

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

NOTES OF THE

March 22, 2023 Meeting

4:00 p.m.

The Enterprise Building

Accomack, Virginia

DIRECTORS PRESENT:

Vincent Holt

Patty White

Section 8 Representative

Accomack County

DIRECTORS ABSENT:

Charles Kolakowski

Ernest H. Washington

Mike Mason

Northampton County

Northampton County

Accomack County

OTHERS PRESENT:

Elaine Meil

Eric Luchanksy

Christine Ross

Russ Williams

Sandy Taylor

Joann Hall

Leanna Bowden

1. Call To Order

Vice-Chairman Holt called the meeting to order at 4:10 p.m. There was no physical quorum present.

2. Minutes of the January 25, 2023 Meeting

Presented were the minutes of the January 25, 2023 meeting.

3. Bills Payable / Financial Statement

The following Bills Payable and Financial Statements were presented:

**General Operating Account**

A-NPDC 3100	A-NRHA Management Services, Mar/Apr	\$	595.86
A-NPDC 3150	Crispus Attucks Management, Mar/Apr	\$	0.00
A-NPDC 3151	Sunnyside Village Management, Mar/Apr	\$	412.81
A-NPDC 3152	William Hughes Management, Mar/Apr	\$	317.76
A-NPDC 3153	Virginia Street Management, Mar/Apr	\$	528.69

A-NPDC 3154	Mill Run Management, Mar/Apr	\$ 511.71
A-NPDC 3155	Onancock Square Apts, Mar/Apr	\$ (24.42)
A-NPDC 3160	Tax Credit Compliance, Mar/Apr	<u>\$ 0.00</u>
	Total Due A-NPDC	\$ 2,342.41*

**Section 8 Checking Account**

A-NPDC 3157	Administration Mar/Apr	\$ 53,392.97
A-NPDC 315710	Fraud Recovery, Mar/Apr	<u>\$ 2,787.08</u>
	Total Due A-NPDC	\$ 56,180.05*

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

4. Current A-NPDC Projects Financial Report

The report indicated that 61.5 percent of the FY 2023 budget had been expended while 66.67 percent of the fiscal year had passed.

5. FY 2023 Budget Amendment

The following budget amendment was presented.

1.	315710 Fraud Recovery, Section 8	\$18,000.00
		<u>+10,000.00</u>
		\$28,000.00

ITEM 1 represents the amendment to include additional FY23 administrative funds.

The net change to the FY 2023 budget is \$10,000.00

6. 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.

7. Property Management

Mill Run Apartments - 26 Duplex Apartments

- Vacancies: One, new tenant scheduled to move in by the end of March. Two tenants are scheduled to leave in April.
- Rent: Three tenants behind on rent, one of which was hospitalized.

- Maintenance: The property sign was repaired due to wind damage.

#### Sunnyside Village - 23 Single Family Houses

- Vacancies: There were three vacancies.
- Rent: Two families were delinquent.
- Maintenance Issues: The flooring system at 4675 was scheduled to be repaired next week. The unit required extensive repairs, roof, ceiling, appliances, and the heating system were all substandard. The unit was scheduled to be abated.

#### 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: One rent was delinquent. .
- Maintenance: Working on day to day issues
- The split systems were struggling due to age. A new roof was scheduled to be installed on March 15th at 3390.

#### Crispus Attucks Apartments - 22 Duplex Apartments

- Vacancies: Onr unit was unoccupied, but scheduled to be filled by the end of March. There were three possible vacancies between April and May. Staff worked with new applicants.
- Rent: 5 families were behind. 4 to receive emergency funds.

#### Williams Hughes Apartments - 34 Apartments in 6 Buildings

- Vacancies: None
- Rent: Two families were delinquent and had applied for aid.
- Maintenance Issues: Staff replaced the refrigerator in unit 306 and a dishwasher in unit 501.
- Other: Staff investigated a roof leak in unit 503.

#### Onancock Square - 40 Apartments in 4 Buildings

- Vacancies: Two vacancies, and a 30 day notice received from 1 tenant.
- Rent: Two families delinquent.
- Maintenance Issues: Staff worked on unit turns. Units were being updated with new floor coverings and paint as they became available.

### 8. Housing Development Projects

#### Accomack County Project

Staff had contacted the owner of 35416 Belle Haven Road. The property is a 6 acre parcel that connects to the Mill Run complex.

#### Northampton County Project

The two new homes in Occohannock Neck Road were progressing at a satisfactory pace. The first two bedroom home would soon be ready for the framing inspection and was almost 50% completed. Framing for the one bedroom home would be started by the end of the month.

The new duplexes in Sunny Side Village were also moving forward. George E. Young Inc. had completed the site surveys and the property was in the final design stage. Staff should have a developed plan soon. The plans had been chosen, and GEY will design the required dwelling unit separations.

#### 9. Housing Choice Voucher Section 8 Program

- A. 479 families (minus 7 since the last RHA report) had been served. We had 58 families pending action, and of those pending 49 had active vouchers and were searching for housing. An additional 15 families had been pulled from the Waiting List and were being reviewed for eligibility.

Our grant application for the HUD Family Self Sufficiency (FSS) program was unsuccessful. The budget was limited and allowed for just one PHA in Virginia to receive this funding as a new project, and we were not selected. In the past the project has been offered every other year, and we hope to apply again in 2024.

#### B. AMENDMENT TO THE ADMINISTRATIVE PLAN

4) There have 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 20, 2023. A signed Annual Civil Rights Certification must be submitted to HUD by April 15th, 75 days prior to the PHA's new fiscal year.

#### 10. Executive Director's Report

##### *Virginia Street Replacement Duplex*

Staff still needed to find a Duplex plan to proceed.

##### *Northampton Planning Commission Presentation*

Executive Director Meil attended the March Planning Commission meeting to discuss the regional housing plan and give a general presentation on how density has solved housing shortages. The presentation highlighted one zoning category in Blacksburg, Virginia that encourages townhouse development on 4,250 square foot lots or single family housing on 8,500 square foot lots and the types of housing that has been produced. These types of housing with trailer parks should cover most of the range of housing needs across the county's income spectrum. The presentation encouraged the Planning Commission to consider allowing higher

densities in proximity to places where jobs are being advertised and also near the two HRSD pump stations in Exmore and Nassawadox.

*Landlord Housing Meeting*

A landlord housing meeting was held to examine potential options to build additional housing units. Staff hosted the group and was present at the meeting. A landlord survey is needed to determine if there is enough interest and housing members to write a successful Virginia Housing innovation grant.

*Informational Item - CDBG Planning Grants: East Horntown (Accomack) & Holland Lane (Northampton)*

DHCD has awarded the Holland Lane Planning Grant. Staff have held their first meetings for both planning grants and staff are active in collecting information in both communities.

11. Other Matters

No other matters were discussed at the time.

12. Public Participation

No public participation took place at this time.

13. Adjournment

Vice Chairman Holt adjourned the meeting at 4:36 p.m.