

**Newark Housing Authority  
Board of Commissioners  
June 14, 2017  
REVISED 1/12/2018**

Summary of Meeting Minutes

**Opening:**

The regular meeting of the Board of Commissioners was called to order at 5:00 pm sharp by the Board Chair, Lloyd Harris Sr.

**I. Roll Call:**

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

Absent: Sharon Smith

**II. Approval of Minutes:**

**(a). Minutes from May 10, 2017**

The Chairperson asked for approval of the May 10, 2017 meeting minutes. Mrs. Lane made a motion to approve the minutes. The motion was 2nd by Mr. Hartranft.

Aye 5 (Mr. Heitzenroder, Ms. Shand, 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 May 2017 Staff Report. Before any action was taken, Mrs. Jordan mentioned the following as an update:

**Board Training:**

Mrs. Jordan thanked all board members for attending the HUD Board of Commissioners' Training held prior this board meeting. **All** Commissioners were present. The Agenda included:

- **Commissioners' Roles and Responsibilities** – Presented by the HUD Philadelphia Office of Public Housing. Staff present: Monica Hawkins, Director; Judith Axler, Division Director; and Deanda Wilson, Public Housing Revitalization Specialist.
- **Conflict of Interest Issues** – Presented by the HUD Office of General Counsel. Staff Present: Ivoy Prout, Associate Regional Counsel for Housing Finance and Programs; and Tanya Xu, Legal Honors Law Clerk.
- **Roles of Office of Inspector General (OIG)** – Presented by Ronald Lloyd, Assistant Regional Inspector General for Audit.

**HUD REAC Onsite Physical Inspections:**

Mrs. Jordan informed all NHA in preparing for the REAC physical inspections. In preparing for these inspections, NHA in scheduled to inspect all units, common areas and grounds to minimize any potential observed finding that could be issued.

**FYI 3/31/2017 Independent Audit:**

Mrs. Jordan informed all NHA is preparing for the year-end audit. HUD has accepted our unaudited financials. The unaudited financials submitted by NHA will be confirmed. If there are any inconsistencies they will be verified corrected prior to the final submission which will be shared with the board before the final submission to HUD.

**Federal Funding:**

Congress has passed the budget. The discretionary funding was passed with less than what was requested from HUD. HA's nationwide has not received 100% of what they are eligible to receive in years. For NHA, we anticipate receiving the following:

- Operating funding: NHA is eligible to receive \$351,345 in combined operating funding for 98 Low Income Public Housing Units. For NHA specifically (excluding Alder Creek): HUD's preliminary eligibility report indicates NHA could receive as much as \$164,394. We budgeted for \$159,739 respectfully.
- Capital Funding: NHA may receive \$127,612 which is slightly higher than what we received in 2016.
- Housing Choice Voucher Program: NHA budget authority maybe \$791,153 in restricted funds for HAP payments to our landlords and \$77,700 in unrestricted funds to administer the program.

**Community Events:**

First State Community Action Agency signed up numerous of our Low Income Public Housing Program Participants to receive free window air conditioners. The installation is underway.

NHA in collaboration with the New Heart Ministries will be hosting a Back to School Community BBQ event on Saturday, August 5th at Alder Creek. The Art's Alliance Group has agreed to provide arts and craft activities for the children.

**Board Member Term Expiring:**

Mrs. Jordan report the Governor's Office was contacted notifying them of Ms. Shand's board term expiring. NHA advised she has express interested in another 3-year term.

**Website:**

NHA has procured Zest Social Media Solutions to recreate our website. The process is underway. The website will be user and mobile friendly.

**New Operating Server:**

NHA is in the process of replacing the server. The server operating system is not function properly. The memory is limited and there are security breaches. The new server will have an external hard drive for onsite

backup as well as off-site remote backup service. We are hopeful to have a new system up and running within the next few weeks.

**Alder Creek Meeting:**

NHA held a meeting on May 2, 2017 to discuss some management concerns. As a follow-up, NHA submitted a letter outlining was discussed during this meeting and noting any recommendation in an attempt to improve the operations at the site. NHA has not received a response.

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

Aye 5 (Mr. Heitzenroder, Ms. Shand, 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):**

The Chairperson of this sub-committee, Mrs. Smith, was not present for the meeting. However, in her absence, Mrs. Lane informed this committee has no activity to report.

**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:**

**26 N. Chapel Street:**

Mr. Heitzenroder reported the board will be discussing the offers received during the Executive Session later on in the meeting.

**A/E Meeting:**

Mr. Heitzenroder informed a meeting was held with the Civil Engineering firm we procured to provide conceptual site plans. The kick off meeting allowed for all to have an open dialogue and a clear understanding of what we want to see in our plans. We are expected to meet again to review the progress made so far before the plans are presented to the full board at the August board meeting.

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

She reported the following:

**26 N. Chapel Street:**

NHA received three offers from interested buyers. The offers and review of the appraisal will be discussed during Executive Session. The disposition application was submitted to the SAC office on May 25th and is currently being reviewed. HUD has provided the SAC office with the required completed certification to continue with the review of the proposed sale of this property. The only open item is a reply from the Fair Housing Department.

**101 New London Road:**

NHA received a response from the SHPO office regarding NHA's recommendations to address the area of effect in moving forward with the sale of 101 New London Road. The SHPO has reviewed the information submitted and conclusions and are in agreement with the designated area of effect and also with the consultation that no further studies are necessary. The reports indicated that the outcome of this disposition has the potential to diminish the characteristics of design, feeling and association of a property that is within an historic district eligible for list on the National Registers List.

The team: (HUD/SHPO/NHA) is scheduled to hold a conference call on June 29<sup>th</sup> to discuss what is required in the MOA to mitigate the adverse effects. Some possible solutions could be (a plague, some type of signage for the area, or perhaps a NRHP nomination for the district, etc).

**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 month of April (the first month of a new fiscal year); Ms. Shand noted the Profit & Loss Budget vs. Actual report for the LIPH program reflects a positive reconciliation ending balance.

She asked for clarification in the following budget line items:

- 8020.00 - LIPH Subsidy Income (seems low)
- 4330.00 - Gas (over budget)
- 4430.05 - Plumbing (over budget)

Answer:

- 8020.00 - The LIPH Subsidy Income reflects the pro-ration of “actual” subsidy received from HUD vs. what we estimated to receive.
- 4330.00 - Gas reflects “actual” usage for 14 senior buildings and the administrative building.
- 4430.05 - Plumbing reflect “actual” usage to clear clogged pipeline and cost to resolve a sewage backup

Question:

Mr. Ram Ray asked for clarification to budget line item:

- 4590.00 - Rental Permits

Answer:

- 4590.00 – Rental Permits is cost associated with the annual renewal of rental permits for the 20 scattered sites owned and managed by the authority.

The Profit Loss report for the Section 8 program for the month of April shows a net income of \$2,637. There report shows no unusual activity.

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

The Chairperson of this sub-committee, Ms. Shand, referenced the draft proposal present to the board last month outlining a three-year Strategic Plan for the period covering 2017 – 2019. 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 noted not receiving any additional questions or comments from any board members since the meeting last month. She asked if any board members had any questions prior to her seeking approval in the implementation of the 3 year Strategic Plan? There were none. Mr. Ram Ray made a motion to accept the Strategic Plan as presented. The motion was 2<sup>nd</sup> by Mr. Hartranft.

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

**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: Public Vote on real estate transaction (if applicable)
- C. From Legal Counsel:
  1. Mr. Gouge report the Human Relations complaint filed by a former tenant was mutually resolved in the terms and conditions outlined in the Conciliation Agreement.

2. Mr. Gouge reported an upcoming tenant landlord case filed for non-payment of rent.
3. Mr. Gouge reported NHA receiving debt owed in the amount of \$2400.00 from a former tenant.

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

Mrs. White was in attendance. She noted agenda referenced an Executive Session will be held that is closed to the public to discuss a real estate transaction. She asked how long is the Executive Session is expected to last? She and Mr. Slijepcevic were interested in waiting to witness the public vote on the real estate transaction.

Mr. Gouge responded, it was his opinion that the Executive Session should not exceed 20 minutes but could not say for sure not knowing how involved the discussion would go.

IX. Executive Session – The Chairperson asked for a motion and vote to enter into Executive Session. Ms. Shand made a motion to enter closed session. The motion was 2<sup>nd</sup> by Mrs. Lane.

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

### **CLOSED TO THE PUBLIC**

At approximately 5:38 pm the board of commissioners entered in an Executive Session to discuss a real estate transaction.

At approximately 5:50 pm the board of commissioner came out of Executive Session. Mr. Gouge the attorney for NHA provided a brief update stating:

It is the consensus of the board of commissioners to “table” the review and discussion relating to the real estate transaction to allow for further administrative duties to be completed prior to the board discussing, reviewing or taking any action.

### **X. Adjournment:**

Mr. Hartranft made a motion for the board to adjourn. The motion was 2<sup>nd</sup> by Mrs. Lane.

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

**Meeting adjourned at 5:54 PM**

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