



NEWARK HOUSING AUTHORITY

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**Newark Housing Authority
Board of Commissioners
April 13, 2016**

Summary of Meeting Minutes

Opening:

The regular meeting of the Board of Commissioners was called to order by Chairperson, Lloyd Harris on April 13, 2016 at 5:00 pm.

I. Roll Call:

Board of Commissioners present: Lloyd Harris, Kevin Heitzenroder, Donna Shand, Sharon Smith and Peter Hartranft

Board of Commissioners absent:

Don DelCollo and Janaki Ram Ray (New Board Member)

II. Approval of Minutes:

The Chairperson asked for approval of the March 9, 2016 Meeting Minutes. Ms. Shand made a motion to accept the Meeting Minutes as presented. The motion was 2nd by Mr. Hartranft.

Aye 4 (Mr. Heitzenroder, Ms. Shand, Ms. Smith and Mr. Hartranft)
Nay 0
Motion Passed Vote: 4 to 0

III. Report of the Executive Director:

(A). Staff Report:

The Chairperson asked for approval of the March 2016 Staff Report. Before any action was taken on the Staff Report, Ms. Jordan mentioned the following as an update:

- 1). NHA received an email from State Representative Paul Baumbach requesting the contact information for the person who decided not to have a Grand Opening/Ribbon Cutting Ceremony for Alder. NHA provided the name and contact information of David Holden.
- 2). NHA was represented by Commissioner (Don DelCollo) in the absence of Ms. Jordan in attending the Traffic Subcommittee for the Cleveland Avenue Roadway Improvement Meeting held on March 16, 2016. The goal of the committee is to discuss the existing challenges with respect to complaints received regarding Cleveland Avenue as reported as being unsafe and does not meet the needs of the community. The committee's findings show this is partly due to the newly developed Alder Creek Development as well as the increase in student population west of paper mill road. The surrounding car dealerships are reporting a loss of business due to the increase in traffic. In conclusion of the meeting, a survey for the residents at Alder Creek is being prepared. The survey will be circulated to the residents to determine how many

families cross the intersection. This information will be used in conjunction with further research to determine the course of action for future road improvements.

3). A meeting was held with the RAB members. This meeting allowed for the members to voice their concerns regarding the parking lot to the units located at Independence/Delaware Circle which are maintained by the City. The residents have requested handicap parking signs (at least 2), they are asking for the parking lot be repaved and stripped and request improvements to the curb ramps which appear to be causing some problems with the disable residents who use wheel chairs and/or walkers. NHA is waiting on a response from the city.

4). A meeting was held with the RAB members and members from the Newark Heart Ministries church who is interested in a partnership with NHA in providing food, clothes and care packages to our residents under a community program administered by the church called "Take It To The Streets". A date and time is pending but is tentatively planned for June or July.

5). NHA received an update on the Operating Reserve Offset Class Action Litigation where a pool of housing authority filed suite again HUD for recapturing operating funds. The litigation is moving forward. There was a request from HUD to dismiss 16 Housing Authorities from the lawsuit because HUD claimed these agencies had a zero offset and therefore no damages. NHA was not one of the 16 HUD requested to be removed from the lawsuit.

6). NHA solicited to received proposals for Accounting Fee Services - RFP 2016-01. NHA received four requests from firms and only two firms responded. Responder #1 was based in George and Responder #2 is from Pennsylvania. Responder #1 did not provide an electronic copy of the proposal which was a requirement of the RFP. Both firms' rates were very competitive. After a preliminary review of the proposals, the contract was awarded to Kubas Keller and Associates. Kubas Keller and Associates appear to have the most experience after listing 16 housing authorities who they are currently performing fee accounting services for. Of the 16 agencies listed 13 appear to be located within the tristate area. They are geographically located closer and all work will primarily be performed onsite. Although a review committee was established, the preliminary review performed by the Executive Director and results shared with the finance committee was enough to award the contract.

After the brief update, the board was provided an opportunity to ask question. Since there were none, Mr. Heitzenroder made a motion to accept the Staff Report as presented. This motion was 2nd by Ms. Smith.

Agg 6 (Mr. Heitzenroder, Ms. Shand, Ms. Smith and Mr. Hartranft)
May 0
Motion Passed Vote: 6 to 0

IV. Committee Reports:

A. Report of Policies & Procedures & Compliance & Personnel:

There was no report from this sub-committee. Ms. Jordan acknowledged the Chairperson seat for this committee is vacant. The seat was filled by former board member Mark Doughty. She informed the board

of next month being the Annual Meeting and a Chairperson for this sub-committee will need to be voted on along with a Vice-Chairperson for the Board.

B. Report of Development Committee:

The Chairperson of this sub-committee, Mr. Heitzenroder acknowledged that he and Ms. Jordan spoke about the increase in the public's interest (landlords/local developers) in proposing property swaps with NHA. He stated: there is a lot of new construction going on within the city - "Student Housing" and as a result properties owned by the authority are within the range of some new development proposals recently approved by the city. He noted - Ms. Jordan mentioned a 3rd person who is interested in another property swap. Mr. Heitzenroder stated we should continue to allow folks interested in our properties to attend our meeting and make proposals as we strategically discuss and develop a plan moving forward.

Ms. Jordan commented Mr. Heitzenroder mentioned last month the city designated 30 streets Zoned for Student Housing. She acknowledges doing some preliminary research and it appears all 20 of NHA's scattered sites are located within this zone. She added, the city is in the process of re-zoning all the streets to account for percentages of student rentals located within a residential area to determine if some properties need to be re-zoned. She mentioned it's odd to have 3 different landlords/developers attend our board meeting and present different proposals for a possible property swap. She added, since we're having discussions regarding the remaining housing stock, identified 10 scattered sites that maybe in the best interest for NHA to sell because these units are row homes (Madison Drive), duplexes (which NHA only owns half of the structure) or a rental property located in a 100% student zone. She noted having discussion regarding the redevelopment of the Admin Building and the Senior units that is something that we could put in the pipeline but possibly selling some scattered sites (with a high priority to sell 26 N. Chapel) is a more realistic plan that could be carried out within the next 5 years. She also mentioned that all the scattered site rental properties have a 4 person rental permit attached to each property making our properties very marketable. She reference once a plan is in place the most critical part is a relocation plan for our current families. Specifically, where would we house them?

A brief discussion took place and it was agreed that Mr. Heitzenroder would contact Ms. Jordan with some future dates to hold Special Meetings within the next few month inviting the public to join in and network in discussion of possible scenarios for NHA to consider in revitalizing our housing stock for clients and tenants we serve.

C. Report of Finance Committee:

The Chairperson of this sub-committee, Ms. Shand, called the board members attention to the Budget vs. Actual Report for the LIPH program covering the period of April 2015 - February 2016. The finance committee met and discussed the report. She noted line item #3692.70 CFP Income Operations - we budgeted for \$50,364 but only \$25,000 was allocated. The net income for this reporting period shows revenue of \$43,747. She added, there were some extraordinary expense in March that has not been reconciled yet but we should net around \$10,000 for a year end close. The report for the Section 8 program showed a net income of \$138.85 and appeared to be consistent with the monthly reports received in prior months. Ms. Shand allowed for questions and/or comments and there were none.

V. Attorney Issues:

None

VI. Old Business:

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

VII. New Business:

- A). From other Commissioners: None
- B). From the Executive Director: None
- C). From Legal Council: Mr. Gouge reported he filed two (2) debt action cases against former tenants who left owing money.

VIII. Visitors and/or Petitions:

Nikki Lane attended to observe only.

IX. Adjournment:

Meeting Adjourned at 5:50 PM

Minutes Submitted by: Marene M. Jordan