



NEWARK HOUSING AUTHORITY

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Newark Housing Authority
Board of Commissioners
February 10, 2016

Opening:

The regular meeting of the Board of Commissioners was called to order by Chairperson, Lloyd Harris on February 10, 2015 at 5:00 pm.

I. Roll Call:

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

Board of Commissioners absent:
Mark Doughty

II. Approval of Minutes:

The Chairperson asked for approval of the January 13, 2016 Meeting Minutes. Mr. Hartranft made a motion to accept the Meeting Minutes as presented. The motion was 2nd by Mr. Heitzenroder.

Aye 6 (Mr. Harris, Mr. Heitzenroder, Ms. Shand, Ms. Smith, Mr. Delcollo and Mr. Hartranft)
Nay 0
Motion Passed Vote: 6 to 0

III. Report of the Executive Director:

(A). Staff Report:

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

1). NHA requested the Certificate of Compliance of Remedy for Alder OU#1 and OU#2. Although DNREC acknowledged receiving the request, the issuance of the certificate is pending. DNREC is awaiting payment from Ingerman on some open invoices.

2). At the request from the Mayor, a walk through of the community and a tour residential apartment did take place on Friday, January 22, 2016. Ms. Smith (board member) joined NHA and the Mayor for the tour. During the tour, a discussion took place regarding the intersection at Cleveland Avenue and McKees Lane. The Mayor acknowledged the intersection is on the City's radar. She referenced the conversation will be further discussed since the road from Cleveland Avenue to New London Road is scheduled to be paved. She asked; if NHA had taken any action regarding the intersection? NHA replied: A phone call was placed to DelDot's traffic section where NHA was informed a request can be made for a crosswalk. The Mayor also expressed interest in holding community events at Alder Creek to make the residents aware of what

resources are available in our community. After the brief update, Ms. Smith made a motion to accept the Staff Report. This motion was 2nd by Mr. DelCollo.

Aye 6 (Mr. Harris, Mr. Heitzenroder, Ms. Shand, Ms. Smith, Mr. DelCollo and Mr. Hartranft)
Nay 0
Motion Passed Vote: 6 to 0

IV. Committee Reports:

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

In the absence of Mr. Doughty, Ms. Jordan reminded the board of Mr. DelCollo's interest in a discussion regarding reviewing and updating the By-Laws. Since Mr. Doughty was not present, no action was taken on the By-Laws. The item was tabled.

Ms. Smith (committee member) reminded Ms. Jordan the board is requesting a copy of her Executive Director's current goals.

B. Report of Cleveland Heights Committee:

The Chairperson of this sub-committee, Mr. Heitzenroder, asked Ms. Jordan to update the board on the status of the opened items reported last month.

- Leasing at Alder Creek – Ms. Jordan mentioned the reports she received from Ingerman indicate all units are leased and they have 4 tenants who are delinquent/pending court action.
- Noise Level – N/A
- Utility Allowances N/A
- Monument – Ms. Jordan mentioned a hole is in ground at Alder Creek where she believes the sign will be installed.
- Utility Reimbursement Payments – M. Jordan mentioned NHA learned some tenants have reported receiving some "URP" payments.

Mr. Heitzenroder made reference that some progress was made.

C. Report of Finance Committee:

The Chairperson of this sub-committee, Ms. Shand, referenced the monthly financial reports will be tabled until next month as she had not reviewed the monthly reports. She then called the board members attention to the proposed 2017 Operating Budget. She referenced the finance committee has met on two separate occasions with Ms. Jordan and the fee accountant. The committee has reviewed and approves the proposed budget. She asked all board members to review the budget and if anyone has any questions to contact the committee or Ms. Jordan as the budget will need board approval at the March 9th meeting.

V. Attorney Issues:

None

VI. Old Business:

A. From other Commissioners: None

B). From the Executive Director: None

C). From Legal Council: Property Swap/Sale Mr. Gouge provided an update for 101 New London. He proceeded with informing the board a conference call was held with NHA, HUD and the State's Historic Preservation Office on Friday, February 5, 2016. During this meeting it was learned not only will a full environmental review need to be performed but an independent consultant will need to be hired to evaluate the property to determine if the property needs to be listed on the National Register. The representative from the preservation office the consultant that is hired should meet the Secretary of the Interior's Professional Qualification standards to evaluate the property. Mr. Gouge reported all cost will be deferred to the interested party with the understanding HUD may say no to the sale and the interested party maybe out of pocket expenses related to the sale that maybe lost depending on HUD's decision. Ms. Jordan added, NHA cannot list the property for sale until HUD receives these two reports and grants approval to continue with the sale.

VII. New Business:

A). From other Commissioners: None

B). From the Executive Director: Ms. Jordan updated the board on interest from the public to purchase some scattered sites. She made reference to selling all scattered site and using the proceeds to redevelop the scattered sites in a mixed finance development which could include building a new administration building, redeveloping the 36 1-bedroom units by building 3-stories on top of the admin building and demolishing the 36-1bedroom units and possibly building 5 building to replace the 2 and 3 bedrooms scattered sites where the senior units are currently located. She added: we could as leverage the ground where the admin and scattered sites are located now, the proceeds from the sale of scattered sites and the ground lease payment earned from the redevelopment Alder Creek to attract a developer. A brief discussion was had where a question was asked: how do we know if the remaining scattered sites are not eligible for listing on the National Register. Ms. Jordan answered by saying: The HUD office provided a letter from the State of Delaware Historical and Cultural Affairs informing that only one property, 101 New London Road, has been determined to be eligible for listing as it is a contributing building within a potentially eligible New London Road Historic District.

Ms. Jordan also informed the board a local developer who is in the preliminary stages in building 88 1-bedroom senior units is interested in Project Basing some units at this developing by using some available voucher not in use. Ms. Jordan mentioned this is not the first time this developer has reached out to NHA with interest. The concern for NHA is funding. Although vouchers are available, NHA would need to determine how many vouchers could be used to strategically prepare for additional HAP dollars.

C). From Legal Council: Mr. Gouge informed the board of another court filing for non-payment of rent.

VIII. Visitors and/or Petitions:

None

IX. Adjournment:

Meeting Adjourned at 6.14 PM

Minutes Submitted by: Marene M. Jordan

APPROVED