

**HOUSING COMMISSION OF ANNE ARUNDEL COUNTY  
BOARD MEETING MINUTES  
April 17, 2017**

**Present:**

Peter J. Ponne, Chairman  
Bob Bradshaw, Vice Chair  
William F. Utz, Commissioner  
Sandra Ervin, Commissioner  
Danny Boyd, Commissioner  
Beryle Downs, Commissioner  
Tanya Hill-Brown, Commissioner  
Carrie Blackburn Riley, Attorney-at-Law  
Clifton C. Martin, Chief Executive Officer  
Michael Hale, Director of Modernization  
Christopher Ostovitz, Director of Information Technology  
Gina Dyer, Director of Property Management  
Lanita Hopkins, Director of Housing Services  
Anupama Francis, Director of Finance  
William Sansing, Fiscal Analyst  
Carole Ann Brazeal, Executive Services Administrator

**Teleconference:**

**Absent:** Diane Haislip, Deputy Chief Executive Officer

**Guest:**

**Location:** HCAAC, 7477 Baltimore-Annapolis Blvd, Third Floor, Glen Burnie, MD 21061

Meeting called to order at 11:00 a.m. by Chair Ponne.

## **RESIDENT COUNCIL**

Chairman Ponne noted no residents or guests in attendance and no topics were presented for discussion.

## **MINUTES**

Chair Ponne opened the discussion of the March 2017 minutes.

- Chair Ponne asked if there were any questions concerning the minutes from the March 2017 meeting.

Chair Ponne asked for a motion to approve the minutes with corrections. Motion made by Commissioner Utz, seconded by Commissioner Ervin and all in favor.

## **BUSINESS AGENDA**

Chair Ponne moved on to the first item on the business agenda, Resolution #644 Bad Debt/Write Offs.

- Mr. Martin stated we had a good quarter with very little in write offs. Chairman Ponne asked for a motion to accept Resolution #643. Vice Chair Bradshaw made the motion, Commissioner Boyd seconded and all in favor.

Chair Ponne moved on to the second item on the business agenda, Update on RAD processes.

- Mr. Martin stated the RAD Committee met and included himself, Chair Ponne, Legal Counsel Riley, Jerry Benoit, Lisa Sarro of legal Aid and some staff. No residents were present.
- Mr. Martin said the good news is we received the 9% tax credit as "developer" and we are the first agency to be awarded.
- Mr. Martin said he and Ms. Francis, director of Finance attended training on RAD. HUD sent their top RAD people to give the presentation. He added Baltimore City gave a presentation and he learned a lot.
- Mr. Martin Said the Viability Study for Freetown Village is half way complete due to DHCD. He said a gap opened up in the financing and we need to close it before we go to settlement. We may receive Home Funds from Kathy Koch and may use half from Freetown. Chairman Ponne asked if we know the amount. Mr. Martin added we will lock in in late summer. Commissioner Utz asked how we will handle the gap. Mr. Martin said through partnership rental funds as long as the main debt is satisfied. Chairman Ponne asked if the loan is conventional or FHA. Mr. Martin said CDA Risk Share.
- Mr. Martin said we will hold 3 meetings in the community. The first we will cover the process of moving and leases, the second will focus on the design of the kitchen and bathrooms getting input from residents, the third will focus on community services.
- Legal Counsel Riley asked if laundry services will be in the building. Mr. Martin said it will be located in a separate building. Commissioner Hill-Brown suggested teaching the residents how to use the machines. Commissioner Ervin noted the residents have been through this before with new machines installed. Commissioner Downs asked how we monitor the laundry facility. Mr. Martin said we have an outside contract for laundry machines.

- Mr. Martin said we will close the Meade Village deal in February or March of 2018. Chairman Ponne asked the timing of the new and existing units at Meade and Freetown. Mr. Hale said construction will begin the first of the year and we will work on new and existing at the same time. Legal Counsel Riley asked the deadline and Mr. Martin said November 30<sup>th</sup> and March 31<sup>st</sup>.
- Mr. Martin went on to explain some not so good news by selecting PBRA and we can only start a new PBRA contact on the first of the year.
- Legal Counsel Riley noted that is why everyone shoots for a December 31<sup>st</sup> settlement.
- Mr. Martin added if we close in March that leaves a 10 month gap. Chair Ponne asked if we have a reserve set up to cover such a gap. Ms. Francis said we have a Replacement Reserve. The board Commissioners requested information to be presented at each monthly Board Meeting to keep them updated on Closing information.
- Commissioner Downs asked Mr. Martin how concerned he is. Mr. Martin said HUD is not giving good direction but not so concerned for freetown but very concerned for Meade.
- Mr. Martin also noted we are not able to add units to Pinewood or Glen Square, we are already above capacity and we would need to get a waiver. Commissioner Boyd suggested going to the County Executive about the clause.

Chair Ponne moved on to the third item on the business agenda, Chief Executive officer Report.

- Mr. Martin gave an update in the Demo/Dispo and noted after some delays, work is beginning to move forward on construction. Mr. Hale is spending a great deal of time interacting and supervising the site work.
- Mr. Martin said we are High performers on both programs and we received a **103%** score for 2016 on our Section 8 Programs and a tentative **91%** on our Public Housing Programs.
- Mr. Martin said the County Council unanimously approved the sale of the surplus land to the Housing Commission. We are now awaiting settlement, which is supposed to happen in May 2016.
- Mr. Martin said the HUD budget will be on the table for discussion when Congress comes back in late April. He added they basically have about 3-4 days to hammer it out, and the bets are on another Continuing Resolution and this is not good news, meaning we will remain at reduced rates for this year. Mr. Martin said the FY2018 budget could be worse; apparently there are funds available for housing agencies in the proposed Infrastructure Bill that is to be introduced later this year.

Chair Ponne moved on to the Dashboard.

- Mr. Martin said as you know we're doing some remodeling inside this North Arundel Plaza building, since we moved in we haven't really done anything to it so we'll be doing more work here.

- Ms. Riley noted a correction to the minutes from the March meeting there was some discussion by legal aid about the lease language and Ms. Riley wanted to clarify Legal Aid said they were going follow up with us and she was going to work with them. Ms. Riley also added at the last meeting there was a discussion about when the five years expires on the agreement for the Boys and Girls Club and the Board asked that you bring it back to them early enough so they can discuss and that point was not reflected in the minutes.
- Commissioner Downs asked about the FSS marketing strategy. Mr. Martin added we had an open house where 18 people attended or were interested. We mailed out hundreds of invitations to different residents in different programs that had really good projects Mr. Martin said he knows the County Executive has a budget for us on May 1<sup>st</sup>.

Chair Ponne moved on to Old Business. No comments made.

Chair Ponne moved on to New Business.

- Mr. Martin stated there is no meeting in May. He added registration is now open for the Nahro July conference and there could be a lot of interesting news, it's in Indianapolis so let us know if you want to go. He said the fall conference is in Pittsburgh.

Chair Ponne said if there is no other business we will adjourn, Chair Ponne asked for a motion to adjourn.

Commissioner Ervin made the motion and the meeting adjourned at 12:25 pm.