



313 East Main Street • Newark, Delaware 19711 • Telephone/TDD 302-366-0826 • Fax 302-366-8212

**Newark Housing Authority
Board of Commissioners
October 13, 2021**

Summary of Meeting (Virtual Zoom) Minutes

Opening:

The regular meeting of the Board of Commissioners was called to order at approximately 5:18 PM by the Chairperson, Nikki Lane.

I. Roll Call:

The Chairperson made a request for Roll Call. Board of Commissioners present: Nikki Lane, Marguerite Ashley, Paul Tillman, Denise Forman-Gaines and Kathleen Lewis. Marene Jordan (Executive Director) and Attorney Donald Gouge Jr. were also present.

Note: Commissioner Emile Brown was not present during roll call.

II. Approval of Minutes:

(a). Meeting Minutes for September 8, 2021.

The Chairperson asked if there were any questions or comments regarding the minutes. Ms. Lewis mentioned she did not receive the meeting minutes. She acknowledged receiving the email link but not the attachments. She mentioned joining the meeting from her cellphone because she was not able to login into the meeting from the laptop. Mrs. Jordan acknowledged providing her with an external mouse that she stated was working prior to the meeting. Ms. Lewis mentioned she does not have a printer and would prefer hard copies of the meeting minutes. The Chairperson asked Mrs. Jordan to provide hard copies of the meeting materials to Ms. Lewis.

The Chairperson asked for a motion to approve the Meeting Minutes for the September 8, 2021 Board of Commissioners' Meeting.

Mrs. Forman-Gaines made a motion to approve the Meeting Minutes from the September 8, 2021 meeting. The motion was 2nd by Ms. Ashley.

Aye 4 (Ms. Ashley, Mr. Tillman, Mrs. Forman-Gaines and Ms. Lewis)
Nay 0
Motion passed, Vote: 4 to 0

(b). Executive Session Meeting Minutes for September 8, 2021.

The Chairperson asked for a motion to approve the Executive Session Meeting Minutes for the September 8, 2021 Board of Commissioners' Meeting.

Mrs. Forman-Gaines made a motion to approve the Executive Session Meeting Minutes from the September 8, 2021 meeting. The motion was 2nd by Mr. Tillman.

Aye 4 (Ms. Ashley, Mr. Tillman, Mrs. Forman-Gaines and Ms. Lewis)
Nay 0
Motion passed, Vote: 4 to 0

III. Report of the Executive Director:
(a). Staff Report from September 2021

The Chairperson asked for the report of the Executive Director for the month of September, 2021. Ms. Jordan provided the following report:

Community Out Reach:

The Newark Area Welfare Committee continues to provide financial assistance to our program participants. Two families will receive assistance with their utility bills paid directly to the City of Newark.

CDBG:

NHA submitted its CDBG application on September 7th to the City of Newark's planning department in consideration of receiving \$120,000 in funds to assist with the demolition of the admin building in Phase 1 of our redevelopment plans for George Reed Village. The application status is pending.

George Reed Village Historical Walking Tour:

NHA's Executive Director, Ms. Jordan, and Commissioner Tillman attended the historical walk of George Reed Village given by a local historian (James Jones) on Saturday, September 18th. The tour began at the George Reed Park formerly the location of the community center. The tour progressed onto Delaware Circle with numerous landmarks and little known history of the area being pointed out. Some historical family names of note referenced during the tour were those of Edgar, Coverdale and Wilson. Ironically, some relatives of these families were present for the tour. Reference was made to the area as having been farm land. The walk allowed for a brief stop in front of the NHA office where it was made known that a lot of politics were involved in establishing affordable housing in the Newark area. Some unique landmarks pointed out during the tour were; the New Ark United Church of Christ, across from NHA, which was formerly the utility building; the antique shop (across from the doctor's office on Main Street) which was formerly the police station and the three buildings next to NHA which at one time were owned by three (3) school teachers.

It was also interesting to learn that the 36 1-bedroom units NHA is proposing to demo were built specifically for seniors of low income. It had been rumored that these units were built for the World War II veterans.

Mrs. Jordan offered any opportunity for Commissioner Tillman to share his commentary on attending this historical walk. Mr. Tillman stated he has never been back in the area behind the Admin Building where George Reed Village is located. He stated this was a great opportunity for him to see this area and the surrounding housing. He mentioned a historic church that was very active in the community at that time but is now vacant. He noted the resistance to bringing housing to workers being that the mindset of others was "not in my backyard." He was thankful for the opportunity for him to attend as well as was Mrs. Jordan.

Housing Manager's Position:

NHA has scheduled the 2nd interviews in narrowing down the final selection of the candidate to fill this position. NHA is hopeful in having a decision by the end of the month.

Section 8 Invite Letters:

NHA is in the process of determining eligibility to issue vouchers to Section 8 applicants off of the waiting list. NHA will be holding a Section 8 briefing for approved families and issuing vouchers on October 28, 2021. COVID safety protocols will be in place with all attendees required to wear mask and the practicing of social distancing.

CARES Act Funds:

As part of the CARES Act Funds, NHA is in line to have 4 desk top, all-in-one computers, installed in a few weeks.

Mrs. Jordan asked if there were any questions or comments related to her staff report.

Chairperson Lane inquired into the previous CDBG allocations to prepare for the upcoming meeting to discuss and review the most recent submittals.

Mrs. Jordan stated, "NHA was approved for a "total" allocation of \$52,400 of which \$32,400 was an allocation from the CDBG funds and Council approved an additional \$20,000 under their Program Income Budget."

Chairperson Lane asked if the funds were spent.

Mrs. Jordan responded, "The expenditures were recognized during FYE 3/31/2021. However, the revenue was just reimbursed/received within the last few months."

Mrs. Forman-Gaines asked if the CDBG funds are reported in the monthly financials. Mrs. Jordan responded, "They are not because the monthly financials only reflect expenses and revenues related to the operating budget (day-to-day activity). However, the expenses and revenues related to the CDBG are reported separately for auditing purposes."

The Chairperson asked if any other commissioner had any questions on the report from the Executive Director. Since there were none, the Chairperson asked for a motion to approve the Staff Report. Mr. Tillman made a motion to accept the motion. The motion was 2nd by Ms. Ashley.

Aye 4 (Ms. Ashley, Mr. Tillman, Mrs. Forman-Gaines, and Ms. Lewis)
Nay 0
Motion passed, Vote: 4 to 0

IV. Committee Reports:

The Chairperson called for the report from the Policies, Procedures, and Compliance & Personnel Committee.

A. Report of Policies, Procedures, Compliance & Personnel Committee – Chairperson (Mr. Brown):

(a). Personnel: Executive Session (Closed to the Public - Personnel) Executive Session meeting held at 4:30 PM on October 13th prior to the Regularly Scheduled Commissioner Meeting.

The Chairperson of this sub-committee, Mr. Brown, was not present for this committee update. However, the Chairperson of the Board Ms. Lane provided the report in his absence. Ms. Lane acknowledged an Executive Session was held prior to this meeting to discuss the contract renewal for Mrs. Jordan. She reported the Commissioners in attendance reviewed, discussed and reached an agreement of contract terms for Mrs. Jordan. The contract will be presented to her for review and approval prior to the meeting in November.

The Chairperson called for the report from the Development Committee.

B. Report from Development Committee – Chairperson (Vacant):

The Vice-Chairperson asked Ms. Jordan to provide the report for this committee.

(a). Committee Update: Ms. Jordan reported the following:

Application #DDA0011025 for the Proposed George Reed Village II:

NHA received a thorough written approval from the SAC office to proceed with the disposition of the 36 1-bedroom units at GRV on September 30, 2021. SAC approved a disposition application because conveyance would happen before the demo takes place. The letter supports our plan to provide 36 newly constructed PBV units given the current condition of the units as expressed in the physical needs assessment and our meeting the threshold for physical obsolescence of these units for Phase I. The approval was also supported by a HUD required Environmental Clearance Review, a Civil Rights Compliance Review (Fair Housing) along with our description of our proposed redevelopment plans mentioned in our 2021 Annual Plan that was approved by our field office in February of 2021.

This approval also informs that NHA is eligible to receive 36 replacements TPV. HUD provides replacement vouchers in cases where the public housing will not be replaced in connection with the disposition and become part of the PHA's permanent HCV program. These vouchers must be used first to assist displaced residents. NHA will be requesting TPV's to assist the residents who will be displaced during and after the construction of GRV. NHA will be responsible for relocation and advisory services for the residents impacted by this process. NHA is eligible to receive 36 replacement vouchers. The request for these vouchers/funding is no sooner than 30-90 days from the planned start of the relocation. The units at GRV must be developed and operated as affordable housing for low-income families with incomes at or below 80% of AMI for not less than 30 years.

Sketch Plan Review of George Reed Village II:

NHA attended a Zoom Meeting on September 2, 2021 along with members of the City of Newark Planning Department to discuss the preliminary sketch plan review. The meeting was hosted and led by NHA's developer partner (LNWA – Sean Kelly). The goal was to advise them of the progress we have made since our last meeting and to answer any questions they may have regarding our plans.

Proposed George Reed Village II Zoom Meeting Presentation to Newark City Council:

NHA and its developer partner (LNWA – Sean Kelly) have been invited to present an introductory concept plan for the proposed redevelopment of George Reed Village II to City Council on October 18th. We plan to present some preliminary renderings, speak about the development team and ask for support and answer any questions.

501(c)3:

NHA and its Mixed Finance Attorney received the signed formation documents from the appointed officers of the NHADC required for the 501(c)3 submission. The forms were submitted to the IRS and the status is pending.

Application #DDA0011618 Section 18 Disposition Application to sell two Scattered Site Rentals:

As a follow-up to NHA submitting the Section 18 Disposition Application to dispose of two scattered site rental properties on September 8, 2021, the reviewer has already submitted some questions to move the process along. NHA remains hopeful in receiving an approval within 6-8 weeks since this is a straight forward disposition. Once approved, NHA will begin the public notification of advertising the properties for sale.

Mrs. Jordan asked if there were any questions related to the report from the development committee.

Mr. Tillman inquired into who would be making the presentation to Council on October 18th. Mrs. Jordan responded, “Our developer partner (LNWA – Sean Kelly).” He asked if Mrs. Jordan would be attending. Mrs. Jordan replied, “Yes.”

Mrs. Jordan commented that she has not received the link for Zoom but will forward the link to the Commissioners to afford them an opportunity to attend.

Mr. Tillman confirmed that the meeting agenda for October 18th is posted onto the City’s website. They do not use Zoom but use GoToMeeting for their meetings and the link is provided. Mr. Tillman made reference to the City of Newark Meeting Agenda where the George Reed Village presentation is on the agenda. For those planning to attend, it was estimated that around 8:30 PM would a good time to plan to attend.

The Chairperson called for the report from the Finance Committee.

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

(a) Monthly Financials:

The Chairperson of this sub-committee, Ms. Ashley, was present for this meeting. She reported being new to the review and reporting of the monthly financials. However the reported, the reports are for 5 months

into our annual budget. The reports show we are on target and it appears to be another routine reporting month with no unusual expenses.

She referred to the reports for the period covering April 2021 – August 2021 by pointing out that we are receiving more income than what our expenses are. (Income was reported of \$212,538.96 representing 42.78% of the budget used vs. expenses of \$194,796.31 reported, representing 39.21%).

Ms. Ashely moved on to the reporting of the Section 8 report. This report also shows that income we are reporting is less than our expenses.

Mr. Tillman commented as to how to calculate the expenses vs. revenue within a reporting month. This is done by taking 1/12 of the budget to determine if we are within the budget.

Mr. Tillman inquired about a budget for the Section 8 program.

Mrs. Jordan responded that for reporting purposes, “We only report expense vs. revenue. We do not have an actual budget. Annually HUD provides a budget authority for HAP payments and we earn an admin fee.” She will follow-up with the fee accountant and update the board of commissioners next month.

Lastly, Mrs. Jordan added that a representative from Barbacane Thornton and Company will be presenting the audited financials for FYE 3/31/2021 at the next board meeting scheduled for November 10th.

The Chairperson called for the report from the Strategic Planning Committee.

D. Strategic Planning Committee – Chairperson (Ms. Lane):

No report from this committee.

V. Attorney Issues:

Mr. Gouge reported he will be providing an update later on in the meeting.

VI. Old Business:

- A. From the other Commissioners: None
- B. From the Executive Director:
- C. From Legal Counsel:
 - (a). Board Vacancies

Mr. Gouge reported that as of his last communication in an email dated for September 20th with a representative from the Governor’s Office; Mr. Brown was reconfirmed for another 3-year term; Ms. Lewis was appointed for a 3-year term and Mr. Anderson was appointed to replace Ms. Shand.

Note: Mr. Brown joined the meeting at approximately 6:05 PM.

VII. New Business:

- A. From Commissioners: N/A

- B. From the Executive Director:
(a). Introduce Annual Plan effective 4/1/2022 and Capital Fund Program – Five Year Action Plan for the period covering 2022 – 2026

Mrs. Jordan commented that it's that time of year where we are required to advertise our annual plan/5-year plan (CFP use).

She added, a PHA Plan is a comprehensive guide to public housing agency (PHA) policies, programs, operations, and strategies for meeting local housing needs and goals. There are two parts to the PHA Plan: the 5-Year Plan, which each PHA submits to HUD once every 5th PHA fiscal year, and the Annual Plan, which is submitted to HUD every year by non-qualified agencies.

NHA is a qualified PHA. We have a combined unit total of 550 or less Public Housing units and Section 8 vouchers. We are not designated troubled and do not have a failing score under the Section 8 Management Assessment Program (SEMAP).

She acknowledged providing a draft of our 2022 Proposed Annual Plan/5-year plan including CFP work items for the next five years. These forms are a proposed boilerplate document requiring a PHA to fill out sections of the plan with revisions to polices, development plans, missions, goals, etc.

Both plans are very similar to the 2021 plans being that we are still working under COVID-19 restrictions approved under Resolution No. 404 although some restrictions were lifted. The Capital Fund Program Five Year Plan is a new 5-year plan. It is a projection of what the next 5-year funding may look like in an allocation over a 5 year period. She noted that once we convert the 36 1-bedroom units to PBV's we will no longer receive capital funds for these units and our operating subsidy will be adjusted accordingly.

She mentioned some work items included in the 5-year Capital Fund Action Plan are as follows:

- Relocation Cost
- Demo Cost
- Safety and Security
- Appliances
- Flooring
- Environmental Review Fees
- Consultant Fees
- Appraisal Cost
- RAD
- Site Improvements related to redevelopment
 - Sanitary sewers, storm sewers, water, gas, electric distribution
 - Paving, grading, landscaping, fencing, painting

Non-routine maintenance cost

- Replacement of sewer and gas lines in properties leased to a tenant

Administrative Cost

- Salaries

Management Improvements

- New Computers
 - Software
 - Training: Commissioner, Residents, Staff
- Operations – Funds transfer to operations

Finally, she noted that HUD required a PHA to advertise their proposed plan for at least 45 days to afford the public with an opportunity to provide comments or questions followed by a Public Hearing. As of Friday, October 15, 2021 our plan will be open for review and comments until December 2, 2021. The plan will also be uploaded onto our website. A public Zoom hearing is scheduled for December 9, 2021.

C. From Legal Counsel: N/A

VIII. Visitors and/or Petition: N/A

IX. Executive Session:

Executive Session (Closed to the Public - Personnel) Executive Session meeting held at 4:30 PM on October 13th prior to the Regularly Scheduled Commissioner Meeting.

X. Adjournment:

The Chairperson asked for a motion to adjourn the meeting. Ms. Ashely made a motion for the meeting to adjourn. The motion was 2nd by Mrs. Forman-Gaines.

Aye 5 (Ms. Ashely, Mr. Tillman, Mrs. Forman-Gaines, Ms. Lewis and Mr. Brown)
Nay 0
Motion passed, Vote: 5 to 0

Meeting adjourned at approximately 6:09 PM

Minutes Submitted by: Marene M. Jordan, Executive Director