

**MINUTES OF THE REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF
FROSTBURG HELD ON MONDAY, MAY 17, 2021**

THE REGULAR MEETING OF FROSTBURG HOUSING AUTHORITY BOARD OF COMMISSIONERS WAS HELD ON MONDAY, MAY 17, 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 4:30 P.M.

ASHLEY PRESENTED THE MINUTES FOR APRIL 2021 FOR BOARD APPROVAL. COMMISSIONER FELTON MADE A MOTION TO APPROVE THE MINUTES FOR APRIL, 2021. COMMISSIONER MASON SECONDED. MOTION CARRIED UNANIMOUSLY.

ASHLEY PRESENTED CASH REPORTS FOR APRIL, 2021 FOR BOARD APPROVAL. COMMISSIONER SAWEIKIS MADE A MOTION TO APPROVE THE CASH REPORTS FOR APRIL, 2021. COMMISSIONER FELTON SECONDED. MOTION CARRIED UNANIMOUSLY.

ASHLEY PRESENTED THE OCCUPANCY REPORT AND ADVISED OF A FEW ANTICIPATED VACANCIES UPCOMING. THE WAIT LIST REMAINS CLOSED UNTIL JULY 1, 2021.

IN OLD BUSINESS, ASHLEY REVIEWED THE PROCESS OF ESTABLISHING THE ANNUAL PLAN WHICH WILL BE DUE OCTOBER 1, 2021. SHE ALSO REVIEWED THE 5 YEAR PLAN PROCESS. THE CURRENT 5 YEAR PLAN RUNS THROUGH 2022 AND THE NEXT PLAN WILL BE DUE OCTOBER, 2022. BEGINNING IN JANUARY, 2022, MEETING DATES SHOULD BE SCHEDULED TO REVIEW THE PLAN TO ALLOW TIME FOR THE PROCESS.

IN NEW BUSINESS, ASHLEY UPDATED THE BOARD ON THE PROCESS OF ADVERTISING FOR CANDIDATES FOR THE POSITION OF THE ROSS COORDINATOR.

ASHLEY UPDATED THE BOARD ON THE CHANGE OF INSURANCE AGENTS FROM CBIZ TO KELLER-STONEBRAKER INSURANCE. SHE ALSO UPDATED THE BOARD ON SOME CHANGES IN THE POLICY COVERAGES AND COSTS.

ASHLEY PRESENTED RESOLUTION 2021-1 ADOPTING HOUSING AUTHORITY NAME CHANGES TO FINANCIAL ACCOUNTS AT BB&T AND RESOLUTION 2021-2 ADOPTING HOUSING AUTHORITY NAME CHANGES TO FINANCIAL ACCOUNTS AT FIRST UNITED BANK & TRUST WITH UPDATED BOARD OFFICERS. COMMISSIONER FELTON MADE A MOTION TO ACCEPT BOTH RESOLUTIONS AS WRITTEN. COMMISSIONER MASON SECONDED. MOTION CARRIED UNANIMOUSLY.

ASHLEY ADVISED THE BOARD THAT WITH THE NEW SOFTWARE DIRECT DEBIT OF RENT WILL BE OFFERED TO TENANTS AT NO COST TO THE TENANT.

ASHLEY PRESENTED THE BOARD WITH A SALARY COMPARABILITY STUDY COMPLETED BY THE NELROD COMPANY AFTER JOB DESCRIPTIONS WERE UPDATED FOR PERSONNEL POLICY. BASED ON THE STUDY, AN OPENING WAS CREATED FOR MAINTENANCE TECHNICIAN/INVENTORY CONTROL. THE EXECUTIVE DIRECTOR, ASHLEY, MADE RECOMMENDATION OF SALARY INCREASES BASED ON THE STUDY AND WITH THE ADVICE OF THE FEE ACCOUNTANT BASED ON BUDGET ALLOWANCES. A RESOLUTION WILL BE PRESENTED AT THE JUNE MEETING OF THE BOARD OF COMMISSIONERS FOR APPROVAL.

ASHLEY PRESENTED THE BOARD WITH RESOLUTION 2021-3 WHICH WILL ALLOW SIGNATURES FOR AUTHORIZED FINANCIAL ACCOUNT INDIVIDUALS TO BE UPLOADED TO THE NEW SOFTWARE AND ALLOWED TO BE PRINTED ON PAYABLE CHECKS ISSUED BY THE HOUSING AUTHORITY OF THE CITY OF FROSTBURG. COMMISSIONER SAWEIKIS MADE A MOTION TO APPROVE RESOLUTION 2021-3. COMMISSIONER FELTON SECONDED. MOTION CARRIED UNANIMOUSLY.

COMMISSIONER GROVE RECOGNIZED COMMISSIONER FELTON AND HER HUSBAND FOR BEING NAMED THE FOSTER PARENTS OF THE YEAR FOR ALLEGANY COUNTY.

THERE BEING NO FURTHER BUSINESS TO DISCUSS, COMMISSIONER FELTON MADE A MOTION TO ADJOURN THE MEETING AT 5:29 P.M.

THE NEXT MEETING WILL BE HELD ON MONDAY, 21, 2021 AT 4:30 P.M. AT THE COMMUNITY BUILDING.

APPROVED BY

ATTESTED BY