

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, March 26, 2018

**Minutes**

Present:

Commissioners: Chairman Paul Rowe  
Commissioner Linda Green  
Commissioner Cherice Shannon  
Commissioner Joseph Hamlin  
Commissioner Ndy Otis

Staff: Eric C. Brown, Executive Director, HA  
Sharon R. Land, Deputy Director, HA  
Michelle Crittenden, HCV Manager  
Eric Sink, Comptroller, HA  
Alvin Coley, Regional Property Manager  
Michael Jackson, Project Manager, HAD  
Mugure Crawford, HA, Recorder

Location: 9200 Basil Court 2<sup>nd</sup> Floor Largo, Maryland 20774

**Call to Order:** Chairman Paul Rowe called the meeting to order at 5:34 p.m. having declared a quorum with the following Commissioners present: Commissioners Joseph Hamlin, Cherice Shannon, Linda Green and Commissioner Ndy Otis.

**Approval of Minutes:** Chairman Paul Rowe called for a motion for the February 26, 2018 meeting minutes to be approved. Commissioner Joseph Hamlin motioned to approve the minutes and Commissioner Linda Green seconded the motion. The minutes were approved.

### **Reports by the Executive Director:**

- Deputy Director Sharon Land reported as of February 28, 2018, there were 0 applicants pulled from the waitlist for the Public Housing Program of which 0 were in county head of household or co-head of household who worked 30 hours of week, handicap or disabled. None of the applicants were out of the county. The cumulative number of pulls for the year is 0.
- As of February 28, 2018, there are 4,774 households on the public housing waiting list. Sixty-seven percent of the households on the waiting list reported that they were county residents or worked at least 30 hours per week. One hundred (100) of the households on the waiting list indicated that they are not county residents nor do they work in the county.

### **Rental Assistance Division:**

- HCV Manager Michelle Crittenden presented the Rental Assistance Division report and reported that for the month of February, there were no pulls for the Housing Choice Voucher Program and Moderate/Project-Based Waiting List Program. The cumulative totals for the year are HCV-0, MOD-0, and Project based-39.
- There are a total of 2,813 applicants on the Housing Choice Voucher waiting list that qualify for one or more preference.
- As of February 28, 2018, the Housing Authority has 5827 vouchers available of which 5757 are leased. The Housing Authority is at 98% utilization for vouchers and 99% for dollar utilization. For the month of February, twenty-eight (28) vouchers were issued bringing the total to 43 for the year. Six (6) vouchers were leased for the month February bringing the total to 13 for the year.

### **Resident Fulfillment:**

- Deputy Director Sharon Land presented updates on the Resident Fulfillment Report. No new items had been added to the report. Deputy Director Sharon

Land provided updates and indicated that staff have currently closed or are working to resolve all issues.

- **Housing Assistance Division:**

Regional Property Manager Alvin Coley presented the Housing Assistance Division report and reported the following:

- There were a total of 3 move-ins and 2 move-outs for the month of February.

**PROPERTY MANAGMENT**

**PHA-wide**

***WIND STORM DAMAGES***

The predicted severe wind storm of March 2, 2018 caused minor damages throughout public housing properties. Sustained wind speeds were projected of at least 40 mph or gusts of 58 mph. Affected properties and damages are listed below:

Owens Road:	No discernable damage
Marlborough Towne:	Siding, flashing, and shingles.
Kimberly Gardens:	Siding, flashing, and shingles; and broken door.
Cottage City Towers:	No discernable damage
Rollingcrest Village:	No discernable damage however there was a power outage on the Sargent Road section of the site
Coral Gardens Court:	Siding, flashing, and shingles.

***LEASE ADDENDUM***

Staff began securing signatures from all tenants for the “Smoke-Free Lease Addendum”. Enforcement will commence after April 2, 2018.

## **Owens Road**

Freight elevator services for 1100 Owens Road were provided by Otis Elevator Company.

Property lighting in the lower parking lot was restored by an electrical contractor on March 6<sup>th</sup>.

Plumbing leaks were repaired in tier #09. Unit leaks caused ceiling damages in the lobby area.

Council Member held a “Elected To Serve” meeting at 1100 Owens Road on March 5, 2018. Commissioner Shannon was also in attendance. Chairman Paul Rowe requests that the board and staff be notified of any future meetings with council members on Housing Authority property.

## **Marlborough Towne**

Property lighting was restored at the Marlborough Towne property on March 14, 2018. Corrective action required underground digging between pole numbers 14 & 17. Lighting was restored in the back of the property closest to Tanow Place.

Electrical surges were reported by the resident of unit #1881. This was a Pepco related issue and was resolved by Pepco.

Shingles, siding and other high wind related repair work was performed at the following units: #1861, #1937, & #1941. Further repair work is to be completed at units: #1871, #1869, and #1877. Fallen branches have been collected as part of early spring landscape cleanup.

## **Cottage City Towers**

Monetary settlements were made in response to damage claims presented from the January 6<sup>th</sup> sewer backup at Cottage City Towers

The trash compactor at the Cottage City property malfunctioned.

Two new recirculation pumps required at the Cottage City property have been ordered by the contractor. The new expected delivery for the “*built to order*” pumps is early April, 2018.

On February 27<sup>th</sup>, the pest extermination contractor reported that unit #303 was cleared of infestation. A 30-day follow-up inspection will be scheduled as a precaution. No further treatment is necessary. Only three (3) other units in the complex are reported having similar infestation issues and these units are already being addressed.

Door handle for the main building entrance was repaired.

### **Rollingcrest Villages**

Electrical power outages occurred in sporadic dwellings at Rollingcrest, Sargent Road side during the wind storm period. Pepco repaired the three (3) day problem on March 5<sup>th</sup>.

Two handicap spaces were painted at the Rollingcrest Village sites; one on the Sargent Road side and another on the Chillum Road side.

Verizon returned to 5659 Sargent Road to install communication lines. Additional work is needed.

The unit inspection of 1380 Chillum Road was completed as required.

### **Kimberly Gardens**

An underground sewer line break was reported at the Kimberly Gardens property. The break was discovered in front of unit #9226. Discovery led to jetting of the entire property. Other underground work is anticipated for early spring, 2018.

The high wind storm caused the following damages on the Kimberly Gardens property.

- Roof work: #9218, & 9226.
- Flashing work: #9240, 9212, 9194, 9196, 9236, 9238, 9204, 9274, 9168, 9164, 9158, & 9170.

Staff inspected the property in its entirety. Roofing and siding related work has been completed. The tampered glass in the laundry room entry door was also replaced.

### **Coral Gardens**

Flashing was damaged by high wind storms at the Coral Gardens Property. Minor repairs are scheduled for units #1301 and 1319. Work should commence within two/three weeks.

### **Occupancy/Recertification**

- For the month of February there were 21 re-certifications completed and 3 New admissions and transfers
- Regional Property Manager Alvin Coley also presented the Vacancy Report for the month of February and reported that the overall Occupancy rate is 98%.

### **Modernization:**

Project Manager Michael Jackson presented the modernization report which included the following:

- The Installation of High Efficiency HVAC systems ceased during the Month of Dec-Jan at the Kimberly Gardens Community. The installation of additional units will resume on a as need basis
- The Authority will pursue moving forward with Otis elevator to provide both maintenance service and upgrades and improvements. Of three (3) contractors that submitted proposals for elevators services, Otis was the most competitive and cost effective proposal for both the Owens Road and Cottage City Terrace.
- The new 130 KW Generac Industrial diesel engine driven generator and transfer switch have been installed.
- The Staff, in response to a Board request, has sought out the services of Traditions Energy to provide pricing from multiple energy suppliers. They identified five such vendors from which we received quotes. The current agreement with vendor WGL is set to expire in July of this year.

- Erica Bannerman, Energy Manager Prince George's County, OCS has selected the HA to serve as a pilot organization for the multi-family component of the program. Members from HA's FAS and HAD divisions recently met to discuss the grants requirements and required information being sought.
- The Authority has engaged the services of Utility Savings Inc. who specializes in auditing electric, gas and water & sewer bills.

## **Redevelopment**

### **1313 Southern Avenue**

The Housing Authority is in the final stages of contract agreement negotiations with **Homes for America, Inc. (HFA)/Foundation Development**. The HA recently met with the Development committee to review the proposed agreement. The Authority received both insightful and constructive comments on which to proceed with further negotiations.

## **Financial Report:**

Eric Sink presented the finance report. He started with the key highlights for the month ended February 28, 2018.

1. **Overall Position** – We had a monthly gain of \$335,481 and have a strong overall year-to-date position of \$1,046,822 aided by collecting 96% of budgeted Tenant Rents for the month and 100% of yearly budgeted amounts. Although we had expected expenses for maintenance and temporary employees, we had strong revenue collections in all programs and salary savings from vacant positions and fully budgeted merit increases that have not materialized. One other noteworthy item that contributed to the monthly positive position is a (\$51,026) General Operating Expense due to a journal entry reversal of adjustment to Allowance for Bad Debt as part of a reconciliation of prior-year write-offs.
2. **Use of HUD Held Reserves** – On March 14, we received notification that HUD will again use reserves so it is anticipated that this will be reflected in the March Report.

3. **Accounts Receivable** –February’s balance continued to decrease to \$30,101 aided by the amnesty program at tax time and case filings. The balance reflects 3% of total collections or a 97% year-to-date collection rate on \$1,122,208 in total revenue.
4. **Public Housing Performance** – Last month we mentioned February maintenance costs didn’t appear to be at January levels and that played out. Costs were relatively contained within available revenues while still addressing critical projects like roof repairs at Kimberly and Coral Gardens and a water leak at Rollingcrest. There was a monthly gain of \$76,295 that improved the year-to-date position to (\$1,150). We’ll continue to monitor and report on this.

#### **Committee Report**

- Commissioner Josh Hamlin presented a status on certain legislation before the General Assembly.

#### **Additional Staff Remarks**

- Deputy Director Sharon Land discussed an overview of the FY 2019 Annual Plan. To date there were (2) Public Hearing; one held at 1100 Owens Road site, a General Public Hearing at 1801 McCormick Drive in Largo, and another scheduled March 30<sup>th</sup> with the Resident Advisory Board (RAB). The public comment period will close March 30, 2018. Staff gave highlights only of the policy changes for HCV Program, the Public Housing Program and the CFP spending program.

#### **Public Comments:**

1. **Austin Bousegard- 4142 Bunker Hill Road Cottage City Towers**-Mr. Bousegard brought up disagreement with Housing Authority’s monetary offer of reimbursement for his damage rug’s claim. Mr. Brousegard has not provided documentation or receipt to show how much he paid for the rugs. The BOC recommended that staff work



with Mr. Brousegard to arrive at a mutually satisfactory agreement. Deputy Director Sharon Land has been working with Mr. Bousegard to work to address his claim.

2. **Autry Weekes- 4102 Bunker Hill Road Cottage City Towers-** brought up concerns about flooding in his unit. Mr. Weekes stated that he is still experiencing a “belching” sound in the toilet. Mr. Weekes brought up concerns regarding his unit not being ADA accessible as well as areas of the Cottage City Towers site accommodating to blind tenants. For example he stated if notices are placed on the bulletin board how is he able to read it if he cannot see it. Mr. Weekes brought up concerns about options for paying rent. He stated he can only make rental payments if site manager Simone Reid is in the office. Mr. Weekes brought up concerns regarding his broken stove and he is requesting a stove that talks and subsequently more ADA compliant. Mr. Weekes brought up security concerns at Cottage City Towers and the lack of security guards or cameras to protect the units from being broken into. Lastly, Mr. Weekes brought up concerns about who handle ADA requests. The Housing Authority responded and will work to resolve Mr. Weekes concerns. Lastly Housing Authority gave Mr. Weekes the contact information of the Housing Authority staff member who handles ADA requests
  
3. **Veronica Powell-8537 Greenbelt Road T-2 Greenbelt, Md-**Ms Powell raised concerns about staff in the HCV program not communicating efficiently and effectively regarding the status of her move due to her unit in abatement back from November 2017. She stated on-going communication issues with HCV Rental Specialist LaQuitta Brown. Housing Authority responded and will research Ms. Powell’s concerns. Chairman Paul Rowe assigned oversight of this resolution to the Operations Committee chaired by Commissioner Cherice Shannon.

**Adjournment:**

Chairman Paul Rowe adjourned the meeting at 7:41 p.m.

Attest/ Witness:

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Paul Rowe  
Chairman

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Eric C. Brown  
Secretary/Executive Director