

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, October 22, 2018

Minutes

Present:

Commissioners: Chairman Paul Rowe
Vice Chair Leonard Hamlin
Commissioner Linda Green
Commissioner Cherice Shannon
Commissioner Josh Hamlin

Staff: Eric C. Brown, Executive Director, HA
Eric Sink, Comptroller, HA
Michael Jackson, Project Manager, HAD
Mugure Crawford, HA, Recorder

Location: 9214 Cherry Lane Laurel, MD 20722

Call to Order: Chairman Paul Rowe called the meeting to order at 5:40 p.m. having declared a quorum with the following Commissioners present: Cherice Shannon, Linda Green, Commissioner Josh Hamlin and Vice Chair Leonard Hamlin.

Approval of Minutes: Chairman Paul Rowe called for a motion for the September 24, 2018 meeting minutes to be approved. Vice Chair Leonard Hamlin motioned to approve the minutes and Commissioner Cherice Shannon seconded the motion. The minutes were approved subject to the following change being made, on page 6 regarding Kairos Consultant Services, Chairman Paul Rowe added that the Board of Commissioners would like to properly review, before the public, any solicitation that is contemplated for the Redevelopment of Owens Road and Cottage City.

Reports by the Executive Director:

- Executive Director Eric Brown reported that for September 30, 2018, there were 0 applicants pulled from the waitlist for the Public Housing Program. The cumulative number of pulls for the year is 40.
- As of September 30, 2018, there are 4,723 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. Ninety-two (92) of the households on the waiting list indicated that they are not county residents, nor do they work in the county.

Rental Assistance Division:

- Executive Director Eric Brown presented the Rental Assistance Division report and reported that for the month of September, there were 0 pulls for the Housing Choice Voucher Program 0 for Moderate Rehab and 50 pulls for Project-Based Waiting List Program. The cumulative totals for the year are HCV-150, MOD-0, and Project Based-138.
- There is a total of 2,510 applicants on the Housing Choice Voucher waiting list that qualify for one or more preference.
- As of September 30, 2018, the Housing Authority has 5837 vouchers available of which 5749 are leased. The Housing Authority is at 98% utilization for vouchers and 97% for dollar utilization. For the month of September seven (7) vouchers were issued bringing the total to 237 for the year. Ten (10) vouchers were leased for the month September bringing the total to 97 leased for the year.

Resident Fulfillment:

Executive Director Eric Brown presented updates on the Resident Fulfillment Report. Executive Director Eric Brown provided updates and indicated that staff have currently closed or are working to resolve all issues. Updates included Crystal Ford has been hired for the vacant Resident Services Position. Staff reported that Mr. Epps of Cottage City there has been no additional

reports made regarding the use of illicit drug by a resident in the building. Al Coley has also followed up with Mr. Epps and alerted Cottage City Police along with the unit number. Chairman Paul Rowe also reminded the Operations Committee to review the Fulfillment Log prior to board meetings.

Housing Assistance Division:

Al Coley presented the Housing Assistance Division report and reported the following:

- There was a total of 0 move-ins and 2 move-outs for the month of September.

PROPERTY MANAGEMENT

PHA-wide

Three public housing properties were scheduled for REAC inspections during the month of September. Physical inspection results thus far are: Rollingcrest with a REAC score of 97, Marlborough Towne with a REAC Score of 93, and Owens Road has been rescheduled.

HUD's Uniform Physical Condition Standard inspections are performed by the Real Estate Assessment Center (REAC) inspector contracted Housing & Urban Development (HUD). This is a statistically based, graded, sample inspection. Five inspectable areas are observed; site, building exterior, building system, common areas, and dwelling units. REAC assigns a score to the overall property condition.

Within the last few months the Housing Authority has experienced a high volume of calls regarding mold. This is due to excessive rainfall and extreme humidity levels throughout the region. Staff has conducted inspections and performed mold remediation to address concerns.

Quarterly sprinkler inspections were conducted at all public housing properties during the month of October 2018. No defects were observed.

Fire extinguishers were charged/replaced at Owens Road, Cottage City Towers and Marlborough Towne properties during September and October.

Changeover from cooling to heating was completed on October 17, 2018.

Owens Road

Full elevator services are still a problem at the Owens Road property. A computerized board was replaced but it did not cure operations for the passenger elevator. Upon installation of the new panel board, other malfunctions were immediately observed. The building is currently operating on one elevator. The Authority is seeking a modernization contract through the bid process.

Three (3) new rooftop ventilator fans were installed in October. Fan numbers 4, 12, and 13 were replaced. The circuit breaker that was tripping continually was also replaced.

A new commercial hot water heater (#1) was replaced at 1100 Owens Road on October 17th.

Corrosion was observed in major flue piping for the building.

Marlborough Towne

A Real Estate Assessment Center (REAC) inspection was conducted on September 21, 2018.

Gas flue pipe reconstruction was required for numerous furnaces associated with townhouse units.

A new HVAC system was installed in unit #1939.

Cottage City Towers

Extensive mold remediation was completed in many first-floor dwelling units. Inspections were conducted throughout the entire building. Further remediation will continue based on the findings.

Rollingcrest Village

A Real Estate Assessment Center (REAC) inspection was conducted on September 14, 2018.

A major sewer backup was repaired in unit #5671. A second service request was made for #5671 to repair because the sewer line collapsed between the bath sink and the main line. The drain line was videoed for further obstructions. Unit 5671 was restored.

Additional sidewalk repairs were made on Sargent and Chillum Road sides of the property.

It was verified that all property pole lights are operable throughout the Rollingcrest property. In the month of September, a photocell was replaced in the back of the building. Spot light fixture bulbs behind units #1380 and #1382 were changed in the month of October 2018.

Bench restoration work was completed on both sides of the Rollingcrest property.

Coral Gardens

A hot water heater leak in #1323 caused flooding in two units. The HWH was replaced in 1323 and water was extracted from both units.

There was a main line backup at unit #1325. Thirty feet line was line was used to clear the backup.

Occupancy/Recertification

- For the month of August there were 12 re-certifications completed and 0 new admission transfers.

Al Coley also presented the Vacancy Report for the month of September and reported that the overall Occupancy rate is 95%

Questions from the Board

- Chairman Paul Rowe asked the question what the appropriate actions have been taken regarding the mold issues PHA wide. Al Coley responded by stating we go into the unit to do a cleanup, to wipe it down, treat it, use mold chemicals, go back and prime it with a paint primer and lastly paint over it then come back and monitor if it returns then they cut out part of the dry wall depending on the area of the mold determined. The process will continue until no mold is found on the back of the dry wall.
- Vice Chairman Leonard Hamlin asked how is it determined it is mold. Al Coley responded by stating Housing Authority is not certified to determine if it is mold in a unit, however if the area is turning black or airborne then the precautions are taken as previously described.
- Commissioner Linda Green asked the question how often is the mold concerns monitored? Al Coley responded by stating within the first week and half or two weeks. Residents are also asked if something surfaces back on the area to alert staff immediately.
- Chairman Paul Rowe asked for an update regarding the elevator situation at Owens Road. Michael Jackson responded by stating H.A. is getting pricing from Otis Elevator and under the contract they are giving specific pricing based on the scope of work and age of the elevators.
- Vice Chair Leonard Hamlin stated to continue to alert residents of the status changes in the elevators. Chairman Rowe added that in the event that if the only working elevator fails, Housing Authority will execute a contingency plan to secure staff to operate the elevator.

- Regarding the backup at Cottage City, Chairman Paul Rowe reminds staff to continue to establish and execute an education plan for residents to follow to prevent backups.

Modernization:

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

IFB Cottage City Community Unit Improvement and Upgrades

The HA issued an Invitation to Bid (IFB) for Improvement and upgrades to 10 units at the Cottage City Community. The Housing Authority received qualifying bids from 3 bidders and is in the process of evaluation of the bids. The project has a proposed start date of November 05, 2018.

UFAS Unit updates and compliance

Norkal Construction has completed unit 101 at Owens Road and has begun work on Unit 501. The completion of these units will increase the HA's stock of UFAS accessible units.

Installation of Smoke and Combination Smoke/Carbon monoxide detectors- All Properties

The new smoke detectors have been delivered to all sites, and installation underway. The HAPGC will replace over 420 existing smoke detectors with combination smoke/carbon monoxide detectors.

Energy Efficiency & Solar Grants

The HA assigned Sustainable Energy Analyst has completed benchmarking and submitted applications for Four (4) of the Housing Authority properties for EnergyStar scoring and Certification.

Redevelopment

1313 Southern Avenue

The project has entered the pre-design development phase required for pricing and are preparing the initial submissions for local jurisdictional review and subsequent approvals. Housing Authority staff and the project developer recently met and provided a brief introductory presentation to Council Member Karen Toles.

Owens Road Redevelopment

HA staff recently met with and provided project related information to Kairos Development, LLC regarding the redevelopment of the Owens Road and Cottage City communities. The meeting was followed up with an onsite visit of Owens road community.

Resident Services

The Family Self-Sufficiency Coordinator, Chelle Silue will host a Halloween/Harvest Party at Kimberly Gardens on October 30th and October 31th at Marlborough Towne.

Financial Report

Eric Sink presented the finance report. He started with the key highlights for the month ending September 2018:

1. **Overall Position** – September had an overall gain of \$394,093, which gives a year to date positive position of \$591,059.
2. **Accounts Receivable** – We again collected 100% of the budgeted revenue year to date. September's AR balance increased to \$135,710, but should decrease once the new Yardi System is accessible as some recent payments have been made that have not been able to be posted during the transition. There were sixteen case filings for the month.
3. **Public Housing Performance** – This month we drew down \$25,000 in Capital Funds to offset operating costs and received approximately \$80,000 (net) in one-time reimbursement for the previously mentioned reduction in water rates at Owens Road & Cottage City.

September had a monthly gain of \$66,165, which gives a year to date positive position of \$117,434. We'll continue to monitor and report on this.

4. **Other** – The new Yardi System is anticipated to go-live November 1st and it is anticipated on-line payment availability will occur after the first of the year for those who choose to sign up for the feature via email.

Residents will be able to make a payment using their checking account, debit card or credit card at no cost to them or they can continue to send payments to the lock box. More information will follow as it becomes available.

Remarks from the Board:

- Commissioner Cherice Shannon requests and announcement be distributed regarding new hires.
- Executive Director Eric Brown distributed a draft Fire Safety plan to the board.

Public Comments:

1. **Josephine Moore-5635 Sargent Road Rollingcrest Village**- Ms. Moore reported mold issues in her unit. She stated the work done in her unit had been incomplete. Executive Director Eric Brown will follow up.

2. **Laura Cherry-5661 Sargent Road Rollingcrest Village**-Ms. Cherry reported of mold issues in her bedroom closet. Maintenance did come to clean her unit however, Ms. Cherry had already cleaned up the mold in her bedroom closet.

3. **Roland Baxter- 5365 Sargent Road Rollingcrest Village**- Mr. Baxter asked what happened to the lawn service on the property. Site Manager responded by stating lawn service takes place every 7-10 business days

depending on the weather climate. Site Manager will follow up Mr. Baxter also requested locks be placed on the outside electrical box because when its windy outside the doors blow up. Site Manager will address this issue.

4. Carol Price 5669 Sargent Road Rollingcrest Village- Ms. Price reported mold and plumbing problems in her unit existing for the last 3 months. Her toilet was taken out to research the plumbing issues, however has not been replaced yet. Water, Mold, mildew started coming into her unit causing mold to grow on her medication which she must now throw out and replace. She has purchased a dehumidifier and has stated the outside vents need to be cleaned. Staff is addressing this issue. Ms. Price asked the question who is entitled to use the money from tenant dues if every resident doesn't pay the dues. If the Tenant Council plans a meeting or function why do the ones who don't pay the dues should be included. Commissioner Cherice Shannon will meet with Ms. Price to address her Tenant Council questions.

Adjournment:

Chairman Paul Rowe adjourned the meeting at 6:54 p.m.

Attest/ Witness:

Paul Rowe
Chairman

Acting Interim Secretary/
Acting Executive Director