

Discussion Notes - Meeting Minutes
Worcester County Housing Review Board Meeting
December 21, 2022, 3PM, Training Room A - 3rd Floor

Board Members Present:

1. CD Hall
2. Scott Tingle
3. Debbie Hileman
4. Maria Campione-Lawrence
5. Felicia Green

Additional Attendees:

Program Administrator - Davida Washington
Home Inspector – Dave Walter

Davida - call meeting to order

Old Business: CD Hall made a motion to accept the last meeting minutes from 08/19/2022. Debbie Hileman seconded the motion. All were in favor for acceptance of the minutes and the minutes stand accepted as recorded.

Project Updates:

Projects completed since last meeting:

9/09/2022 – [REDACTED] – cancelled application (DIY)

11/22/2022 – [REDACTED] – Full Rehab. \$100,890.79

12/19/2022 – [REDACTED] – Client is deceased.

Projects WIP:

[REDACTED] – 11 Fairhaven Court, Berlin, MD 21811 – Waiver request has been approved (12/13/2022) by DHCD. Installation of HVAC will begin in January with new grant cycle MD-23-CD-25.

[REDACTED] – 300 Flower St., Berlin, MD 21811 – Bid waiver request has been approved by Commissioners (12/20/2022) and will be forwarded to DHCD for approval.

██████████ – 211 Flower St., Berlin, MD 21811 -2 bids have been received for the remaining repairs of \$5,200 for 2 windows, hard wired smoke detectors, and a closet door replaced. Money has been exhausted. This will be a project under the new grant cycle.

██████████ 10319 Germantown Road, Berlin, MD 21811- New calculations submitted by inspector and contractor that has accepted a negotiated price. Waiver requests will be prepared for the next Commissioners meeting.

██████████, 815 Second St., Pocomoke, MD 21851- New calculations submitted by inspector and contractor that has accepted a negotiated price. Waiver requests will be prepared for the next Commissioners meeting.

██████████, 8516 Foreman Road, Berlin, MD 21811. New calculations submitted by inspector and contractor that has accepted a negotiated price. Waiver requests will be prepared for the next Commissioners meeting.

Replacement House Program Update:

██████████ – 1647 Cypress Road, Pocomoke, MD. Waiting on survey.

██████████ – 1525 Snow Hill Road, Stockton, Md 21864. Maryland Historical Trust has approved the replacement home contingent upon signed concurrence and digital pictures of the exterior of the property.

██████████ -10825 Oak Court, Berlin, MD 21811, has selected Shoreman Construction as the contractor for replacement home build. The funding packet has been forwarded to DHCD and we await the appraisal to complete the funding package which includes:
CDBG Grant: \$21,000
IPP Grant: \$42,190
MHRP or STAR Loan: \$177,288

Budget Status As Of 12/21/2022 MD-20-CD-22

Category	Original Budget	Budget Rev 05/01/22	Committed	Spent	Available
Project Administration 5c	12,000.00	21,000.00	21,000.00	21,000.00	0.00
Relocation 3	8,345.00	2,710.05	2,710.05	2,710.05	0.00
Emergency Repairs 5b	73,505.00	44,593.50	44,593.50	44,593.50	0.00
General Rehab 5a	206,150.00	232,345.23	232,345.23	232,345.23	0.00
Program Income *	28,119.90	37,792.50	37,792.50	37,792.50	0.00
TOTALS	328,119.90	337,792.50	337,792.50	337,792.50	\$0.00

Other Administrative Matters:

1. Board member updates: Special thank you for service to the County: CD Hall (13 years 2010-2022) and Chase Church (4 years 2019-2022). We welcome aboard Maria Campione-Lawrence and Keri Ann Foster will be available 2023.
2. Grant cycle MD-20-CD-22 – has ended as of 12-20-2022
3. New grant cycle MD -23- CD-25 will start January 3, 2023.
4. Multi-stream funding is available: Other funding sources have become necessary to assist individuals to qualify for the CDBG program because of high costs of labor and materials due to inflation:
 - 1) Shore –Up Weatherization by job (attic, crawlspace, HVAC)
 - 2) DHCD Grants:
 - IPP Grants – Plumbing
 - Lead Grants
 - ADA Grants – Disability
 - Seniors Grant
 - 3) HAF Program - \$10k cap for home repairs until 09/2026 or funds expended
 - 4) SERCAP – 1% loan up to \$16k for well or septic (VA based Federal funded)

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.

New Applicant Cases – CDBG

Case 1- [REDACTED], 7218 Shockley Road, Snow Hill, MD. [REDACTED]
[REDACTED]. This places the household income below low income 50% of median. She has requested assistance with repairs to windows, roof and deck, The SDAT value is \$70,300. An assessment of repairs to bring the home to code is \$56,692.42. The lead inspection and termite inspections were positive. With a mortgage balance of \$11,000, CDBG will allow up to \$30k for repairs. She is eligible for CDBG by the income metrics. However, the extent of repairs would require finding other funding sources.

Possible funding sources available: CDBG- \$30,000

Lead Grant- \$2,090.50

Shore up- \$10,202.38

IPP Grant- \$6,650.75

HAF- \$8,598.79

Motion to approve as 5 sources as presented by Debbie H. Second by Scott T. All in favor.

Case 2- [REDACTED] 10607 Flower St., Berlin, MD 21811. [REDACTED]
[REDACTED]. This places the household income below very low income 30% of median. He has requested assistance with bathroom, kitchen and porch repairs. The SDAT value is \$76,267. An assessment of repairs to bring the home to code is \$131,731.38. Since, the homeowner does not want to knock down the house, I would advise a STAR loan that can be \$83,893.70 and the remainder in grants. However, that's not feasible. Hence, if the homeowner would like to proceed, Dave Walter has advised for this project to knock down and build a replacement home. DHCD can be called for approval. Motion to approve new home, if the homeowner approves, by Scott T. Second by Felicia G. All in favor.

Case 3- [REDACTED], 2367 Ward Road, Pocomoke, MD 21851. [REDACTED]
[REDACTED] This places the household income below low income 50% of median. She has requested assistance with roof repairs. The SDAT value is \$120,000. An assessment of repairs to bring the home to code is \$64,873.01. The lead and termite inspections were negative. She is eligible for CDBG by the income metrics. However, the extent of repairs would require finding other funding sources. I would advise the following funding to serve the client.

Shore Up - \$12,136.00

IPP- \$3,228.50

CDBG-\$30,000

Seniors Grant of HAF- \$9,000.00

Per the inspector (Dave) smoke detectors can be battery operated (save \$2,821)

Motion to approve scope of work in application by Debbie H, second by Scott T. All in favor.

Case 4- [REDACTED] 10813 Maple Court, Berlin MD 21811. [REDACTED]
[REDACTED]. This places the household income below very low income 30% of median. He has requested assistance with a new septic. The inspection shows an environmental hazard. This is an emergency and we are waiting for the property four corners to be staked to send Environmental Programs to map the new septic. We will move forward once scope is developed by EP and direct solicit bids for the job. Motion to approve by Scott T. Second by Debbie H. All in favor.

Meeting adjourned

Submitted by CD Hall