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**Newark Housing Authority
Board of Commissioners
October 9, 2024**

Summary of Meeting (In-Person) Minutes

Opening:

Chairperson Lane -

Good evening. Today is Wednesday, October 9, 2024. The time on the clock is 5pm. This is the Board of Commissioners' meeting, Newark Housing Authority. The agenda begins now.

I. Roll Call:

Present: Chairperson Lane, Commissioner Tillman, Commissioner Brown and Commissioner Tompkins.

Also present: Attorney Don Gouge and Executive Director, Marene Jordan.

Visitor: Ethan Robinson, Deputy Director of Public Works, City of Newark – present.

Chairperson Lane

II. Welcoming of the New Board Member:

Chairperson Lane officially welcomed Commissioner Pollack to her first meeting. All in attendance welcomed Ms. Pollack.

Chairperson Lane announced the guest speaker Ethan Robinson, Deputy Director of Public Works for the City of Newark who provided an update on the progress of George Reed Village. He made the agency aware of needed expectations, or what concerns NHA should have moving forward.

III. Guest Speaker/Presenter:

Nathan– “There has been progress since I was here last. At this point, we have received the third CIP submission from the design team. I'm also happy to report that we now have the building permits and are in the process of going through the typical work workflow or review.

On the CIP submission, (so that there is full transparency on the submission) the submission came today October 9th and we have been in contact with Neil regarding the submission. I informed him that I wanted to provide an update to the board today and that I had not seen the CIP submission. He informed me that he was waiting for a single detail for the retaining wall and asked whether or not he could submit it without that detail on the plan.

I basically said and suggested that (in an effort) to keep the project timeline as close as possible, that he submits it without the details and submits a revised plan with the detail when he has it. So, we have it, and we are waiting on hard copies that we are going to distribute. It's already been distributed for review by other departments. That's the CIP site plan portion of the project.

Chairperson Lane - “And just for discussion purposes, can you tell us what CIP stands for?”

Nathan – “Sure. CIP stands for the Construction Improvement Plan. That is one of the plan review processes that the city of Newark has for major subdivisions that fall under that major subdivision category. Following the CIP process is the building permit process. They have successfully submitted the building permit applications and supplemental documents for building permits for the mixed-use building along with the cottages. All the cottages are separate. Building Permits, obviously mixed use is going to be separate. It's going to be phased separately from the cottages. So, we (the city) are focusing on the mixed-use portion first. But the good thing about the cottages is that even though there's five public submissions for the cottages, they are pretty much cookie cutter. So, as long as we successfully review one building permit application and documents, we just need to do cursory reviews on camera. We are hopeful that they are consistent with those submissions. The building permit review process typically takes 30 days from the time of the administratively completed submission. That submission came in late last week. The exact date I don't recall. I believe it was Thursday. So, in checking with the code enforcement manager today, I inquired as to whether there are any game changers, anything that I can do or should be reporting to the Board today. I was informed they had not dug too far into it, but on the surface, they hadn't seen anything that would be a game changer right now. So that is positive.

In addition to those submissions, I did receive via mail today, the signed storm water and maintenance agreement by both parties involved. I'll be going to the city manager's office at some point this week or next week to get a signature, and then we'll, obviously get it notarized. However, we will, as requested, hold on to it and not record with the recorder of deeds until we are informed that the closing has actually occurred.

One other thing I want to note is that we received the check from Ingerman for the water meters. So, it's all coming together. After some hurdles, I'm hopeful there aren't any more. We just got the CIP today, so we haven't even cracked the seal on it.”

Chairperson Lane- “Even though the CIP was distributed to the other departments, you are waiting for the hard copies?”

Ethan- “No, we are not necessarily waiting for the hard copies to start review, but we need the hard copy. I expect that the timing for review is going to be around 30 days before you see anything from us, whether it's an approval or follow up comments. It's likely that what we're going to do is do our cursory review, see if they've addressed all the previous comments, and then do our typical overall review. We have to review a plan in its entirety when it's submitted to make sure that they're not trying to sneak something by us anyway, whether it's intentional or not. If all goes well, we'll approve it. Then, following the CIP approval, the project will be eligible for building permit approval from the Public Works Department. There are four other departments that need to approve. Actually, five other departments need to approve. But our review and code enforcement review are the most detailed.”

Chairperson Lane- “Ethan, after CIP approval and building permit approval. Then what?”

Ethan- “So, then it is in the court of the developer, whoever that may be, whether it's multiple entities, whoever. Then you can decide on when you want to go to actual construction once you have a final building permit. Obviously, there's a demo aspect to the first phase. So, we will be conducting the follow-up approval. Public Works will be conducting a pre-construction meeting. That meeting is going to include the developer, the engineer, the contractor and a responsible party for the contractor who holds a certified construction reviewer license certification. The responsible party for the contractor means that they have the knowledge to verify that all aspects of the site comply with Delaware's seven stormwater regulations. Once that is constructed or conducted, we will then have one final pre demo meeting to review the demo of any structures that are included in phase one. That pre demo meeting is intended to confirm how the first phase is going to be separated from the phase of the project that tenants are still going to be present in. We need a clear understanding of what that looks like to make sure that everyone's safe and everyone can still get to their parking locations. There is a little bit of concern with parking. We will talk about how we're going to separate construction from the folks that are still living here, verify utilities have been terminated, so that way the building can be demolished, and then you get cut loose and start tearing buildings down and eventually start moving dirt.

Regarding phase one and phase two, I don't recall the exact number of units that are going to be left during phase one, but the amount of parking that's shown on the previous plan made it just seem like it was going to be difficult to get people in and out of the parking stalls. So, we had that conversation with the engineer, and they indicated that they were

going to modify where the construction fence is going to be located separating the two phases. Unfortunately, I didn't have a chance to look at the plans today, so I'm hopeful that that was included."

Commissioner Pollack- "What about public transportation? The Dart Connect. Will they be able to find the residents here?"

Ethan- "Are you asking if they are going to have a problem? This is something we will need to discuss during the preconstruction meetings. We are going to identify points of egress for pedestrians and vehicles to allow for pedestrians to safely walk from the occupied units to the public right of way to get on public transportation, Dart Connect and other transportation services. They' will function just like they are now. I don't know if they come in from Delaware Circle and the Independent Circle, and if they do, I'm glad we're having this conversation, because that type of vehicle isn't going to have the same maneuverability as a car. So that's why I'm concerned. I indicated I was concerned about the parking arrangement, and now I'm even more concerned about how public transportation vehicles will turn around. I'll take that into consideration when the preconstruction meetings take place. Good question."

Executive Director- "Let's just say, within this 30-day review period you just got the CIP submission today and haven't had time to review it. Usually, it takes 30 days to review. It is November. The closing date is scheduled for December 18th. If there are minor things that need to be addressed, will you or the other departments in the city be able to have a quick turnaround so that we'll be able to move forward with the settlement date?"

Ethan- "Based on what was the exact settlement date, December 18th. I'm hopeful that we will be able to. What do you need for settlement, besides approved CIP? Do you need building permits?"

Executive Director- "I will need to confirm that."

Ethan- "If there's another iteration of submission, the comments will be so minor that we'll be able to do that cursor review within days of that resubmission. We're good, signed and sealed copies. We'll stamp it approved. We'll approve it in our system, and all parties will receive a copy of the approved documents. If permits are needed for closing, then that does change my response."

Executive Director- "Okay, let's just say building permits are required for closing. How would that affect the review process?"

Ethan- "I think the review isn't going to be as quick because they're not as far along in the review process. Keep in mind, they just came in right. 30 days from now, you're going to get comments, maybe sooner, and if the comments are minor, I would say that the next resubmission would probably be a quick turnaround. If for some reason, they are extensive comments, and it takes a while for them to turn them around, and then we have to review them in more detail, that may present an issue. I would recommend confirming if permit approval is required for closing."

Executive Director- "Is a building permit different than demolition permit?"

Ethan- "It's different and the same. The developer applied for building permits for new construction. That includes the demo and reconstruction footers, steel, wood frame, everything, whatever it might be. There is always an option for an applicant to submit for both if they wanted and if that was the route that everybody wanted to go. So, we're reviewing the building permit. That includes demo, which tends to take longer to review, because you're reviewing everything from international plumbing codes and building codes. We're verifying that the plumbing is consistent with what we see from a site utility perspective. We are checking the sanitary sewer laterals to see if they are even remotely close to where they show the laterals on the site plan. Is there a meter room, dedicated meter room in the building? Is it in line with where this water surface backflow prevention should be, or cross connection control plan and things like that? So, there's a lot that goes into the review and approval process. That's why it takes some time."

Executive Director- "George Read Village is the first project to be fast tracked since the council changed the ordinance. Do you think the process is working?"

Ethan- "It's definitely working. George Read Village was fast tracked. I will say that from the city staff perspective and managing an expedited review process, this project, alongside all the other development projects and all the other projects we have, it has thrown a wrench in our workflow. So, I'm happy that we only have one. I don't expect us to

have multiple reviews all in at the same time. There are different (varying) stages of plan review that are going to throw a wrench in other things, but it won't necessarily affect the expedited review project. However, the review process may affect other developers' projects, and that that's when Council will begin to get pressure from other developers saying staff is taking too long for reviews. Our argument will be, we're for code."

Chairperson Lane thanked Ethan for attending and his presentation. Ethan acknowledged.

IV. Approval of Minutes:

(a). Meeting Minutes from September 11, 2024

Chairperson Lane asked for a motion for approval of the minutes from the September meeting if there were no revisions or questions.

Commissioner Pollack indicated that her name was misspelled.

That correction was acknowledged and made and a motion was made to approve the minutes with the correction. The motion was seconded by Commissioner Tompkins. All were in favor of approval. None opposed. The motion was carried.

Aye 5 (Tillman, Brown, Thompkins, Moone and Pollack)
Nay 0
Motion passed, Vote: 5 to 0

V. Report of the Executive Director

(a). Staff Report of September 2024

Centralized Waiting List:

The Executive Director began the report by mentioning that he centralized waiting list should be going live within the next couple of weeks.

"Our managing agent **affordable housing.com** provided the housing authorities with a checklist of things that we need to do just to verify standard operating procedures, preferences and policies for each Housing Authority. Each Housing Authority will be responsible for verifying the waiting list for all its applicants. There will be a generic mailing sent to each of the participants for all to respond to by November 15. Since purging of the waiting lists, all five housing authorities collectively had 32,000 applications for the voucher program. Of the 32,000 applications, 10,000 applications were shared among all five PHAs.

Maria Bynum, Field Office Director, of the Wilmington HUD office will be hosting a Press Release for the collaboration of the Centralized Waiting Lists from all five PHAs. We have tentatively scheduled the date for November 15. It's a Friday. We do not have a location yet. I did mention and confirm that all board members are welcomed and are invited to attend. Once I confirm the date, time and location I would definitely let everyone know."

NHA Board of Commissioners Update:

Miss Pollack was again welcomed to the Newark Housing Authority. Ms. Jordan stated, "I look forward to working with you. We still have one vacancy, formerly held by Jerry Clifton, now mayor. I know that Paul Baumbach is still working on that appointment. This vacancy is a Governor Appointment. Status is pending."

Vice-Chairperson Tillman- "He has a nominee sitting on the governor's desk. He does have a nominee."

Family Reentry Pilot Program:

NHA received an update for news of funding for the FRP coordinator position. There have been some potential funding sources through the department of corrections that would mean that this position would likely be a part of that agency. This would help with referrals and connections to probation and parole. As part of the criteria for eligibility, it's being tossed around to add an additional eligibility criterion that would require individuals to be under supervision (probation & parole) at the time of enrolment in FRP. This requirement is still being discussed with some feeling that this may limit access for individuals who could otherwise benefit from the program but are not under active supervision

at the time of enrollment and would not qualify for the program. One of the eligibility requirements is that an applicant must have been released from prison or have received a conviction even if this did not result in incarceration in the last three (3) years. With the proposed criteria, all individuals would have to be on probation or parole.

In the opinion of the Executive Director, she did not think adding another criteria is the right approach and by doing so it would create one more hurdle for them to overcome.

Bond CRF funding Use:

This funding of \$500,000 awarded from the congressional delegation was awarded to help with predevelopment costs related to George Read Village. We were looking forward to seeing whether we could utilize some of the funds to reimburse relocation expenses that we have incurred so far. The application was denied.

Ms. Jordan stated, "I reached out to State Representative Paul Baumbach and asked if he could look into the request to utilize some of these funds for expenses related relocation. He re-confirmed that the funds from the congressional delegation do not allow the housing authority to use any of those funds for relocation costs.

So, we're still working through that process to find money to assist with the relocation. We still have one more request from the Delaware State Housing Authority to see what type of relocation expenses can be reimbursed. We are still waiting for a response."

Chairperson Lane- "So, we have not received an email from Stephanie Griffin from DSHA, right?"

Executive Director- "We have not. She has not responded. Our consultant from CSG, Will Dreisbach, reached out again but did not receive a response."

GRV Subdivision Agreement Addendum:

The subdivision agreement addendum was executed and filed with New Castle County's Recorder of Deeds office.

As Ethan reported earlier in the meeting, the Stormwater Drainage and Maintenance agreement was signed by the housing authority and the Ingerman management team. The City of Newark has the agreement. One of the things that was confirmed with our attorney, Marty Walsh from Reno and Cavanaugh, is that NHA could move forward with signing of the agreement, but it should not be filed with the recorders of the deed, because this is public housing, and until we actually go to closing it should not be filed.

Earlier in the meeting Ethan made the statement that they have it, but they're just going to hold it until we get closer to closing.

Scope of work for solicitations for 177 Madison Drive and Roof Replacement/Repairs:

The Madison Drive property is the property we recently were able to gain possession of through a court stipulated agreement. The former tenant moved, and NHA is looking to renovate the unit.

NHA also solicited new roofs and/or roof replacements for all 16 of our scattered sites. NHA is being a bit aggressive with the roofs for scattered site properties. At some point in time, the board will decide as to whether we will maintain these properties under our 501(c)3, keeping them affordable under the Housing Choice Voucher Program. Once these units are converted from Public Housing into the Housing Choice Voucher Program (section 8), NHA cannot use any capital funding dollars to make any repairs. So, NHA is being very aggressive with trying to make sure that the capital improvements are made and that we address them accordingly.

HUD Quality Assurance Division Remote Review:

NHA was selected by an affiliate of HUD for this review. The primary purpose of this review is to validate the Unit Months Leased (UML) and Housing Assistance Payments (HAP) recorded in Voucher Management System (VMS).

Ms. Jordan stated, "The voucher program, to me, is one that requires a lot of monitoring. The partnership between the Housing Authority, the participant and the landlord, must be in place to have a successful program. The landlord must enforce the lease and the participants must comply."

At the review's conclusion, an exit conference will be held to discuss the results of the review. Within 45 days of the review conclusion, NHA will receive a report detailing the results of our review and any required corrective actions. Please be advised that any variance discovered during the review exceeding the twelve-month average tolerance of 3%, will automatically result in a "Finding" and potentially the recommendation for an onsite VMS review. During the exit conference, it was noted that NHA will only be required to make minor corrections in VMS closing out the review.

Chairperson Lane – "When did this review take place?"

Executive Director- "The notice for the review was received on September 16, 2023. The review concluded on October 7, 2024. As Chairperson, you will receive an official notification of the results."

BOD Kick Off Meeting – New Fee Accounting Firm:

"On September 16th the kickoff meeting with the new accounting firm took place. There were some hiccups with them accessing QuickBooks from a remote desktop location. We're still working through that process, which is another reason why financial reports were not provided. I do believe I will have financial reports to share with the board at the next board meeting. There are still kinks that we're working out, but for the most part, the reconciliation for July, August and September will be provided at the next board meeting."

Chairperson Lane- "So, our last financial review was in June."

Executive Director - "That is correct."

Alder Creek annual inspections:

The management office at Alder Creek was notified of the upcoming 14 project-based voucher holders' annual inspections. The inspections are scheduled for October 15th and 17th. Last year, NHA did not charge a fee for the inspections. There was some confusion as to when the units were last inspected, who conducted the inspections, so forth and so on. So, for the inspections from last year's inspections, they helped create a benchmark moving forward.

Now, every year the 14 PBV units at Alder Creek will be inspected in the month of October. We will be charging a fee. The initial inspection fee is \$55 per unit. If the unit fails requiring a reinspection, the reinspection fee is \$40.

Commissioner Brown- "Who is responsible for paying the fees?"

Executive Director - "The fees associated with the inspections are to be paid by Ingerman. However, if any of the deficiencies observed are caused by the tenant and determined to be beyond normal wear and tear, charge for the repairs can be billed to the tenant."

Report of Bed Bugs:

NHA received a tenant report on bed bugs. Today was the final treatment to one of our senior units in a building with four units. NHA did have a licensed professional that is licensed to detect and mitigate bedbugs come out, as indicated in our policy. The total fee for the mitigation was \$750. The technician reported that the bugs were present for some time and given the severity of the condition of the unit they didn't report it timely. Years ago, the housing authority adopted a bedbug policy where the housing authority would pay for the services, and then the tenant could either make the pay in full, or they could enter into a repayment agreement.

In consultation with attorney Gouge, we can no longer defer that cost to our tenants. So, this is an expense that was incurred by the housing authority.

Attorney Gouge- "Delaware Tenant Code changed a couple years ago. Bottom line is, if you're a Public Housing Agency you can't pass this service onto the tenant."

Chairperson Lane- "Don't just for my recollection. This only applies to a public housing agency. Right?"

Attorney Gouge- "Correct. If you're private landlord, there's some hoops to go through and all that. Once a report is made timely, it could save a lot of money. But, \$750 is not bad."

Executive Director- “The mitigation required three treatments. They are licensed professionals. We’ve used them in the past. We probably got a good rate.”

Commissioner Pollack- “Is there any kind of preventive service that we can offer the tenants to educate them?”

Attorney Gouge- “The biggest issue is reporting it as soon as you see it. The first time you get bitten, it needs to be reported immediately. With a private landlord, if you don’t report it after so many days, you got to pay the bill. I realize there may be some embarrassment and all that, but it’s cheaper and faster and better for the tenant as well as the agency to report it as soon as you have an issue.”

Commissioner Tompkins- “The other thing about them is, is they’re kind of lazy. So, it’s, it’s not like they’re hopping all around. They just kind of sit and wait until they can fall into something onto somebody’s clothing.”

Executive Director- “For the well-being of the tenants occupying the other three units, the technician visited all four units just to make sure that it was isolated to that one unit which he did confirm.”

Chairperson Lane asked for a motion to approve the staff report for September 2024. Commissioner Brown made a motion to approve the report. The motion was seconded by Commissioner Tillman. All were in favor of approving the staff report of September 2024. The motion carried.

Aye 5 (Tillman, Brown, Thompkins, Moone and Pollack)
Nay 0
Motion passed, Vote: 5 to 0

VI. Committee reports

A. Commissioner Brown, Chairperson – Policies, Procedure, Compliance & Personnel Committee:

Chairperson Lane asked if there was anything upcoming.

Commissioner Brown reported the annual review for the Executive Director is coming up. He stated, “I’ve given the commissioners who have been here for a year a document that I want them to fill out and return within the week.”

Chairperson Lane- “So, if you can complete it, and then get that over by email to Commissioner Brown that would be appreciated.”

Chairperson Lane asked if there were any questions regarding the evaluation and inquired about Commissioner Brown’s meeting with the Executive Director and his having something resulting from that meeting for the November board meeting.

B. Report of Development Committee: (position Vacant) (a). Development Update

Executive Director- “I will be brief. Our mixed finance attorney, Marty Walsh, is looking into some of NHA’s expectations from the Ingerman team. NHA remains stern on the ground lease payment of \$500,000. There has been some opposition from the Ingerman team, but it was made very, very clear that NHA will not accept anything less than that. Right now, they are proposing \$350,000 to be paid at settlement.

The Ingerman team is looking to get NHA to that number. They are looking to see if some of their loans for the project would result in a lower interest rate. So, we’re waiting for feedback from the Ingerman team to see if that is something that they can do. If the interest rate cannot be lowered, Marty has structured a part of the agreement where the remaining 150,000 will come from contingency.

NHA is concerned with funds held in contingency. There is no way to determine whether there will be money left after construction to pay out the difference. There could be overruns. There could be unforeseen circumstances. There could be anything that would prevent them from paying an additional 150,000.

The agreement has language regarding additional change orders or reductions in additions in construction costs that exceed \$10,000 or \$100,000 in aggregate, must be approved by the housing authority. For contingency, NHA wants to

know what the contingency items are so that whatever money that's held in this contingency NHA gets paid the remaining fee owed before they pay themselves.

The goal for NHA is to improve the quality of housing and expand our supply of affordable housing. We have an opportunity for both with the redevelopment of George Read Village. We will be expanding by 18 units. I think that's huge for the size of NHA. NHA will pulling families off the existing waiting list to fill vacancies some who have been on the list since 2019.

I also want to thank my chairperson, Nikki Lane, for her support, patience and understanding. If I have an issue or invite her to sit in at a meeting, if she is available, which nine times out of ten she is, she's right there with me. She understands this business and has a background in the development process. So, I just want to say thank you to Chairperson Lane, for her commitment to NHA and support of affordable housing.

Chairperson Lane- "Thank you.

All in attendance gave applause in support of her; their fellow chairperson!!

- C. Report of Finance Committee:
 - (a). Committee Report – Monthly Financials (Paul Tillman)

Chairperson Tillman reported there are no financial reports to be given at this time.

- D1. Strategic Planning Committee; No report.
- D2. Subcommittee chairperson, Commissioner Tompkins

Commissioner Tompkins reported the meeting last week with Miss Pollack was very successful. The lines of communication were left open making her aware that if she has any questions, she's more than welcome to present them to Commissioner Tompkins or Marene. She's very excited about being part of our board.

Chairperson Lane suggested to Commissioner Pollack that if she had any questions that she compile a list and get it to Commissioner Tompkins first. Commissioner Pollack agreed.

VII. Attorney issues

Attorney Gouge: None.

VIII. Old business

- A. From the other Commissioners

Chairperson Lane- "One question about the development. How much have we spent on relocation?"

Executive Director- "Relocation cost is under \$60,000".

Commissioner Brown- "Does that include off-site storage and our rental office?"

Executive Director- "Yes."

Chairperson Lane- "We are going try to get that back from Ingerman."

Executive Director- "We're trying. That's part of the opposition. They're saying relocation is on the housing authority, and it was supposed to be a partnership. We are working very diligently to ensure that we recoup some money for our expenses."

Chairperson Lane- "With the first phase of folks, the timing of the relocation, the securing of the temporary office., all of that was done because of their schedule."

Executive Director- "Yes. We worked off Ingerman's development schedule that showed a July closing. We all knew we were going to have issues with the tenants wanting to remain in our jurisdiction. When we started the outreach to the community, specifically landlords, no one could predict whether a unit would become available. We had folks saying

they were going to assist the housing authority with trying to relocate some of our folks. There was no assistance. The staff here at the Newark Housing Authority did it all ourselves. So, the relocation expenses that were incurred so far should be reimbursed by Ingerman.”

Chairperson Lane- “I bring it up because that's what that's important, very important. You just didn't pick a random day to start that process.”

Executive Director- “No, we did not. Before the relocation process starts HUD requires notice to the residents at least 60 days in advance. We started the outreach early because we knew the challenges we were facing with affordable rents and availability.”

Chairperson Lane- “So now, when are you thinking about occupying the office space?”

Executive Director- “As soon as I can get a firm closing date. Right now, closing is December 18th. This is the second date, but we are preparing to move. I am meeting with the moving company next week for a quote and anticipating moving some of the storage into the offsite rentals.

Old Business Continued

- B. Executive Director: None.
- C. Legal Counsel: None.

IX. New business

A. Commissioners,

Chairperson Lane- “I do have one request for the subcommittee chairperson, Commissioner Tompkins. Can you contact the Food Bank of Delaware. They provide a mobile pantry. For the holiday greetings, can you see if we could have a mobile pantry here onsite for our seniors where they give out the vegetables and the produce, and also for Alder Creek?”

Commissioner Thompkins- “I think the mobile pantry is scheduled for Alder Creek. Are we thinking about Thanksgiving?”

Chairperson Lane- “Ok. Or if they give you specific dates that they're doing mobile pantry, we could just be a part of one of those dates.”

Commissioner Tompkins- “Sure. I would be happy too.

Commissioner Moone- “Would we be open to using a church that may have food?”

Executive Director- “The Newark Area Welfare Committee has been gifting our residents with gift cards annually, Christmas and Thanksgiving.”

Chairperson Lane- “Ok, good. Commissioner Moone, you'll connect with Commissioner Tompkins. Thank you.”

- B. New business Executive Director
501(c)3, nonprofit - the Newark Housing Authority Development Corporation.

We have to resume meetings, and we have a vacancy that needs to be filled.

Donna Shand former board member is the president

Denise foreman-Gaines was the Vice President, but she resigned from the board.

If there's anyone on the board that is interested in filling this vacancy, let me know. If not, Ms. Shand wanted me to ask the board, would it be appropriate if she found someone to fill that seat?

Chairperson Lane- “Do we want them to be city residents, at least one? What kind of qualifications and how many board members?”

Executive Director- “Right now, there's three. President and Vice- President. I hold the seat as Secretary and Treasurer.”

Chairperson Lane- “I think that we can think of somebody before we pass it on to Ms. Shand. So, Marene, can you just send out just an email to the board reminding us of what you need as a recommendation to fill what seat it is for the 501(c)3, because I even think a business owner in the city would be good for that. A business owner in the city of Newark.”

Executive Director- “Will do.

- C. New business, Legal Counsel
 - A. Senate Bill 293

Basically, as it is right now, if you're a private landlord and somebody comes to you with a Section 8 Voucher, you can turn them down because you don't want Section 8. But now this legislation prohibits discrimination based on source of income, which is defined as including rental payments from any government program that's been adopted. There's a study in progress about for Section 8 landlords to accept new tenants, new participants for them, once a study is completed and implemented, and assuming it takes place, then landlords then are not able to deny somebody that's a voucher order. That would be a discriminatory act. They would fall under the Fair Housing and go before Human Relations Commission. So that's what Senate Bill 293 is trying to accomplish.

Chairperson Lane- “When is it supposed to take effect?”

Attorney Gouge- “I believe January of 2026.”

Chairperson Lane- “Any questions for legal on SB293?”

Commissioner Tompkins- “Just one. What if somebody comes to my door and says they want to rent my house? We have four rental properties within the first eight houses on my street.”

Attorney Gouge- “You don't have to rent rooms.”

Commissioner Tompkins- “That is interesting, because, I mean, I would much prefer to be renting to someone who needs a house instead of college students that can afford \$1,200 a month.”

Attorney Gouge- “Yeah. Well, can they afford it? Or is Mommy and Daddy paying?”

Chairperson Lane- “Any other questions or comments?”

- X. **Visitors and/or Petition:**
 - None
- XI. **Adjournment:**

Chairperson Lane –

Motion to adjourn. Commissioner Brown made a motion to adjourn, and Commissioner Tillman seconded the motion. All were in favor of adjourning.

Aye 5 (Tillman, Brown, Thompkins, Moone and Pollack)
Nay 0
Motion passed, Vote: 5 to 0

Meeting adjourned at approximately 6:15 pm
Minutes Submitted by, Marene M. Jordan, Executive Director