Chairman



Michelle Johnson, Executive Director