

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

MINUTES OF THE

September 28, 2022 Meeting

4:00 p.m.

The Enterprise Building

Accomac, Virginia

DIRECTORS PRESENT:

Patty White

Charles Kolakowski

Vincent Holt

Mike Mason

Accomack County

Northampton County

Section 8 Representative

Accomack County

DIRECTORS ABSENT:

Ernest H. Washington

Northampton County

OTHERS PRESENT:

Elaine Meil

Eric Luchanksy

Russ Williams

Sandy Taylor

Leanna Bowden

Colin Kean

1. Call To Order

Director Mike Mason called the meeting to order at 4:02 p.m.

2. Minutes of the July 27, 2022 Meeting

Presented were the minutes of the July 27, 2022 meeting.

Adoption of the presented minutes was requested.

Director White moved to approve the minutes of the May meeting as presented. Seconded by Director Holt, the motion was carried by unanimous vote.

3. Bills Payable / Financial Statement / Current A-NPDC Projects Financial Report

The Bills Payable for July & August were unable to be printed until the A-NPDC FY22 has been closed in the GMS accounting software. Bills Payable would be presented at the November meeting.

The auditor was at the A-NPDC office on Monday, September 19th and Tuesday, September 20th.

4. Property Management

Mill Run Apartments - 26 Duplex Apartments

- Vacancies: None
- One unit became vacant on September 30, 2022. The next tenant has already been processed and approved.
- Rent: Two families are late on rent. Separately, 5 units are pending RRP assistance in the amount of \$25,800.00. Those have been applied for, but as of yet no payments have been received. Applications have been reviewed now waiting on approvals.
- Maintenance Issues: Worked on a unit turns and day to day items. We have experienced some appliance issues as they are aging. Pressure washing, gutter cleaning, and septic plumbing are in progress.
- Working on a VCDC Desk Audit that should be completed by September 30, 2022.

Sunnyside Village - 23 Single Family Houses

- Vacancies: Two one-bedroom units are vacant.
- Rent: 4 families were delinquent.
- Maintenance Issues: The Three-bedroom house 4675 will need flooring repairs and a HVAC unit replaced. The one bedroom house at 4590 will need extensive floor repairs.
- Other: No other issues at the time.

Virginia Street - 10 Single Family Houses

- Rent: One tenant is delinquent.
- Vacancies: None.
- Maintenance Issues: There are 2 sets of stairs with landings that need to be replaced along with several storm doors. Two units have failed HVAC split systems. Options are being explored. Reserve for replacement funds may be required.

Crispus Attucks Apartments - 22 Duplex Apartments

- Vacancies: 1 vacancy. This unit would be occupied by September 26, 2022.
- Rent: Two families were delinquent. Four families are receiving emergency funds totaling \$13,000.00. Waiting on the receipt of this payment.
- Maintenance Issues: Working on day to day issues at this time. Obtaining updated quotes for pressure washing, gutter cleaning, and driveway repairs.
- Working to complete the VCDC Desk Audit.

William Hughes Apartments - 34 Apartments in 6 Buildings

- Vacancies: One two bedroom unit is available.

- Rent: Eight families currently delinquent. Two families have applied for RRP and are waiting for approvals.
- Maintenance Issues: Unit 202 (three bedroom) need HVAC unit repairs. Contractor is waiting on parts. Unit 702 needs duct replacement.
- Other: Currently no other major maintenance issues to report for this period.
- Working to complete the VCDC Desk Audit.

Onancock Square - 40 Apartments in 4 Buildings

- Vacancies: No vacancies.
- Rent: No delinquencies.
- Maintenance: Maintenance is working on painting units that are on schedule. We continue to do our monthly inspections and are only finding minor housekeeping issues.

5. Housing Development Projects

Accomack County Project

Continued efforts are being made to contact Mrs. Rantz. She is the owner of the property adjoining Bailey Road Apartments. There is a possibility that we could purchase the cleared property.

Northampton County Project

MSA has been retained and working to design at least ten buildable lots in Sunnyside Village. Cheriton Town Zoning is working to help us maximize the available property.

6. Housing Choice Voucher Section 8 Program

- A. We are currently serving 483 families (plus 3 since the last RHA report). We have 61 families pending action, and of those pending 50 have active vouchers and are searching for housing.

The Waiting List was opened April 4th and remained open. Just under 250 completed applications have been accepted. From the new applicants, 10 families have been pulled and will be offered vouchers if qualified. These would be in addition to the 49 vouchers referenced above. Staff has started to conduct two HCV briefings monthly to meet the increased volume.

- B. HUD has published the FY23 FMRs (fair market rents). The FMRs for Northampton County have increased an average of 9%, and the FMRs for Accomack County have increased an average of 12%. The one anomaly is for 1-bedroom units in Northampton County, which went down 4%. Information on how FMR's are determined is available at www.huduser.gov.
- C. The PHA must set Payment Standards based on the FMR's which are used as a factor in calculating the tenant portion of the rent. The payment standards have been calculated at 110% of the FMR to ensure that there is a wider selection of units available to Section 8 applicants. A copy of the FMRs and corresponding Payment Standards for each county was presented.

- D. With regard to the one decline in FMR and PS, our Administrative Plan allows the PHA to “hold-harmless” families living in units with current HAP contracts when calculating their portion of the rent during Annual Reexaminations. This means there will be no negative impact on families' currency served by the program. The new FMRs and PS will be applied to families pulled from the waiting list or moving.

Staff requested adoption of the FY23 FMR's and Payment Standards. Director Kolakowski moved to adopt the FY23 FMR's and Payment Standards as presented. Seconded by Director White, the motion was carried by unanimous vote.

- E. Nan McKay has released revision recommendations for the Administrative Plan. Staff has also compiled several other requested revisions that have been recommended via HUD HCV Guidebook updates. Synopsis of the revisions are attached. The entire Administrative Plan was available for review upon request.

Staff requested adoption of Revision Recommendations to the Administrative Plan. Director White moved to adopt the Revision Recommendations to the Administrative Plan as presented. Seconded by Director Holt, the motion was carried by unanimous vote.

- F. Local utilities have been received by Management Resource Group, Inc. and new utility allowances have been calculated. The trend is that on average electric prices increased slightly, while LP gas heating fuel and oil prices have gone up dramatically. If adopted, the utility allowances will be applied to Annual Reexaminations beginning with those effective December 1, 2022. A copy of the methodology was available for review at the meeting.

Staff requested adoption of the FY23 Utility Allowances and Payment Standards. Director Holt moved to adopt the FY23 Utility Allowances and Payment Standards as presented. Seconded by Director Kolakowski, the motion was carried by unanimous vote.

7. Grants

Department of Housing and Urban Development Family Self-Sufficiency Program (FSS)

FSS is a program that enables HUD-assisted families to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. Public Housing Agencies work in collaboration with a Program Coordinating Committee (PCC) to secure commitments of public and private resources for the operation of the FSS program, to develop the PHA's FSS Action Plan (the FSS policy framework), and to implement the program.

FSS is a companion component to the HCV Home Ownership voucher program included in the Administrative Plan.

This funding is being offered to new applicant PHAs for the 1st time in several years. Funding is specifically for PHAs that administer an FSS program to pay for the salaries and benefits of an FSS program coordinator, staff training for the program, and the necessary software module to our existing HCV software.

Authorization was requested to submit an application for the HUD Family Self-Sufficiency Program. Director Kolakowski moved to approve the request to submit an application for the HUD Family Self-Sufficiency Program as presented. Seconded by Director White, the motion was carried by unanimous vote.

8. Executive Director's Report

Asset Management Activities

40 individuals are also being managed for debt owed to the Housing Choice Voucher Program.

Sunnyside Village Apartments

Staff has been in discussion with Cheriton to Sunnyside Village Apartments. The town officials have been receptive. The source of funds to complete pre-development activities will initially be from A-NRHA reserves.

The engineer's wetland assessment & evaluation for sewage disposal found that the largest parcel could support the site up to 12 units. Staff requested the engineer lay out a development of 12 units. However, only nine could be available under the request for \$810,000 grant funds at this time. It is unlikely that those funds will support complete development and it will be necessary to either use A-NRHA reserves or loan proceeds or a combination of the two to complete the development. The development and parcel will need to be used as collateral for a loan. The grant will require a deed of trust as well.

Staff briefly spoke to East Coast Property Management and will set up a meeting to complete the initial pro forma for the project. A pro forma of 9 and 12 units will be drafted. Staff's intention is to save 3 building sites if only 9 is selected for a potential future project. Staff and East Coast will also evaluate raising the income standards so a larger portion of the workforce is eligible to live at Sunnyside. Property maintenance will also be discussed. This information will be brought back to A-NRHA for consideration. The existing unit made up at Sunnyside is included.

Complex	Bedroom Type	Count
Sunnyside Village	1 bedroom	11
Sunnyside Village	2 bedroom	11
Sunnyside Village	3 bedroom	1

Authorization to request the A-NPDC to provide grant funds for Sunnyside as the Phase II project for the affordable housing grant is requested. Director Holt moved to approve the authorization to request the A-NPDC to provide grant funds for Sunnyside as the Phase II project for the affordable housing grant is requested. Seconded by Director White, the motion was carried by unanimous vote.

2022 Regional Housing Plan

The September 23 Housing Summit identified the need to have a centralized tracking report of the Regional Housing Plan. Executive Director Meil offered to ask the A-NRHA Board if they would be willing to receive the report at their meeting and keep it in the Minutes.

- Goal 1: Harness time and talent from a diverse cross-section of community leaders to guide the implementation of this study.
 - Recommendation 1.1: Appoint a Leadership Team in each county to assist in steering the work necessary to achieve the study's goals.
 - Recommendation 1.2: Require an Annual Report of each Leadership Team

In lieu of two Leadership Teams, the September 23, 2022 Housing Summit agreed to ask A-NRHA to serve as the leadership team that creates the annual report to each Board of Supervisors.

- Goal 2: Change the face of affordable housing.
 - Recommendation 2.1: Public Awareness Campaign

Staff presented the Study to both counties BoS, focusing on the recommendations and Housing Gap data. Following the presentations to the AC BoS, the Board approved a proposed multi-family townhouse development.

- Goal 3: Expand the overall housing inventory.
 - Recommendation 3.1: Update Local Comprehensive Plans

The Town of Cape Charles has begun adoption of the Northampton County zoning review recommendations.

- Recommendation 3.2: Update Local Zoning Codes

The Town of Cape Charles has begun adoption of the first three recommendations in the Northampton County zoning review.

- Recommendation 3.3: Construct New Affordable Housing
- Recommendation 3.4: Request and support increased investment in education and certificate programs designed to expand the local construction trades.
- Recommendation 3.5: Identify and Market Sites for Infill Housing Development

Staff provided a copy of the plan to an Infill developer looking at redevelopment of the downtown department store in Exmore and also provided a referral to the Federal Home Loan Bank of Atlanta Affordable Housing Program for a forgivable loan that may help with gap financing on the project.

- Recommendation 3.6: Complete the remaining proposed phases of HRSD's forced transmission main in Accomack County

The General Assembly has provided additional funds for the collection system of the Town of Exmore and funds to extend the transmission system to the Towns of Accomac, Wachapreague and Parksley.

With regard to this recommendation, HRSD gave a report at the September Groundwater Committee and indicated they are communicating with Wachapreague and Accomack County but Parksley has not communicated with them yet. They are also working on a PER for Chincoteague. A-NPDC provided population projections for Chincoteague last winter.

9. Other Matters

No other matters were discussed at this time.

10. Public Participation

No public participation took place at this time.

11. Adjournment

Director Kolakowski made the motion to adjourn. Seconded by Director Washington, it was approved unanimously.