

Meeting Minutes Tuesday, December 16, 2025, 2PM
Grant Cycles: MD-25-CD-29
One West Market St., 3rd floor Training Room A, Snow Hill, MD 21863

Attendance:

Maria Campion-Lawrence
Don Furbay
Felicia Green
Debbie Hileman
Charles Murphy

Admin. Staff attending:

Jennifer Keener, Dir. of DRP
Matthew Laick, Deputy Dir of DRP
Davida Washington, Housing Rehab. Coor.

The coordinator (Davida) called the board's attention to the last meeting minutes on May 5, 2025 (Open Session and Closed Session) for acceptance of the minutes submitted. Don Furbay made the motion that the minutes stand accepted as read. Charles Murphy seconded the motion and all those present were in favor of the motion; therefore, it was accepted.

The coordinator shared the following project updates on progress of all grants and/or loan projects approved since the last meeting 05/05/2025. Housing rehabilitation projects are being processed through the Special Loans Program until our next round of funding:

COMPLETED

[REDACTED] - Snow Hill- General Rehabilitation – Loan \$19,170.00
[REDACTED] - Pocomoke – General Rehabilitation – Grant \$22,851
[REDACTED] – Berlin - Genera Rehabilitation – Loan \$46,302
[REDACTED] – Snow Hill -General Rehabilitation – Loan/Grant \$16,580/\$14,210
[REDACTED] – Snow Hill - General Rehabilitation – Grant \$58,850
[REDACTED] – Pocomoke – General Rehabilitation - Loan/Grant
26,060/\$16,630
[REDACTED] – Berlin -General Rehabilitation – Loan \$38,720.00
[REDACTED] – Berlin - Approved/Abandoned \$32,925.00

WIP:

[REDACTED] – Pocomoke – General Rehabilitation-Loan \$59,385.00
[REDACTED] – Snow Hill – General Rehabilitation - Grant \$57,900.00
[REDACTED] – Pocomoke – General Rehabilitation - Loan - \$48,000.00

Applications Submitted:

[REDACTED] – Pocomoke
[REDACTED] – Snow Hill
[REDACTED] – Snow Hill
[REDACTED] – Pocomoke

The coordinator shared the following replacement home updates on progress of all grants and/or loan projects approved since the last meeting 05/05/2025.

COMPLETED since 05/05/2025:

- ████████ – 1525 Snow Hill Road, Stockton, MD 21864 -5/2025
- ████ – 10142 Germantown Road, Berlin, MD 21811 – 8/2025
- ████ – 9256 Bottle Branch Road, Berlin, MD 21811 – 11/2025
- ████ – 10307 Doe Drive, Berlin, MD 21811 – 12/2025
- ████ – 8747 Lewis Road, Berlin, MD 21811 – 12/2025
- ████ – 8847 Lewis Road, Berlin, MD 21811 – Abandoned 10/2025
- ████ – 9747 Hotel Road, Bishopville, MD 21813 – Withdrawn 10/2025

WIP:

- ████ 5429 Snow Hill Road, Snow Hill, MD 21863 -1/2026 TDate
- ████, 10110 Germantown Road, Berlin, MD – 1/2026 TDate
- ████ 408 Linden Ave., Pocomoke, MD 21851 – ACHP HUD Review

NEW APPLICANTS:

- ████ 206 Railroad Ave. Ext., Berlin, MD 21811- Bidding
- ████ 111 Oak St., Pocomoke, MD 21851- MHT Review
- ████ 1540 St. Paul Road, Stockton, MD 21864 -Sent for ARV appraisal
- ████ 8618 Langmaid Road, Newark, MD 21842-Sent for ARV appraisal
- ████ 10125 Teagle Drive, Berlin, MD 21811-Sent for ARV appraisal
- ████ 1522 St. Paul Road, Stockton, MD 21864-Bidding
- ████ 2516 Worcester Hwy., Pocomoke, MD 21851-Sent for ARV appraisal
- ████ 112 Elizabeth St., Berlin, MD 21811-Bidding
- ████ 10445 Worcester Hwy., Berlin, MD 21811-DHCD Inspected
- ████ 101 Ennis Lane, Berlin, MD 21811-Bidding

Budget status as of 11/30/2025 for CDBG MD-25-CD-29 Housing/ Housing Study -The coordinator shared the following budget for the current grant cycle.

Category	Original Budget	Budget 11/2024	Committed	Spent	Available
Project Administration					
Relocation					
Housing Study	\$50,000.00	\$50,000.00	\$49,900.00	\$49,900.00	\$100.00
Emergency Repairs					
General Rehab					
Program Income *	\$0.00	\$8,780.00	\$8,780.00	\$8,780.00	\$0.00
TOTALS	\$50,000.00	\$58,780.00	\$58,680.00	\$58,680.00	\$100.00

Budget status as of 11/30/2025 for MAHT - The coordinator shared the following budget for the current grant cycle.

Category	Original Budget	Committed	Spent	Available
Project Administration				
Relocation				
Emergency Repairs				
General Rehab	\$300,000.00	\$0.00	\$0.00	\$300,000.00
TOTALS	\$300,000.00	\$0.00	\$0.00	\$300,000.00

Other administrative matters the coordinator shared included: The County has applied for CDBG Funding for FY2026. A decision will be made before the end of this month. Additionally, we are looking for a program inspector. Additionally, The previous inspector retired September 30, 2025. The RFP is on the county job listing. Don asked if the inspector had to be certified and Jennifer responded, "Yes, the inspector must have an inspector's license and not a MHIC license." Board members requested a copy of RFP and the coordinator will send it via email.

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. The following cases were presented by the coordinator to the board. Other documents shared for each case are the following: application, initial evaluation, cost estimates of repairs, and submitted bids.

The following are new applicants for MAHT funding:

CASE 1- [REDACTED], 2010 Cropper Court, Pocomoke, MD 21851. [REDACTED] This places the household income below very low income 30% median The SDAT assessed value of the home is \$80,600.00. All metrics are met for MAHT eligibility
Estimated total cost of repairs: \$49k. I would suggest approval of this application by MAHT grant for her water treatment system for \$6,750.00. The rest of the project cost is being funded by the Special Loans Program.

CASE 2- [REDACTED] 6924 Scotland Road, Snow Hill, MD 21863. [REDACTED] This places the household income below low income 50% median The SDAT assessed value of the home is \$115,500.00. All metrics are met for MAHT eligibility
Estimated total cost of repairs: \$50k. I would suggest approval of this application by MAHT grant for plumbing, kitchen and bath renovations for \$26,902.00. The rest of the project cost is being funded by the Special Loans Program.

CASE 3 [REDACTED], 10261 Harrison Road, Berlin, MD 21811.
[REDACTED]

[REDACTED]. This places the household income below very low income 30% median. [REDACTED] The SDAT assessed value of the home is \$147,700.00.

Estimated total cost of repairs: \$52k. All metrics are met for MAHT eligibility. I would suggest approval of this application by MAHT grant for plumbing, kitchen and bath renovations for \$23,861.75. The rest of the project cost is will tentatively be funded by the Special Loans Program.

CASE 4- [REDACTED], 617 Clarke Ave., Pocomoke, MD 21851. [REDACTED]

[REDACTED] This places the household income below very low income 30% median The SDAT assessed value of the home is \$118,300.00.

Estimated total cost of repairs: \$126,229.34. All metrics are met for MAHT eligibility. I would suggest approval of this application by MAHT grant for plumbing, kitchen, and bath renovations for \$30,000 (\$32,400 is needed) which is the maximum allowed. The rest of the project cost is will tentatively be funded by the Special Loans Program.

Don made the motion to fund the water treatment system for Case 1, and it was seconded by Charles. All members present were in favor of the motion, and it was accepted.

The last 3 cases were initially denied funding because the board members' review of the cost estimates and bids perceived that rates were rather high. However, after discussion and in the interest of the applicants needs, Don Furbay made the motion that [REDACTED] (Case 2) should be awarded \$20,000.00, [REDACTED] (Case 3) should be awarded \$15,000.00, and [REDACTED] (Case 4) would be awarded \$0.00 due to the observation of unfinished DIY items throughout the home which could have created unnecessary damage. It was seconded by Debbie Hileman and all those present unanimously approved the motion.

Don Furbay stated that he would send us an example of how the cost estimates should be detailed and more definitive rather than blanket statements for line items in a scope of work or estimate.

Meeting adjourned.

Davida Washington
Housing Coordinator