



NEWARK HOUSING AUTHORITY

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Newark Housing Authority Board of Commissioners March 9, 2016

Summary of Minutes

Opening:

At 5:00 pm but before the regularly scheduled meeting of the Board of Commissioners was called to order Mr. Gouge (NHA Attorney) stated for the record the Chairperson, Lloyd Harris and the Vice-Chairperson, Mark Doughty were not present for this meeting; and, referenced the board members in attendance did reflect a quorum for this meeting. Mr. Gouge asked the board members present to discuss amongst themselves and vote on a board member to act as Chairperson for this meeting. After a brief discussion, Donna Shand made a motion to nominate Kevin Heitzenroder to act as Chairperson for this meeting in the absence of the Chair and Vice-Chairperson. The motion was properly 2nd by Sharon Smith and Don DelCollo.

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

As Acting Chairperson, Mr. Heitzenroder called the meeting to order at approximately, 5:08 pm. The first order of business was Roll Call.

I. Roll Call:

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

Board of Commissioners absent:
Lloyd Harris and Mark Doughty

II. Approval of Minutes:

The Chairperson asked for approval of the February 10, 2016 Meeting Minutes. Ms. Smith made a motion to accept the Meeting Minutes as presented. The motion was 2nd by Ms. Shand.

Aye 4 (Ms. Shand, Ms. Smith, Mr. Delcollo 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 February 2016 Staff Report. Before any action was taken on the Staff Report, Ms. Jordan mentioned the following as an update:

- Ms. Jordan reported, NHA is soliciting to receive responses to RFP 2016-01 – Accounting Fee Services. She reported the bid packets were available on Friday, March 4, 2016, questions and comments are due on Tuesday, March 15, 2016 and responses are due on Friday, March 25, 2016. Ms. Jordan acknowledged receiving four request so far.
- Ms. Jordan reported, NHA solicited and received 4 proposals for 4 new roofs at residential buildings located in the senior development. The bids received ranged from \$5,920 - \$11,200 per building. The low bidder was All United Roof & Siding and the contract was awarded. It was also reported that the chimney cement crowns on all 14 senior buildings were repaired. She acknowledged that while the chimney work was being performed, the worker identified 5 additional buildings that needed repairs. She reported the new roofs were inspected by the City, work was completed as agreed and there were no resident complaints. Ms. Jordan noted: the procurement policy calls for 3 proposal which NHA received 4. She reported the award of this contact falls under the Small Purchase Procedures (under \$25,000). However, in amending the current scope of work the amendment will exceed this threshold. She felt the justification for the amendment, the craftsmanship of the contractor and proceeding with work under the same terms and conditions of the original contact was justifiable.
- Ms. Jordan reported, she met with a potential new board member, a Newark resident by the name of Mr. Janaki Ram Ray. She acknowledged there are two board members terms who have expired- Mark Doughy and Don DelCollo. She did not know who Mr. Ram Ray would be replacing. The Mayor will be recommending Mr. Ram Ray as a replacement at the next city council meeting.
- Lastly, Ms. Jordan reported, she receive her certification in Tax Credit Training and acknowledged reaching one of her goals for 2016-2017.

After the update, Mr. Hartranft made a motion to accept the Staff Report. This motion was 2nd by Ms. Shand.

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

IV. Committee Reports:

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

In the absence of Mr. Doughy, the discussion regarding reviewing and updating the By-Laws was tabled. Since, Mr. Doughy has missed several meetings; Mr. Gouge offered to reach out to him to inquire into this interest in remaining on the board.

B. Report of Alder Creek:

The Chairperson of this sub-committee, Mr. Heitzenroder, reported driving by the development and seeing the monument sign in place. Ms. Jordan added the following:

- Some residents have informed NHA they started to receive their utility payments from Ingerman
- HUD has provided some operating subsidy for the development which NHA will make available starting on March 15, 2016.

C. Report of Finance Committee:

The Chairperson of this sub-committee, Ms. Shand, called the board members attention to their receiving a copy of the proposed 2017 Operating Budget last month and had asked all to submit questions and/or comments to herself or the Executive Director. Since none was received, she asked: if anyone had any questions during the meeting? Since there were no questions or comments, she made a motion to approve Board Resolution No. 390 authorizing NHA to submit the 2017 Operating Budget to its field office. The motion was 2nd by Ms. Smith and by Mr. Hartranft.

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

Lastly, Ms. Shand moved onto the monthly financial reports for the period covering April 2015 – January 2016. In reviewing these two reports, she did not see anything that had not been previously reported on. She asked the board was there any questions or comments on the reports presented. There were no questions and/or comments.

V. Attorney Issues:

None

VI. Old Business:

A. From other Commissioners: Ms. Smith (committee member: of the Policies & Procedures & Compliance & Personnel Committee) acknowledged receiving (as well as all other board members) an email from Ms. Jordan listing her Executive Director's goals for the period covering 2016-2017 as requested by the board.

B). From the Executive Director: None

C). From Legal Council: Mr. Gouge reported on the status of 101 New London Road by stating: NHA is moving forward with the process of a sale and is requesting an estimate of cost associated with performing the environmental review and historic survey for the property which NHA will pay for upfront. He will then prepare a Memorandum of Agreement for the purchaser to agree to reimburse NHA for all cost paid by NHA. Once NHA receives the final reports, the reports will be forwarded to HUD for their review and approval.

Mr. Gouge reported the court case filed for a tenant who moved into Alder Creek while occupying a scattered site rental property was resolved. The tenant paid all back rent owed to NHA.

VII. New Business:

A). From other Commissioners: None

B). From the Executive Director: Ms. Jordan updated the board on the City of Newark's development of a Cleveland Avenue Improvement Task Force Committee. The purpose of this committee is to address future roadway improvements on East Cleveland Avenue. She reminded the board of NAACP's letter expressing concerns near Alder Creek and the intersection of McKees Lane at Cleveland Avenue which has no pedestrian crosswalk. A meeting will be held on Wednesday, March 16, 2016 at the Newark Senior Center, 200 Whitechapel Drive – Classroom C.

Ms. Jordan also reported she was informed DelDot has completed the survey work on the commercial entrance permit for Alder Creek. The representative from DelDot could not say if the crosswalk would be approved.

Lastly, Ms. Jordan called the board attention to Board Resolution No. 391 (FYE Write-offs for the period covering 4/1/2015 – 3/31/2016). The total amount of tenant write offs for this period totaled \$3,700.37 representing two (2) former tenants. Mr. Gouge added tenants cannot receive rental assistance with other affordable housing agencies until their debt is paid to NHA. Unfortunately, he added, unless a forwarding address is provided by the tenant a debt action claim cannot be filed. Mr. DeBeary asked if the rent balance and the damage fee could be separated so that the year and close out reports can properly reflect the difference in amounts owed. Ms. Jordan replied, yes. Ms. Shand made a motion to approve Board Resolution No. 391. The motion was 2nd by Mr. DelCollo.

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

C). From Legal Council: Mr. Gouge mentioned his concern about scheduling and holding monthly board meetings. He suggested meeting 10 months out of a CY and having off July and December months (1 summer month and December a good choice because of the holiday). The board members had a brief discussion amongst themselves resulting in a motion of how often the board of commissioners will meet annually. NHA's current By-laws require NHA to meet and hold regular meetings a minimum of six per year. The board passed a vote to change how often we meet from six times a year (odd months) to 10 times a year which is sufficient and keeps the agency in compliance with its By-laws. A motion as made by the Acting Chairperson, for future meetings to be held 10 times a year and not meeting in the months of July and December annually. The motion was properly voted on with the motion acknowledged by Mr. Delcollo and 2nd by Ms. Shand.

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

VIII. Visitors and/or Petitions:

The Chairperson opened the floor to our guest. Ms. Jordan introduced our visitor with a brief introduction. Ms. Jordan reported Mr. Slijepcevic was an invited guest of hers. Mr. Slijepcevic is the owner of 24 North Chapel Street and is interested in purchasing 26 N. Chapel Street. He has expressed interest in acquiring this property in his most recent correspondence dated for February 22, 2016 which was mailed to the commissioners as well. Ms. Jordan mentioned 26 N. Chapel Street is surrounded by college student rentals on both sides of the street. She added, this rental property is the most challenging in renting long term due to property being surrounded by college students

Mr. Slijepcevic introduced himself to all board members and made reference to the letter he mailed to the commissioners and Ms. Jordan. He thanked Ms. Jordan for inviting him to the meeting as he continued to express his desire to acquire 26 N. Chapel Street rental property. He confirmed 26 N. Chapel Street is surrounded by college student rentals. As his family owns the other half of this duplex (24 North Chapel). He noted 26 N. Chapel does not provide the ideal environment for non-student tenants. Mr. Slijepcevic proposed several potential scenarios to the board for consideration that he felt would benefit NHA. He discussed one specifically which involved NHA disposing 26 N. Chapel in exchange for 366 New London Road. He informed all, if 26 N. Chapel has a higher appraised value then in his proposed property the difference he would be willing to pay in cash as well as pay for the appraisal, survey and settlement cost so there is no out of pocket for NHA. He provided pictures of 366 New London Road and a printout of comparison features of the two properties listing benefits of the sale that, in his opinion, may benefit NHA. A brief discussion took place amongst the board members with Mr. Hartranft referencing the mission of NHA is to house families and we should not lose focus in discussions (current or past) regarding money. Mr. Heitzenroder added, the sale of our properties now may be beneficial to NHA in the future especially if we are getting a better rental property which may help later once we have developed strategic housing plan considering all our option in approving our rental stock. Mr. Gouge (attorney) added, NHA may want to consider inviting some developers in an open discussion to gather some ideas our future planning process. Mr. Heitzenroder (Chairperson of the Development Committee) was in agreement with a public hearing as we move forward with a plan. A development committee meeting will be held at a later date. Mr. Heitzenroder thanked Mr. Slijepcevic for attending the meeting.

In closing, Mr. Heizenroder asked for a motion to adjourn the meeting. Ms. Shand made a motion to adjourn the meeting. The motion was 2nd by Ms. Smith.

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

IX. Adjournment:

Meeting Adjourned at 6:00 PM

Minutes Submitted by: Marene M. Jordan