

# Housing Authority of the City of College Park



## Board Minutes

### Regular Monthly Meeting

### Hybrid Meeting

March 23, 2023

#### Present:

Chairperson, Arelis Perez;  
Vice Chairperson, Robert Catlin;  
Commissioners, Victoria Evans, Theresa Keeler, and James McFadden;  
Executive Director, Michelle Johnson  
Property Manager, Cheryl Gleason;  
ROSS Coordinator, Mia Greene;  
Residents of Attick Towers, Carl Patterson, Elizabeth Norman, Thomas McDonough;

#### I. Roll Call:

Ms. Perez opened the meeting at 10:01 a.m. All Commissioners were present, except for Ms. Keeler. Ms. Keeler joined the meeting at 10:05 a.m.

#### II. Agenda Changes:

The Board reviewed/discussed the agenda of March 23, 2023. A motion was made by Ms. Perez and seconded by Mr. McFadden to approve the agenda, as submitted. Robert Catlin, Victoria Evans, James

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McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

### **III. Comments-Resident Council:**

None.

### **IV. Comments-Tenants and General Public:**

- Mr. Patterson discussed the call center, and recommended that residents be patient with the service.

### **V. Chairman and Commissioner Reports:**

- Commissioner 3–5–minute appointed discussions, Ms. Perez – Phone aging program grant due (April 14, 2023), Mr. Catlin – Special election for the Mayor of the City of College Park, parade, mini-Target closing, student housing facility, Mr. McFadden – Veterans, Morris and Gwendolyn Cafritz Foundation, Ms. Keeler- Mental health/substance abuse issues, and Ms. Evans – difficulty with gathering residents to re-establish the Resident Council.

(Ms. Keeler joined the meeting at 10:05 a.m.)

(Ms. Elizabeth Norman joined the meeting at 10:07 a.m.)

### **VI. Review and Approval of Financial Reports for February 28, 2023:**

The Board reviewed/discussed the (check register, reconciliation summary, unaudited accounting summary, and bank account statements) for February 28, 2023. A motion was made by Ms. Perez and seconded by Ms. Evans to approve the financial reports of February 28, 2023, as submitted. Robert Catlin, Victoria Evans, Theresa Keeler, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

### **VII. Decision & Approval of Minutes from the February 23, 2023 Regular Monthly meeting and the March 2, 2023 Special meeting:**

The Board reviewed/discussed the regular monthly meeting minutes held on February 23, 2023. A motion was made by Ms. Perez and seconded by Ms. Keeler to approve the regular monthly meeting minutes from February 23, 2023, as submitted. Robert Catlin, Victoria Evans, Theresa Keeler, James

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McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

The Board reviewed/discussed the special meeting minutes held on March 2, 2023. A motion was made by Ms. Perez and seconded by Mr. Catlin to approve the special meeting minutes from March 2, 2023, as submitted. Robert Catlin, Victoria Evans, Theresa Keeler, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

## **VIII. Executive Directors Report:**

Ms. Johnson discussed various issues, i.e.:

- Grant updates: ARPA funds award HACCP for \$1 million, College Park awarded \$22 million (being ratified)
- Bond bill 2021: State of Maryland awarded the HACCP \$2 million (being ratified)
- CDBG grant: HACCP awarded \$357K to be utilized for the HVAC/plumbing replacement
- PY49 grant: HACCP awarded \$414K to be utilized for the elevator replacement
- RFP bank services: Deadline is March 2, 2023. There has been one application from United Bank.


Property Updates: Ms. Gleason discussed various issues, i.e.

- Ninety-three occupied units, sixteen vacant units, four to be leased in two weeks
- Received elevator certificate
- Compost delivery
- Fire extinguisher inspection scheduled for April 5, 2023
- Dumpster/trash compactor

ROSS Grant Coordinator: Ms. Greene discussed various issues/events, i.e.

- February - Black history month movies
- March – Women month movies

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- Bus Schedule (2 trips left for the month)
  - Activities
  - Capital City Food Bank delivery
  - Coffee and music
  - Bingo
  - St. Patrick's Day event (treats and music)

## Updates:

- April Calendar
- Luminus Health screening
- Compost delivery
- Resident
- Spring cleaning event
- King and Queen of Hearts celebration
- Health and Wellness Fair scheduled for May 18, 2023 (A motion was made by Ms. Perez and seconded by Mr. Catlin to approve of \$1500 being allocated for the Health and Wellness Fair. Robert Catlin, Victoria Evans, Theresa Keeler, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.)

## IX. Old Business:

The Board discussed several issues i.e.:

- Resident court date scheduled for April 13, 2023
- Congratulation to Mia Greene for being of service and rallying resident participation at Attick Towers.

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## **X. New Business:**

1) Approval of invoices over \$4,000: The Board reviewed/discussed various invoices submitted over \$4,000.

- a. Kelly Benefits \$6,126.09
- b. Reimbursement from BELFOR USA, Inc. \$34,923.70
- c. Total Construction \$5,250.00
- d. HD Supply \$4,283.53

A motion was made by Ms. Perez and seconded by Ms. Keeler to approve the payment of the invoices submitted over \$4,000. Robert Catlin, Victoria Evans, Theresa Keeler, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

## **XI. Resident Comments:**

- Mr. Patterson stated that Ms. Johnson, Cheryl, Mia, and staff are doing a great job. He also discussed the call center.
- Thomas McDonough discussed updates on various topics and noted his interest in joining the RAD Board.
- Ms. Norman discussed her bath tub needing to be replaced.

## **XII. Commissioner Comment:**

- Ms. Evans discussed problems with residents smoking in the front of the building, and dog concerns.
- Ms. Perez discussed the live in courtesy officer, weekend security officer, and the towing services.

## **XIII. Agenda items for the next meeting.... Next Meeting: April 27, 2023:**

None.

## **XIV. Adjournment of Regular Session:**

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A motion was made by Ms. Perez and seconded by Ms. Evans to adjourn the regular monthly meeting of March 23, 2023. Robert Catlin, Victoria Evans, Theresa Keeler, James McFadden, and Arelis Perez voted for this motion. The motion was unanimously approved by a vote of 5-0. The Board adjourned the regular monthly meeting held on March 23, 2023 at 11:42 a.m.

**XV. Executive Session:**

None.



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Arelis Perez, Chairman



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Michelle Johnson, Executive Director