HAVRE DE GRACE HOUSING AUTHORITY
MEETING OF THE BOARD OF COMMISSIONERS

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

May 11, 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, Commissioner Sharon Jacobs, and Commissioner Dawn Nowak.

Commissioner Parsons made a motion to approve the agenda. Commissioner Nowak seconded the motion. The motion passed unanimously. Commissioner Parsons made a motion to approve the minutes from the April meeting. Commissioner Nowak seconded the motion. The motion passed unanimously.

Agency Reports

a. Financial Report.
Anu Francis presented the financial report for the period as of March 31, 2026. A copy of the report is attached.

b. Operations Report.
Janet presented the Operations Report. A copy of the report is attached.

Monica Watkins updated the Board on the efforts to resolve the outstanding water bill. She reported that the City representative submitted HDGHA's request to reduce the water bill for approval.

HABC applied on behalf of HDHGA for a HUD grant for security. Janet and the team are talking with Chris Ricci to provide information for the new CDBG grant. Additionally, the City's CDBG grant for the sidewalks will include repair/renovation of the sidewalks in the exterior and interior courts of the development.

In response to Chair Ball's question about scheduling a closed session to discuss personnel/management matters, Janet stated that the closed session would be scheduled in June.

c. Draft Disposition Policy and Record Retention Policy
Jan Goslee gave an overview of the draft disposition policy and record retention policy which are required by the HUD Compliance Report. The Commissioners should send any comments they have by May 31, 2026.

Public Comments: None.

New Business: None

Somerset Manor Residents Association's Comments:

Mrs. Felton reported that the SMRA Somerset Serve event will be held on June 6, 2026. The SMRA is in the process of contacting residents for them to sign up for the event. The following materials are needed: mulch, wheelbarrows, rakes, gloves, trash bags, yard waste brown bags, 3 mil trash bags contractor bags.

Commissioner Nowak will contact the people who organized the event previously to see what was donated.

Sgt Petz and family will help at the event.

Chairperson Ball will contact the City to arrange for dumpsters for the trash. The bulk items will not be accepted due to the charge at the dump.

Refreshments would be provided to all volunteers.

Commissioners' Comments

Vice Chair Kasnic discussed the need to get residents involved in order to advocate for resources at the elementary school for the HDGHA students. Janet mentioned that Tracey Oliver-Keyser will work with the ROSS Coordinator to assist in getting resources for the Havre de Grace elementary school.

Vice Chair Kasnic stated that the agency should get information from Amtrak about the construction plans. Also, there will be grants for associations that are 501(c)(3), which would be beneficial to the Somerset Manor Resident Association when it becomes eligible.

The meeting adjourned at 7:07 p.m.

APPROVED BY:

Michele Ball
Chairperson

for George Kasnic
Vice Chairperson

Havre De Grace Housing Authority
FY2026 - 07/01/2025-06/30/2026
No. of Dwelling Units: 60
Statement of Financial Position
As of 03/31/2026

	PY	YTD Actuals	Comments
Assets	**Audited**		
Current Assets			
PNC - Operating Checking x4105	(8,993.53)	273,361.73	
PNC - Payroll x1569		6,291.75	
PNC - MMA Savings x9791	42,843.56	43,216.48	
Petty Cash - at hand	856.97	856.97	Pending reconcilaition
First National Bank - Security Deposit x2952	46,419.00	54,865.45	
PNC - FSS Escrow x9084	52,994.00	43,849.91	
Harford Bank - Security Deposit x0574		-	
Truist - MMA Savings x6647		3,265.30	
Total Cash	**134,120.00**	**425,707.59**	
Accounts Receivable - HUD Other Projects	11,932.00	-	
Accounts Receivable - Other Government	-	-	
Accounts Receivable - Tenants	16,924.45	64,939.51	
Allowance for Doubtful Accounts -Tenants	(5,830.45)	(16,234.88)	
Prepaid Expenses and Other Assets	6,213.00	-	
Accounts Recievable and Prepaid	**29,239.00**	**48,704.63**	
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	520,166.00	
Leasehold Improvements	16,420.00	16,420.00	
Accumulated Depreciation	(3,056,408.00)	(3,170,957.75)	
Construction in Progress	266,757.85	266,757.85	
Infrastructure			
Total Capital Assets, Net of Accumulated Depreciation	**1,258,967.00**	**1,144,417.25**	
Total Assets	**1,422,326.00**	**1,618,829.47**	

Havre De Grace Housing Authority
FY2026 - 07/01/2025-06/30/2026
No. of Dwelling Units: 60
Statement of Financial Position
As of 03/31/2026

Liabilities			
Current Liabilities			
Accounts Payable	19,676.34	149,953.21	$123,750 HABC fee for service & $26,203.21 Faulty water accl.
Accounts Payable - HABC		173,606.23	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	2026 PILOT payment (9 months)
Tenant Security Deposits	46,419.48	45,319.48	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		FSS Escrow
Total Current Liabilities	**119,781.00**	**425,427.01**	
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	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**	**480,115.42**	
Net Investment in Capital Assets	1,193,057.00	1,131,501.25	
Beginning Equity - rollforward	134,308.00	45,655.50	
Restricted Gain/loss - current	(88,652.50)	(38,442.70)	
Total Equity	**1,238,712.50**	**1,138,714.05**	
Total Liabilities and Equity	**1,422,326.00**	**1,618,829.47**	

Havre De Grace Housing Authority
FY2026 - 07/01/2025-06/30/2026
No. of Dwelling Units: 60
2026 Statement Of Operations
As of 03/31/2026

Description	Annual Budget	YTD budget	YTD Actuals	Sur/(Def)	Comments
Operating Receipts					
Dwelling Rental	386,160	289,620	279,871	9,749	$240,418 was collected through Mar 2026
Excess Utilities	1,752	1,314	-	1,314	
Nondwelling Rental	-	-	-	-	
Total Tenant Revenue	**387,912**	**290,934**	**279,871**	**11,063**	
				-	
Interest on General Fund Investments	-	-	1.03	(1)	
Other Income	5,109	3,831	62	3,769	
CDBG Funds	-	-	-	-	
Total Other Income	**5,109**	**3,831**	**63**	**3,768**	
Operating Subsidy	228,306	171,229	148,866	22,363	Actuals through March 26
Capital Funds	207,261	155,446	45,214	110,232	Chesapeake Professional Services
Other HUD Grants	167,284	125,463	35,350	90,113	ROSS and FSS
Harford County CDBG	-	-	37,078	(37,078)	
Total Operating Grants	**602,851**	**452,138**	**266,508**	**185,630**	
				-	
Total Revenue	**995,871**	**746,903**	**546,442**	**200,461**	
Operating Expenses - Administration				-	
Salaries	-	-	15,271	(15,271)	Staff salaries
Benefit	-	-	-	-	
Legal Expense	3,000	2,250	8,975	(6,725)	
Staff Training	-	-	3,389	(3,389)	
Travel	-	-	-	-	
Accounting Fees	-	-	-	-	
Auditing Fees	10,352	7,764	1,950	5,814	
Other Administrative Expenses	191,225	143,419	17,721	125,698	$5,187.89 -KBS and Accl. HABC $123750
Total Administrative Expenses	**204,577**	**153,432**	**47,305**	**106,127**	
Tenant Services					
Salary	177,599	133,200	95,549	37,651	Staff salaries

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Description	Annual Budget	YTD budget	YTD Actuals	Sur/(Def)	Comments
Benefits	36,306	27,230	29,602	(2,372)	
Recreation, Publications and Other Services	10,575	7,931	3,993	3,938	
Contract Costs, Training and Other	2,500	1,875	153,419	(151,544)	MRI Software support
Total Tenant Services	**226,980**	**170,235**	**282,563**	**(112,327)**	
Utilities					
Water	82,152	61,614	70,005	(8,391)	26203.21 faulty meter accl.
Electricity	24,051	18,038	19,659	(1,621)	
Gas	6,827	5,120	8,069	(2,949)	
Fuel	-	-	-	-	
Labor	-	-	-	-	
Other Utilities Expense	-	-	-	-	
Total Utilities	**113,030**	**84,773**	**97,733**	**(12,961)**	
Ordinary Maintenance and Operation					
Salary -OMO	67,897	50,923	-	50,923	HABC crew on maint. filled back log of WO
Benefits -OMO	13,880	10,410	-	10,410	HABC crew on maint. filled back log of WO
Materials	28,786	21,589	32,168	(10,578)	
Contract Costs	46,259	34,694	55,399	(20,705)	HABC crew on maint. filled back log of WO
Total Ordinary Maintenance and Operation	**156,822**	**117,616**	**87,567**	**30,049**	
Protective Services					
Salary -PS	-	-	-	-	
Benefits -PS	-	-	-	-	
Materials -PS	-	-	-	-	
Contract Costs -PS	10,000	7,500	-	7,500	
Total Protective Services	**10,000**	**7,500**	**-**	**7,500**	
General Expense					
Insurance	66,518	49,888	44,639	5,249	Actuals expensed fully
Pavments in Lieu of Taxes	27,313	20,485	15,364	5,121	FYE26 PILOT
Terminal Leave Payments	-	-	-	-	

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No. of Dwelling Units: 60
2026 Statement Of Operations
As of 03/31/2026

Description	Annual Budget	YTD budget	YTD Actuals	Sur/(Def)	Comments
Collection Losses	-	-	8,778	(8,778)	7844.18 & 934
Other General Expenses	-	-	936	(936)	Janitorial Services
Total General Expense	**93,830**	**70,373**	**69,717**	**656**	
				-	
Total Operating Expense	**805,239**	**603,929**	**584,885**	**19,045**	
				-	
Sur/(Def)	**190,632**	**142,974**	**(38,443)**	**181,416**	
Nonroutine Expenditures		-	-	-	
Extraordinary Maintenance	-	-	-	-	
Replacement of Nonexpendable Equipment	-	-	-	-	
Property Betterments or Additions	-	-	-	-	
Depreciation	-	-	114,550	(114,550)	
Total Nonroutine Expenditures	**-**	**-**	**114,550**	**(114,550)**	
		-		-	
Hard Cost	**190,632**	**142,974**	**45,214**	**97,760**	
		-		-	
Net Gain(Loss) for the period	**-**	**-**	**(198,206)**	**198,206**	

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	$62,852.69	FSS Escrow x9084	$70,390.53
Payroll x1569	$6,125.75	Tenant Security Deposit	$54,866.58
MMA Savings x9791	$43,210.83	SMRA x5184	$1,007.42
Available Balance			
Available Cash	**$ 112,189.27**	**Restricted Cash**	**$ 126,264.53**

HDG

HAVRE DE GRACE
HOUSING AUTHORITY

Board of Directors Meeting
Monthly Operation Report

Board Meeting | 5/11/26

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Overview

April at HDGHA ushered in new staff along with the Spring season. We welcomed Antonio Moore as the Asset Manager, Kimberly McNair as the ROSS coordinator and Nick Sincavage as the Maintenance Worker. They were onboarded by HABC's Human Resources department.

Staff are getting acclimated to HUD program management requirements through rigorous training, testing and process. Meetings were held with the software vendor MRI to review opportunities to enhance the program management software HAPPY to minimize manual processes and enhance efficiencies to provide more timely and accurate information and data management.

In addition, several contracts were reviewed for relevancy and alignment with the needs and the goals for maintaining a safe, decent and beautiful property for HDGHA. Progress is being made with the review and revision of the HDGHA governing documents to include the ACOP, the Resident Handbook and the Employee Handbook.

Housing Operations

Work Orders (April)		Vacancies		Recertifications	
Generated:	**6**	Total:	**0**	Attempted:	**16**
Completed:	**6**	Leased:	**0**	Completed:	**6**
Open:	**0**	In Repair:	**0**	Outstanding:	**10**

Resident Services

ROSS Services

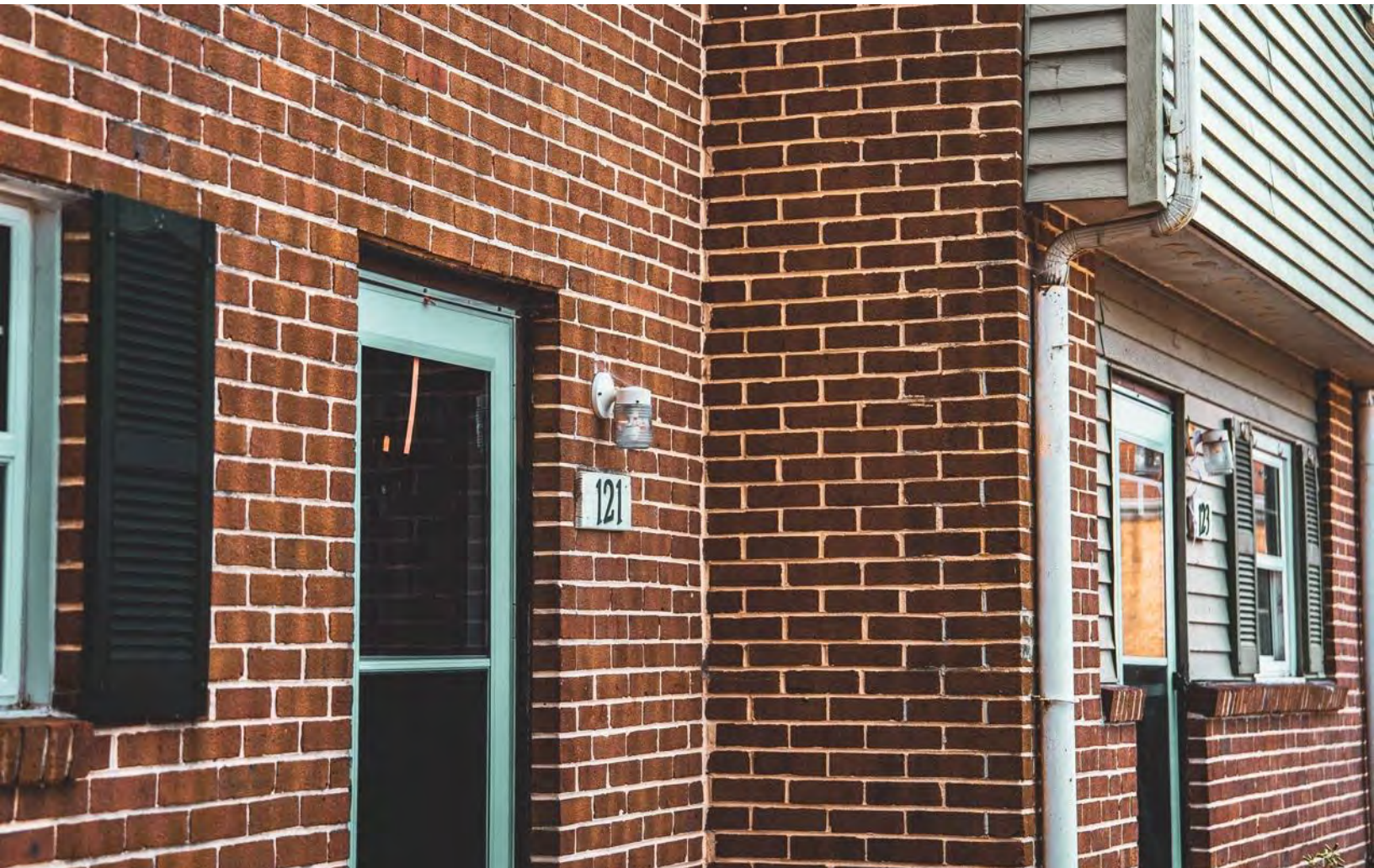
New ROSS Service coordinator started on April 9th (Kim McNair).

Spring Cleanup

June 6, 8-12 – All will assemble at the management office

Upcoming Events

Resident Services team is planning a Spring Resource Fair on June 17th.



Personnel Update

We are excited to announce several additions to our team: Antonio Moore has joined as Asset Manager, Kimberly McNair is serving as ROSS Coordinator, and Nicholas Sincavage has taken on the role of Maintenance Worker.

Information Technology

Antonio Moore and Kimberly McNair have now been granted access to MRI/Happy PHA Pro.

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 June board meeting.

HAVRE DE GRACE
HOUSING AUTHORITY

101 Stansbury Ct, Havre De Grace, MD 21078