

**Newark Housing Authority
Board of Commissioners
June 13, 2018**

Summary of Meeting Minutes

Opening:

The regularly scheduled board meeting was called to order by the Board Vice-Chairman, Kevin Heitzenroder at approximately 5:00 PM.

I. Roll Call:

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

Absent Commissioners: None

Note: NHA has two board vacancies (one Mayoral appointment and one Governor appointment)

II. Approval of Minutes:

(a). Minutes from May 9, 2018

The Vice-Chairman asked for a motion to approve the May 9, 2018 meeting minutes with corrections noted by Mrs. Jordan. Mrs. Lane made a motion to accept the minutes. The motion was 2nd by Mr. Ram Ray.

Aye 4 (Mr. Harris, Ms. Shand, Mr. Ram Ray and Mrs. Lane)
Nay 0
Motion passed, Vote: 4 to 0
Abstain: 0

Note: The minutes will reflect that Mr. Heitzenroder was not present for the meeting held on May 9, 2018. Mr. Heitzenroder recused himself from voting on the Meeting Minutes from May 9th.

(b). Executive Session Meeting Minutes from May 9, 2018:

The Vice-Chairman asked for a motion to approve of the Executive Session meeting minutes. A motion was made by Mrs. Lane and 2nd by Mr. Ram Ray.

Aye 4 (Mr. Harris, Ms. Shand, Mr. Ram Ray and Mrs. Lane)
Nay 0
Motion passed, Vote: 4 to 0
Abstain:

Note: The minutes will reflect that Mr. Heitzenroder was not present for the meeting held on May 9, 2018. Mr. Heitzenroder recused himself from voting on the Executive Session Meeting Minutes.

(a). Staff Report for May 2018:

The Vice-Chairman called for the report from the Executive Director. Mrs. Jordan reported the following as part of the Executive Director's Report:

Training:

NHA's staff members attended Relocation Training Sponsored by the New Castle County Department of Community Services held at the James H. Gilliam Building, 77 Reads Way, New Castle DE. Mr. Mike Szupper from the U.S. Department of Housing and Urban Development (HUD) conducted a 1.5 day training on May 23 and half day May 24 on federal regulations/guidance on relocation.

NHA's staff members attended Fair Housing Training sponsored by DE NAHRO on May 17, 2018 at the PolyTech Adult Education Center in Woodside, DE. The training is designed to inform all attendees about the Fair Housing Laws and how to avoid the effects violations of the law can have on your organization.

Summer Youth Activities:

The Newark Arts Alliance and their Art-to-Go program has interest in continuing to work with kids at Alder Creek. They received a grant for an arts project and would like to extend a fun filled arts class with the kids at Alder Creek. We are working on a date.

The St. John's AM Church would like to sponsor 10 young boys and girls, ages 13-17, to experience 2 months of activities at the YMCA on Kirkwood Hwy. NHA contacted our scattered site residents and families at Alder Creek (on a first come first serve basis) to inquire into their interest. We were able to provide the church with 8 tenants who are interested in the summer program.

FYE 3/31/2018 Unaudited Financials:

NHA submitted its FYE 3/31/2018 unaudited financials to HUD electronically for their review and approval on May 20, 2018. The unaudited financials were accepted on May 25th. The unaudited financials will be audited on by Barbacane, Thornton & Company LLP; our independent auditor. The audit is tentatively scheduled for August 13th – 17th.

Housing Choice Voucher SEMAP Certification:

NHA submitted its Section 8 Management Assessment Program (SEMAP) Certification for FYE 3/31/2018. SEMAP enables HUD to remotely manage this program by identifying PHA's capabilities and deficiencies related to the administration of this program. An assessment and scoring is pending.

Feasibility Study:

CSG Advisors (responders to RFQ 2017-01 Agency Representative) is working on the Feasibility Study as outlined in the Scope of Work dated for March 26, 2018. An update was provided on May 31, 2018. A follow-up is scheduled for June 14th.

FY 2018 Capital Fund Award:

The U.S. Department of Housing and Urban Development has notified the Delaware Public Housing Authorities of their Capital Fund Awards for FY 2018. Of 6.1 Million in Capital Funds, the Newark Housing Authority was awarded \$266,353.00 of funds allocated to the State of Delaware. NHA's award includes a high performer bonus of \$12,683.00.

A motion was made by Mrs. Lane and 2nd by Mr. Ram Ray to approve the Staff Report for May.

Aye 4 (Mr. Harris, Ms. Shand, Mr. Ram Ray and Mrs. Lane)
Nay 0
Motion passed, Vote: 4 to 0
Abstain:

IV. Committee Reports:

A. Report of Policies & Procedures & Compliance & Personnel Committee – Chairperson (Vacant):

The Chairperson position of this sub-committee is vacant. Committee member Mrs. Lane informed there is no report from this committee. It was recommended to table the contract amendment until a Chairperson is elected.

- a). **Executive Director Contract Amendment:** - No action taken. No Executive Session was held to discuss this agenda item

B. Report from Development Committee – Acting Chairperson (Mr. Ram Ray): Mr. Heitzenroder asked for a report from Mrs. Jordan.

Mrs. Jordan reported:

a). 26 N. Chapel Street:

The Baldini's have requested and received confirmation of the total number of unrelated tenants allowed to occupy this property is 4. The settlement date is tentatively scheduled for June 29th. However issues have come up as a result of the property being surveyed. The issues involve parking and a common access road to the house that is only 8 feet wide that is not used because it's too narrow. The access road is an alley way two houses down and this access is not viable for the property moving forward. In order to rent the house 4 parking spaces will have to be provided. The Baldini's are requesting a reduction in the offer to purchase the property.

A brief discussion was held to clarify the requirements of parking and the requested reduction in their offer. Mr. Harris made a motion to reconfirm the board's previous vote to accept and approve the Baldini's offer of \$385,000 to purchase 26 N. Chapel Street with emphasis that the property is being sold "as is". The motion was 2nd by Mr. Heitzenroder.

Aye 4 (Mr. Harris, Ms. Shand, Mr. Ram Ray and Mr. Heitzenroder)
Nay 0
Motion passed, Vote: 4 to 0
Abstain: 1 (Mrs. Lane)

Note: Mrs. Lane recused herself from voting on this motion.

b). 101 New London Road:

NHA submitted the disposition application on April 25th. The Special Application Center (the department that reviews the disposition and demolition applications) informed that the dispo application is approved. NHA is waiting on the approval letter. NHA has **entered** into an AOS for this property at the firm offer of \$386,042. Mr. Mayhew has requested and received confirmation of the total number of unrelated tenants allowed to occupy this property is 4. The settlement date is tentatively scheduled for August 30th. The AOS includes the stipulations of the MOA that the new buyer must adhere to. The relocation of the current tenant is scheduled for August 9th. All moving cost will be paid by NHA since NHA is displacing the family. The family will be relocated to an available 2 bedroom scattered site rental property.

The Narrative for the webpage and the sign are in their final review. I am hopeful that by our next board meeting we will have concurrence on both.

C. Report of Finance Committee – Chairperson (Ms. Shand):

The Chairperson of this sub-committee, Ms. Shand, provided the following report.

(a) Monthly Financials

Reference was made to the Budget vs. Actual Report for the Low Income Public Housing Program for the period covering April 2018 – April 2018, the beginning of a new fiscal year. Mrs. Shand asked for clarification of budget line item 4540.02 – Fringe Benefit, Taxed reporting -\$109.03. Mrs. Jordan will follow-up and report her findings at the next meeting. The board members had no questions or comments regarding this report.

Reference was made to the Profit Loss report for the Section 8 program for the same reporting period. There were no questions on either report.

Strategic Planning Committee – Chairperson (Ms. Shand):

The Chairperson of this sub-committee, Ms. Shand, noted a meeting needs to be scheduled to discuss the progress to the Strategic Plan. It was agreed that the committee will meet on Friday, June 15th at 10:00 AM.

V. Attorney Issues:

None

VI. Old Business:

- A. From the other Commissioners: None
- B. From the Executive Director:
 - 1. Nominations/Votes for BOC Chairperson & Vice-Chairperson:

A brief discussion was held amongst the board members to inquire into if any other board member except Mr. Harris or Mr. Heitzenroder had any interest in accepting a nomination to either the Chairperson or the Vice-Chairperson position on the board. There was none. Mrs. Lane made a motion to nominate both commissioners to remain in their current roles as Chairperson and Vice-Chairperson. Both commissioners accepted the nominations. The motion was 2nd by Mr. Ram Ray.

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

- 2. Nominations/Votes for BOC Chairperson of the Policies & Procedures & Compliance & Personnel Committee:

No action taken. This agenda item was tabled until the next board meeting. A brief discussion was held regarding the remaining five remaining board members. Clarification was made that a quorum for meetings and votes is still four despite that there are two board member vacancies. Mrs. Jordan noted the Mayor has informed that Mr. Doughty (former board member) has agreed to fill the remaining time left on Mrs. Smith's term. Mrs. Jordan added, "the Governor appointments, Mr. Hartranft and Mr. Harris' terms both expired and we are still waiting on Mrs. Shand's confirmation of her reappointment, her term expired in October of 2017."

C. From Legal Counsel:

Mr. Gouge reported that an eviction took place on a tenant who failed to pay rent. An inspection was performed by NHA staff and it was observed that the tenant left "a lot of personnel items behind".

VII. New Business:

A. From Commissioners: None

B. From the Executive Director:

1. Mrs. Jordan reported that a representative from Ingerman contacted her to inform that Ingerman is going through a portfolio wide re-brand upgrade and they are making these changes to all their properties. The contact was to inquire into what steps, if any, are needed to change the public facing name at Alder Creek from Alder Creek to The Willows at Alder Creek. The name change is only public facing, meaning only that the signage and the online webpage would show. The only physical change they want is to install a newer and nicer sign in front of the building. The representative provided a copy of the new logo. There were some concerns raised with the proposed re-branding:

- a). Possible public confusion as to the location since "The Willows" would be the focus point.
- b). Possible 911 timely responses

C. From Legal Counsel: None

VIII. Visitors and/or Petition:

The Vice-Chairman opened the floor to the visitors.

Visitors Present:

Jean White

Mr. White commented on the rebranding of Alder Creek. She was not in favor of the rebranding either. She also commented on the city's push to have rental properties for students in walking distance. She did not believe the city would require 4 parking spaces on a rental property off Chapel Street but there needed to be enough bedrooms to accommodate the students. She also wanted to make sure she had enough time to review the edits to the webpage narrative and the signage before they be final. Mrs. Jordan assured her that she had time to make recommendations.

IX. Executive Session:

No Executive Session was held.

XI. Adjournment:

The Vice-Chairman asked for a motion to adjourn the meeting. Mrs. Lane made a motion for the meeting to adjourn. The meeting was 2nd by Mr. Ram Ray.

Aye 4 (Mr. Harris, Ms. Shand, Mr. Ram Ray, and Mrs. Lane)
Nay 0
Motion passed, Vote: 4 to 0
Abstain: 0

APPROVED