



NEWARK HOUSING AUTHORITY

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Newark Housing Authority
Board of Commissioners
October 12, 2016

Summary of Meeting Minutes

Opening:

The regular meeting of the Board of Commissioners was called to order by Chairperson, Lloyd Harris on August 10, 2016 at 5:00 pm sharp.

I. Roll Call:

Board of Commissioners present: Lloyd Harris, Kevin Heitzenroder, Donna Shand, Sharon Smith, Peter Hartranft, Janaki Ram Ray and Nikki Lane.

Board of Commissioners absent:
N/A

Note: the meeting agenda was re-arranged to accommodate our guest (Gloria Thompson – facilitator of the Re-Treat).

II Guest. Gloria Thompson – Strategic Planner/Facilitator of the ReTreat held on September 28, 2016 at Alder Creek.

Ms. Thompson prepared a summary of the purpose, participants, discussions and recommendations and follow-up from the retreat that all board members received a copy of. The summary included:

- 1). Section A. Summary of the SWOT analysis – This section outlines the Strengths, Weaknesses, Opportunities and Threats discussed during the retreat.
- 2). Section B. Action Plan – This section outlines the objectives and implementation/action steps to achieve the objectives discussed during the retreat.
- 3). Section C. Rate the Objectives – This section list Action Plan Objectives which requires prioritizing the nineteen (19) objective items listed from high to low.

At the conclusion of the board meeting, each board member took the time to rate each objective and provided their evaluations to the Executive Director. The rating of each objective will be extended to the RAB members and other residents who attended the retreat.

There was a discussion regarding which standing committee or would a new committee be developed (Strategic Planning Committee) to carry out/oversee the objectives after a tally of each objective is completed. There was a motion on the floor to create a new committee. The members for this committee will be determined at a later date. Clarification was made as to the purpose of the retreat which includes a component of restructure of our current real estate/housing stock owned and managed by the authority.

The chairperson of the Development Committee (Mr. Heitzenroder) was supportive in developing a committee to address the action items outlined in the retreat summary. However, he expressed concern of not having a timeline of when the committee would be able to be developed, meet and have time to address the action items all while moving forward with a public meeting to seeking further input, ideas, suggestions and recommendation from our Mayor, Councilmembers and interested developers, for discussions purposes only, in an attempt strategically collaborate on a plan to improve the quality of housing NHA offers its program participants. Mr. Heitzenroder solidified his position by adding the residents who attended the retreat as well as members from the board are supportive of NHA moving forward with a plan of how this can be accomplished as long as it makes sense and is in the best interest of NHA.

Ms. Jordan was in agreement with moving forward with a Public Meeting emphasizing that the purpose of the public meeting would be to continue to gather information, ideas, recommendation, suggestions in our plan to developing a viable plan all while staying true to the mission of authority to become better informed in our decision making moving forward.

With that being said, we proposed a date and time for a Public Meeting to be held and scheduled. The meeting location is anticipated to be held at Alder Creek once a date and time is confirmed. Gloria Thompson will be available to facilitate the meeting.

III. Approval of Minutes:

The Chairperson asked for approval of the August 10, 2016 Meeting Minutes. Mr. Hartranft made a motion to approve the minutes. The motion was 2nd by Mr. Heitzenroder.

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

IV. Report of the Executive Director:

(A). Staff Report:

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

- NHA was awarded \$35,000 in CDBG funds for Phase #1 of a Beautification Project to address concrete work and building facades and improvements to name a few items of which the funding was awarded to address.
- NHA has received further guidance from HUD in our attempt to procure an architectural historian who will represent NHA in mitigating any action warranted in our attempt to sell 101 New London Road. HUD has received and reviewed our Scope of Work and has recommended that clarification be made to ensure the responders know exactly what they are required to do and provide as our representative. Currently we have 2 responders and our environmental contractor will be moving forward with his recommendation in which responder meets the needs of NHA.
- The cost of the environmental reviews for 101 New London Road and 26 N. Chapel Road were reimbursed by each interested party.

- A representative from the auditing firm will be present at the November board meeting to report the outcome of the FYE audit and answer any questions posed by the board.
- The City of Newark's Public Work department has planned to have two new ADA compliant ramps and associated parking stalls installed as part of the 2017 ADA ramp contract at our senior parking lot. The work is anticipated to start mid-summer.
- The Cleveland Ave Task Force met on Wednesday, October 5th and voted on a cross walk and a pedestrian refuge island that "may" include a Rapid Flash Beacon System or a HAWK system depending on the recommendation made from the traffic committee, the city councilmembers and final determination to be made by Deldot.
- A meeting will be held on Friday, October 14th at Alder Creek to discuss a complaint from Porter regarding the youth at Alder Creek causing damage to their cars.
- NHA was elected by HUD to undergo a remote rent reasonableness study. The purpose of this study was to determine if NHA is performing rent reasonableness in accordance with HUD requirements. As a result of this review, there were no findings or deficiency in how NHA performs its rent reasonableness process. The summary statement noted overall NHA has an outstanding rent reasonableness program and of the documentation reviewed, NHA adhered to or exceeded every critical component of this review. Our field office was provided a copy of the results.

After the update, the board was provided an opportunity to ask question. Mr. Ram Ray mentioned he was appointed to the CDBG/Revenue Sharing Committee and the first meeting is tomorrow evening. He asked for clarification into why NHA isn't including our CDBG request into our operating budget. Ms. Jordan responded, our operating budget is a budget of expenses that fall under day to day activity (normal routine expenses). She added, NHA CFP grants are small and may not cover a completion of a large project. The CDBG funds are used to continue with the capital improvement (in excess of our CFP funds) and allows for funding of a project not budgeted for.

The Chairperson asked for approval of the August and September 2016 Staff Reports. Ms. Smith made a motion to accept the Staff Reports presented. This motion was 2nd by Ms. Lane.

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

V. Committee Reports:

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

The Chairperson of this sub-committee, Ms. Smith, mentioned she circulated an email to the board members inquiring if there were any comments, suggestions or recommendations that need to be considered in an attempt to update the By-Laws. Since there were none, Ms. Smith mentioned that there were a few typos that she would forward to Marene.

Ms. Smith raised a concern with Section 6 "Manner of Voting" under subsection, Article III-Meetings, this section will be reviewed by the attorney and revised language will be recommended to the board at the next

meeting for consideration and approval. She added, if any board members have any questions or concerns with the By-Laws she asked that an email be sent to her or Ms. Lane.

Ms. Smith mentioned that the Annual Review of our Executive Director normally takes place around this time. She referenced that her contract was just renewed and feels the renewal of the contract included her evaluation. She asked if any board member had any objections to not going through the process of an evaluation? Ms. Shand asked, what are the legalities of not performing one? Mr. Gouge responded, that the contract states that an annual evaluation of the Executive Director is to take place annually. However, since the contract was recently renewed and the full board participated in that process, the board could vote on whether to perform one or not.

Ms. Smith as Chairperson of this committee made a motion for the annual review of the Executive Director be noted to have been included in the process of her contract renewal that was properly executed during Executive Session at the August 2016 Board Meeting. This motion was 2nd by Mr. Heitzenroder.

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

B. Report of Development Committee:

The Chairperson of this sub-committee, Mr. Heitzenroder commented on the retreat. He mentioned he was impressed with the community room and its amenities. He mentioned the discussion and interaction was good during the retreat.

Before he provided any comments from this committee, he asked if our visitor would like to have something to say about 26 N. Chapel Street. Ms. Kristen Slijepcevic mentioned she is attending the meeting as an observer in place for her husband Mr. Mico Slijepcevic who has expressed interest in purchasing 26 N. Chapel Street.

Mr. Heitzrndorder reference to the following:

We have some options to consider that may help improve our real estate. We have two (2) properties that continue to be of interest from folks in our community. Our goal is to improve the quality of housing. A property swap of a few properties may not be the ultimate goal however some consideration should be given if the swaps make sense to NHA. We have an opportunity to acquire properties that will help with our future plans.

Ms. Jordan added during the retreat a list of properties owned and managed by NHA was provided. This list indicated all properties are within a student zone and hold a four (4) bedroom rental permit. There are two (2) properties that continue to be of interest from folks in our community. She referenced: 26 N. Chapel was built in 1920 and 101 New London Road was built in 1900 both acquired by the authority in 1981. She agrees with Mr. Heitzenroder; we have an opportunity to acquire properties that would be beneficial to NHA but more importantly improve the quality of housing we offer our program participants. She further believes that consideration should been given to the property location and amenities in close proximity.

Ms. Jordan informed the board of a recent post via email from the Newark Landlord Association listing the sale of 33 Corbit Street with an asking price of \$250k. The property has four (4) 1 bedroom units and 1 bathroom with 2 units upstairs and 2 downstairs. Ms. Jordan mentioned that acquiring a property similar to this would help house families on the waiting list in need of a 1 bedroom unit. The 1 bedroom units available are centrally located in our senior development and we do not have a high turnover. More importantly, NHA does not have any current units to assist with housing the near elderly, the disabled or 1 person families. A property like this would be ideal to have in our housing stock.

C. Report of Finance Committee:

The Chairperson of this sub-committee, Ms. Shand, called everyone's attention to the financial reports for the period covering April of 2016 – August of 2016. In reviewing the Budget vs. Actual Report for this reporting period, she noted the following budget lines that appear to be over budget but the net income is positive:

4170.00 Accounting Fees - FYE Audit Support and 2 months of bills
4171.00 Auditing Fees - This is a timing difference and will level out during the course of the year
4430.14 Extermination Contracts - Another case of Bed Bugs (repayment agreement in place)
4540.03 Fringe - Health Insurance - Reallocation to HCV line item will be adjusted at a later date
4610.00 Extraordinary Expense Repair - 37 & 39 W. Cleveland Avenue clean all chimneys and repoint them and removal of rear chimney not in use.

In reviewing the financials for the Section 8 program specifically the Profit and Loss report, the net income reflects \$6,288.73.

Ms. Jordan added she prepared a 6 month projection in preparation of write-off as of March 31, 2017. She referred to last year's write-offs where NHA wrote off approximately \$3,700.00 in debt owed and outstanding from former tenants as of March 31, 2016. As of today NHA has approximately \$5,248 in debt owed so far. This dollar amount represents the following:

- A former tenant who entered into a repayment agreement for contract services rendered by NHA to resolve a bed bug issue who left leaving a balance. A debt action claim with the courts was filed by the attorney.
- There is pending litigation on a current tenant with an unpaid rent balance of \$2,747.00.

Ms. Lane asked: what date did NHA file court action on the current tenant who owes back rent? Mr. Gouge responded: We filed in July. The tenant sought legal counsel. The case was re-heard. We are now waiting on the court's decision. He emphasized, we acted as quickly as we could. We are now at the mercy of the courts.

VI. Attorney Issues:

None

VII. Old Business:

A. From other Commissioners:

Ms. Shand reported making contact with a representative from the Newark Arts Alliance Group who is excited and eager to host a free art project for the children at Alder Creek. We are waiting on a decision from management at Alder Creek to see if there is any interest from the families. Ms. Jordan will follow-up and report back to the board next month.

B). From the Executive Director: None

C). From Legal Council: None

VIII. New Business:

A). From other Commissioners: None.

B). From the Executive Director: Mr. Jordan briefly discussed the annual report she prepared reporting the award of contracts under \$10,000 for the period covering April 1, 2015 – March 31, 2016.

C). From Legal Council: Mr. Gouge informed the board of court activity involving three court cases. The first case was a non-payment of rent case. This case was dismissed because the tenant satisfied her rental account before the hearing. The 2nd case filed was also for non-payment on the same tenant that we filed in May and again in July. These cases were held on July 5th August 29th and again on October 6th. The judge upheld his recent decision on August 29th granting a judgement and possession to NHA. A lockout is pending. The final case was a debt action claim filed for monies owed after a move-out inspection was performed on the tenant. NHA was able to obtain a forwarding address so a debt action claim can be filed.

IX. Visitors and/or Petitions: None

X. Adjournment: The meeting adjourned at approximately 6:47 pm.

Minutes Submitted by: Marene M. Jordan