HAVRE DE GRACE HOUSING AUTHORITY
MEETING OF THE BOARD OF COMMISSIONERS

Somerset Manor Community Room
101 Stansbury Court, Havre de Grace, Maryland

April 13, 2026

Minutes

Chairperson Michele Ball called the meeting to order at 6:05 p.m. Roll call was held. The following Board members were present: Chairperson Michele Ball, Vice Chair George Kasnic, Commissioner Carrie Parsons-Dobney and Commissioner Sharon Jacobs. Commissioner Dawn Nowak was absent.

Commissioner Parsons-Dobney made a motion to approve both consent agenda items, the agenda and minutes from the March meeting. Commissioner Jacobs seconded the motion. The motion passed unanimously.

Agency Reports

a. Financial Report. Anu Francis presented the financial report for the period as of February 28, 2026. A copy of the report is attached hereto.

b. Operations Report. Janet introduced Antonio (Tony) Moore, the new Asset Manager, who will be the contact person for onsite matters. Personnel matters pertaining to the management of HDGHA will be discussed in a closed session to be scheduled. Janet presented the Operations Report for March. A copy of the report is attached hereto.

c. Compliance Report. Janet discussed the status of the items in the HUD Compliance Report. Janet also discussed HUD's comments to the HDGHA Annual Plan and the proposed responses.

Public Comments: None.

Unfinished Business: None.

New Business:

A Resolution of the Board of Commissioners Adopting the Violence Against Women Act Policy. Jan Goslee presented the resolution for the Board to adopt.

Commissioner Parsons-Dobney moved to adopt the policy and Vice Chair Kasnic seconded the motion. The motion passed unanimously.

Somerset Manor Residents Association's Comments

Mrs. Felton stated that the clean-up day event would be held in May. She will work with the new ROSS Coordinator to assist with organizing the event. Upcoming events

Commissioners' Comments

Chairperson Ball said that she would ask the City about obtaining dumpsters and mulch for the event. She stated that the young people needed to get involved. Additionally, Chairperson Ball stated that she wants to introduce Tony to City officials.

Vice Chair Kasnic stated that May 5th is the deadline for voter registration.

Commissioner Jacobs stated that she would get information about the many events scheduled in the county and she will provide the information to the ROSS Coordinator.

The public meeting adjourned at 7:05 p.m.

The Commissioners held an executive (administrative) session to discuss the last external audit.

APPROVED BY:

Michele L Ball

Michele Ball
Chairperson

Havre De Grace Housing Authority
FY2026 - 07/01/2025-06/30/2026
No. of Dwelling Units: 60
Statement of Financial Position
As of 02/28/2026

	PY	YTD Actuals	Comments
Assets	**Audited**		
Current Assets			
PNC - Operating Checking x4105	(8,993.53)	167,526.39	
PNC - Payroll x1569		7,463.76	
PNC - MMA Savings x9791	42,843.56	43,221.77	
Petty Cash - at hand	856.97	872.07	Pending reconcilaition
First National Bank - Security Deposit x2952	46,419.00	54,865.45	
PNC - FSS Escrow x9084	52,994.00	70,400.79	
Harford Bank - Security Deposit x0574		1,012.42	
Truist - MMA Savings x6647		3,265.30	
Total Cash	**134,120.00**	**348,627.95**	
Accounts Receivable - HUD Other Projects	11,932.00	-	
Accounts Receivable - Other Government	-	-	
Accounts Receivable - Tenants	16,924.45	63,134.69	
Allowance for Doubtful Accounts -Tenants	(5,830.45)	(15,783.67)	
Prepaid Expenses and Other Assets	6,213.00	-	
Accounts Recievable and Prepaid	**29,239.00**	**47,351.02**	
Non- Current Assets			
Land	132,420.00	132,420.00	
Buildings	3,349,396.15	3,349,396.15	
Furniture, Equipment & Machinery - Dwellings	30,215.00	30,215.00	
Furniture, Equipment & Machinery - Administration	520,166.00	539,698.06	
Leasehold Improvements	16,420.00	16,420.00	
Accumulated Depreciation	(3,056,408.00)	(3,158,230.00)	
Construction in Progress	266,757.85	266,757.85	
Infrastructure			
Total Capital Assets, Net of Accumulated Depreciation	**1,258,967.00**	**1,176,677.06**	
Total Assets	**1,422,326.00**	**1,572,656.03**	

Havre De Grace Housing Authority
FY2026 - 07/01/2025-06/30/2026
No. of Dwelling Units: 60
Statement of Financial Position
As of 02/28/2026

Liabilities			
Current Liabilities			
Accounts Payable	19,676.34	136,203.21	$110,000 HABC fee for service & $26,203.21 Faulty water accl.
Accounts Payable - HABC		164,135.44	HABC has not invoiced HDGHA for fronted costs
Payroll Liabilities		-	Pending reconcilaition
Accrued Compensated Absences - Current	587.84	587.84	
Accounts Payable - Other Government	18,740.97	16,665.33	2025 PILOT payment (8 months)
Tenant Security Deposits	46,419.48	45,319.48	[redacted] Move outs
Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue	3,841.00	3,841.00	
Other Current Liabilities	5,958.90	35,453.92	Accl for aged invoices
Accrued Liabilities - Other	24,556.47		
Total Current Liabilities	**119,781.00**	**402,206.22**	
Non- Current Liabilities			
Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	9,075.00	9,075.00	
Non-current Liabilities - Other	52,994.00	43,849.91	[redacted] - FSS Graduation
Accrued Compensated Absences - Non Current	1,763.51	1,763.51	
Total Non-Current Liabilities	**63,832.51**	**54,688.42**	
Total Liabilities	**183,613.50**	**456,894.63**	
Net Investment in Capital Assets	1,193,057.00	1,163,761.06	
Beginning Equity - rollforward	134,308.00	45,655.50	
Restricted Gain/loss - current	(88,652.50)	(93,655.16)	
Total Equity	**1,238,712.50**	**1,115,761.40**	
Total Liabilities and Equity	**1,422,326.00**	**1,572,656.03**	

Havre De Grace Housing Authority
FY2026 - 07/01/2025-06/30/2026
No. of Dwelling Units: 60
2026 Statement Of Operations
As of 02/28/2026

Description	Annual Budget	YTD budget	YTD Actuals	Sur/(Def)	Comments
Operating Receipts					
Dwelling Rental	386,160	257,440	247,567	9,873	$184,432.2 was collected through Feb 2026
Excess Utilities	1,752	1,168	-	1,168	
Nondwelling Rental	-	-	-	-	
Total Tenant Revenue	**387,912**	**258,608**	**247,567**	**11,041**	
				-	
Interest on General Fund Investments	-	-	1.03	(1)	
Other Income	5,109	3,406	5,062	(1,656)	
CDBG Funds	-	-	-	-	
Total Other Income	**5,109**	**3,406**	**5,063**	**(1,657)**	
Operating Subsidy	228,306	152,204	130,991	21,213	Actuals through Feb 26
Capital Funds	207,261	138,174	-	138,174	
Other HUD Grants	167,284	111,523	30,350	81,172	ROSS and FSS
Harford County CDBG	-	-	37,078	(37,078)	
Total Operating Grants	**602,851**	**401,900**	**198,419**	**203,481**	
				-	
Total Revenue	**995,871**	**663,914**	**451,050**	**212,864**	
Operating Expenses - Administration				-	
Salaries	-	-	15,271	(15,271)	[redacted]
Benefit	-	-	-	-	
Legal Expense	3,000	2,000	4,140	(2,140)	
Staff Training	-	-	1,356	(1,356)	
Travel	-	-	-	-	
Accounting Fees	-	-	-	-	
Auditing Fees	10,352	6,901	1,950	4,951	
Other Administrative Expenses	191,225	127,483	130,189	(2,706)	$5,187.89 -KBS and Accl. HABC $110000
Total Administrative Expenses	**204,577**	**136,384**	**152,906**	**(16,522)**	
Tenant Services					
Salary	177,599	118,400	86,561	31,839	Staff salaries

Havre De Grace Housing Authority
FY2026 - 07/01/2025-06/30/2026
No. of Dwelling Units: 60
2026 Statement Of Operations
As of 02/28/2026

Description	Annual Budget	YTD budget	YTD Actuals	Sur/(Def)	Comments
Benefits	36,306	24,204	20,756	3,448	
Recreation, Publications and Other Services	10,575	7,050	3,993	3,057	
Contract Costs, Training and Other	2,500	1,667	29,669	(28,002)	MRI Software support
Total Tenant Services	**226,980**	**151,320**	**140,978**	**10,342**	
Utilities					
Water	82,152	54,768	50,449	4,319	$26203.21 accl for Faulty DPW Bill
Electricity	24,051	16,034	14,744	1,290	
Gas	6,827	4,551	6,121	(1,570)	
Fuel	-	-	-	-	
Labor	-	-	-	-	
Other Utilities Expense	-	-	-	-	
Total Utilities	**113,030**	**75,353**	**71,314**	**4,040**	
Ordinary Maintenance and Operation					
Salary -OMO	67,897	45,265	-	45,265	HABC crew on maint. filled back log of WO
Benefits -OMO	13,880	9,253	-	9,253	HABC crew on maint. filled back log of WO
Materials	28,786	19,190	29,672	(10,481)	
Contract Costs	46,259	30,839	87,594	(56,755)	HABC crew on maint. filled back log of WO
Total Ordinary Maintenance and Operation	**156,822**	**104,548**	**117,266**	**(12,719)**	
Protective Services					
Salary -PS	-	-	-	-	
Benefits -PS	-	-	-	-	
Materials -PS	-	-	-	-	
Contract Costs -PS	10,000	6,667	-	6,667	
Total Protective Services	**10,000**	**6,667**	**-**	**6,667**	
General Expense					
Insurance	66,518	44,345	44,639	(294)	Actuals expensed fully
Pavments in Lieu of Taxes	27,313	18,209	16,665	1,543	FYE $24988 invoice
Terminal Leave Payments	-	-	-	-	

Havre De Grace Housing Authority
FY2026 - 07/01/2025-06/30/2026
No. of Dwelling Units: 60
2026 Statement Of Operations
As of 02/28/2026

Description	Annual Budget	YTD budget	YTD Actuals	Sur/(Def)	Comments
Collection Losses	-	-	-	-	
Other General Expenses	-	-	936	(936)	Janitorial Services
Total General Expense	**93,830**	**62,554**	**62,240**	**313**	
				-	
Total Operating Expense	**805,239**	**536,826**	**544,705**	**(7,879)**	
				-	
Sur/(Def)	**190,632**	**127,088**	**(93,655)**	**220,743**	
Nonroutine Expenditures		-	-	-	
Extraordinary Maintenance	-	-	-	-	
Replacement of Nonexpendable Equipment	-	-	-	-	
Property Betterments or Additions	-	-	-	-	
Depreciation	-	-	101,822	(101,822)	
Total Nonroutine Expenditures	**-**	**-**	**101,822**	**(101,822)**	
		-		-	
Hard Cost	**190,632**	**127,088**	**-**	**127,088**	
		-		-	
Net Gain(Loss) for the period	**-**	**-**	**(195,477)**	**195,477**	

Havre De Grace Housing Authority
as of 04.10.2026

Unpaid Invoices

Vendor	Period	Invoice #	Invioce date#	Duedate	Amount Due	Paid/unpaid
Comptrollers Office of Maryland	8/31/2025	0001152473	8/31/2025	9/30/2025	$ 97.63	Under research
Department of Public Works	11/30/2025	Somerset Manor - Nov'25	11/30/2025	12/30/2025	$ 26,203.21	Pending payment plan arrangement
Envior-Master	8/31/2025	BWI-106176	7/24/2025	8/23/2025	$ 85.09	Cleaning Contract
Envior-Master	9/30/2025	BWI-107912	9/4/2025	10/4/2025	$ 170.18	
Envior-Master	9/30/2025	BWI-108490	9/18/2025	10/18/2025	$ 255.27	
Envior-Master	10/31/2025	BWI-109108	10/2/2025	11/1/2025	$ 340.36	
Envior-Master	10/31/2025	BWI-109699	10/16/2025	11/15/2025	$ 425.45	
Envior-Master	10/31/2025	BWI-110273	10/30/2025	11/29/2025	$ 510.45	
Envior-Master	11/30/2025	BWI-110833	11/13/2025	12/13/2025	$ 595.63	
Envior-Master	11/30/2025	BWI-111380	11/25/2025	12/25/2025	$ 680.72	
Envior-Master	12/31/2025	BWI-111930	12/11/2025	1/10/2026	$ 765.81	
Envior-Master	12/31/2025	BWI-112466	12/23/2025	1/22/2026	$ 850.90	
Envior-Master	1/31/2026	BWI-113204	1/8/2026	2/7/2026	$ 935.99	
Home Depot	10/31/2025	6035-3225-0226-1302	10/31/2025		$ 2,662.79	
Internal Revenue Services	3/31/2024	Overdue - 03/31/2024	3/31/2024	4/30/2024	$ 332.19	Under research
Kirkendall's	9/29/2025	35249	9/29/2025	10/29/2025	$ 125.00	Pest control
Pitney Bowes	10/31/2025	8000-9000-0862-5752	10/31/2025	12/25/2025	$ 105.62	
Pitney Bowes	1/18/2026	8000-9000-0862-5752 a	2/15/2026	2/15/2026	$ 236.63	
Strat Security Systems	10/31/2025	189571	10/31/2025	12/25/2025	$ 75.00	
					$ 35,453.92	

Cash at Bank

Available Balance		**Restricted Balance**	
Operating Checking x4105	$ 172,116.67	FSS Escrow x9084	$ 70,392.95
Payroll x1569	6,208.75	Tenant Security Deposit	$ 54,866.58
MMA Savings x9791	43,213.48	SMRA x5184	$ 1,007.42
Available Balance			
Available Cash	**$ 221,538.90**	**Restricted Cash**	**$ 126,266.95**

HDG

HAVRE DE GRACE
HOUSING AUTHORITY

Board of Directors Meeting
Monthly Operation Report

Board Meeting | **4/13/26**

TABLE OF CONTENTS

1.Overview

2. Housing Operations

3. Resident Services

4. Personnel Update

5. Information Technology

6. Financial

7. HUD Compliance

HDGHA Treasurer | Sharon Jacobs

Overview

As of April 2026, the Housing Authority of Baltimore City (HABC) continues supporting the Havre de Grace Housing Authority (HDGHA) in stabilizing office management, maintenance operations, and administrative functions. Staffing is now largely in place, with ongoing efforts focused on strengthening consistency and day-to-day operational performance.

The HABC team continues progressing toward closeout of the Compliance Review findings while refining and implementing updated policies, procedures, and internal controls to support sustained compliance and operational stability.

This report provides updates across housing operations, resident services, personnel, information technology, communications, financial operations, and HUD compliance.

Artwork: Grandmas Quilt by Ezra Berger

Housing Operations

Work Orders (March)		Vacancies		Recertifications	
Generated:	**43**	Total:	**0**	Attempted:	**15**
Completed:	**43**	Leased:	**0**	Completed:	**12**
Open:	**0**	In Repair:	**0**	Outstanding:	**3**

At this time, there are no vacant units. All emergency work orders have been addressed and all 24-hour 30/60 Day NSPIRE work orders have been completed, documented with photos and uploaded into the HUD System.

Entrance to Somerset Manor

Resident Services

FSS Program

Manager received Nan McKay training and certification. Looking forward to new enrollments & graduations in 2026!

Somerset Manor Community Townhomes

Personnel Update

FSS Manager

Offer accepted by new hire, Kimberly Stoner.

Service Coordinator

Offer accepted by new hire, Kimberly McNair.

Information Technology

Havre de Grace Site Visit and Computer Installation

Jimmy Thomas and Steven Chapman traveled to Havre de Grace to complete a technology upgrade at the site.

Computer Installation and Setup

The team installed three new computers for Antonio Moore and Kimberly McNair, each equipped with cameras and speakers to enhance functionality. (The third computer is ready for use but has not been assigned yet.) All systems were successfully connected to our remote management software and configured through Intune for streamlined administration. Microsoft Teams was installed on each device to support collaboration and communication needs.

Network Configuration

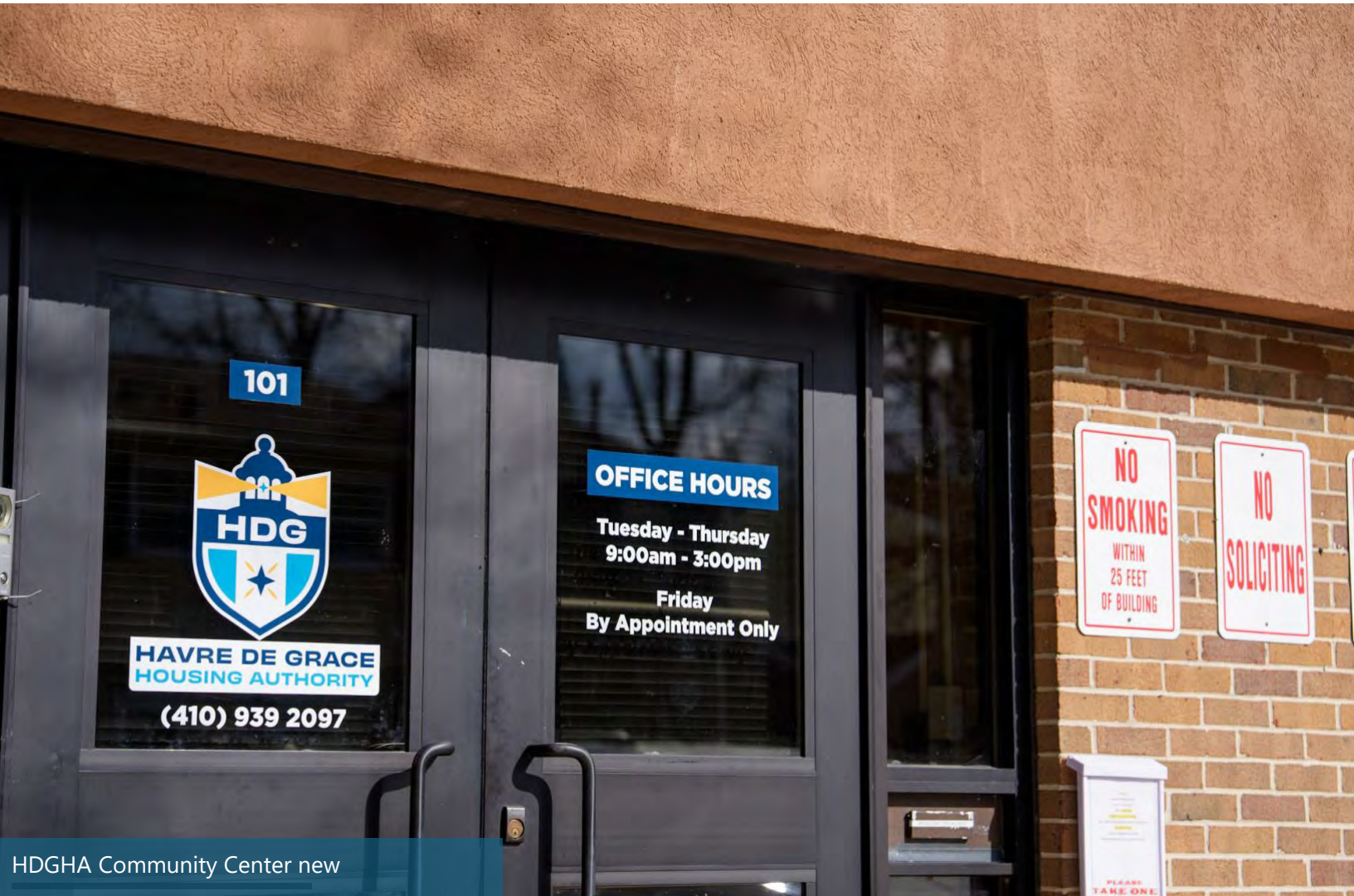
Of the three computers deployed, one was set up to connect via Wi-Fi, while another was directly connected to the router for a more stable and secure network connection.

Financial

Please see the attachment.

HUD Compliance

HABC continues to update the compliance report to reflect closed items. The updated report will be shared with the commissioners at the April board meeting.



HDGHA Community Center new

Communications

We continue strengthening the public-facing presence of the Havre de Grace site through updated visuals, refreshed content, and improved clarity for residents and visitors. All photos courtesy of the Office of Communications.

Exterior Signage

Updated exterior signage was installed at the management and community center entrance, including the current logo and posted office hours, to improve visibility and access to key information.

Artist Mural & Installation

We met with artist **Ezra Berger** and identified the appropriate location for the installation of “Grandma’s Quilt,” which has now been successfully installed at the management office and community center entrance as a completed visual enhancement.

Additional items

We continue to encourage HDGHA Board members to review and update their biographical information to ensure accuracy and a complete public representation.

Newsletter

To support resident communication, a simple one-page newsletter was developed to provide clear and consistent updates on Authority activities and processes. See by scanning the QR Code below.

HAVRE DE GRACE
HOUSING AUTHORITY

101 Stansbury Ct, Havre De Grace, MD 21078