

Housing Review Board Meeting Minutes
07/28/2023
MD-23-CD-25

Meeting was called to order by the Housing Coordinator, Davida Washington.

Attendance: Dave Walter, Debbie Hileman, Don Furbay, Felicia Green, Maria Campione-Lawrence, and Scott Tingle.

I. Old Business: The Board's last meeting minutes from April 25, 2023, were briefly mentioned and board members had reviewed via email before the meeting. Don Furbay made the motion to accept the minutes as submitted and the motion was seconded by Felicia Green. All present accepted the minutes as submitted.

II. Project Updates: The following are updates were shared on the progress of all grant projects approved since the last meeting on 4/25/2023.

Completed:

██████████ – Septic tank and termite treatment - \$17,929.00

██████████ – Septic tank - \$15,750.00

██████████ – General rehabilitation and lead abatement - \$67,092.32
(\$32,062.32 CDBG/\$35,800.00 SLP)

██████████ – General rehabilitation and lead abatement - \$72,846.40
(\$36,123.00 CDBG/ \$37,610.00 SLP)

Work In Progress:

██████████ – 10319 Germantown Road, Berlin, MD 21811 - General rehabilitation and lead abatement, WIP.

██████████ - 2367 Ward Road, Pocomoke, MD 21851- General rehabilitation, WIP.

██████████ - 7218 Shockley Road, Snow Hill, MD 21863-Waiting for permits.

██████████ - 9167 Old Ocean City Road, Berlin, MD 21811 – SLP Project (no CDBG monies) –We are waiting for the funding. Initial check was requested May 15, 2023.

██████████ – 4723 Nassawango Road, Snow Hill, MD 21863 – Sent for open bid and did not receive the required three bid responses. Will be sent to the qualified contractors list next week.

██████████ – 104 Purnell St., Snow Hill, MD 21863 - Sent for open bid and did not receive the required three bid responses. Will be sent to the qualified contractors list next week.

██████████ – 1519 Unionville Road, Pocomoke, MD 21851 - Sent for open bid and did not receive the required three bid responses. Will be sent to the qualified contractors list next week.

██████████ – 904 Laurel St., Pocomoke, MD 21851 - Sent for open bid and did not receive the required three bid responses. Will be sent to the qualified contractors list next week.

██████████ – 10802 Maple Court, Berlin, MD 21811 - Sent for open bid and did not receive the required three bid responses. Will be sent to the qualified contractors list next week.

III. Replacement House Program Update

██████████ – 1647 Cypress Road, Pocomoke, MD. DHCD has requested more information to complete the application.

██████████ – 1525 Snow Hill Road, Stockton, MD 21864. Bid packages have been sent to selected contractors. There is a 30-day window for receipt of the packages.

██████████ – 10825 Oak Court, Berlin, MD 21811. Demolition is complete and the foundation is being laid. WIP.

██████████ – 5429 Snow Hill, MD 21863. DHCD confirmed inspection results. Survey has been requested.

██████████ – 10142 Germantown Road, Berlin, MD 21811. DHCD confirmed inspection results. Survey has been requested.

██████████ – 10110 Germantown Road, Berlin, MD 21811. DHCD confirmed inspection results. Bid package will be created next week.

██████████ – 8747 Lewis Road, Berlin, MD 21811. Waiting for release for demolition from the mortgage company.

██████████ – 9256 Bottle Branch, Berlin, MD 21811. Waiting for more paperwork.

██████████ – 10814 Maple Court, Berlin, MD 21811. Waiting for Rob Rommel's (state inspector) decision for demolition or full rehabilitation.

██████████ – 706 Fourth St., Pocomoke, MD 21851. Compiling file for MHT review.

██████████ – 408 Linden Ave., Pocomoke, MD 21851. Compiling file for MHT review.

██████████ – 10307 Doe Drive, Berlin, MD 21811. DHCD will inspect August 3, 2023.

IV. The following budget was shared.

MD23CD25 Budget status as of 07/27/2023

Category	Original Budget	Budget 2/23	Committed	Spent	Available
Project Administration	\$24,000.00	\$24,000.00	\$0.00	\$15,210.00	\$8,790.00
Relocation	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00
Emergency Repairs	\$65,000.00	\$65,000.00	\$0.00	\$34,179.00	\$30,821.00
General Rehab	\$203,000.00	\$203,000.00	\$64,395.00	\$125,945.10	\$12,659.90
Program Income *	\$0	\$4,425.00	\$0.000	\$4,425.00	\$0.00
TOTALS	\$300,000.00	\$304,425.00	\$64,395.00	\$179,759.10	\$60,270.90

***NOTE: Total fund available to date was increased by Program Income to \$304,425.00. It will be increased again by a \$100,000.00 Congressional earmark that will be available in the next 3 months.**

V. Other Administrative Matters

1. In the discussion regarding the revised guidelines, Davida explained the new process of bid requests and submissions.
2. As of July 25, 2023, Qualified Contractor List has been created.
3. The Environmental Review has been submitted for the \$100,000 Congressional Earmark Grant. We are waiting for the official release of funds.
4. HUD requested further information for our application for the \$1,000,000.00 Lead Abatement Grant. Our application is under review.
5. A public hearing will be held with an update for the Housing Program at the Commissioners Meeting on Tuesday, August 15, 2023, at 10:30 AM.
6. Year to date, we have referred 14 applications to the HAF program that did not meet the metrics of our program. We have additionally referred 2 to the BFR program for septic grants and 2 to SERCAP for low interest loans for wells.
7. Application for additional funding has been advised by DHCD Project Manager. This will be necessary to continue funding projects through the end of the current grant cycle.

VI. Miscellaneous – Thank you to Home Depot, Don Furbay, and Matt Laick for making it possible for applicants, any individuals that inquire about the program at community events, and those in need to receive free light bulbs.

The Open Meetings Act Training will be sent by email. At least two board members should complete the training.

A request was made for the url for the RFQ for the contractor's pool. Davida will send the url for the RFQ.

CLOSED SESSION: The remainder of this meeting will be closed under general provisions Art§ 3-305(b): To protect the privacy or reputation of individuals concerning a matter not related to public business.

VII. NEW APPLICANTS - CDBG:

CASE 1 – [REDACTED] 9720 Hotel Road, Bishopville, MD 21813. [REDACTED]

[REDACTED] The SDAT assessed value of the home is \$156,900 and the assessed cost estimate is \$22,988.67. There is no mortgage. The lead and termite inspections are negative. All metrics are met for CDBG eligibility. Davida Washington suggested approval of this application contingent upon the closure of previous open permit for a handicap ramp. Scott Tingle made the motion to approve [REDACTED] to be waitlisted and approved for funding for the roof as funds become available. This motion was seconded by Felicia Green and everyone present was in favor of the motion and it was accepted.

CASE 2 – [REDACTED] 107 S. Bay St., Snow Hill, MD 21863. [REDACTED]

[REDACTED] The SDAT assessed value of the home is \$105,667 and the assessed cost estimate is \$46,729. Her mortgage has a balance of \$96,000. The lead and termite inspections are negative. All metrics are met for CDBG eligibility. Since our pool of contractors only includes one HVAC installer (minimum requirement is 2), I will request Shore Up install the HVAC which reduces her need to \$30,000. Davida Washington suggested approval of this application. Don Furbay made the motion to approve [REDACTED] to be waitlisted and approved for funding for the renovations as funds become available. This motion was seconded by Scott Tingle and everyone present was in favor of the motion and it was accepted.

CASE 3 – [REDACTED] 5915 Worcester Highway, Snow Hill, MD 21863. [REDACTED]

[REDACTED] The SDAT assessed value of the home is \$117,000 and the assessed cost estimate is \$38,931.18. There is no mortgage. She was served in 2015 with a well by the program (emergency). She currently is having difficulty going up and down the steps and requested a ramp. There are other items in disrepair that our inspector found such as the foundation and bathroom. Davida Washington suggested approval of this application contingent upon the closure of previous open permit for the rear three season room. Scott Tingle made the motion to approve [REDACTED] to be waitlisted and approved for funding for the ramp and other items as funds become available and the previous permit is closed. This motion was seconded by Debbie Hileman and everyone present was in favor of the motion and it was accepted.

CASE 4 – [REDACTED] 19 Central Ave., Pocomoke, MD 21851. [REDACTED]

[REDACTED] The SDAT assessed value of the home is \$83,600 and the assessed cost estimate is \$25,000 and \$36,000. I have broken down the estimates into two in an attempt to accommodate her with a Lead abatement grant and an IPP grant from the state for plumbing. The lead test is positive. There is a mortgage of \$65,000. Since the mortgage only leaves \$19,000 in equity and both cost estimates exceed what is left, we can request an appraisal. Davida Washington suggest approval of this application for the Lead and IPP grants. Don Furbay made the motion to approve [REDACTED] to be waitlisted and approved for funding for the renovations as funds become

available. This motion was seconded by Debbie Hileman and everyone present was in favor of the motion and it was accepted.
Meeting adjourned.

Submitted by Felicia Green