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**Newark Housing Authority
Board of Commissioners
September 13, 2023**

Summary of Meeting (Virtual Meeting) Minutes

Opening:

The regular meeting of the Board of Commissioners was called to order at 5:09 PM by the Chairperson, Nikki Lane.

I. Roll Call:

The Chairperson made a request for Roll Call. Board of Commissioners present: Nikki Lane, Paul Tillman, Jerry Clifton, Kelly Tompkins, Keith Moone Sr. and Abeo Lucas. Marene Jordan (Executive Director) and Attorney Donald Gouge Jr. were also present.

Absent Commissioners: Emile Brown

Guest: Neil Carlson from Vandenmark & Lynch, Inc.
Toren Williams from Architectural Alliance, Inc.
Marc DeBeary – Kubas Keller and Associates (NHA Fee Accountant)

Visitors Present: City of Newark Councilwoman, Corrin Ford

II. George Reed Village II – Preliminary Site/Floor Plan Presentation.

The Chairperson welcomed our guest and opened the floor for the presenters from the Ingerman Group.

Presenter #1-Neil Carlson-Site Plan Presentation:

Neil Carlson began the presentation by screen sharing the site plans. He informed all that the plans he is presenting at today's meeting are the same plans submitted to the city. The city has issued some comments on the plans, so there will be some revisions. He mentioned that he has two meetings with the City on September 14, 2023 to fine tune their comments. Generally, this is the concept we will be going with. This is not the final plan. Neil mentioned attending the next board meeting (10/11) to allow the board time to review the plans before the final submission to the City (10/12).

Neil referred to the site plan by mentioning the cottages and access off Delaware Circle. He mentioned trying to avoid access off Main Street to prevent cut through traffic. He did not believe the city will go for that idea. He thinks we are going to end up with through traffic. The plan shows some cottages scattered around with 4 units in each. We have 52 apartments in the mid-rise with some retail. We have a walking trail. Each building has some dedicated parking for each with ADA accessible parking.

Question (Chairperson): How much parking does each building have?

Response (Neil): “Parking varies per building. It’s assumed there will be some sharing with the cottages. Overall, it’s about 3 quarters parking spaces per unit.”

There will be two underground storm water beds. Some preliminary soil testing was completed, and the site and conditions look suitable.

The playground is centrally located where the families can watch their children when they play. The location of the playground is subject to change. This is one of the things that will be discussed with the city at the September meeting. They are concerned that the children will have to cross a loop street to access the playground.

Comment (Chairperson): “So, we have no designated parking but about 3 spaces per unit?”

Response (Neil): “There will be about 3 quarters of space per unit.”

Question (Commissioner Clifton): “When you say there will be about 3 quarters space per unit does that include the high rise or just cottages?”

Response (Neil): “The parking includes the high rise and the cottages.”

Question (Commissioner Clifton): “What did the city say in their preliminary review?”

Response (Neil): “The city changed their code recently and there are no parking requirements for this project. In theory, we could have zero parking, but I don’t think anyone wants that. But that would be acceptable to the city, theoretically.”

Comment (Commissioner Clifton): Egresses – “Just looking at the plans from a fire safety perspective, in my opinion I don’t see this as being necessarily a big cut through. One of the reasons being is that GRV has a lot of students and in most cases (not all) it’s more inconvenient for the students to take their cars. But I’m thinking about fire safety and ambulance access. Does the plan show a 24-foot egress?”

Response (Neil): “Yes.”

Comment (Commissioner Clifton): “So, that does meet fire code. I’m not so sure of where the city will fall out on that. But in my opinion, the thought of crossing from the villages (cottages) to the playground is that we’re not certainly talking about crossing capital trail or even in other communities except for the very fortunate you’re going to cross a street to get to a playground and it works in other places. I’m not so inclined to agree with the city that the playground is in a bad location. I think this is a critical amenity and I’m not so sure where else it could go.”

Comment (Toren Williams): “We were toying around with where we were going to place the playground on a number of other projects we’ve done. I would like to have the playground centrally located. We have kids and I like to see activity out in front of the house and people watching their kids. We talked about placing some cobble stone there to slow down the traffic for one, and for two to give that area a nice

appearance. Otherwise, the playground will be over by building #6; kind of lost and forgotten and you will not know what your kids are doing. To address the city's concern about traffic flow, it's possible that something can be done with the paving around the playground. But he liked the idea of having the playground centrally located where the kids can be monitored."

Question (Commissioner Lucas): "Will there be any speed bumps around that area?"

Response (Neil): "With reference being made to the site plan, we will have to provide handicap accessible access for that area with an elevated cross walk & speed bump(s)."

Before we proceeded with the presentation, Chairperson Lane wanted to acknowledge any public official(s) that may be present.

Councilwomen Ford acknowledged her presence and noted that she and Jerry Clifton are sharing a terminal at NHA's office. She apologized for any confusion.

Chairperson Lane thanked her for being present.

Chairperson Lane advised Commissioner Lucas that she could continue with any other questions she may have had.

At this time there appeared to be a technical issue with Commissioner Lucas' connection.

Commissioner Tillman noted it appeared that she may have mentioned she has no further questions at this time.

Chairperson Lane asked that Neil and Toren continue with the presentation.

Neil asked if there were any further questions regarding the site itself.

Question (Commissioner Tillman): Is the circular area of the entrance off Main Street intended as a pullover to let people off? Clarification is needed.

Response (Neil): "The intent when the plan was being prepared was to have removable bollards so that if a fire truck needed to come in, they could."

Comment (Commissioner Tillman): "Essentially a turnaround."

Response (Neil): "Yes. But that is going to fall by the wayside because we will need to provide access in or out so a non-bollard access will be off Main Street although plans are not finalized."

Question (Chairperson Lane): "Do we have an EV station area?"

Response (Neil): “Yes, there will be EV charging stations. I don’t believe we have determined how many or the location.”

The Chairperson asked if there were any other questions.

Comment: (Marene Jordan): She expressed the need “to ensure that we do everything we can to avoid unwanted traffic off Main Street.” This is needed to avoid any potential issues that may arise for the residents from excessive traffic using the access off Main Street to avoid the traffic light by Fulton Bank.

Response (Neil): “In the city’s defense in addressing their comments to me; there are three retail spaces on the 1st floor and accessing them and parking would be difficult if there is no access off Main Street. You would have to go around the block and access off Delaware Avenue which speaks to an “in or out” or full access which is a valid concern on their part. This is a conversation I will discuss with the city tomorrow. However, is there a preference from anyone on the board? Either an “in and out” or full access? Do you have an opinion?”

Comment (Commissioner Clifton): “In my opinion, it would be full access. But if you put bollards up, there is a crosswalk down at the south end of the building. If people cut through it might be a problem a few times, but people will learn it’s not a cut through by nature and they will see the crosswalk.”

Another thought, going back to fire prevention. Yes, they can take the bollards out and I understand that. But in case of a fire and understand these are going to be built to tremendous fire safety standards with sprinklers. I’m not going to speak for Aetna when they review it but having side access to the buildings will be a critical issue.”

Response (Neil): “Yes. Aetna has indicated their preference is full access and I believe Public Works is behind them. Again, this is a conversation I will have with the city tomorrow.”

Question (Commissioner Tillman): “Where is the main entrance to the high rise?”

Response (Neil): Referred to the site plans and pointed out where that location will be.

Chairperson Lane commented to Ms. Jordan that this topic is something you need to get back to them on to address your concerns. “Is that accurate?”

Response (Marene Jordan): “Yes. I will follow-up with Neil.”

Question (Commissioner Tompkins): “I apologize for attending late, but where does that road come out on?”

Response (Neil): “Delaware Circle off of Tyre Avenue.”

Commissioner Lane acknowledged that Commissioner Tompkins had joined the meeting.

Comment (Neil): “Public Works had a hierarchy on full access if not either an “in or out” (don’t remember the order of preference) and the least preferred was the removable bollards.”

Question (Commissioner Tillman): “In the upper left corner of the high rise, that white space where the fire lane has died, is there something in that white space?”

Response (Neil) “TBD. The fire lane coverage needs to be at 75% on this building which is up to that white space. Currently this space is open. It’s not wide enough for cars but this area could be grassed or paved.”

Comment (Toren): “We could tie in something with the exterior space underneath the south end of the building. We haven’t really addressed that space. Once we get the exact building footprint locations tied down and get all the questions from the city answered, we can start to develop around the buildings.”

Question (Commissioner Tillman): “Do we have a view of one of the commercial buildings as being an eatery or a coffee shop. Something like that or is it nonfood/beverage related.”

Response (Neil): “All retail.”

Response (Toren): “That is correct. Right now, nonfood but the canvas is still in play.”

Comment (Commissioner Tillman): “If it was food, that could be a nice outside seating area post-COVID.”

Response (Toren): “That is an option. The design would have to include commercial kitchen and the like.”

The Chairperson asked if there were any more questions. Since there were none, the presentation continued with the next presenter.

Presenter #2-Toren Williams-Architectural Floor Plan Presentation:

5-Story Mid-Rise.

Toren Williams began the presentation by screen sharing the floor plans of the ground floor of the 5-story senior building. He referred to the retail being up front off Main Street along with the entrance, elevator and stairwell at the same entrance. “Plans show the community space off that entry with interior windows. When you enter the building, you will see activity and tenants using the building. The office space is located on the exterior side of the building to bring in natural light. The bathrooms are in the center of the building keeping that type of space in the core of the building because no windows are needed. The fitness center was relocated a few times to allow for after-hours access because all the space underneath the building in the rear is open territory. In this open space, we talked about a sitting area, benches, seating area for tenants because we have a lot of seniors. The seniors can come down, get out of their units, and enjoy the outside while still covered by the building giving some shade.

That is the direction of the 1st floor. Again, nothing is written in stone. We have been moving things around as everyone puts their eyes on it and comes up with good suggestions. We try to implement those ideas. Marene has talked about enclosing the kitchenette area. Again, this is a work in progress and will continue to be until we finalize the exact footprint and the direction we want to go in.

As you come up the stairs, the units are very typical, and all are 1-bedroom units about 800 sq ft. The ADA units are stackable and are close to the elevators so when you get off the elevator the unit is right there, so you don't have to travel too far. The plan will allow for ADA stackable as we go up. We have egress and the elevator referring to the floor plans. Trash is in the back, going all the way to the ground floor allowing access for trash pick-up.

Another major change was a discussion of adding balconies to this 5-story building to create some interest from (1) the tenants and (2) aesthetically for the architect. We settled on a roof top deck. Which is cool. The roof top deck will face and overlook Main Street. So, you come out of the 4th floor and over the 3rd floor will be the roof top deck. All tenants will have access. It will be fully accessible, giving the tenants an area outside of the building but still contained in the building. We are still working out ways to provide some solar shade on this but it's coming."

Family Cottages:

Toren referred to plans by mentioning the layout is very similar to Alder Creek. "We have three accessible units. In total there are five cottages. They are stacked flats. The design was expanded a little bit for accessibility reasons and some of the codes have changed. Other changes were made to make some spaces larger but very similar to what you have now at Alder Creek.

Reference was made to the two-bedroom unit. The layout is very similar to Alder Creek with some adjustments. This layout is what we have in the cottages. We added washer/dryers in all the units. So, we rearranged the layout to comply with floor plans required for an ADA unit. With the adjustments, the spaces allow for a side-by-side washer/dryer in the ADA units. A typical 2-bedroom unit includes 1 bath, an open great room as you come up the stairs, the kitchen in the back with a walk out deck and exterior storage. As you come up the stairs to access the 3rd bedroom (referred to as 2 ½ stories) this is where another bathroom is located. The 2-bedrooms will have one bathroom, the 3-bedrooms will have two bathrooms and the one 4-bedroom unit will have 2 ½ bathrooms."

Question (Chairperson Lane): "Marene, didn't we decide on having more than 1 bathroom in the two-bedroom units?"

Response (Marene): "Yes. We tried to include a powder room into the layout, however the floor plan would place the powder room in an undesirable location (off the great room or we would lose cabinet space)." Marene asked Toren to confirm.

Response (Toren): "Yes, that is correct."

Question (Chairperson Lane): “So, that extra bedroom would have been a powder room?”

Response (Toren): “Yes. So, where we ended up is, all the 2-bedrooms will have one bathroom, the 3-bedrooms will have two bathrooms (with one upstairs) and the seniors will also have one bathroom in the mid-rise building.”

Comment (Commissioner Moone): “I thought we agreed that all the 2-bedrooms units would have 1 ½ baths.”

Comment (Chairperson Lane): “Agreed with the comment made by Commissioner Moone.”

Response (Toren): “We were toying around with fitting a powder room, but it was starting to eat up some of the desirable space in the great room or block off kitchen space. As of right now, we have an open floor plan as you come up the steps. We talked about adding the powder room off the kitchen but in doing that, it would close off the kitchen and you would not have that strong relationship from front to rear.”

Question (Chairperson Lane): “Are the washer/dryers in the units side-by-side or stackable?”

Response (Toren): “The side-by-side washer/dryers are only in the ADA units. The stackable is typically in all other units right now.”

Response (Marene): “Toren, can you screen share a floor plan layout where a powder room is relocated off the great room/kitchen area so the commissioners will have a visual of what we are talking about?”

Response (Toren): “A red box appeared showing where the powder room location is if moved off the kitchen by the front door, making the kitchen a lot smaller.”

Comment (Chairperson Lane): “No one would want a powder room near the kitchen at all.”

Response (Toren): “The door to the bathroom would open off the great room. The backside would be all walls. It just broke up the kitchen and great room relationship.”

“We talked about moving the powder room off the great room. That’s an odd location and the door would open into the great room. So, you’re watching tv and someone comes out of the powder room. Not the best arrangement.”

“We talked about moving the powder room to the right side of the wall to the kitchen, then we lost the pantry and closet space. Every time we moved the powder room it was like give and take, losing something, or it did not make the plan better.”

Comment (Chairperson Lane): “Confirmed, we would lose the closet space, right?”

Response (Toren): “Confirmed, but also it would include losing the pantry as well. We tried to work this whole corridor, but we just started to lose all that space. Especially the pantry. We use our pantry all the time but the closets, yes, but not so much.

Question (Chairperson Lane): “What is the size of the 2-bedroom unit?”

Response Toren: “The 2-bedroom units are 780 sq. ft. That’s inside wall to wall (net footage). That’s real sq. ft. Realtors like to go by gross sq. ft. (exterior wall) but tenants do not benefit from that.”

Comment (Chairperson Lane): “Obviously, you know you’re talking to one. That’s why I asked.”

Question (Chairperson Lane): “What is the size of the 1-bedroom?”

Response (Toren): “720 sq. ft.”

Question (Chairperson Lane): “What is the size of the ADA unit?”

Response (Toren): “915 sq. ft. The 3-bedroom unit is 1200 sq. ft., and the 4-bedroom is 1452 sq. ft.”

Question (Chairperson Lane): The sq. ft. for the 4 bedroom is just for one, right?

Response (Toren): “Yes, we only have 1-bedroom unit.”

Comment (Chairperson Lane): “I’m curious if any commissioners have any comments on the 2-bedroom 1 bath.”

Comment (Commissioner Moone): “I thought we agreed on 1 ½ baths.”

Comment (Commissioner Lucas): “I think for a family of two that may suffice, but a family of three or even a family of two would need 1 ½ baths.”

Comment (Commissioner Tillman): “1 ½ baths is important.”

Comment (Commissioner Clifton): “I will go along with the 1 ½ baths in this case. I’m concerned about losing the pantry and closet space. But I like the idea of a ½ bath. I think someone mentioned that if you have an issue with the one toilet you will have one to use. I see the validity in it. I just don’t like giving up closet or pantry space.”

Comment (Commissioner Tompkins): “Looking at this for 2 people, I think 1 bath is fine. It is a quandary. But to be honest with you, I would choose the 1 bath with having the additional space.”

Comment/Question (Commissioner Lucas): “As a resident, I have a three-bedroom unit with one bathroom. It’s hard for me to get into the bathroom with my daughter. If I had to choose whether to have

extra bathroom space or kitchen or pantry space, I would choose the extra bathroom. There are ways to organize your pantry and closet space. Will we lose both the closet and pantry or just one or the other?"

Response (Toren): "It will knock out your pantry. The closet space under the stairs will remain the same. You will have an entry closet across from the great room. The pantry will be gone with the possibility of extra storage space."

Comment (Chairperson Lane): "Marene, thinking down the line for you and your staff. If one toilet goes down and it's snowing outside (a blizzard), maintenance will have to respond. There is no lag time in waiting until the storm clears if you had another bathroom."

Response Marene: "NHA responds to those calls now. The seniors only have one bathroom. I don't think responding will be an issue. The concern is that for the 1st 15 years, the NHA will not be managing these properties. I hope that the Ingerman Group took these concerns into consideration when developing the floor plans. But that is a valid point."

Question (Toren): "This is what you have at Alder Creek. Have you had any complaints?"

Response (Marene): "I cannot answer that question because NHA does not manage that site. Maybe this is something we need to discuss on our next team call."

Comment (Chairperson Lane): "Just to see what type of feedback they had from Alder Creek. Right?"

Response (Marene): "Yes. In terms of the families occupying a 2-bedroom unit having a 1-bedroom unit."

Response (Toren): "That makes sense. It's the same product and if they are getting feedback and it's a concern and a problem, then we need to address it. But if it's not and it is working then why re-create the wheel."

Comment (Commissioner Lucas): "I think sometimes the residents don't speak up because they don't know it's an option. Some people don't think about a 2-bedroom unit with 1 ½ baths because they never had that option. Basically, we have to take what is allotted to us, which is essentially a 1 bath in a 2-bedroom unit."

Comment (Chairperson Lane): "I think the feedback on the number of bathrooms might be different than you would get from a senior than a family. I bet my money, if you had a survey, and you asked the families if they would give up a pantry for a powder room, the seniors would prefer the pantry. Marene, I think this may be something we can continue to brainstorm about if there is enough time. Maybe the 1-bedroom will stay as is and for the two bedrooms we think about eliminating the pantry."

Response (Marene): "Toren, for discussion purposes today, can you bring up the red box again for us to visually see where the powder room would be once you revise the floor plan."

Response (Toren): “The ADA unit is the largest unit and reference was made to the revision along the corridor mentioned previously. Along the corridor, is the water heater closet, the side-by-side washer and dryer, and the pantry. The heating furnace was already relocated to the back. We have already eliminated the exterior storage in the ADA unit. So, by adding the powder room the pantry will now have to become the water heater closet and I will have to figure out where my washer and dryer will go. This discussion right now is only for the ADA units. If we did go with the powder room in the ADA unit, Marene, we may have to go with all-in-one washer/dryer appliances that everyone keeps telling me “No”. I’m not going to have enough room to add a powder room and a side-by-side washer/dryer in that type of space unless we start making the units bigger.”

Question (Chairperson Lane): “The ADA units are all one-bedroom units. Correct?”

Response (Toren): “We do have three ADA units in the cottages; buildings #2 and #3. What you are looking at now is the ground floor unit of an ADA unit in building #2 which has 2 ADA units. If we add the powder room in the ADA units, the appliances will have to be ADA too.”

Comment (Marene): “For clarification purposes, what Toren is talking about (and we just had this conversation on our team call) is the location of the washer/dryer and whether we wanted stand-alone appliances or stackables. We are taking into consideration a full ADA unit must have ADA appliances so the side-by-side appliances are a must. So, the bottom line is what do we want to exclude (pantry/closet) to include a powder room. As mentioned, there is the possibility of increasing the sq. ft.”

Comment (Attorney Gouge): “If you make units bigger, that adds a lot of cost that could be several million dollars.”

Response (Toren): “Adding sq. ft. to the units will increase costs. In today’s market, the cost is about \$175-\$200 per sq. ft.”

Comment (Commissioner Tillman): “Toren, you had mentioned a non-desirable option of putting the powder room sort of as notched out of the great room because that would not be a great experience having someone come out of there. But that seems to be the least objectionable option without losing the pantry or closet space because it’s the biggest room. “

Response (Toren): “You are correct. On other jobs, we have moved the powder room under the stairs. I’m not saying that I can, but you can put the toilet at the reclining end of the wall because you’re under the stairs. But now, we just lost our closet. So, either we lose the pantry or the closet. The great room is 12 ft. (left or right) so if we notch out for a powder room, we just lost 93ft. What I can try to do is revise the floor plans and email it to the board. I can add some furniture so you can see how awkward that space will be.”

Comment (Chairperson Lane): “I agree to making the changes, one where the powder room is under the stairs and the other where the powder room is off the great room. Send the revisions to Marene. The powder room was a huge discussion at our meeting, and I do not want that to be overlooked.”

Response (Toren): “I will send a mock version of the two-bedroom floor plan.”

The presentation continued with showing the existing area of the property and showing the site plans from the backside coming through the street Neil was referring to earlier. “You have the playground in the middle, the cottages coming around the perimeter of the property and our five-story senior building fronting Main Street. We cut back the scale of the five-story building so it’s not so pronounced right on Main Street. By doing that, it gave us a great opportunity to do a roof top deck.”

The discussion continued to the 5-story building mentioning glass friendly and pedestrian friendly when walking down Main Street. “Additionally, Marene has been pressing us hard to include solar power panels on the 5-story building. We are trying to work with the mechanical engineers and the numbers to see how we can position the equipment on the roof top to maximize the amount of space so that at some point during the project or later we can add the contingency of the solar plans.”

Comment (Commissioner Clifton): He mentioned having to leave for another meeting. However, he commented that is an accurate depiction because there is no egress onto Main Street.

Note: Commissioner Clifton left the meeting early to attend another meeting.

Response (Toren): “You are correct. We are still dealing with this. We meet every two weeks to discuss the plans. These renderings were designed about 1 ½ months ago. We (Marene and I) wanted to get the board’s input. All the materials you see are not set in stone. I had to come up with a floor plan. The park might be cobblestone to address the city’s concern. We are still playing around with massing, materials, and colors. So, when you look at the pictures, the grey, white and burgundy brick in these renderings is preliminary. We will get into the fine details so you (the board) can look at the final details and we can get your input as well. We will do our best to get what we want as a team. But we are at the mercy of the city and Del-dot and whatever they want. We must comply. Again, getting you (the board) involved now, since we are still in the planning process, is a good idea because once we get the city’s approval, no changes can be made.

Response (Marene): “So that brings me back to the solar. Solar is an absolute must. This is a non-negotiable feature that must be included in the mid-rise. I’m not really concerned about the cottages so please correct yourself when you mention if the budget can support solar because it must and will be included.”

Ms. Jordan asked if the board would comment on solar.

Comment (Chairperson Lane): “Marene is correct. We are committed to this item. This is non-negotiable as well as the EV stations.”

Response (Toren): The board may want to communicate that to the team because we cannot make this decision.

Response Marene: “Toren, are you getting any opposition from the Ingerman Group as to whether solar is included? The Ingerman Group is not calling the shots here. This is still a buy-in for the Housing Authority. So, I want to be clear, if we want solar, solar will be part of this redevelopment.”

Response Toren: “Done! This is why we have New Ecology involved. We have talked to the city about solar. We are having conversations about grants to help fund solar. If we talk to enough people, we can get the money to add solar. I have talked about having solar throughout this project, solar site lighting. The EV station is a given. I just cannot speak about money that I cannot control.”

Comment/Question (Chairperson Lane): “We need to move forward with our agenda. Is there anything else that needs to be presented?”

Response (Marene): She asked if she could get Toren and Neil to confirm their attendance for the October 11, 2023, board meeting to present the final plans.

Response (Toren/Neil): Confirmation was made.

Chairperson Lane thanked our guests for the presentation of the proposed plans for George Reed Village II.

Chairperson Lane opened the floor to Marc DeBeary, our fee accountant, to discuss the monthly reporting of our financials.

III. Marc DeBeary – Fee accountant; discussion on monthly reporting of financials.

Marc DeBeary acknowledged his presence. He mentioned not being prepared to present the financials. However, he mentioned that Marene had advised him that the board wanted him to attend the meeting to answer questions on how we are reporting the monthly financials.

Chairperson Lane thanked Marc for clarifying what he would be addressing today. He mentioned that there were some specifics from the last meeting. The Chairperson mentioned that she will rely on Commissioner Tillman for the specifics. She asked Marc if he was referring to his just giving us an update on some things that were brought to our attention from the last meeting.

Marc replied, “Yes. Some board members had some questions. I would like to weigh-in and enlighten if I can. But before we start with questions, I would like to share this with the board.”

“Every 3-4 years the Board of Commissioners at the Newark Housing Authority brings on new members and there is always a level of skepticism and I understand that. Historically, the board established a Finance Committee. The Finance Committee was established because of the new board members having some level of skepticism. What I have found and learned over the years, is once the Finance Committee understands or meets with us and we explain how things work, how things are being reported, how we get our funding source, how we use our funds, they gain an understanding of how things work in the HUD world. They will then have a better understanding of the financials when they are presented to them. The last meeting, I had

was with the Finance Committee Chairperson. That meeting was focused on check writing and the responsibility associated with that. It was a meaningful meeting but that was the extent of the meeting. All my other meetings I have had (the initial meeting) was to provide an understanding of how the accounting process works and how the reporting process works in HUD's world. I just wanted to share that with the board members. At this time, I welcome your questions.

Chairperson Lane thanked Marc for his overview and comments. She mentioned specifically that at our last meeting Commissioner Tillman highlighted a point questioning the last reporting of financials. We can get that cleared up by our accountant.

Response (Commissioner Tillman): "My recollection of the last meeting, there was an extraordinary explanation of the monthly financials as to why the report was showing a loss. The explanation we were given was the subsidy we were getting from HUD was not the amount we were to receive and that did not make sense to us. If you look at the financials through June, the total income was 25% of the budget and we were 25% through the year. But the expenses were at 28% so we were over in expenses not under in income. So that was the big mystery we were trying to solve."

Response (Marc): "I can shed some light on that. You are absolutely correct with what you just stated. The revenues were where they should have been, and the expenses had some overruns. The explanation was the operating subsidy was shorted. I will express it like this, the overruns shown in that report will eventually get chewed up because the operating subsidy on the budget is understated. If I recall, the housing authority will be awarded \$203,000. So, what we did was take those 4 months involved and determined the housing authority is owed about \$4,000 for each of those months. The \$4,000 will offset the loss that was shown for that period of time. So, you are correct when you look at the report. The revenue is where it should have been. But the revenue we have on the operating budget is lower than what we were actually awarded. So, the question comes into play as to why we do not have the amount that was awarded in the budget. The answer is we do our operating budget for the month of March. The operating subsidy does not get approved until June/July. Hopefully, that explains what that explanation was meant for."

"Overall, we had some overruns in expenses. The revenues were where they should of have been and the results of our operations are as indicated. Hopefully, that answers that mystery question."

Response (Commissioner Tillman): "Yes, I think it does. However, what I thought you said was on the shortage of operating subsidy we will get that back the \$4,000 in the back part of the year. Is this correct?"

Response (Marc): Correct. Meaning at the end of the year we have on our operating budget \$180,000 in subsidy. Well, at the end of year it's going to be closer to \$200,00 of actuals."

Response (Commissioner Tillman): "Ok. That was the question we had last month."

Response (Marc): "One last comment. Notwithstanding, HUD has not finalized the amount we are going to get approved for. The wording HUD uses is the housing authority is eligible to receive. But HUD may have a proration where they say housing authorities will only receive 89% of what they are eligible for. Who knows. But that is at this point and time we are eligible to receive \$200,000."

Question (Commissioner Tillman): "When does HUD make that decision? It is the same every year?"

Response (Marc): "No, its not the same every year unfortunately. This year they are running on the same schedule as the year before. But typically, they make that decision in the middle of September. But it should have been out in April."

Response (Commissioner Tillman): OK

Response (Marc): "If for any reason you as the finance chair would like to have a one-on-one to go over how HUD works, I would be more than willing to do so. I think it will help everyone understand how the funding works at HUD and what Marene is challenged with in your Housing Choice Voucher Program and the capital funds. I think you would get a lot out of the meeting."

Response (Commissioner Tillman): "Well, I would be interested in that. Let me discuss that with Marene when I come in to sign checks tomorrow and we will get back to you."

Response (Marc): "That's fantastic."

Chairperson Lane stated that at this point in the meeting of re-arranging the meeting to have the report from the Finance Committee while Marc is here so he could chime in with Commissioner Tillman.

The chairperson noted for the record that under VI. Committee Reports, Section C - Report of Finance Committee, was being discussed now.

The Chairperson of this committee proceeded with the report from this committee. The report began with the actuals through July which is 4 month of the 12 months of the fiscal year which is 33%. "So, what we should be looking at in both revenue and expenses, is we would like to be around 33% of the revenue coming in and 33% of expenses being expensed. If you look at the first page of the budget vs. actuals for the period of April through July, the percentage of the last column in is 45.65% of income. This is always good news when revenue is above where we should be, meaning income is coming in ahead of budget when we should be at 33% and we're at 45%."

"And, of course, we all understand that budget is a straight-line budget in the way we do this. Not all the expenses come in at 1/12th of the budget every month."

"As far as the expenses, as I said we are 1/3rd into the budget. We spend 35% of our expenses and that is pretty close to 33%. We are a little over, but compared to last month the expense has improved. Last month the expenses were at 28% with 25% of the year gone. Currently, we are at 35% with 34% gone. So, we picked up on the income and are on the same trend for expenses. You will see that we have a net income, but we do not budget for income. We like to break even. So, we are a little ahead of schedule for the Public Housing part of the financials."

“If you go to the next page, Section 8, this is the report where I had a question for Marc. We had a 4th column on this report and this month it is not there. But I did the math. We brought in 26.9% out of 77.2%, which is 34.8% of the budget. We are little ahead in income. We spent \$21,700 out of \$77,500, which is 28% that we have in over income and under in expenses for section 8. We seem to be in better shape this month than we were last month.”

Commissioner Tillman asked if Marc could verify that we will get the 4th column back on this report.

Marc responded, “Yes, I will add that column back on this report.”

Commissioner Tillman concluded the report from the Finance Committee and asked if anyone had any questions. Since there were none. The Chairperson of the board thanked Marc and Commissioner Tillman for comments and the reporting for the meeting.

Marc thanked the Board for having him.

The Chairperson asked if there were any motions needed at this time.

Marene responded, “Not at this time. We have not gotten into our business yet.”

The Chairperson referred to the meeting agenda and proceeded with section IV. Approval of minutes:

IV. Approval of Minutes:

- (a). Meeting Minutes from August 9, 2023
- (b). Executive Session Meeting Minutes from August 9, 2023

The Chairperson asked if there were any questions regarding these meeting minutes. Since there were none, she asked for a motion to approve these meeting minutes. Commissioner Tillman made a motion to approve the meeting minutes. This motion was 2nd by Commissioner Tompkins.

Aye 5 (Tillman, Clifton, Tompkins, Lucas and Moone)
Nay 0
Motion passed, Vote: 5 to 0

V. Report of the Executive Director:

(a). Staff Reports from August 2023

The Chairperson asked for the report of the Executive Director. Mrs. Jordan proceeded with the report for the month of August:

Relaunch of Family Re-entry Program:

The Newark Housing Authority took part in a preliminary statewide discussion on August 9, 2023, to problem solve the next steps needed to revitalize the Family Re-entry Program in Delaware. An in-person meeting will be held on September 11, 2023, in Wilmington.

The chairperson commented, “The meeting just took place?”

Mrs. Jordan responded, “Yes.” However, she did not attend.

HUD Roundtable Discussion with All Five PHAs to Discuss a Centralized Waiting List continued:

DSHA Director Eugene Young offered to provide a location for this follow-up meeting. The date for the in-person meeting was held on August 23, 2023. The meeting was attended by HUD Regional Administrator Heckles, Public Housing Director Hawkins, and representatives from all five PHAs. Participating by zoom was a representative from Massachusetts NAHRO and a representative from Revolist (managing administrator) who shared how this centralized waiting list operates as a Statewide list.

The topics discussed and shared from the NAHRO Massachusetts Chapter were as follows:

- **THE LIST IS ALWAYS OPEN!**

Your local residents can now apply for the Section 8 Program, whereas for years prior most lists in the state had been closed.

- **Simplifies the application process for applicants.**

An applicant can contact the housing authority closest to them, easily download an application from MassNAHRO’s website or apply online. Applicants no longer have the burden of traveling across the state when a list opens for a limited time.

- **Increases housing opportunities for applicants.**

Applicants apply ONCE and are considered by ALL participating housing authorities.

- **Eliminates duplication of housing authorities’ efforts spent managing the same names on multiple lists.**

Prior to centralizing, 130 housing authorities each maintained their own separate waiting lists and applicants would travel the state to get on as many lists as possible. The single, centralized list does not allow for duplicate applications, and participating housing authorities all access the same data.

- **NOTHING CHANGES in the operation of your Section 8 Program.**

The centralized system allows housing authorities to continue to use the same preferences and priorities and operate the program as they always have.

- **Housing Authorities NEVER have to open, close, or update their waiting lists again.**

The list stays open and MassNAHRO updates the list. The expenses of advertising and opening and the update mailings are eliminated, not to mention the time and labor elements. Housing authority staff time & effort can be better spent on landlord outreach and other tenant/applicant services.

- **SAVES TIME & MONEY!**

PHA discussion & Next Steps:

- WHA/DSHA will contact consultants they use to inquire into their interest to become the administrator to do this work; or seek recommendations to solicit the services by an RFP.
- HUD will continue to lend support and attend meetings.
- Logic still needs to be worked out with all PHAs in agreement.
- Internal MOU between the PHAs.
- Startup fees based on agency size TBD.
- Next meeting will be December 5, 2023.
- The goal is to implement a Centralized HCV Waiting list by May/June 2024.

The next meeting group meeting will be held in December 2023.

CDBG Application:

MBID of Delaware (Ingerman), our developer partner, submitted an application for CDBG funds requesting \$250,000 to assist with demo costs associated with the redevelopment of George Reed Village II. The application was due on Wednesday, August 23, 2023.

Unaudited Financials for FYE March 31, 2023:

The unaudited financial reports were submitted to HUD on May 29, 2023, for FYE March 31, 2023. On Friday, August 18, 2023, NHA received notification of our unaudited financial being approved by HUD. The audited financial reports are due by December 31, 2023.

Audited Financial Reports for FYE March 31, 2023:

The Newark Housing Authority was informed that the audited financials are under review. NHA should have a draft by the end of next week.

SEMAP Assessment for March 31, 2023 – Corrective Action Plan:

The Newark Housing Authority received notification from the Philadelphia HUD office on August 28, 2023, of their acceptance to the SEMAP Corrective Action Plan for Indicator #13 – Lease-up. NHA is required to continue to submit quarterly progress reports until a SEMAP score is generated and confirms the Authority has met the performance target. The next report is due by October 31, 2023.

Housing Choice Voucher Waiting List Invites:

NHA held a briefing on August 30, 2023, and issued vouchers to approved applicants off the waiting list. As of August 14, 2023, NHA invited an additional 30 families off the waiting list and anticipates another briefing to be held in mid-October 2023.

Mrs. Jordan concluded the staff report for the month of August and asked if anyone had any questions or comments.

The Chairperson commented on the centralized waiting list. She liked the fact that the waiting list will remain open.

The Chairperson asked for a motion to approve the Staff Report for August. Commissioner Tillman made a motion to approve the staff report for August. The motion was 2nd by Commissioner Tompkins.

Aye 5 (Tillman, Clifton, Tompkins, Lucas and Moone)
Nay 0
Motion passed, Vote: 5 to 0

VI. Committee Reports:

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

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

The Chairperson of this sub-committee, Mr. Brown, was not present for this committee update. However, the Chairperson of the Board, who is a committee member and filling in for Commissioner Brown, provided an update. She acknowledged that an Executive Session was held prior to this meeting for session one of the annual review of the Executive Director. Session two will be forthcoming.

The Chairperson called for the report from the Development Committee.

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

The Chairperson of the Board acknowledged the presentation from the George Reed team would suffice for a committee update from this committee. She asked Mrs. Jordan if she had anything to add. Mrs. Jordan responded by thanking the commissioners for being engaged and responsive to the presentation.

C. Report of Finance Committee – Chairperson (Mr. Tillman):

(a) Committee Report - Monthly Financials:

The Chairperson of this sub-committee, Mr. Tillman, provided an update from the committee earlier in the meeting.

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

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

There was no report from this committee.

VII. Attorney Issues:

There were no attorney issues to report.

VIII. Old Business:

- A. From the other Commissioners: None
- B. From the Executive Director: Mrs. Jordan shared that Greg Baldwin will be retiring in December and he would like to go out quietly. It was suggested that we have an appreciation event. The Chairperson suggested having something small at Alder Creek.
- C. From Legal Counsel: None.

IX. New Business:

- A. From Commissioners: None
- B. From the Executive Director: None
- C. From Legal Counsel: None

X. Visitors and/or Petition:

The Chairperson acknowledged there were no visitors present.

XI. Adjournment:

The Chairperson asked for a motion for the meeting to adjourn. Commissioner Tillman made the motion for the meeting to adjourn. The meeting was 2nd by Commissioner Moone.

Meeting adjourned at approximately 7:50 PM

Minutes Submitted by: Marene M. Jordan, Executive Director