HAVRE DE GRACE HOUSING AUTHORITY
MEETING OF THE BOARD OF COMMISSIONERS

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

June 8, 2026
Minutes

Vice Chair Kasnic called the meeting to order at 6:05 p.m. Roll call was held. The following Board members were present: Vice Chair George Kasnic, Commissioner Carrie Parsons, Commissioner Sharon Jacobs, and Commissioner Dawn Nowak. Chairperson Michele Ball was not present.

Commissioner Parsons made a motion to approve the consent agenda items consisting of the agenda and the minutes. 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 April 30, 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 informed the Board that the Mayor agreed to adjust the outstanding water bill. The proposal was for the City to charge only the amount that HDGHA had previously paid and for the City to abate the excess amount. The City will inform HDGHA of the amount that will be abated.

Janet updated the Board on the deliverables in response to the HUD compliance report. HABC will make sure that staff and residents are familiar with the requirements of the new Admissions and Continued Occupancy Policy.

Janet mentioned some of the items in the federal housing bill, including proposed work requirements and term limits for a household to remain in the public housing program.

HABC includes HDGHA in comments that HABC submits in response to proposed HUD regulations. Janet stated that HUD is requiring housing authorities to attest to compliance regarding mixed immigration status of families. Some families at HDGHA may be affected.

Antonio Moore informed the Board that the community clean up day will be sponsored by HDGHA and not the resident association.

Public Comments: None.

New Business:

The following resolutions were presented to the Board for approval. The order for presenting the resolutions was changed from the order listed in the agenda.

- A Resolution of the Board of Commissioners Approving and Adopting the Disposition Policy was presented by Jan Goslee. This policy is required pursuant to the HUD compliance report.

  Commissioner Jacobs made the motion to approve the resolution and Commissioner Nowak seconded the motion. The motion to approve the resolution passed unanimously.

- A Resolution of the Board of Commissioners Approving and Adopting the Document Retention and Disposal Policy was presented by Jan Goslee. This policy is required pursuant to the HUD compliance report.

  Commissioner Parsons made the motion to approve the resolution and Vice Chair Kasnic seconded the motion. The motion to approve the resolution passed unanimously.

- A Resolution of the Board of Commissioners Approving the Budget for Fiscal Year 2027 was presented by Joseph Staskiewicz. The HDGHA fiscal year is July 1 to June 30.

  Commissioner Parsons made the motion to approve the resolution and Commissioner Nowak seconded the motion. The motion to approve the resolution passed unanimously.

Somerset Manor Residents Association's Comments: None

Commissioners' Comments

Vice Chair Kasnic expressed appreciation to HABC for its expert assistance provided to HDGHA.

The meeting adjourned at 7:00 p.m.

APPROVED BY:

George N. Kasnic

George Kasnic
Vice Chair

Havre De Grace Housing Authority
FY2026 - 07/01/2025-06/30/2026
No. of Dwelling Units: 60
Statement of Financial Position
As of 04/30/2026

	PY	YTD Actuals	Comments
Assets	Audited		
Current Assets			
PNC - Operating Checking x4105	(8,993.53)	282,653.67	
PNC - Payroll x1569		6,208.75	
PNC - MMA Savings x9791	42,843.56	43,213.83	
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**	**434,913.88**	
Accounts Receivable - HUD Other Projects	11,932.00	-	
Accounts Receivable - Other Government	-	-	
Accounts Receivable - Tenants	16,924.45	43,675.70	
Allowance for Doubtful Accounts -Tenants	(5,830.45)	(10,918.93)	
Prepaid Expenses and Other Assets	6,213.00	-	
Accounts Recievable and Prepaid	**29,239.00**	**32,756.78**	
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)	(3,183,685.50)	
Construction in Progress	266,757.85	266,757.85	
Infrastructure			
Total Capital Assets, Net of Accumulated Depreciation	**1,258,967.00**	**1,131,689.50**	
Total Assets	**1,422,326.00**	**1,599,360.15**	

Havre De Grace Housing Authority
FY2026 - 07/01/2025-06/30/2026
No. of Dwelling Units: 60
Statement of Financial Position
As of 04/30/2026

	PY	YTD Actuals	Comments
Liabilities			
Current Liabilities			
Accounts Payable	19,676.34	163,703.21	$137500 HABC fee for service & $26,203.21 Faulty water accl.
Accounts Payable - HABC		203,445.18	HABC has not invoiced HDGHA for fronted costs
Payroll Liabilities		16,533.90	Simple IRA and CRC benefits
Accrued Compensated Absences - Current	587.84	587.84	
Accounts Payable - Other Government	18,740.97	29,900.00	2026 PILOT payment (10 months)
Tenant Security Deposits	46,419.48	45,319.48	
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**	**498,784.53**	
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**	**553,472.94**	
Net Investment in Capital Assets	1,193,057.00	1,118,773.50	
Beginning Equity - rollforward	134,308.00	45,655.50	
Restricted Gain/loss - current	(88,652.50)	(118,541.79)	
Total Equity	**1,238,712.50**	**1,045,887.21**	
Total Liabilities and Equity	**1,422,326.00**	**1,599,360.15**	

Havre De Grace Housing Authority
FY2026 - 07/01/2025-06/30/2026
No. of Dwelling Units: 60
2026 Statement Of Operations
As of 04/30/2026

Description	Annual Budget	YTD budget	YTD Actuals	Sur/(Def)	Comments
Operating Receipts					
Dwelling Rental	386,160	321,800	285,748	36,052	$256,864.43 was collected through Apr 2026, the current collection rate is 89.89%
Excess Utilities	1,752	1,460	-	1,460	
Nondwelling Rental	-	-	-	-	
Total Tenant Revenue	**387,912**	**323,260**	**285,748**	**37,512**	
				-	
Interest on General Fund Investments	-	-	1	(1)	
Other Income	5,109	4,257	62	4,195	
CDBG Funds	-	-	-	-	
Total Other Income	**5,109**	**4,257**	**63**	**4,194**	
Operating Subsidy	228,306	190,255	166,741	23,513	Actuals through Apr 26
Capital Funds	207,261	172,718	55,447	117,270	Chesapeake Professional Services and 0738-000
Other HUD Grants	167,284	139,403	35,350	104,053	ROSS and FSS
Harford County CDBG	-	-	37,078	(37,078)	
Total Operating Grants	**602,851**	**502,376**	**294,617**	**207,759**	
				-	
Total Revenue	**995,871**	**829,892**	**580,428**	**249,465**	
Operating Expenses - Administration				-	
Salaries	-	-	13,245	(13,245)	
Benefit	-	-	5,410	(5,410)	
Legal Expense	3,000	2,500	8,975	(6,475)	
Staff Training	-	-	4,604	(4,604)	
Travel	-	-	-	-	
Accounting Fees	-	-	-	-	
Auditing Fees	10,352	8,626	1,950	6,676	
Other Administrative Expenses	191,225	159,354	156,267	3,087	$5,187.89 -KBS and Accl. HABC $137500
Total Administrative Expenses	**204,577**	**170,480**	**190,450**	**(19,970)**	
Tenant Services					

Havre De Grace Housing Authority
FY2026 - 07/01/2025-06/30/2026
No. of Dwelling Units: 60
2026 Statement Of Operations
As of 04/30/2026

Description	Annual Budget	YTD budget	YTD Actuals	Sur/(Def)	Comments
Salary	177,599	148,000	108,110	39,890	
Benefits	36,306	30,255	29,602	653	
Recreation, Publications and Other Services	10,575	8,813	3,993	4,819	
Contract Costs, Training and Other	2,500	2,083	29,669	(27,585)	MRI Software support
Total Tenant Services	**226,980**	**189,150**	**171,373**	**17,777**	
Utilities					
Water	82,152	68,460	70,005	(1,545)	26203.21 faulty meter accl.
Electricity	24,051	20,043	23,266	(3,224)	
Gas	6,827	5,689	6,839	(1,150)	
Fuel	-	-	-	-	
Labor	-	-	-	-	
Other Utilities Expense	-	-	-	-	
Total Utilities	**113,030**	**94,192**	**100,111**	**(5,919)**	
Ordinary Maintenance and Operation					
Salary -OMO	67,897	56,581	1,664	54,917	
Benefits -OMO	13,880	11,567	135	11,432	
Materials	28,786	23,988	28,117	(4,129)	
Contract Costs	46,259	38,549	64,984	(26,435)	HABC crew on maint. filled back log of WO
Total Ordinary Maintenance and Operation	**156,822**	**130,685**	**94,900**	**35,785**	
Protective Services					
Salary -PS	-	-	-	-	
Benefits -PS	-	-	-	-	
Materials -PS	-	-	-	-	
Contract Costs -PS	10,000	8,333	-	8,333	
Total Protective Services	**10,000**	**8,333**	**-**	**8,333**	
General Expense					
Insurance	66,518	55,431	58,410	(2,979)	26203.21 Actuals expensed fully
Pavments in Lieu of Taxes	27,313	22,761	18,564	4,197	FYE26 PILOT accrual

Havre De Grace Housing Authority
FY2026 - 07/01/2025-06/30/2026
No. of Dwelling Units: 60
2026 Statement Of Operations
As of 04/30/2026

Description	Annual Budget	YTD budget	YTD Actuals	Sur/(Def)	Comments
Terminal Leave Payments	-	-	-	-	
Collection Losses	-	-	8,778	(8,778)	7844.18 & 934
Other General Expenses	-	-	936	(936)	Janitorial Services
Total General Expense	**93,830**	**78,192**	**86,688**	**(8,496)**	
				-	
Total Operating Expense	**805,239**	**671,033**	**643,523**	**27,510**	
				-	
Sur/(Def)	**190,632**	**158,860**	**(63,095)**	**221,955**	**Deficit through 04.30.2026**
Nonroutine Expenditures		-	-	-	
Extraordinary Maintenance	-	-	-	-	
Replacement of Nonexpendable Equipment	-	-	-	-	
Property Betterments or Additions	-	-	-	-	
Depreciation	-	-	127,278	(127,278)	
Total Nonroutine Expenditures	**-**	**-**	**127,278**	**(127,278)**	
		-		-	
Hard Cost	**190,632**	**158,860**	**55,447**	**103,413**	**Chesapeake Professional Services and 0738-000**
		-		-	
Net Gain(Loss) for the period	**-**	**-**	**(245,819)**	**245,819**	

Havre De Grace Housing Authority
as of 06.05.2026

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	$244,563.37	FSS Escrow x9084	$70,388.09
Payroll x1569	$6,042.75	Tenant Security Deposit	$54,866.58
MMA Savings x9791	$43,208.18	SMRA x5184	$1,007.42
Available Balance			
Available Cash	**$ 293,814.30**	**Restricted Cash**	**$ 126,262.09**

Board of Directors Meeting
Monthly Operation Report

Board Meeting | **6/8/26**

HAVRE DE GRACE
HOUSING AUTHORITY

Overview

May proved to be a highly productive period for HDGHA, marking several important milestones. The Authority successfully finalized all documentation and requirements needed to submit a grant application aimed at replacing the roof and upgrading the HVAC system at the community center. Collaborating closely with Ms. Wanda Boker, Grant Manager and Sustainable Projects Consultant for the City of Havre de Grace, the team ensured the grant materials were submitted promptly. The application will now proceed through the necessary approval processes; once these are complete, HDGHA will be notified of the outcome regarding the grant award. Additionally, HABC assisted HDG HA with an appeal to the City of Havre De Grace to adjust exorbitant water usage costs incurred in May of 2025. On June 3, 2026, the city advised HABC that the mayor approved the water and sewer fee and penalty adjustment for the May 2025 bill.

HDGHA continues to work with HABC subject matter experts to finalize the Admission and Continued Occupancy Policy (ACOP) , The Resident Handbook and the Employee Handbook to be prepared for review and adoption.

HDGHA has new office hours starting on June 1, 2026. The new office hours are Monday through Thursday from 9am -3pm, and Friday from 9am-12pm. Residents will have more opportunities to speak to staff and address concerns in person with the office being open five days a week.

Housing Operations

Work Orders (May)		Vacancies		Recertifications	
Generated:	**14**	Total:	**1**	Attempted:	**10**
Completed:	**12**	Leased:	**1**	Completed:	**3**
Open:	**2**	In Repair:	**1**	Outstanding:	**7**

Resident Services

HDGHA Monthly Resident Services Reporting | **May 2026**

ROSS Service Coordination

Resident Participation and Service Delivery	
Total Residents Served	12
New Residents Enrolled	0
Individual Case Management Sessions	12
Group Workshops Conducted	1
Referrals to Community Resources	4

The ROSS Service Coordinator hosted a Meet & Greet on May 21st at 6:00 p.m. Residents who attended shared an evening meal while getting to know the new Service Coordinator. Residents completed suggestion cards, shared challenges and concerns, played Havre de Grace trivia to win small prizes.

Family Self-Sufficiency Program

Resident Participation and Service Delivery	
Total Active Participants	34
New Participants Enrolled	0
Participants Successfully Graduated	1
Participants Exited/Withdrawn	1
Group Workshops Conducted	0

Personnel Update

The HABC team has identified the personnel manual as the next priority for revision. The current version has become outdated and needs comprehensive updates to ensure it reflects current policies and practices. This effort will help align the manual with evolving organizational standards and better support staff needs moving forward.

Information Technology

Throughout this reporting period, HABC IT team actively pursued price quotes for two significant projects at Havre de Grace. The first initiative involved identifying vendors and gathering competitive pricing for a new Audio Video system in the community room. This upgrade is designed to enhance the quality and efficiency of Board Meetings, as well as provide robust support for a variety of presentations and community events. Meanwhile, the second project centered on modernizing the office's Network Infrastructure by sourcing quotes for updated cables and switches that align with current technology standards, aiming to boost both connectivity and reliability for staff operations.

In addition to these efforts, HDGHA is moving forward with plans to install payment kiosks in the Community room. This new feature will offer residents a convenient, on-site option to pay their rent online, further streamlining administrative processes and improving accessibility. Together, these initiatives underscore HDGHA’s commitment to advancing facility functionality and enhancing resident services.

Financial

(Anu will provide the attachment)

HUD Compliance

HABC, in close collaboration with the HAGHA team, remains on track to meet all deadlines established in the HUD compliance review. The upcoming review period will allow residents to provide valuable input on the finalized documents beginning this month. Once this phase concludes, the documents will be promptly submitted to the board for approval.