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**Newark Housing Authority  
Board of Commissioners  
Special Meeting  
Friday, January 27, 2023**

**Summary of Virtual Zoom Meeting Minutes**

**Opening:**

The Special Meeting of the Board of Commissioners was called to order at approximately 5:12 PM by the Executive Director, Marene Jordan.

Absent: Marguerite Ashley (excused absence) and Emile Brown (scheduling conflict)

**I. Roll Call:**

A request for Roll Call was made. Board of Commissioners present: Nikki Lane, Paul Tillman, Jerry Clifton and Abeo Lucas. Marene Jordan (Executive Director), Attorney Donald Gouge Jr. and Will Dreisback (Consultant from CSG Advisors) were also present.

**II. Business by the Commissioners:**

**Discussion on the recent developments in the selection of a developer partner for the George Reed Village project.**

• **\$3M in ARPA Funds:**

Mrs. Jordan reported that she received clarification from DSHA regarding the letter issued by DEMA in October of 2022. Representatives from the DSHA informed her that the letter is not sufficient for the purposes of the LIHTC application being that it is not a firm commitment of funding.

Mrs. Jordan reached out to State Representative Baumbach for assistance. As a result, he was able to coordinate collaboration between DEMA and DSHA in generating a letter that will be acceptable for the LIHTC application which is due by April 30, 2023. He is working on getting a representative from the DEMA office to work with NHA and its developer through the application process.

Mrs. Jordan was also made aware that if NHA's 9% LIHTC application is not successful, the ARPA funds will not be available next cycle (April 2024).

• **Ingerman/Board Contingencies:**

Mrs. Jordan mentioned that at the January 11, 2023, meeting, the Board of Commissioners elected Ingerman as the developer partner for the George Reed redevelopment with contingencies. Mrs. Jordan reported that she and the consultants from CSG held a zoom meeting with representatives from Ingerman to discuss:

### **A. 3<sup>rd</sup> Party Inspector**

This inspector is to be selected by NHA to inspect stages of the construction to ensure the quality of housing.

Representatives from Ingerman understood NHA's request to engage an inspector for periodical review during construction. Our request was in addition to DSHA, the construction lender and the investor inspectors. They suggested that NHA's representative be engaged monthly. Cost can be included in the project's budget if NHA is agreeable to the terms.

Will Dreisbach (consultant) added that this request was due to reported concerns at Alder Creek regarding deficiencies with HVAC systems.

### **B. Property Management**

Mrs. Jordan reported that negotiations regarding an agreement where NHA can continue to maintain a role in management is ongoing. Mrs. Jordan stated that she agrees that Ingerman should be the property manager for compliance purposes, since NHA is not a certified agent for LIHTC purposes. However, NHA should retain management roles consistent with our current operations.

Will Dreisbach (consultant) stated, "So far, Ingerman has been amenable to our request. The next step would be to incorporate the language into the agreement".

Commissioner Clifton asked Will what his interpretation of oversight of compliance means as it relates to Alder Creek.

Will Dreisbach responded, "Final say, if the project is not in compliance with underwriter, investor and DSHA for compliance purposes. Compliance is a huge responsibility for the LIHTCs."

Mrs. Jordan added, "Although we would like full management to transfer to NHA within 5 years, there is no guarantee. It is more advantageous once the 15-year compliance period ends for a fee."

Will Dreisbach stated, "After 15 years, they may want to exit. Usually, a fee is negotiated with the investor. NHA will have a ground lease in place."

Chairperson Lane asked if the letter from DEMA mentioned any additional funds.

Mrs. Jordan responded, "The letter of October 2022 only mentioned ARPA funds."

Mrs. Jordan asked, "If we cannot negotiate the terms for the MDA, what direction does the board want me to take; contact Michaels or re-solicit?"

Attorney Gouge asked, "Do you think you will be able to negotiate a better deal with Michaels than Ingerman?"

Mrs. Jordan responded, "No."

Attorney Gouge suggested negotiating the best deal with Ingerman to avoid another solicitation.

**III. Visitors or Petitions:**

No visitors were present.

**IV. Adjournment:**

The Executive Director asked for a motion to adjourn the meeting. The Chairperson made a motion for the meeting to adjourn. The motion was 2<sup>nd</sup> by Commissioner Clifton.

Aye 4 (Iane, Tillman, Clifton, and Lucas)  
Nay 0  
Motion passed, Vote: 4 to 0

Meeting adjourned at approximately 5:43 PM

Minutes Submitted by: Marene M. Jordan, Executive Director