

**MINUTES OF THE REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF  
FROSTBURG HELD ON MONDAY, MARCH 15, 2021**

THE REGULAR MEETING OF FROSTBURG HOUSING AUTHORITY BOARD OF COMMISSIONERS WAS HELD ON MONDAY, MARCH 15, 2021, 4:25 PM.

THOSE PRESENT WERE: CHAIR KEVIN GROVE, VICE CHAIR JOE SAWEIKIS, COMMISSIONER MARLENE MASON, COMMISSIONER LESLEY FELTON, AND EXECUTIVE DIRECTOR ASHLEY LANE.

CHAIR GROVE CALLED THE MEETING TO ORDER AT 4:25 P.M.

ASHLEY PRESENTED THE MINUTES FOR JANUARY AND FEBRUARY 2021 FOR BOARD APPROVAL. COMMISSIONER FELTON MADE A MOTION TO APPROVE THE MINUTES FOR JANUARY AND FEBRUARY. COMMISSIONER SAWEIKIS SECONDED. MOTION CARRIED UNANIMOUSLY.

ASHLEY INDICATED DUE STAFF OUT ON LEAVE THE CASH REPORTS WERE UNAVAILABLE. THIS WAS TABLED UNTIL THE NEXT MEETING. ASHLEY INDICATED THAT THERE WERE NO UNUSUAL EXPENSES.

ASHLEY PRESENTED THE OCCUPANCY REPORT AND ADVISED THERE HAVE BEEN A FEW MOVE OUTS, TRANSFERS AND NEW LEASE-UPS. THERE ARE CURRENTLY 199 APPLICATIONS ON THE LIST. THE WAIT LIST HAS BEEN CLOSED EFFECTIVE MARCH 1, 2021- JUNE 30, 2021. THIS WAS DONE IN PREPARATION FOR THE SOFTWARE CONVERSION. THE WAITLIST WILL RE-OPEN JULY 1, 2021 FOR ONLINE APPLICATIONS ONLY, UNLESS A PAPER APPLICATION IS REQUESTED TO MEET ACCESSIBILITY NEEDS.

IN OLD BUSINESS, ASHLEY ASKED COMMISSIONER SAWEIKIS TO SHARE INFORMATION ON THE PHADA COMMISSIONER'S TRAINING FROM JANUARY 2021 THAT HE ATTENDED VIRTUALLY. HE SHARED THAT THE CONFERENCE WAS VERY INFORMATIVE. THE KEY POINT THAT HAS STOOD OUT IN TRAINING AND NETWORKING WITH OTHER COMMISSIONERS IS RESIDENT REPRESENTATION ON THE BOARD OF COMMISSIONERS AND RESIDENT ADVISORY COUNCIL. HE SHARED IT WOULD BE GOOD TO ENCOURAGE THIS INVOLVEMENT. ASHLEY SHARED THAT SHE CANNOT TAKE ON THE PROJECT AT THIS TIME AND WELCOMES ASSISTANCE FROM THE BOARD. COMMISSIONER SAWEIKIS OFFERED ASSISTANCE AND REQUESTED ASHLEY TO EMAIL HIM ALL AGENCY INFORMATION RELATED TO A RESIDENT ADVISORY BOARD.

COMMISSIONER SAWEIKIS' REPORT ON THE PHADA COMMISSIONER'S CONFERENCE IN JANUARY, 2020 WAS POSTPONED UNTIL THE MARCH MEETING.

IN NEW BUSINESS, ASHLEY REPORTED THE LIMITED LEAD-FREE INSPECTION WAS COMPLETED AND PASSED. ASHLEY SHARED INFORMATION ON THE CAPITAL FUND PROGRAM 2021 AWARD AMOUNT OF \$195,380. THE CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT WAS SHARED WITH THE BOARD VIA EMAIL. ASHLEY WILL SIGN AND SUBMIT TO HUD. ASHLEY DISCUSSED WANTING TO HOST A BEAUTIFY THE DEVELOPMENT DAY FOR EMPLOYEES AND RESIDENTS TO CLEAN UP THE PROPERTY, PLANT FLOWERS AND MULCH. COMMISSIONER GROVE MENTIONED BEAUTIFY THE BURG DAY AND THAT PATRICK O'BRIEN HEADED UP VOLUNTEERS, ASHLEY WILL CONTACT HIM FOR INFORMATION. ASHLEY REPORTED THE AGENCY WILL RECEIVE TRAINING ON THE NEW SOFTWARE IN APRIL AND GO LIVE MAY 1<sup>ST</sup>. ASHLEY REPORTED TO THE BOARD THAT THERE WAS A METER ISSUE WITH THE WATER MAIN. THE CITY CONTACTED ASHLEY AND MADE HER AWARE OF THE PROBLEM. THE LOW-PRESSURE METER STOPPED WORKING. CHRIS HOVATTER FROM THE CITY BELIEVES IT MAY JUST BE DIRT. OFFERED UP CITY EMPLOYEES TO ASSIST MAINTENANCE EMPLOYEES WITH SHUT DOWN AND CLEANING. THE BILL WILL BE ESTIMATED FOR THE MONTH OF MARCH.

IN GOOD OF THE ORDER, COMMISSIONER MASON ASKED ABOUT THE NEW TRUCK ORDERED IN THE FALL OF 2020. ASHLEY INDICATED THAT SHE HAS NOT HEARD ANYTHING FROM ENTERPRISE ON A DELIVERY DATE. COMMISSIONER GROVE SHARED THAT THE CITY WAS BEGINNING TO RECEIVE THE VEHICLES THEY HAD ORDERED.

THERE BEING NO FURTHER BUSINESS TO DISCUSS, COMMISSIONER SAWEIKIS MADE A MOTION TO ADJOURN THE MEETING AT 5:03 P.M.

THE NEXT MEETING WILL BE HELD ON MONDAY, APRIL 19, 2021 AT 4:30 P.M. AT THE COMMUNITY BUILDING.

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APPROVED BY

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ATTESTED BY