ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY
MINUTES OF THE
March 23, 2022 Meeting
4:00 p.m.
The Enterprise Building
Accomac, Virginia

DIRECTORS PRESENT:

Mike Mason                                      Accomack County
Patty White                                       Accomack County
Charles Kolakowski                                Northampton County
Ernest H. Washington                             Northampton County
Vincent Holt                                      Section 8 Representative

DIRECTORS ABSENT:

None

OTHERS PRESENT:

Elaine Meil                                      Sandy Taylor
Eric Luchansky                                    Leslie Mason
Russ Williams                                     Colin Kean

1. **Call To Order**

   Chairman Mason called the meeting to order at 4:00 p.m.

2. **Minutes of the January 26, 2022 Meeting**

   Presented were the minutes of the January 26, 2022 meeting.

   Adoption of the presented minutes was requested.
Director Holt moved to approve the minutes of the January meeting as presented. Seconded by Director Washington, the motion was carried by unanimous vote.


Commission approval was requested for the following Bills Payable and attached Financial Statements:

**General Operating Account**

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-NPDC 3100</td>
<td>A-NRHA Management Services, Mar/Apr</td>
<td>$114.06</td>
</tr>
<tr>
<td>A-NPDC 3150</td>
<td>Crispus Attucks Management, Mar/Apr</td>
<td>$3.51</td>
</tr>
<tr>
<td>A-NPDC 3151</td>
<td>Sunnyside Village Management, Mar/Apr</td>
<td>$1,684.87</td>
</tr>
<tr>
<td>A-NPDC 3152</td>
<td>William Hughes Management, Mar/Apr</td>
<td>$280.49</td>
</tr>
<tr>
<td>A-NPDC 3153</td>
<td>Virginia Street Management, Mar/Apr</td>
<td>$3,343.95</td>
</tr>
<tr>
<td>A-NPDC 3154</td>
<td>Mill Run Management, Mar/Apr</td>
<td>$1,399.72</td>
</tr>
<tr>
<td>A-NPDC 3155</td>
<td>Onancock Square Apts, Mar/Apr</td>
<td>$7.60</td>
</tr>
<tr>
<td>A-NPDC 3160</td>
<td>Tax Credit Compliance, Mar/Apr</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Due A-NPDC</strong></td>
<td></td>
<td>$6,834.20*</td>
</tr>
</tbody>
</table>

**Section 8 Checking Account**

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-NPDC 3157</td>
<td>Administration Mar/Apr</td>
<td>$47,216.77</td>
</tr>
<tr>
<td>A-NPDC 366265</td>
<td>HUD Cares Act - #2</td>
<td>(98.39)</td>
</tr>
<tr>
<td>A-NPDC 315710</td>
<td>Fraud Recovery, Mar/Apr</td>
<td>$3,300.68</td>
</tr>
<tr>
<td><strong>Total Due A-NPDC</strong></td>
<td></td>
<td>$50,419.06*</td>
</tr>
</tbody>
</table>

* Detail is included with agenda item “Current A-NPDC Financial Report”

Director Kolakowski moved to approve the Bills Payable and Financial Statements as presented. Seconded by Director Holt, the motion was carried by unanimous vote.


The attached report indicates that 65.79 percent of the Fiscal Year 2022 budget has been expended while 66.67 percent of the fiscal year has passed.

Board acceptance of the attached report was requested.

Director White moved to accept the A-NPDC Projects Financial Report. Seconded by Director Washington, the motion was carried by unanimous vote.
5. **Election of FY2023 Officers**
   The Authority By-Laws state that officers of Chairman and Vice Chairman should be elected at least two months in advance of the end of the fiscal year, normally our March meeting.

   Both the Chairman and Vice Chairman serve for two-year terms and may serve up to three consecutive terms. Having served one term, Chairman Mason is eligible for re-election. Vice Chairman Jenkins resigned on December 31, 2021.

   Director Kolakowski moved to elect Director Michael Mason to Chairman. Seconded by Director White, the motion was carried by unanimous vote. Director Mason abstained.

   Director Kolakowski moved to elect Director Vincent Holt to Vice Chairman. Seconded by Director Washington, the motion was carried by unanimous vote.

6. **Property Management**

   **Mill Run Apartments - 26 Duplex Apartments**
   - Vacancies: None
   - Rent: Three families were behind while two families were working with RRP funds. One was approved for over four thousand dollars, but the funds hadn’t been received yet.
   - No known COVID cases.
   - Maintenance Issues: Worked on unit turns and day to day items. No major items reported during that time.
   - Planned pressure washing of the buildings as weather permitted.

   **Sunnyside Village - 23 Single Family Houses**
   - Vacancies: One, one-bedroom unit which was expected to be leased prior to March thirty first.
   - Rent: Eight families were behind. Still waiting on RRP assistance for one household that was approved back in December. No payment was received.
   - No known COVID cases.
   - Maintenance Issues: The three-bedroom unit at 4675 needed floor repairs similar to other units. Temporary repairs had been made in hopes of better weather. A detailed material list was prepared and we hoped to use it again in house maintenance staff to keep costs reasonable.

   **Virginia Street - 10 Single Family Houses**
- Rent: One tenant delinquent.
- Vacancies: One
- No known COVID cases.
- Maintenance Issues: Unit turn for the two bedrooms. A floor, wall sill issue was found as the old floor was removed for replacement. Our maintenance staff would make the repairs.
- The old-two story farmhouse (three bedrooms). This one hundred year plus farmhouse has deteriorated to the point where repairs aren’t an option. The family would relocate. Bruce Herbert had seen the latest issues with floors sinking. The old hand cut beams are failing.
- Unit 3401. New Electric was run for stove upgrades at another two-bedroom unit. Previous gas stoves are replaced with electric ones. The new stove should have been installed by March 18, 2022.

Crispus Attucks Apartments - 22 Duplex Apartments
- Vacancies: None
- Rent: Two families were delinquent. Separately, two units were receiving RRP assistance. Those were applied for, but no payments had been made.
- No known COVID cases.
- Worked on day to day issues. New maintenance personnel would begin in March.
- Changed compliance software as the former was discontinued.

William Hughes Apartments - 34 Apartments in 6 Buildings
- Vacancies: None
- Rent: Six families were delinquent
- No known COVID cases
- Maintenance Issues: In February the property had issues with the septic system backing up. Initially, we thought the problem was a full or blocked tank. The tank was pumped. A few days later, the same problem occurred. The tank was pumped again. A closer look was taken, and the problem was found. The floats in the system had failed and were replaced on March 4, 2022. The system had been operating correctly since being fixed with one issue remaining. It was determined that one of the float switches had malfunctioned. The new switch was ordered and was out of stock.
- Other: No other issues reported.

Onancock Square - 40 Apartments in 4 Buildings
- Vacancies: One, two-bedroom handi-cap unit and one standard two-bedroom unit available. There were approved applicants for the vacancies and expected to move in soon.
7. **Housing Development Projects**

**Accomack County Project**
Staff continued to work on identifying alternative locations in northern Accomack that will meet Accomack County’s Future Land Use requirements for the Village Development Areas. Several Options had been identified, and proforma’s had been created to determine feasibility. Due to staff resignations, the housing development projects were paused until appropriate staff replacements had been identified.

**Northampton County Project**
The staff had met with the County Administrator and the Town of Cheriton to identify a new housing development project in Northampton County. Staff continued to network with realtors to identify other locations near incorporated towns. The staff had also worked with its architect in several areas to determine future land development options on property already owned by the Authority. As previously mentioned, housing development projects were delayed at that time.

8. **Housing Choice Voucher Section 8 Program**

A. We are currently serving 494 families (minus 9 since the last RHA report). We have 42 families pending action, and of those pending 36 have active vouchers and are searching for housing.

B. The Waiting List was opened for application January 3 through January 7. 93 applications were accepted. Following several pulls since that opening, the Waiting List now stands at 82 active applicants. The Waiting List has now been opened three times in the past year, yet the number of active applicants remains well below the 250-300 pre-pandemic average. Due to the light turnout at the January opening and the low number of standing active applicants, the Waiting List will be opened again on April 4, 2022 and not be closed until a historically comparable number of applications are completed and added to the list. It will be necessary to advertise the closing date once it has been established.
C. While having the Waiting List open without an established closing date, it will be necessary to amend the Administrative Plan to allow families and individuals to update their information in an ongoing fashion. This change allows for the Waiting List to be correctly ordered and families pulled for voucher issuance while applications are still being accepted. The proposed amendment language is highlighted on the attached Administrative Plan document.

Staff requested approval of the amendment to the administrative plan.

Director Holt moved to adopt the amendment as presented. Seconded by Director White, the motion was carried by unanimous vote.

D. There had been no public comments or recommendations made on the current Five-Year Plan through the 45-day Public Comment period, which ends with an advertised public hearing on March 21, 2022. A signed Annual Civil Rights Certification must be submitted to HUB by April 15th, 75 days prior to the PHA’s new fiscal year.

Director Kolakowski moved to authorize the signature of the Civil Rights Certification as presented. Seconded by Director Holt, the motion was carried by unanimous vote.

9. Executive Director’s Report

Asset Management Activities
81 individuals are also being managed for debt owed to the Housing Choice Voucher Program.

Resolution of Heir Property
Staff would discuss the elements required to resolve the heir property. In the Gospel Temple / Adams Crossing CDBG project in Accomack, one property of the five had an heir property issue.

Discussion ensued. Chairman Mason requested that staff bring back what options A-NRHA could do on education on heir property issues.

Workforce Housing Summary Example
Staff had recently bid on a 2 bedroom 796 square foot house in February 2022. The development budget was listed.

10. Other Matters
No other matters were discussed at this time.

11. Public Participation
   No public participation took place at this time.

12. Adjournment
   Director Holt made the motion to adjourn. Seconded by Director Washington, it was approved unanimously.