

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

MINUTES OF THE

January 25, 2023 Meeting

4:00 p.m.

The Enterprise Building

Accomac, Virginia

DIRECTORS PRESENT:

Charles Kolakowski
Vincent Holt
Ernest H. Washington
Mike Mason
Patty White

Northampton County
Section 8 Representative
Northampton County
Accomack County
Accomack County

DIRECTORS ABSENT:

None

OTHERS PRESENT:

Elaine Meil
Eric Luchanksy
Christine Ross

Sandy Taylor
Colin Kean
Leanna Bowden

1. Call To Order

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

2. Minutes of the November 30, 2022 Meeting

Presented were the minutes of the November 30, 2022 meeting.

Adoption of the presented minutes was requested.

Director Holt moved to approve the minutes of the September meeting as presented. Seconded by Director Washington, the motion was carried by unanimous vote. Director Mason abstained whereas he was absent during the November Meeting.

3. Bills Payable / Financial Statement

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

General Operating Account

A-NPDC 3100	A-NRHA Management Services, Mar/Apr	\$ 724.75
A-NPDC 3150	Crispus Attucks Management, Mar/Apr	\$ 0.00
A-NPDC 3151	Sunnyside Village Management, Mar/Apr	\$ 112.14
A-NPDC 3152	William Hughes Management, Mar/Apr	\$ 447.75
A-NPDC 3153	Virginia Street Management, Mar/Apr	\$ 265.02
A-NPDC 3154	Mill Run Management, Mar/Apr	\$ 193.20
A-NPDC 3155	Onancock Square Apts, Mar/Apr	\$ 109.94
A-NPDC 3160	Tax Credit Compliance, Mar/Apr	<u>\$ 0.00</u>
	Total Due A-NPDC	\$ 1,852.80

Section 8 Checking Account

A-NPDC 3157	Administration Mar/Apr	\$ 44,964.44
A-NPDC 315710	Fraud Recovery, Mar/Apr	<u>\$ 2,774.59</u>
	Total Due A-NPDC	\$ 47,739.03

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

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

4. CY 2023 Budgets

Board adoption of the following CY 2023 Budgets was requested:

- A. Mill Run Apartments
- B. Crispus Attucks
- C. Onancock Square Apartments (approved by USDA)
- D. William Hughes Apartments (approved by USDA)

Director Kolakowski moved to approve the CY 2023 Budgets as presented. Seconded by Director White, the motion was carried by unanimous vote.

5. Election of FY 2024 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.

The Authority By-Laws further state that the Chairman and Vice Chairman serve for one-year terms and may serve up to three consecutive terms. Having served three terms, Chairman Mason and Vice Chairman Holt are not eligible for re-election.

For your information, the Executive Director serves as Secretary-Treasurer and serves at the pleasure of the Board.

No action was required by the Board.

6. Property Management

Mill Run Apartments - 26 Duplex Apartments

- Vacancies: One, New tenant approved by management, awaiting housing voucher protocols for move in.
- Rent: Three tenants behind on rent. RRP Program hadn't given up on helping pre-qualified families, but was working to locate additional funds.
- Maintenance: Replaced a failed septic pump in December at a cost of eight thousand dollars. No other major issues. Worked on day to day items.

Sunnyside Village - 23 Single Family Houses

- Vacancies: There were three vacancies.
- Rent: Four families were delinquent.
- Maintenance Issues: The flooring system in 4675, a three bedroom unit, needed to be replaced. Staff was getting estimates. The Ramp/Deck at 4634 had been completed.
- Other: Similar repair issues and regular maintenance. Two HVAC units needed replacing.

Virginia Street - 10 Single Family Houses

- Vacancies: None.
- The three bedroom house is offline and needs to be torn down to prevent break ins. The property had been posted with no trespassing.
- Rent: Two rents were delinquent. .
- Maintenance: Working on day to day issues
- The split systems were struggling due to age. Replacement is imminent. One unit needed a roof replacement. Staff was getting estimates in hopes to soon replace it.

Crispus Attucks Apartments - 22 Duplex Apartments

- Vacancies: None. In the span of five days, staff expected five unit turns.
- Rent: 5 families were behind. 4 to receive emergency funds.
- Maintenance Issues: Gutter repair and cleaning were being addressed.

Williams Hughes Apartments - 34 Apartments in 6 Buildings

- Vacancies: None
- Rent: Seven families were delinquent.
- Maintenance Issues: Working on day to day issues at this time. Two exterior parking lot lights had been damaged and replacement is necessary.
- Other: Had issues with the accessibility unit showers and water leaking underneath the bathroom floor.

Onancock Square - 40 Apartments in 4 Buildings

- Vacancies: Two, 2 bedroom apartments were vacant. Staff worked diligently from its waiting list to fill those vacancies.
- Rent: Two families delinquent.
- Maintenance Issues: Staff worked on unit turns. Monthly inspections were scheduled to resume in February.

7. Housing Development Projects

Accomack County Project

Staff had been unable to get any response from Ms. Rantz on the property acquisition.

Northampton County Project

MSA had developed a plan for the lot configuration. Staff had compared pricing of all required activities to develop a new subdivision, and found significant savings by continuing with George Ed Young.

Elaine Meil informed the Board that farm land in Wallops Island, VA could become available for sale.

Director Mike Mason stated to search tax properties that may become available for purchase.

8. Housing Choice Voucher Section 8 Program

- A. We are currently serving 479 families (minus 2 since the last RHA report). We have 33 families pending action, and of those pending 22 have active vouchers and are searching for housing.

The Waiting List was opened April 4th and remained open. Just over 400 completed applications have been accepted. From the new applicants, 21 families have been pulled and will be offered vouchers if qualified. These would be in addition to the 22 vouchers referenced above. Staff continued to conduct HCV briefings at least monthly.

- B. A grant application for the Department of Housing and Urban Development Family Self-Sufficiency Program (FSS) was submitted and accepted on October 4th. The period of performance for this project began January 1, 2023. HUD reported that awards for this grant are imminent.

9. Executive Director's Report

Regional Housing Projects

Virginia Street Replacement Duplex

Community Development Coordinator Herbert had received communication from the Town that A-NRHA would be able to replace the existing 4 bedroom house with a duplex of two two-bedroom units. He continued to work with an engineer to find a floor plan that works and keeps the footprint in the existing footprint. Demolition would occur once the site plan is in place.

Ochanncok Neck Sewer Extension

Two houses were under construction.

CDBG Planning Grants: East Horntown (Accomack) & Holland Lane (Northampton)

DHCD had awarded the East Horntown Planning Grant. They subsequently followed up and wrote a second award letter. Director Luchansky was working to resolve the differences in the two letters. DHCD requested additional information from Northampton County for Holland Lane. Director Luchansky drafted a letter for signature and that has been sent to DHCD to resolve Holland Lane as well.

10. Other Matters

No other matters were discussed at the time.

11. Public Participation

No public participation took place at this time.

12. Adjournment

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