

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

MINUTES OF THE

November 30, 2022 Meeting

4:00 p.m.

The Enterprise Building

Accomac, Virginia

DIRECTORS PRESENT:

Charles Kolakowski
Vincent Holt
Ernest H. Washington

Northampton County
Section 8 Representative
Northampton County

DIRECTORS ABSENT:

Mike Mason
Patty White

Accomack County
Accomack County

OTHERS PRESENT:

Elaine Meil
Eric Luchanksy
Russ Williams

Sandy Taylor
Colin Kean

1. Call To Order

Director Vincent Holt called the meeting to order at 4:06 p.m.

2. Minutes of the September 28, 2022

Presented were the minutes of the September 28, 2022 meeting.

Adoption of the presented minutes was requested.

Director Kolakowski moved to approve the minutes of the September meeting as presented.

Seconded by Director Washington, the motion was carried by unanimous vote.

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	\$ 1,353.05
A-NPDC 3150	Crispus Attucks Management, Mar/Apr	\$ 0.00
A-NPDC 3151	Sunnyside Village Management, Mar/Apr	\$ 3,104.68
A-NPDC 3152	William Hughes Management, Mar/Apr	\$ 5,147.26
A-NPDC 3153	Virginia Street Management, Mar/Apr	\$ 5,168.50
A-NPDC 3154	Mill Run Management, Mar/Apr	\$ 3,881.65
A-NPDC 3155	Onancock Square Apts, Mar/Apr	\$ 3,043.49
A-NPDC 3160	Tax Credit Compliance, Mar/Apr	\$ 0.00
	Total Due A-NPDC	\$21,698.63

Section 8 Checking Account

A-NPDC 3157	Administration Mar/Apr	\$ 94,798.38
A-NPDC 315710	Fraud Recovery, Mar/Apr	\$ 5,946.85
	Total Due A-NPDC	\$100,745.23

* 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 Washington, the motion was carried by unanimous vote.

4. Current A-NPDC Projects Financial Report

The report indicated that 30.99percent of the Fiscal Year 2022 budget has been expended while 33.33 percent of the fiscal year has passed.

Board acceptance of the attached report was requested.

Director Kolakowski moved to accept the A-NPDC Projects Financial Report. Seconded by Director Washington, the motion was carried by unanimous vote.

5. FY 2022 Audit

The draft FY 2022 Audit prepared by Dunjam & Aukamp, PLC was attached. The following were noted:

- Management Discussion and Analysis is included after the Independent Auditor’s Report on pages 4-6. Additional explanations can be added by the Board if deemed appropriate.
- There were no findings or questioned costs (Audit Page 23)
-

Board acceptance of the FY 2022 draft audit was requested.

Director Kolakowski moved to accept the draft FY 2022 Audit. Seconded by Director Washington, the motion was carried by unanimous vote.

6. Property Management

Mill Run Apartments - 26 Duplex Apartments

- Vacancies: One, New tenant approved by management, awaiting housing voucher protocols for move in.
- Rent: 5 units pending RRP assistance. The program reported to us that while these families are approved for assistance the program is currently out of funds. They believe funds will become available, but do not have a time table. There is a chance this will carry over to 2023.
- A septic system failure has been found on the property. This is part of the original septic system, dating to 11/1/1995. Bundick has evaluated the issue and determined that a major repair is needed. The cost will be in excess of \$20,000.00. The property does have operating funds that can cover the expense and if needed has reserve for replacement funds available. Staff is moving quickly to address the problem and will update on any new developments.
- Maintenance: Working on day to day items.

Sunnyside Village - 23 Single Family Houses

- Vacancies: Two one-bedroom units are vacant.
- Rent: Current status has not been updated.
- Maintenance Issues: Working on back deck/ramp solutions for 4634 Wilson Court. Back deck is failing.
- Other: Similar repair issues and regular maintenance.

Virginia Street - 10 Single Family Houses

- Vacancies: None.
- The three bedroom house is offline and needs to be torn down to prevent break ins.
- Rent: Rents are current.
- Maintenance: Working on day to day issues

Crispus Attucks Apartments - 22 Duplex Apartments

- Vacancies: None.
- Rent: 2 families behind. 4 to receive emergency funds. The program reported to us that while these families are approved for assistance the program is currently out of funds. They believe funds will become available, but do not have a time table. There is a chance this will carry over to 2023.
- Maintenance Issues: Working on day to day issues at this time. Fall preparation items.

Williams Hughes Apartments - 34 Apartments in 6 Buildings

- Vacancies: Two and third are coming.
- Rent: Two families currently delinquent. Two families have applied for RRP and are waiting for approvals. The program reported to us that while these families are approved for assistance the program is currently out of funds. They believe funds will become available, but do not have a time table. There is a chance this will carry over to 2023.
- Maintenance Issues: Working on multiple unit turns.
- Other: Currently no other major maintenance issues to report for this period.

Onancock Square - 40 Apartments in 4 Buildings

- Vacancies: None
- Rent: No families delinquent.
- Maintenance Issues: Maintenance is working on painting units that are on schedule. We continue to do our monthly inspections and are only finding minor housekeeping issues.

7. Housing Development Projects

Accomack County Project

On November 21st, a letter and business card was left at Ms. Rantz door indicating interest in purchasing the parcel of land next to the Bailey Road Housing Development. She has yet to make contact back.

Northampton County Project

MSA has been retained and working to design at least six buildable lots (12 units) in Sunnyside Village. Cheriton Town Zoning is working to help us maximize the available property.

8. Housing Choice Voucher Section 8 Program

- A. We are currently serving 481 families (minus 2 since the last RHA report). We have 49 families pending action, and of those pending 37 have active vouchers and are searching for housing.

The Waiting List was opened April 4th and remained open. Just under 325 completed applications have been accepted. From the new applicants, 14 families have been pulled and will be offered vouchers if qualified. These would be in addition to the 37 vouchers referenced above. Staff has started to conduct two HCV briefings monthly to meet the increased volume.

- 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 would begin January 1, 2023, so we expect a decision on award will be made soon.

9. Executive Director's Report

Regional Housing Projects

Occohannock Neck Sewer Extension

On October 11, 2022, VDH informed staff that the sewer system extension permit was denied due to lack of responsiveness from Bowman Engineering. Ninety days were given where a submittal would not require a new permit fee. Director Luchansky had been making constant inquiries to Bowman and the Town. The engineer assigned to the project, Jomar Pablo, had deactivated his voicemail. Director Luchansky began cold calling persons in the Bowman office and was able to get in contact with the engineer's supervisor. He was very responsive and all items that were needed were provided to VDH on October 18, 2022 by Mr. Pablo. VDH issued the permit on October 19, 2022.

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

At the DHCD technical assistance visit on October 26-28, Executive Director Meil made inquiries about the planning grants and also received an explanation of who is responsible for planning grants approval. These grants are approved through DHCD's community development policy office currently headed by Matthew Weaver, Associate Director. DHCD staff from the community development office, headed by Associate Director Amanda Healy, visited Holland Lane and staff was able to provide them with sample pictures of East Horntown properties. Staff immediately made additional inquiries.

On November 2, Dr. Mason of the DHCD community development policy office sent an email stating that a letter on the CDBG planning grants for East Horntown and Holland Lane was forthcoming. On November 7, DHCD said that the letter was completed but being reviewed before it could be sent. Director Luchansky has been making inquiries by phone call and email. As of November 21, Director Luchansky has requested another status update on the letter.

A-NPDC Approval CDBG Planning Grants: Wishart's Point (Accomack) & Virginia Avenue, Elm St and Myrtle (Northampton)

On October 17, 2022, A-NPDC formally approved preparation of two additional planning grants for Wishart's Point and the top Northampton County priority. Director Luchansky was present to discuss the housing conditions of Northampton at a Board work session. The Northampton Board of Supervisors met on November 7, 2022 and approved a new priority list. Both counties now have approved lists. In preparation to write the grant, site visits to collect more detailed information will occur next.

1. Virginia Avenue, Elm St., Myrtle
2. Old Town Neck/James Circle
3. Kates Drive and Floyd Court
4. Simpkins Drive Cape Charles
5. Fairview Road
6. Smaw Drive/Arlington

10. Other Matters

Board requested to move \$247,000 of the Mill Run Apartment Reserves to Taylor Bank. Board acceptance of the transfer was requested.

Director Kolakowski moved to accept the transfer of \$247,000 of the Mill Run Apartment Reserves to Taylor Bank. Seconded by Director Washington, the motion was carried by unanimous vote.

11. Public Participation

No public participation took place at this time.

12. Adjournment

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