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**Newark Housing Authority
Board of Commissioners
April 13, 2022**

Summary of Meeting (Virtual Zoom) Minutes

Opening:

The regular meeting of the Board of Commissioners was called to order at approximately 5:06 PM by the Chairperson, Nikki Lane.

I. Roll Call:

The Chairperson made a request for Roll Call. Board of Commissioners present: Nikki Lane, Emile Brown, Paul Tillman and Brian Anderson. Marene Jordan (Executive Director) and Attorney Donald Gouge Jr. were also present.

Absent Commissioners:

Marguerite Ashley and Denise Forman-Gaines (conflict in schedules)

Note:

Resident seat on the board is vacant (Governor's Appointment)

The Chairperson acknowledged our guest speaker and asked that he state for the record his name.

Mr. Kelly stated for the record that he is "Mr. Sean Kelly" a representative Leon N. Weiner and Associates and was hired as the financial strategist and developer for the George Reed Village Redevelopment.

II. Guest: Sean Kelly from Leon N. Weiner and Associates, Presentation of Proposed Plans for George Reed Village.

The Chairperson opened the floor to our guest, Mr. Sean Kelly. Mr. Kelly thanked everyone for the opportunity to present an update for the George Reed Village Redevelopment. Mr. Kelly stated, "Regrettably, the update will not be a warm or fuzzy one due to construction cost constraints. I have enjoyed working with Executive Director Jordan. She has been very accommodating, but unfortunately, she cannot control the cost of lumber. We have pursued financial sources with Delaware State and other financial sources. We have a funding gap which makes our LIHTC application ineligible. We cannot submit an application for the credits without securing funding prior too."

Mr. Kelly shared his screen to illustrate to the board a spreadsheet of hard construction cost for the buildings "Sticks and Bricks" only. In January of 2022, the per unit cost for the 52 units proposed for Phase I was estimated to be \$240,752 per unit. However, in March of 2022 (3 months later) the per unit cost was estimated to be \$253,314 and increase of \$650 just in hard cost mainly due to the economic environment. With the rise in construction cost, this will be difficult to achieve in building affordable housing. If these were market rate units, normally the increase would be passed on to the tenant but that is not common in building affordable housing.

There has been a push with unanimous support from the outgoing Mayor and State legislators to increase the supply of affordable housing from 35 to 56 units.

Mr. Kelly mentioned that on Friday New Castle County is awarding a portion of the ARPA funds. We applied for some of those funds. We will have a short fall if we cannot get/gain access to the state funds. Members of the City (City Manager, Tom Coleman and outgoing Mayor, Jerry Clifton) supported our request for \$4M in State APRA Funds submitted in November 2021 (5 months ago) and we have not heard anything. That puts us in a difficult spot. Mr. Kelly shared his screen to illustrate that we received a written letter of support provided to A.J. Schall, Director of Governor's Homeland Security Advisor dated March 2, 2022. The letter was signed by State Representative Paul Baumbach (23rd district), State Presentative John A. Kowalko (25th district) and President Pro Tempore David P. Sokola (8th district). However, we are deeply cost constrained. Chairperson Lane commented, "So Sean, you have not heard from anyone about the funds?"

Mr. Kelly responded, "That is correct."

Chairperson Lane commented, "That does not mean no".

Mr. Kelly responded, "That is correct. But the LIHTC application is due in April, and we will not be able to submit our application. If we miss the deadline in April, we do not have the ability to move on until the next calendar year."

Commissioner Anderson referred to the construction spreadsheet Mr. Kelly shared earlier in seeking clarification of the timeline of the increase in construction cost. Mr. Kelly confirmed that the increase in the per unit cost increased due to construction cost.

Mr. Kelly mentioned, "The other issue is the relocation of the residents, which is a big cost."

Chairperson Lane commented that the APRA funds allow us to meet the deadline for the tax credits and without them we cannot proceed.

Mr. Kelly responded, "Yes."

Chairperson Lane asked, "What else is being done to secure these funds?"

Mr. Kelly mentioned, "We are using our relationships "high and low", and this is something we have been doing all along. The City of Newark has their lobbyists involved as well. We applied for the APRA funds in collaboration with the City of Newark and the Newark Housing Authority, but we (LNWA) are known as the developer partner. I have had many conversations with the Mayor and unfortunately there are hundreds of "asks" of the Governor's office for this funding and we are pushing."

Don Gouge (attorney) asked, "Would an additional letter of support help?"

Mr. Kelly responded, "Other legislators are aware of our letter of support. I would defer to State Representative Paul Baumbach as to what direction to take next."

Commissioner Tillman asked, "If we don't get the funding within 14 days, do we miss the tax credits and will we need other funding sources?"

Mr. Kelly responded, "We have secured \$500,000 in a Bond Commitment. The tax credits will make up the capital transaction of \$10M. That will be subsidy you would need in equity. Not Debt. The tax credits provide the bulk of the financing."

Chairperson Lane commented, "So it's a matter of the board and the ED finding a source to fill the gap?"

Mr. Kelly responded, "Going into this transaction, the tax credits are the cornerstone for this project."

Chairperson Lane commented to the need for the tax credits to produce \$10M plus the \$4M in APRA funds for a total of \$14M.

Mr. Kelly responded, "Correct. Without the tax credits you can just build to the city of Newark code but with the tax credits we have to build to the energy efficient standards."

Chairperson Lane asked, "How many units in Newark have been built to these standards?"

Mr. Kelly responded, "None. We are proposing net zero ready building which will be the first for Newark."

Commissioner Tillman mentioned the hundreds of applicants competing for these funds and asked, "Is it safe to say they are in the same position as we are?"

Mr. Kelly responded, "We are not the only people. We are unique in coupling the transaction with other financing, but the APRA funds are not just for affordable housing." Mr. Kelly mentioned the Riverside project received 26M in funding.

Commissioner Tillman asked, "Do we know how much funding is left?"

Mr. Kelly responded, "The reporting is not clear."

Commissioner Tillman referred to the construction cost. He asked if there was any way to track if the cost will go up or down.

Mr. Kelly responded, "We are very active in watching the price of lumber and other construction cost." He shared his screen to illustrate the increase of cost.

Commissioner Tillman asked, "How much is material vs. labor?"

Mr. Kelly responded that he cannot give a clean answer because the increase involves contractors and subcontractors.

Commissioner Tillman stated, "Labor is a part of the increase."

Mr. Kelly responded, "Yes."

Chairperson Nikki asked, "What housing projects are in the game?"

Mr. Kelly responded that he knew of four (4) projects that will be competing for the 9% tax credits. He added that one would think that the applications that were not funded from the previous year will be resubmitted.

Mrs. Jordan mentioned that the state allocates the 9% tax credits under two categories (New Construction and Preservation).

Mr. Kelly responded, "There are three categories: New Construction, Preservation and For-profit."

Commissioner Anderson referred to a previous question of "Does the state forbid studios in plans and if so, what is the state regulation on that?"

Mr. Kelly responded that he would have to look that up, but we could consider adding studios in the plans.

Commissioner Brown asked, "On a scale of 1 – 10, what was the likely hood of NHA receiving the APRA funds?"

Mr. Kelly respond, "With 2-weeks out, I am optimistic but given the tight timeline, in my opinion, we are looking at under 50%." He referenced the letter of support he shared earlier in the meeting and its significance of having the President Pro Tempore David P. Sokola endorse that letter and for it to not have any traction is a bit odd.

Chairperson Nikki Lane asked if there were any more questions or comments. Since there were none, she thanked Mr. Kelly for his attendance.

Mr. Kelly responded, "Thanks for having me. I wish I had better news to share but this is the reality of where we are with the LIHTC application."

Mrs. Jordan thanked Mr. Kelly for his efforts thus far and asked that he continue to push forward despite the short timeline.

Mr. Kelly responded, "We will continue to move the process along but at some point the board will need to make a decision on a path moving forward."

III. Approval of Minutes:

(a). Meeting Minutes from March 9, 2022.

The Chairperson asked if there were any questions or comments regarding the minutes prior to asking for a motion to approve the meeting minutes for the March 9, 2022, meeting. Before a motion was made Commissioner Anderson stated that he has some edits. He referred to page 6 regarding his comments about posting a flyer on the door, so residents are aware of and the purpose for the office being closed for the Juneteenth holiday as well as circulating a notice to all the residents. He felt it was important to indicate to the residents that this is an Executive Order as well as a paid holiday for staff.

Commissioner Brown commented that we discussed and agreed that last month there is no need to circulate any additional notices or postings regarding this federal holiday.

Commissioner Anderson then referred to page 7. He asked that the amounts be included in the description of each item listed for the first bond fund reimbursement request from the City of Newark. This is for the for expenses related to the George Reed Village project. He would also like the amount of the bond funds received to be included.

Commissioner Anderson then referred to page 10. He asked that we strike out his comments regarding contacting the City Solicitor and the State Attorney's Office to start an investigation. He stated that he never said that and why would he.

There was a good bit of "back and forth" as to what he actually said. At some point the Chairperson asked Mr. Anderson to stop yelling at us. She advised that we have decorum and a code of conduct for our meetings.

Commissioner Anderson responded that he was not yelling but just making sure everyone could hear him.

The Chairperson asked Mrs. Jordan to review the tape recording for accuracy of what was said. However, she did comment that for her recollection, the comments she heard from him were properly stated in the minutes.

Commissioner Anderson requested that he be present when the tape recording is being review.

The Chairperson asked Mrs. Jordan to coordinate a date and time for Commissioner Anderson to review the recording.

The Chairperson asked if there were any other questions, comments, or revisions before approving the minutes with edits.

Mrs. Jordan asked if the approval of the minutes were being tabled to allow for a review or being considered for approving with edits after interested parties review the tape recording.

The Chairperson confirmed they were being approved and asked that the revised minutes be circulated to the full board.

The Chairperson asked for a motion to approve the meeting minutes with edits after the review of the tape recording.

Commissioner Brown made a motion to approve the meeting minutes from the March 9th, meeting with corrections. The motion was 2nd by Mr. Tillman.

Aye 4 (Ms. Lane, Mr. Brown, Mr. Tillman and Mr. Anderson)
Nay 0
Motion passed, Vote: 4 to 0

IV. Report of the Executive Director:

(a). Staff Report from March 2022

The Chairperson asked for the report of the Executive Director for the month of March 2022. Ms. Jordan provided the following report:

Community Relations:

As a response to a request received last month from Commissioner Anderson asking to receive notification of any local conferences that he may be able to attend, the DE NAHRO Conference is scheduled for May 5, 2022.

Interesting topic for discussion:

ARPA; New Investments in Housing and Community Development

Delaware is receiving over \$1.2 billion in funding through the American Rescue Plan Act of 2021 (ARPA). This infusion provides Delaware with the opportunity to address ongoing systemic needs and issues. This includes affordable housing production and preservation, expansion of the housing supply, emergency rental assistance and housing stability services to help keep people safely housed. The federal House America challenge channels some of these resources to assist those with the greatest need for housing assistance.

On May 5, 2022, there is an opportunity to learn about federal priorities for stimulating housing and community development investments through ARPA funding and the House America challenge, State

priorities and processes for utilizing these funds, and local actions underway to use ARPA funds to make a difference in the lives of Delawareans.

- The virtual conference will begin at 9:00 AM with Guest Speakers:
- Matthew Heckles, Regional Administrator for HUD Region III
- A. J. Schall, Director of the Delaware Emergency Management Agency

In addition, a panel of experts from local jurisdictions and the private sector will discuss ways ARPA funds will be used throughout the State. The link for the virtual conference was received by Ms. Jordan and any commissioner interested in receiving the link can send her an email request. Commissioner Tillman and Anderson both asked that the link for the conference be sent to them.

Legislative Update:

Senator Lockman plans to work on SB 90 (source of income protection for voucher holders) and SS1 for SB167 (establishing a landlord mitigation fund) on the Senate floor at some point during the first weeks of April. Assuming both bills pass the Senate, they will then be heard in the House committee.

Newark Charrette:

NHA participated in a virtual meeting held on Thursday, March 10, 2022. The meeting allowed for all in attendance to discuss zoning, density and building heights for new construction in the proposed plans for downtown Newark. During this call, NHA was afforded an opportunity to mention the programs administered, plans for redevelopment, and challenges the agency faces. The feedback received was minimal and a bit discouraging. Basically, there was very little feedback from those in attendance, which included several local developers. Only one person in attendance had any response to NHA's discussion. We discussed a conceptual plan that could include housing people with different backgrounds (specifically students and program participants as an idea) and it was not a welcomed concept. The response from the one person who did respond was centered around all the negatives of how this would not work. No other ideas or potential ways in assisting NHA were offered.

Philadelphia Housing Authority Landlord Incentives:

The Philadelphia Housing Authority (PHA) is offering signing bonuses and free insurance to landlords who join the agency's housing voucher program. Despite the housing crisis, the hope is that the incentives will make it easier for families with vouchers to find places to stay.

In an effort to change that, the PHA is giving \$300 in signing bonuses to landlords who join the program. They will also get \$2,500 worth of insurance to cover damages that go beyond normal wear and tear. Landlords in high opportunity areas, will received \$1,000 signing bonus. The PHA launched the program last October and plans to keep it running through at least the end of April.

Annual Plan/5-Year Plan Significant Amendment Public Hearing:

NHA's significant amendments to the Annual plan effective April 1, 2022, are available for public review and comments. The amendments include a modification to the Admissions and Continued Occupancy Policy and the Residential Lease Agreement regarding the re-occupancy of units proposed or approved for

demolition and/or disposition. The review process began on Friday, March 11, 2022 and will end on Friday, April 22, 2022 followed by a Public Hearing scheduled for Tuesday, April 26, 2022 beginning at 5:30 PM.

As of today, NHA has not received any comments or questions regarding these amendments.

Board Vacancy:

Mr. Don Gouge will provide an update later in the meeting.

In person Meeting Location:

As a follow-up to our discussion last month regarding a meeting location as we resume in person board meetings, Alder Creek is agreeable with us holding monthly board meetings in their community room starting in May 2022, should there be a need to do so.

Housing Choice Voucher Waiting List:

On March 15, 2022, NHA began inviting families off the Housing Choice Voucher Program (Section 8) waiting list in an attempt to increase its utilization rate and to expend excess HAP funding. Currently NHA is utilizing 89.43% of its funding; to comply with indicator #13 (lease-up), we should be at or above 95%. A briefing for the approved families to receive vouchers will be scheduled at a later date for all eligible participants.

SEMAP:

NHA received notification from HUD March 22, 2022, that they have completed their review of NHA's 2021 Section 8 Management Assessment Program of how we administer the Section 8 program. Although HUD had suspended the submission for all PHAs for calendar year 2020 and 2021, NHA voluntarily submitted its certification for FYE March 2021 and was scored. Based on their review, NHA SEMAP score for this review period was 100%, thus ranking our performance as "High".

NHA requested a waiver in submitting its certification for FYE March 2022 due to the utilization rate being below 95% and having excess HAP. HUD has approved this waiver request.

Virtual Fair Housing Training:

On March 8, 2022, NHA staff members attended virtual Fair Housing Training hosted by DE NAHRO. All staff members received a certificate for participating in the annual fair housing training.

Maintenance Virtual Inspection Training:

NHA's maintenance repairer, Ricky Hill, completed and received a certificate of completion for the inspector protocol for the Public Housing Program. He is scheduled to attend virtual inspection training for the Housing Choice Voucher Program in May. NHA resumed its physical inspections of units in March for both programs.

The staff report for the month of March was concluded with the opportunity for questions or comments.

The Chairperson congratulated Mrs. Jordan in receiving a high-performance ranking for the Section 8 program. She commented, "Good work."

The Chairperson asked what safety protocols are in place now that we have resumed in person inspection.

Mrs. Jordan responded, "Before entering the unit, our maintenance worker asks the following questions:

1. Has anyone in the household been exposed to COVID within the past three (3) days?
2. Is anyone experiencing any symptoms related to COVID?"

Mrs. Jordan added that during the duration of the inspection, our maintenance worker is instructed to wear his mask. However, for household members, mask wearing is optional.

Commissioner Brown asked if we are having the tenants sign something for our protection if its optional for them to wear a mask during the inspection.

Mrs. Jordan responded, "No, but I can certainly consider an alternative."

Commissioner Brown asked if we've established a location for the May meeting.

The Chairperson responded, "For me, Alder Creek would be best. The community room is bigger and affords us the option to be seated 6 feet apart comfortably." She mentioned that masking wearing would be optional.

The Chairperson asked if any other commissioner had a preference for the meeting next month.

Commissioner Brown was in agreement for the location.

Commissioner Tillman will be under safety protocols due to travel and would like to participate by conference call, if possible.

Mrs. Jordan responded, "That should not be a problem."

Commissioner Anderson was also in agreement of the meeting location.

The Chairperson asked Mrs. Jordan to circulate the address of Alder Creek for the meeting next month.

Commissioner Brown asked Mrs. Jordan if she had overlooked the mentioning of the landlord listing of a rental property she provided in our board packets.

Mrs. Jordan said, "Yes."

Mrs. Jordan acknowledged that the purpose for the circulation of the landlord listing was to bring attention to a landlord who listed a vacant unit as available for rent with a description saying "**SECTION 8 IS NOT ACCPTED FOR THIS PROPERTY**" as discrimination and a violation of Fair Housing regulations. She added that this landlord may be subject to a Fair Housing complaint. In my conversation with the property

manager, reference to **“SECTION 8 NOT BEING ACCEPTED”** in the listing was pulled from the listing.

Mrs. Jordan discussed the listing with members of the board and the feedback was of mixed opinions.

The Chairperson mentioned that voucher participants are not a protected class and she felt that the listing was not of a discriminatory nature. She added that because the property manager removed the listing does not mean there was a violation.

Mrs. Jordan respectfully disagreed with the Chairperson’s comments.

The Chairperson was ok with her disagreeing but asked the attorney (Don Gouge) his opinion.

Attorney Gouge concurred with the Chairperson by saying that since a voucher participant is not a protected class, he did not see any violation in the listing of the rental property.

Mrs. Jordan mentioned that she again respectfully disagreed with the comments made by the attorney. Mrs. Jordan said that staff had just received Fair Housing Training and she believes the wording contained in the listing is subject to non-compliance with Fair Housing regulations.

Commissioner Brown commented, “We have an opinion from a moral or ethical standard vs. a legal opinion.”

The Chairperson asked Mrs. Jordan if she would circulate that portion of the Fair Housing Training that addresses this.

Attorney Gouge asked that the material be sent to him as well.

The Chairperson asked for the approval of the report from the Executive Director for the month of March 2022.

Commissioner Brown made a motion to approve the Staff Report. The motion was 2nd by Commissioners Tillman and Anderson.

Aye 4 (Ms. Lane, Mr. Brown, Mr. Tillman and Mr. Anderson)
Nay 0
Motion passed, Vote: 4 to 0

V. 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):

The Chairperson of this sub-committee, Mr. Brown, was present for this committee update. However, there was no activity to report.

The Chairperson called for the report from the Development Committee.

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

The Chairperson referred to the update provided by Mr. Kelly from LNWA as it relates to the development committee as being sufficient for the update.

Considering this update, the Chairperson provided the following comments. She advised the Commissioners that we need to come up with a plan B to fill this funding gap. She asked Mrs. Jordan how much of a financial contribution did the board approve. Mrs. Jordan responded, “Up to \$500,000.” The Chairperson mentioned that we as a board may want to consider expanding that amount. She added, “As we heard in absence of the 9% LIHTCs, there is a \$14M gap. We need to decide if we want to table and pursue next year.”

Commissioner Brown mentioned that maybe we should make calls to inquire into the status.

The Chairperson stated, “We all have relations. Let’s see if that can make a difference.”

Mrs. Jordan commented that we have 2-weeks from now as to when the application is due. “We submitted our APRA fund request in November of 2021 and to not hear anything regarding that status is very frustrating.” She also mentioned how she has been working on the project for that past 10 years and to get so close and the issue being “funding” is disappointing for her.

The chairperson asked if Ms. Jordan was surprised as to the status of the funding gap. Ms. Jordan said there was no surprise in the funding gap, but she was more concerned with the lack of response from the State in our \$4M ARPA application request to secure the funding.

Mrs. Jordan added that if we do not receive the funding to submit the LIHTC, she is concerned about the ongoing plumbing and heating repairs the office receives daily due to the age of the units. These costs associated repair are “routine repairs” and are not subject to the use of capital funds. There are concerns related to the budget that may become a financial burden to the agency.

Commissioner Tillman asked when the LIHTC application is due.

Mrs. Jordan responded with April 29th.

Commissioner Tillman asked Mrs. Jordan to circulate an email to the board to inform them of the status of the application.

Mrs. Jordan added that for the application, Application #DDA0011618-Disposition of two Scattered Site Rental Properties, was approved. We have notified both families and will be publicly posting a “For Sale” sign shortly. She mentioned that we will need to discuss how offers are to be received from the public.

Commissioner Brown asked, “How will the sale of these two properties affect us as they relate to House Bill #358?”

Mr. Gouge stated that he is not familiar with that Bill.

Commissioner Brown mentioned it relates to Realty Transfer Tax.

Mr. Gouge responded that it doesn't affect us. Governmental agencies are exempt.

The Chairperson asked if there were any additional questions or comments. Since there were none, she moved on to the next agenda item.

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 not present for this meeting. However, the Chairperson asked Mrs. Jordan if she had anything to add for a committee update.

Mrs. Jordan reported that she circulated an email to all board members earlier today informing them of technical difficulties in our most recent updates in computer software. She advised that the implementation team and the “IT” person are working on resolving the issues. Mrs. Jordan also reported that she has made contact with the HUD office to let them know that we are having technical difficulties which may affect our submission of unaudited financials due by May 31st.

The Chairperson asked what type of software we are using.

Mrs. Jordan responded, “For the Housing Component we use Happy Software and for the Financial Reports we use QuickBooks.”

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

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

The Chairperson remarked as to the board having heard Mrs. Jordan's report on the feedback she received from participating in the virtual call regarding the Newark Charrette and it not being as receptive as she would have liked. Ms. Lane stated, “I think we should continue moving forward with the landlord outreach to bring stakeholders and residents together. Mrs. Jordan, I think we need to reach out to current landlords who can speak to their successful participation in the program to encourage others to list their properties. I think we need to hear from people to see what the needs are.”

Commissioner Brown commented that he has a friend that works for the Prince George's County Housing Authority and their having a "meet and greet" with landlords often and the progress is good. He is in support of the event.

Commissioner Tillman commented that an event can't hurt and it makes sense to invite landlords.

Commissioner Brown mentioned that a function like a Charrette is good.

The Chairperson moved onto the next agenda item.

VI. Attorney Issues:

Mr. Gouge had no attorney issues to report.

VII. Old Business:

A. From the other Commissioners: None

B. From the Executive Director:

1. Update on Landlord Outreach (SIP and Social Event or Virtual Invite) The Board agreed to move forward with the event. A date and time are to be determined by the Executive Director.
2. Admission and Continued Occupancy Policy Modification & Lease Addendum (Annual plan Amendment – Public Hearing Notification) this topic was previously discussed during the Staff Report provided by Mrs. Jordan. However, she did acknowledge that she approved re-occupying of two (2) units even though we received an approved Section 18 approval for Phase I to demo/dispo these units. Mrs. Jordan mentioned that due to the fact of the uncertainty of our receiving the APRA funds in an attempt to submit a LIHTC application in two weeks, she re-occupied these units although the regulations do not permit this unless the Admission and Continued Occupancy Policy addresses it.

C. From Legal Counsel:

1. Board Vacancy (Resident Seat – Governor Appointment) Mr. Gouge reported that he contacted (via email) the Governor's office and they are working on filling this seat. However, it will take some time to fill the vacancy.

VIII. New Business:

A. From Commissioners: None

B. From the Executive Director: None

C. From Legal Counsel:

1. Mr. Gouge clarified that the meeting minutes will only be changed if what the current minutes reflect is different from what was recorded. Commissioner Anderson responded, "Don't tell me we can't make a revision to a draft." Mr. Gouge responded, "That is not what I said. I stated: if after review of the recording confirms that the current minutes are stated correctly then no change will be made. Meaning, if you want to add something new that is not permissible because the comments were not made during that meeting."

2. Mr. Gouge reminded the Commissioners of the importance for transparency as a commissioner and their commitment to the business of the authority. He also expressed the need for commissioners to sign the Non-disclosure of Board information and the Conflict of Interest Form as soon as possible as they are necessary for the record keeping for the authority.

IX. Visitors and/or Petition:

The Chairperson opened the floor to visitors. There were none.

X. Adjournment:

The Chairperson asked for a motion to adjourn the meeting. Commissioner Anderson made a motion for the meeting to adjourn. The motion was 2nd by Mr. Brown.

Aye 3 (Mr. Brown, Mr. Tillman and Mr. Anderson)
Nay 0
Motion passed, Vote: 3 to 0

Meeting adjourned at approximately 7:10 PM

Minutes Submitted by: Marene M. Jordan, Executive Director