

**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, APRIL 19, 2021, 4:30 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 4:31 P.M.

ASHLEY PRESENTED THE MINUTES FOR MARCH 2021 FOR BOARD APPROVAL. COMMISSIONER FELTON MADE A MOTION TO APPROVE THE MINUTES FOR MARCH AFTER A NOTED CORRECTION. COMMISSIONER SAWEIKIS SECONDED. MOTION CARRIED UNANIMOUSLY.

ASHLEY PRESENTED CASH REPORTS FOR JANUARY, FEBRUARY, AND MARCH, 2021 FOR BOARD APPROVAL. COMMISSIONER SAWEIKIS MADE A MOTION TO APPROVE THE CASH REPORTS FOR JANUARY, FEBRUARY, AND MARCH, 2021. COMMISSIONER MASON SECONDED. MOTION CARRIED UNANIMOUSLY. ASHLEY ALSO PRESENTED THE QUARTERLY BOARD REPORTS FOR DECEMBER 31, 2020 AND MARCH 31, 2021. COMMISSIONER MASON MADE A MOTION TO APPROVED THE QUARTERLY BOARD REPORTS PRESENTED. COMMISSIONER FELTON SECONDED. MOTION CARRIED UNANIMOUSLY.

ASHLEY PRESENTED THE OCCUPANCY REPORT AND ADVISED THERE HAVE BEEN A FEW TRANSFERS AND NEW LEASE-UPS. THE WAIT LIST REMAINS CLOSED EFFECTIVE MARCH 1, 2021- JUNE 30, 2021 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, COMMISSIONER SAWEIKIS GAVE AN UPDATE ON THE DIFFERENCE BETWEEN A RESIDENT ADVISORY BOARD AND A RESIDENT COUNCIL. THE RESIDENT BOARD WOULD PROVIDE INPUT ON A YEARLY PLAN AND WOULD BE CONVENED ON A LIMITED BASIS. A RESIDENT COUNCIL WOULD CONSIST OF A NUMBER OF RESIDENTS (FOR EXAMPLE, 3 TO 5) AND WOULD MEET ON A REGULAR, CONINUAL BASIS. THIS GROUP WOULD OFFER INPUT ON NEEDS FOR THE RESIDENTS OF THE DEVELOPMENT AND COULD SEND A REPRESENTATIVE TO THE BOARD MEETINGS TO RECOMMEND ITEMS FOR CONSIDERATION, BUT WOULD NOT HAVE A VOTE ON THE BOARD. COMMISSIONER SAWEIKIS OFFERED TO MEET WITH ANY INTERESTED PARTIES AND REVIEW GUIDELINES FOR A RESIDENT COUNCIL.

ASHLEY REPORTED SHE DID REACH OUT TO MR PATRICK O'BRIEN REGARDING PARTICIPATION IN BEAUTIFY THE BURG DAY, BUT HAS NOT RECEIVED ANY CONTACT BACK FROM HIM.

ASHLEY GAVE AN UPDATE TO THE BOARD REGARDING RECENT CONTACT FROM FEMA AND ALLEGANY COUNTY HEALTH DEPT OFFERING COVID VACCINES TO RESIDENTS OF THE DEVELOPMENT. ASHLEY DISTRIBUTED INFORMATION TO THE RESIDENTS ON APRIL 10, 2021 AND AS A RESULT REGISTERED 2 INDIVIDUALS FOR VACCINES THAT WEEKEND AT FROSTBURG STATE UNIVERSITY LOCATION.

IN NEW BUSINESS, ASHLEY REPORTED THE HOUSING AUTHORITY OF THE CITY OF FROSTBURG WAS AWARDED A ROSS-SC FY20 GRANT. THE HOUSING AUTHORITY WAS ONE OF ONLY 2 AWARDED IN THE STATE OF MARYLAND. UNDER THIS AWARD A SERVICE COORDINATOR WILL BE HIRED FOR THE 3 YEAR TERM OF THE GRANT BEGINNING JUNE 1, 2021. THIS INDIVIDUAL WILL BE USED TO ASSIST RESIDENTS BY CONNECTING THEM WITH COMMUNITY RESOURCES BASED ON THE NEEDS OF THE INDIVIDUAL.

ASHLEY GAVE AN UPDATE ON THE NEW TRUCK ORDERED IN THE FALL OF 2020 FROM ENTERPRISE TRUCK LEASE. PRODUCTION OF THE VEHICLE HAS BEEN COMPLETED AND THE TRUCK HAS MOVED ON TO THE AFTER MARKET COMPANY TO PUT ITEMS REQUESTED ON THE VEHICLE. ASHLEY WILL BE PUTTING AN AD OUT FOR SALE OF PLOW AND TRUCK WILL BE SOLD TO THE ENTERPRISE COMPANY.

ASHLEY ALSO ADVISED THE BOARD OF A RECENT INCIDENT WITH THE CURRENT INSURANCE AGENT, CBIZ, AND THAT SHE HAS REACHED OUT TO A NEW AGENT FOR REVIEW AND UPDATES OF CURRENT AGENCY INSURANCE POLICIES. AS A RESULT OF THIS REVIEW, SEVERAL DEFICIENCIES IN INSURANCE POLICY COVERAGE EXIST AND POLICIES DO NEED UPDATED. WITH THIS, PREMIUMS WILL ALSO MOST LIKELY INCREASE.

COMMISSIONER GROVE ALSO MENTIONED OBTAINING EMAIL ADDRESSES FOR ALL COMMISSIONERS FOR RESIDENTS TO USE AS CONTACT WITH COMMISSIONERS. ASHLEY WILL PURSUE THE SET UP OF EMAIL ADDRESSES.

THERE BEING NO FURTHER BUSINESS TO DISCUSS, COMMISSIONER SAWEIKIS MADE A MOTION TO ADJOURN THE MEETING AT 4:55 P.M.

THE NEXT MEETING WILL BE HELD ON MONDAY, MAY 17, 2021 AT 4:30 P.M. AT THE COMMUNITY BUILDING.

APPROVED BY

ATTESTED BY