

**Newark Housing Authority  
Board of Commissioners  
May 10, 2017 – Annual Meeting**

**Summary of Meeting Minutes**

**Opening:**

The regular meeting of the Board of Commissioners was called to order at 5:00 pm sharp by Vice-Chairperson Kevin Heitzenroder in the absence of the Board Chair, Lloyd Harris Sr.

**I. Roll Call:**

Board of Commissioners present: Kevin Heitzenroder, Donna Shand, Sharon Smith, Peter Hartranft, Janaki Ram Ray and Nikki Lane. Marene Jordan; Executive Director and Donald Gouge Jr. were also present.

Note: Lloyd Harris Sr. arrived after the meeting the meeting was called to order.

**II. Approval of Minutes:**

**(a). Minutes from April 12, 2017**

The Vice-Chairperson asked for approval of the April 12, 2017 meeting minutes. Mrs. Lane made a motion to approve the minutes. The motion was 2nd by Mr. Ram Ray.

Aye 5 (Ms. Shand, Mrs. Smith, Mr. Hartranft, Mr. Ram Ray and Mrs. Lane)  
Nay 0  
Motion passed, Vote: 5 to 0  
Abstain: 0

**III. Report of the Executive Director:**

**(a). Staff Report:**

The Chairperson asked for approval of the April 2017 Staff Report. Before any action was taken, Mrs. Jordan mentioned the following as an update:

**Board Training:**

HUD has agreed to providing commissioner training for a ½ day. Training will be here or at Alder Creek. In an effort to coordinate the training, Mrs. Jordan asked the commissioners to provide some dates and times that HUD could plan to schedule the training. The dates included:

- Wednesday, June 14<sup>th</sup> at 1:00 pm; or
- Wednesday, August 9<sup>th</sup> at 1:00 pm

Mrs. Jordan will confirm one of the suggested dates and time with HUD and report to the board at the next meeting.

**FYE 3/2016 Audit:**

NHA received written notice from HUD notifying their review of our independent audit for 3/2016 is complete. The notice concluded the financials contained no findings and had no items of concern that needed to be addressed.

The FYE 3/2017 independent audit is scheduled to begin on August 14th and end on August 18th.

**Website:**

NHA received a Letter of Engagement, a Statement of Work and Service Contract from Zest Social Media Solutions to recreation our website. The website proposal will include the following cost:

- Recreation (user and mobile friendly)
- Hosting
- Maintenance
- A flat fee for monthly service for updates/public notices (1/2 hour monthly)
- Running and providing a link to our social media platforms such as face-book/twitter

**Alder Creek Meeting:**

NHA met with the management team at Alder Creek. The meeting was called to discuss the overall management of the site. Several topics were discussed out of concern:

- Errors in reports submitted to HUD
- Incomplete and inaccurate reports
- Incorrect rent calculations, payment standards and income limits
- A major concern is they do not perform landlord references prior to lease-ups

A brief discussion took place seeking clarification into if we can enforce that they perform landlord references or if an amendment can be made to an existing agreements to improvement the overall management at the site. Mrs. Jordan clarified that it's her understanding that Ingerman does not perform any landlord references on any of the properties they own and manage. It was suggested that NHA follow-up with a letter requesting that management at Alder Creek perform landlord references on any new lease-ups moving forward. Mrs. Jordan added, Ingerman has agreed to provide the manager training.

The Vice-Chairperson asked for approval of the Staff Report. Mrs. Smith made a motion to accept the Staff Report. The motion was 2<sup>nd</sup> by Mr. Hartranft.

Aye 5 (Ms. Shand, Mrs. Smith, Mr. Hartranft, Mr. Ram Ray and Mrs. Lane)  
Nay 0  
Motion passed, Vote: 5 to 0  
Abstain 0

#### **IV. Committee Reports:**

##### **A. Report of Policies & Procedures & Compliance & Personnel Committee – Chairperson (Mrs. Smith):**

As Chairperson of this sub-committee, Mrs. Smith, reported there is no activity to report from the committee. However, she mentioned Ms. Shand's board term expires in October and the Governor's Office should be contacted to ensure a timely re-appointment. Ms. Shand will follow-up by providing NHA with a letter of interest for another 3-year board term appointment. She will also fill out the required application and submit to the Governor's Office for their review and approval.

##### **B. Report form Development Committee – Chairperson (Mr. Heitzenroder):**

The Chairperson of this sub-committee, Mr. Heitzenroder, was present for the meeting. He provided the following as an update:

###### **(a) Development Update:**

###### **A/E Meeting:**

Mr. Heitzenroder reminded the board of NHA's efforts in resoliciting the services of an A/E firm of which we received five responses from and an A/E firm was selected. The development committee has a meeting on May 18<sup>th</sup> at 10:00 am to discuss what we would like to see in our request of four conceptual site plans to help determine if all 56 units will fit on one parcel. He noted this request is a really easy request and there should be a quick turnaround.

He added NHA has plans to sell some properties but we have no obligation to sell and have not made any commitments to anyone. Adding, we are still gathering information to determine what is feasible.

Mr. Heitzenroder asked Mrs. Jordan to provide an update on the status of 26 N. Chapel Street and 101 New London Road.

She reported the following:

###### **26 N. Chapel Street:**

The disposition application for this property is nearing completion. An appraisal of the property is scheduled for May 18<sup>th</sup> and we should have the report by May 24<sup>th</sup>. As soon as we receive the appraisal, we can add that information to the application and submit the application to HUD for their review and approval. The property is listed for sale in the Newark Post and the News Journal. We also have a for sale sign displayed at the property. We are accepting bids/offers/proposals on May 25<sup>th</sup> by 3:00 pm.

**101 New London Road:**

Our consultants are finishing up the letter that will go to HUD for their potential use for a SHPO review. The letter references comments received during the public comment period, and required language per regulations as well as further studies required by HUD. 101 New London Road was determined to be not individually eligible for the NRHP back in 1998 but it is a contributing element to the district and will have an adverse effect if removed. The removal of a contributing element usually always has an adverse effect regardless of the project, location, state, etc. We should have a reply from HUD/SHPO office within 30 days.

Next we submit our already crafted MOA outlining the steps to mitigate the adverse effects (signage, a NRHP nomination for the district, etc). The mitigation assures that the community will receive something because of the loss of the historic building. Basically since some history is being taken away, some sort of research or historical element is given back.

NHA met with tenants individually who live at 26 N. Chapel Street and 101 New London Road to make them aware any developments at each of these properties. We discussed the application process, the proposed timeline, the listing of the properties (if applicable), the relocation plan, and their interest in the individual properties and answered any questions that may have.

**C. Report of Finance Committee – Chairperson (Ms. Shand):**

The Chairperson of this sub-committee, Ms. Shand, presented the financial reports to the board.

**(a) Monthly Financials**

In presenting the monthly financial reports for the period covering April 1, 2016 – March 31, 2017, Ms. Shand noted the financial reports reflect a full year. In reviewing the Profit & Loss Budget vs. Actual report for the LIPH program, she noted the year-end net income reflects a positive ending balance.

She asked for clarification of budget line item: 4800.00-Depreciation Expense.

Answer:

The depreciation expense represents the annual expenses of capitalized assets.

Mr. Heitzenroder asked for clarification of budget line item: 3692.80 – CFP Income reflects (\$14,636).

Answer:

NHA budgeted for \$50,000 in CFP funds to be used during the period but only needed \$35,364. The funds in the amount of (\$14,636) will be moved into our current operating budget.

She asked did anyone have any questions regarding this report? There were no other questions.

The Profit Loss report for the Section 8 programs reflects a year-end net income of \$15,489.91.

**(b). Submission of Unaudited Financials FYE 3/2017:**

Mrs. Jordan informed the board that NHA had submitted its unaudited financial to HUD on April 28<sup>th</sup>. The financials are not due until May 31<sup>st</sup>. HUD will review the financials and will approve the submission if there are no concerns that need to be addressed. NHA's unaudited financials will be confirmed by our independent audit scheduled to take place in August.

Mrs. Jordan presented a brief PowerPoint Presentation outlining the Financial Achievements and Status Report as of FYE March 31, 2017. The PowerPoint Presentation outlined the following:

- The four primary funding sources (all federal dollars)
- The historic look of CDBG spending over the years
- The historic look of what the CDBG funds were used for (including some pictures of capital improvements)
- The historic look of the Capital Fund Annual Process/timeline of obligation and expenditures of funds awarded
- A look at the Housing Choice Voucher Program/average of month payments to private landlords
- A historic look of our budget authority and average of number of families housed annually
- A look at the Low Income Public Housing rents compared to FMR's and Student Rentals
- A look at the Low Income Public Housing current and past operating scoring (financial and management indicators)

**Strategic Planning Committee – Chairperson (Ms. Shand):**

The Chairperson of this sub-committee, Ms. Shand, reported the committee met twice. As a result of these meetings, she is prepared to present a three-year Strategic Plan for the period covering 2017 – 2019. The plan focuses on goals related to the mission statement. The three goals are outlined in the plan, two relate to sentences 1 & 2 of the mission statement and the 3<sup>rd</sup> goal relates to sentence three. The goals presented are as follows:

1. Improve Housing Stock of 56 units
2. Explore increasing the number of affordable housing units
3. Revise sentence three of the mission statement

Ms. Shand asked all board members if there were any questions? There were none. She acknowledged that some of the proposed goals are already being explored. She asked all board members to review the proposed plans and if they have any questions prior to the next meeting to let her know or any member of the committee know so they can be addressed. She will seek board approval at the next meeting to implement that plan which will require action to be taken by the Executive Director and the Development Committee, in consultation with the board of commissioners.

**V. Attorney Issues:**

None

**VI. Old Business:**

- A. From the other Commissioners: None
- B. From the Executive Director: None
- C. From Legal Counsel: None: None

**VII. New Business:**

- A. From Commissioners: None
- B. From the Executive Director:  
Mrs. Jordan provided the Commissioner with a report of Commissioner Performance/Attendance Report for the period covering May 2016 – April 2017. The report notes the commissioner held seven meeting during this period. The report notes at the Annual Meeting held in May of 2016 the commissioners voted to meet ten months out of year excluding the month of July and December. The report also notes events and meeting held during this period.

- Grand Opening of Alder Creek June 2016
- Retreat held at Alder Creek September 2016
- New Committee November 2016
- Public Meeting (discussed housing stock/expansion) November 2016
- Public Meeting (101 New London Road March 2017

Lastly, the report showed each commissioner attendance percentage as well as any task they may have performed on behalf of NHA.

- C. From Legal Counsel:

**VIII. Visitors and/or Petition:**

Mrs. White was in attendance. She noted the PowerPoint Presentation was interested and thanked Mrs. Jordan for including it during the meeting. She added seeing a for sale sign displayed at 26 N. Chapel Street. She shared her opportunity to tour that area noting there was a lot of trash behind the buildings and did not know why the city does not make the student pick up their trash.

Mr. Mico Slijecevic who was in attendance mentioned the City does notify the students of their responsibility to maintain the ground and if they don't they are issued violations and fines. Mr. Slijecevic attended the meeting to show continued interest in 26 N. Chapel Street.

**IX. Adjournment:**

The Vice-Chairperson of the board asked for a motion for the meeting to adjourn. The motion made by Mrs. Lane and 2<sup>nd</sup> by Mrs. Smith.

Aye 5 (Ms. Shand, Mrs. Smith, Mr. Hartranft, Mr. Ram Ray and Mrs. Lane)  
Nay 0  
Motion passed, Vote: 5 to 0  
Abstain: 0

**Meeting adjourned at 6:04 PM**

**Minutes Submitted by: Marene M. Jordan, Executive Director**

APPROVED