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**Newark Housing Authority
Board of Commissioners
November 13, 2024
Revised – Correction January 8, 2025**

Summary of Meeting (In-Person) Minutes

Opening-Chairperson Lane opened the meeting at 5:00 pm with a greeting and Roll Call.

- I. Roll Call:** Present: Chairperson Lane, Commissioner Tillman, Commissioner Brown, Commissioner Tompkins, Commissioner Pollack and Commissioner Moone. Also present were Attorney Gouge and Executive Director, Marene Jordan.
- II. Guest Speaker/Presenter:**
 - (a). Marty Walsh – Attorney for George Read Village Redevelopment, Status update (virtual attendance).
 - (b). Frank DeFroda, CPA from Whisman Giordano & Associates, LLC; Presenting FYE March 31, 2024, Audited Financials.

The two guest speakers scheduled for the meeting had not arrived at the meeting's start. Therefore, discussion moved on to the next agenda item.

III. Approval of Minutes: Request was made for approval of October 9, 2024, Board meeting minutes. Commissioner Brown made a motion to approve the meeting minutes. Commissioner Kelly Thompson 2nd the motion. The motion was carried and the minutes approved.

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

IV. Report of the Executive Director:

- (a). Staff Report for October 9, 2024

Centralized Waiting List:

"The Centralized Waiting List "Delaware Housing Access Association" is live. Notices were mailed to all Housing Choice Voucher applicants on all five PHAs combined wait list. The notices informed all applicants to update their applications by November 22, 2024. All Applications will be processed through a centralized platform accessible at Delaware.AffordableHousing.Com. A press release will be held on Friday, November 15, 2024, from 11:30 am to 12:30 pm at the Hope Center. We are anticipating having the governor and the Regional HUD Administrator, Matt Heckles at the press

release, but we're still waiting for attendees to confirm. So hopefully you all will be able to join me at the Hope Center at 11:30 on Friday."

Community Development Block Grant/Revenue Sharing Funds Applications:

"The City of Newark CBDG committee is in the process of reviewing applications for the 50th year. Although NHA did not submit applications for this year's consideration, the agency was named as a partner for the proposed plans to redevelop the property on Barksdale Road where an application was submitted independent of NHA. Plans require rezoning and is proposed for an adult community with 52 units of age-restricted affordable housing. The roles for each (landowner, developer and NHA) have not been defined. However, NHA is supportive of the project where plans allow for more affordable housing and the use of Housing Choice Vouchers. Plans are pending. Additionally, NHA did apply for grant funding under the 51st year for consideration in receiving CDBG funds for capital improvements at scattered sites."

Scope of Work Solicitations for 177 Madison Drive and Roof Replacement/Repairs:

"The work at 177 Madison Drive has begun. The unit will be more energy efficient with new windows and LED lighting. We are also tapping into the existing plumbing to accommodate a washer and dryer. In regard to the work at 177 Madison Drive, I invited Commissioner Tillman to take a tour with me to see the work in progress."

Ms. Jordan provided Commissioner Tillman the opportunity to comment about what he had observed about the project so far.

Commissioner Tillman- "Well, it is a work in progress, but it is very good. The idea of including a washer/dryer in the unit was a great idea."

Marene Jordan (Continuance of Staff Report)-

"The roof repairs and replacements are complete. Two of the sixteen units did not require any repairs or a new roof. The total cost to complete the project totaled \$86,574.00."

George Read Village Relocation Expenses:

"In your monthly packets, I have provided you with a copy of the GRV relocation expenses to date. NHA's relocation cost is estimated to be \$49,000. We are still exploring options of how to recover some of the cost. The monthly cost for two offsite storage rentals and the office spaces is \$1843 per month."

CY 2025 Operating Subsidy:

"NHAs financial team (BDO) assisted with the submission for CY 2025 operating subsidy due to HUD by October 18, 2024. NHA is eligible to receive \$211,924 in subsidy. The award is pending."

CY 2024 Appeal of HAP Reserves:

"NHA received notification on October 22, 2024, of our appeal for calendar CY 2024 Housing Choice Voucher Funding Second offset of excess HAP reserves, and based on the criteria established in Notice 2024-29, NHA's request was denied. The reason for the denial given was NHA is projected to have a positive 12/31 HAP reserve at CY end 2024 but are forecasted to have a shortfall for calendar

year 2025. The notice informs that we must continue to manage our program within the funding constraints given.”

Commissioner Brown asked, “Are we ok for 2024?”

Ms. Jordan replied, “NHA is ok for CY 2024 Disbursement Payments for the voucher program.”

Chairperson Lane stated, “We don't know what the calendar year 2025 funding cycle is going to be. There's a new administration.”

Executive Director Jordan added, “We just don't know what it's going to look like for affordable housing, let alone funding. So, we are proceeding very cautiously until we know what our calendar year 2025 funding will look like.”

Housing Manager:

“NHA is pleased to say that our Housing Manager, Diana Feliciano, passed her exam. Ms. Feliciano received her certificate of completion and became certified as a Housing Choice Voucher Specialist for the voucher program. Training was provided by Nan McKay.”

Issuance of Vouchers:

NHA held a Housing Choice Voucher Briefing on October 24, 2024, and issued five vouchers. Prior to that briefing, NHA issued 4 vouchers in May. NHA has been advised by the field office to hold off on issuing any more vouchers, given the fact that our subsidy has not been confirmed for calendar year 2025 as we are expected to have a shortfall.

New Landlord Listing:

Within the last couple of weeks, NHA has received four new property listings in our voucher program. Three of the four listings are within the city. The other is just outside falling under New Castle County. The unit types are two 3-bedroom units and two 2-bedroom units. We have shared these new listings with our voucher holders.

Chairperson Lane inquired as to how we acquired the new listings, whether landlords stopped by to ask if they can list the properties in our voucher program or otherwise.

Ms. Jordan stated that we are not certain of that, but we were excited as this provides our voucher holders with additional units that they can choose from and rent if affordable.

HUD Quality Assurance Division Remote Review:

As of October 30, 2024, the NHA was notified of its results from the Quality Assurance Division Remote Review for the Housing Choice Voucher Program. The review period covered the Housing Choice Voucher Program Voucher Management System for the period covering July 1, 2023 – June 30, 2024. This review was to determine the accuracy of NHA's reporting through the voucher management system, and the conclusion of this review identified three concerns.

- ***Concern No. 1***

Total budget HAP reported by NHA was \$686,469. The reviewer validated \$686,850 should have been reported leaving a difference of \$381 in underreported (well within the era of margin identified by HUD reviewer).

- **Concern No. 2**

Total unit months leased reported by NHA was 908. The reviewer validated 913 should have reported leaving a difference of 5 being underreported. Corrective action is in place to continue to run system generated reports monthly so corrections can be made timely.

- **Concern No. 3**

Voucher issued but not under HAP on the last day of the month. The reviewer reported 28 were underreported but was later revised to 12, to exclude movers. Corrective action is in place to utilize a spreadsheet provided by the reviewer to track New vouchers issued independent from any other system generated report for accuracy and VMS reporting.

As a result of this review, the letter informs NHA to make needed corrections. There was no request for a corrective action plan or the issuance of any findings.

Since these concerns identified by the reviewer are minor, the letter advised to make needed corrections in VMS. The corrections were made. The HUD reviewer closed out their report and no further action is required by the Housing Authority.

FYE March 31, 2024, Audited Financials:

NHA's Audited Financials were submitted electronically to HUD on October 23, 2024. The financials for FYE March 31, 2024, are being reviewed. Ms. Jordan is not aware of any audit findings.

Alder Creek Annual Inspections:

NHA's inspector performed the annual inspections of the 14 PBV units at Alder Creek. The units were scheduled for inspections on October 15th and 17th. Only 4 out of the 14 units passed the inspections. The deficiencies reported were minor with one being a 24-hour violation of an inoperable smoke detector. Some deficiencies were caused by the tenant. The inspector reported the possibility of pet violations where two units had more than two pets. The management team did challenge the inspection of another unit that was reported as being vacant. The inspector reported that there were no personal belongings in the unit and utilities were disconnected for non-payment although the keys were still in the possession of the tenant. The re-inspections of the failed units are scheduled for November 19th.

Chairperson Lane asked if it was correct that 4 out of the 14 units inspected passed.

Ms. Jordan responded, "Correct."

Chairperson Lane stated, "That's a problem."

Ms. Jordan responded with, "The deficiencies were relatively minor. The units are scheduled for re-inspection on November 19th. There was some opposition with one of the units that the inspector inspected. He determined that the unit was vacant because there were no personal items in the unit. There was no service to the unit. He could not check for hot water. He deemed the unit to be vacant."

The property manager disagreed that the unit was vacant because the tenant was still in possession of the key.”

Chairperson Lane stated, “I’m sorry. So, the inspector’s stance was that the unit was vacant? The management stance was they didn’t get “possession”, so it wasn’t vacant. That’s what they’re saying. Because the tenant didn’t turn in the key that technically the unit was not vacant.”

Chairperson Lane asked for Counsel’s response to the situation.

Attorney Gouge responded, “Based on a limited set of facts that I have here, A-There’s nothing in there, or very limited stuff in there. B-The big issue for me is the utilities are turned off. Right? I’d take possession. That’s a risk that I would take, based on that set of facts.

If you go in there and there are no personal items; you look in the fridge and the utilities are turned off (there’s nothing in there). There are no clothes. There’s nothing in the closets. I mean, I’d take possession. What they should do is take pictures.”

Ms. Jordan stated that the inspector did take pictures.

Attorney Gouge added, “The bottom line is they did.”

Ms. Jordan commented, “The position of the property manager was the participant turned in a notice of her intent to vacate the end of December 31st.”

Chairperson Lane stated, “But there are more facts that we had to consider. Right? One, she didn’t shut off the utilities. They were disconnected. Correct, for non-payment, right? And she (management) doesn’t have the key yet. Right? I have my property management hat on now, the unit would not be vacant because they don’t have the key. That is, utilities were not shut off. She didn’t get the utilities out of her name. Utilities were disconnected for not paying, and she sent a note saying she’ll be out December 31st. To me, that’s legitimate?”

Ms. Jordan added, “HUD regulations state a HAP payment cannot be made on a vacant unit. So, NHA didn’t make the payment. If it becomes a legal issue and documentation is provided with warranting payment, then NHA can address it at that time.”

Chairperson Lane also added, “What Alder Creek should do is reach out, text, email or something, saying, “You turned over to possession. And by the way, if you don’t turn over possession, you owe us rent.”

Attorney Gouge commented, “There needs to be some follow up to get her to consent, admit again. I agree with you Marene, on the matter of payment.”

Commissioner Brown stated that he agreed with the status of the unit being vacant.

Marene Jordan (Continuance of Staff Report):

“There were two other units that failed because of pets. The inspector observed two pets in one unit, and then he said there must have been six in the other three cats and three dogs. His report indicated there were feces everywhere. I’m not sure if any inspections are being performed.”

**Chairperson Lane referred to the meeting agenda item of the following:

II. Guest Speaker/Presenter:

- (a). Marty Walsh – Attorney for George Read Village Redevelopment, Status update
(virtual attendance)

Chairperson Lane acknowledged the attendance of Guest Speaker/Presenter Marty Walsh and gave him the floor noting that the board commissioners were present and will be verified by an additional roll

call. Commissioners Lane, Tillman, Brown, Tompkins, and Pollack all responded as "Present". Ms. Jordan and Mr. Gouge also responded as "Present".

Attorney Marty Walsh (Status Update):

"I think the update is positive. I think when we initially scheduled this, there were some questions with the Davis Bacon wage rate classification for the building. Between when this was scheduled and the actual meeting with Ingerman, we got confirmation that they can use the Residential Wage Rates instead of the Commercial Rates. Which would, if commercial Rates had to be used, they would have really driven up the project costs and created a financing gap. So, I think where we are now (with the project) is where the developer is working through the financing with its investor and with DSHA and with the housing authority.

We're working with Marene to put together the HUD subsidy layering review packet which is then submitted. Once it is received and gets the HUD approval that's what is needed for us to be able to close with DSHA. On today's update call with DSHA, they said that they are not able to close the project this year. They are targeting this as a January closing. So, Marene, I think that's really where we stand right now. I'm happy to talk further about any aspect of that."

Chairperson Lane asked, "Just to reiterate, our closing initial date of December is now January 2025? Marty, did the DSHA say why the date was moved? Is it just scheduling?"

Attorney Marty Walsh responded, "It sounded like it was just scheduling on their end, and didn't sound like they were ready to proceed at this point with December."

Commissioner Brown added, "So, where was the ball dropped. I am trying to understand where the ball was dropped. I mean, we were supposed to do this, what in June or July. And now it's damn near Thanksgiving, and we still have no date for groundbreaking. Is it the city? Is it the Housing Authority? Is it the developer? What is it?"

Attorney Marty Walsh responded, "I don't know if I would classify this as dropping the ball. I work on a lot of these transactions nationally, representing housing authorities on deals. The initial desired closing time frame, you know, is never met. There are a lot of moving pieces where they're talking about a private public partnership. So, the developer has to go out and identify an equity investor who's going to invest in return for the tax credits, and they have to negotiate with them and negotiate with the city to get all the city approvals. Then you have to negotiate with HUD to get the HUD approvals. So, I wouldn't characterize this as dropping the ball. I really wouldn't point a finger at someone on this. I think folks are working hard to address the issues as they come up, which they always do in these deals. They're complicated transactions. They aren't super straightforward; cookie cutter deals that just get done on the immediately desired schedule. And so, I think that's where we are trying to work through all those issues with the range of parties that are involved in complicated, public, private financing."

Ms. Jordan stated, "Now we have a closing date sometime in January. Do you think that's a realistic one? Given the fact that we haven't actually submitted the HUD subsidy layering documents yet?"

Attorney Marty Walsh responded, "I do, Marene. I think the subsidy layering typically takes 60 days. The challenge was, there was a question mark with the Davis Bacon wage rates, and so we didn't want to submit something that, then we had to pull back from HUD. Because that will delay things further. So, I think now that that's been worked through, I think we are at the point of making that submission. We're down to just a couple items. Really, on the rent certifications and things like that, to make that submission. So, it's 30 days with the HUD field office, typically, and then once they've signed off on it, it's 30 days at HUD headquarters. So that's the 60-day period. If we can make that submission, which I think we should be able to this week, early next, that puts us in mid-January for the for closing."

Commissioner Pollack added, "In the meantime, like you said, we were supposed to have this done in May. And right now, we have vacant buildings sitting here, and number one, they pose a security risk for the people that still live here. And number two, God only knows what kind of animals are going into the vacant buildings. It is a problem for the community."

Ms. Jordan responded, "That would also be a comment from me. I will address your comment after our call with the attorney".

Chairperson Lane suggested that the meeting move forward and finish up with the attorney. (Thanking him for and appreciating his time for the review and acknowledging that she is aware that he has other items on his schedule.)

Attorney Marty Walsh expressed his pleasure in her comments and apologized for his tardiness.

Chairperson Lane asked for comments regarding the vacant units.

Ms. Jordan responded, "There is really nothing that I can do about the vacant units. We've been talking about this since we received the developer schedule showing July closing. We moved the families out of those units in anticipation of closing in January but that didn't happen. The units are secure."

Commissioner Pollack stated, "They're secure now. I was standing out there waiting for the Dart Connect, and there were two men. They came out of one of the vacant apartments."

Ms. Jordan answered, "Yes, that's when I found out that two units that were not secured properly but all 14 units are secured. However, I can't control the rodents, but necessary precautions were taken to secure the buildings."

Chairperson Lane added, "Maybe we can notify and speak to the community officer, city police, and ask to have more frequent police patrol more often than they already do, just because of the vacancies. We should probably let them know how many and which buildings are vacant. That should help, just to have an officer present and/or frequenting the area."

Ms. Jordan (Continuing the Conversation About Alder Creek):

"We left off with the inspections. On two units, the inspector reported observing pets and noted on the inspection report for management to send violations notices or confirm if the violations require the tenant to remove the animal if they're if they did not pay the pet deposit. Or, if the number of pets exceeded their pet policy. The last notation for a failed inspection was documentation for a vacant unit."

Chairperson Lane commented, "So, those units are the units with Ingerman's management and 4 out of 14 units passed."

Ms. Jordan added, "There's been some change over. I just learned their maintenance is being trained."

Chairperson Lane stated, "I would like to hear from the property manager. Would any other commissioner like to hear from the property manager? Does the Board want to hear from the property manager? I would like to hear from the property manager regardless. Number one, what's their

maintenance protocol? How do they handle maintenance when they get a call? What happens next? One question, I think, is, didn't they know the inspections were coming? I know that you are notified in advance that these inspections are coming. So, 10 units failing is a lot. I know one or two fails is one thing. But!!

So, the person that was there now was the person that was notified. Well, this is who we want to hear from. So, we would like her to come in to explain the maintenance process that she follows. And we would like to know why these units weren't ready. Bottom line is our HUD performance rating, and score could be jeopardized. Commissioners in attendance agreed.

Aye 5 (Tillman, Brown, Thompkins, Moone and Pollack)
Nay 0

Ms. Jordan responded, "I know my staff notified the property manager as well as the tenants of the inspections."

Chairperson Lane added, "But a tenant wouldn't make any repairs."

Ms. Jordan in response said, "That is true, but the tenant's obligation is to report it. Now, whether the need for repairs was reported, I would not know. I also would not know whether the materials were available to make the repairs(s)".

Chairperson Lane stated, "Okay, if you're notifying a tenant of you having your annual then you actually go into the unit and inspect to see what you need to be prepared for your annual. Correct? I mean, my question is, do they do quality control inspections throughout the year?"

Ms. Jordan responded, "I don't know what their policies or procedures are when it comes to property management. I know NHA performs monthly preventive maintenance and inspections, and I do quality control inspections."

Chairperson Lane asked if the commissioners would like for her to come in and explain what their maintenance procedures are and give the Board a little bit of understanding. The Commissioners agreed and the results were as follows:

Aye 5 (Tillman, Brown, Thompkins, Moone and Pollack)
Nay 0

Ms. Jordan informed all that the re-inspections are scheduled for the 19th of November.

Ms. Jordan (Staff Report Continued):

NHA Website Updates:

"Over the past couple of weeks, NHA has been making updates to the website. Please visit the website at newarkhousingauthority.net to view the changes. When you have logged in, you will see the pop-up message for the centralized wait list with instructions for existing applicants to update their information by November 22, 2024. Some updates include:

- Under the community tab, then click the tab for wait lists; you will view updated information on both the voucher and public housing waiting list.
- Under the program and property tab, you will view updates for both programs including having access to polices for both programs.

- The website was also updated with the link to the New Tenant Landlord Code provided by our attorney.”

Chairperson Lane asked for a motion to approve the staff report for October 2024. Commissioner Brown made a motion to approve the staff report for October. The motion was 2nd by Commissioner Moone. Motion carries to approve staff report October 2024.

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

V. Committee Reports:

- A. Report of Policies, Procedures, Compliance & Personnel Committee:
Chairperson - Commissioner Brown.
(a). Annual Review of the Executive Director

Commissioner Brown reported that he and the executive director met, and the review is still in progress. “I need to have a meeting with other committee members and commissioners to hopefully finalize it. We need an executive session for the next board meeting for January 2025 since we do not meet in December. Commissioner Brown suggested that an Executive Session meeting be held at 4:30 pm, on January 8. Commissioners in attendance were in agreement.

Aye 5 (Tillman, Brown, Thompkins, Moone and Pollack)
Nay 0

- B. Report of Development Committee: Chairperson - Position Vacant
(a). Development update

Chairperson Lane stated that that was just given from our attorney Marty Walsh and asked Ms. Jordan if she had anything else to add.

Ms. Jordan stated that she had nothing further to add.

- C. Report of Finance Committee: Chairperson – Commissioner Tillman. Commissioner Tillman reported the following:

You all know that we have a new accountant, and they have now caught up with the financial statements you have in your stack of papers. The most recent month is September. We have basically three accounts. We have Public Housing. You have Section 8. And you have a business account. I had a couple of questions which I would love to ask Marene, and she can pass on to the accountants. In our HCV financial statements, in the income section, there's a new line that has appeared, called the HAP subsidy, which was not in the financials when the old accountants prepared the statements. I guess that was somewhere all along. It's not like we have a new source of income, but that has a fairly dramatic effect on the numbers as it works with the administrative subsidy. I just want to understand

the HAP subsidy. How it got here and why it wasn't there previously. That's one of those three questions.

Then there's the last three items on the expenses, the housing assistance payment, the utility half and the security deposit payments also were not in previous months and those are the biggest numbers on the page. They make a big difference. It would be helpful to know where those amounts were previously accounted, and how did they get here. I'm assuming they belong here. I looked to find out if any of their processes had changed from the previous one. I just compared June, which was under the previous accountant, to July, August and September, and those were the most significant changes. Everything else is as I would have expected it to be.

Under the HAP subsidy, you have your June report. There, the HAP subsidy is under income that was not previously reported.

Under section 8, it just has the one you can't see it from there, the one line item, which is administrative subsidy, which was \$20,000 as of June. The administrative subsidy seems to be tracking just fine, but we didn't show the half subsidy on the previous financials.

Ms. Jordan stated, "For the voucher program there are two different pots of money, we earn an administrative fee for each voucher and then we receive our housing assistance payments (HAP) that we receive to pay our landlords."

Commissioner Tillman continued, "And that seems appropriate that it would be there. I just want to make sure that I understand as we're changing partners and that we're not fundamentally changing our methodology.

On the public housing financials, we have a net income surplus. So, we're six months into the year through September. We're at 71% of our income budget with 50% of the year gone. So, applying income and on expenses, we've spent 43% or 50%. So that looks fine.

On the Business Activity financials, everything appears to be in order."

Ms. Jordan responded that she would get answers to the questions and email **Commissioner Tillman** the next day. She also acknowledged that the Finance Committee did hold a virtual meeting just as a meet and greet. Commissioner Tillman and Brown both attended the meeting and asked that they kindly share a few comments from that meeting.

Commissioner Tillman reported, "We did complete a zoom meeting and informal introductions were made. We opened the door for comments. We did invite one or both of them to come and show their face, just so that we can actually put a face with the name and get to know them even better. Actually to have an in person meeting on the table. It's ongoing, not urgent."

Chairperson Lane thanked Commissioner Tillman for his report and inquired of Ms. Jordan as to why the auditor didn't show up for today's meeting.

Ms. Jordan responded that she did not receive a response to her inquiry sent a few minutes ago to the auditor.

D1. Strategic Planning Committee: Chairperson Lane
(a). Committee Update – No report from this committee

D2. Greeting Subcommittee: Chairperson – Kelly Tompkins
(a). Update on Mobile Pantry Food Bank Outreach

Commissioner Tompkins reported that she and **Commissioner Pollack** met after the last meeting. She is reading the information and such. On the mobile pantry, she stated, "I reached out to them. Are you looking for this to be a one-time thing, a once-a-month thing? Did you want to get it started before Christmas? Or do you want to start after?"

Chairperson Lane inquired as to whether these were options being offered.

Commissioner Tompkins said, "They wanted to know what our intent was. So those were the options that I was asking her about, and she didn't really say yes or no.

Chairperson Lane stated that she wouldn't expect them to give us a routine schedule and she was thinking more along the holiday time.

Commissioner Pollack commented that some of our residents had already received food boxes monthly from Mr. Moone's church. One person picks up four or five boxes and one of the neighbors delivers the boxes.

Ms. Jordan stated that The Newark Area Welfare Committee reached out to the housing authority and Alder Creek and asked for an updated resident list (which they ask for annually) to provide food boxes and gift cards. "I don't know if they received the list from Alder Creek, but they reached out today and received NHA's."

Chairperson Lane added, "Okay, so we could put as much information in newsletter as we can. And speaking of newsletters, when do newsletters go out." **Ms. Jordan** answered that they are issued quarterly. **Chairperson Lane** emphasized that we will utilize the newsletter as our form of communication when the project gets started, so that Marene and staff aren't inundated with a bunch of calls and questions. The response is going to be look out for a newsletter which will have updated and consistent information going to everyone.

VI. Attorney Issues:

Attorney Gouge had nothing to report.

VII. Old Business:

A. From the other commissioner: None

B. From the Executive Director:

501(c)3 – Newark Housing Authority Development Corporation - Vacancy

Ms. Jordan stated that we have a vacant seat on 501(c)3 (Newark Housing Authority Development Corporation). She asked if anyone was interested in filling this seat? The board seats consist of a President, Vice President and Secretary/Treasurer. The vacant seat is for the Vice President.

Chairperson Lane also asked if any Commissioner from the board was interested. **Commissioner Tompkins** volunteered to accept the position.

Chairperson Lane asked, "Commissioners, do we agree that Commissioner Tompkins could take on the role as Vice Present for our nonprofit, 501(c)3? Commissioner Brown made a motion for Commissioner Tompkins to fill the vacant seat of Vice President on the nonprofit. The motion was 2nd by Commissioner Tillman. Motion was carried and approved.

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

Commissioner Tompkins was congratulated and announced as the VP for nonprofit.

C. From Legal Counsel: None

VIII. New business

A. From the commissioners:

Commissioner Brown asked, "With the new administration coming in. Do we foresee any changes in funding from HUD?"

Ms. Jordan answered, "I would say there is a possibly that could affect the project and/or funding NHA receives from HUD. However, usually HUD will operate on a continued resolution until funding is passed. NHA is in really good financial shape and can access funds should there be a need to do so. CD's are in place. We have capital funds with funds earmarked for operations."

Commissioner Tillman Updated the board that Mara Gorman is the newly elected representative from District 23, the replacement for Paul Baumbach. The number one on her list of priorities is affordable housing. "I would just suggest maybe Marene might want to just reach out and have coffee with her or something to introduce herself on behalf of the Newark Housing Authority."

Chairperson Lane asked if we could also invite her to one of our meetings.

Commissioner Tillman reported on the board vacancy and that the forms are apparently sitting on the governor's desk waiting to be approved. He stated that he reached out to her (Claire O'Neal) today. She has not heard anything from the governor's office.

Chairperson Lane a had a question for Marene on the relocation cost to date. "When does the office lease expire?"

Ms. Jordan responded, "The lease expires at the end of April. We do have an option to renew."

Attorney Gouge added, "My recollection is we have a one-year option. With the same rent, that I don't recall. It wouldn't surprise me if the rent goes up 50 bucks a month or something."

Chairperson Lane stated, "And what about the offsite storage, the 10-month promo?"

Commissioner Brown commented, “We received two free months. So, we're good on those 10 months.”

Chairperson Lane added, “I would expect we should be able to extend that month to month or something. We just don't want till wait to the last minute to renew.”

Commissioner Pollack stated, “Dart Connect only have four vans altogether, and they hired more drivers, but with only have four vans, they're relatively slow. I talked to him about getting more state funding for it, and he's going to see what he can do.”

Commissioner Tompkins stated, “When the students came back to school, they're using it, because even though it's not door to door service, it's closer than the university class. Maybe the city should look into getting a van designated for non-students. I mean, the students have a lot of amenities at this point. To increase their capacity and meet the demands of everybody, then there might be more students deciding not to bring a car to campus. You might have less of a parking and private problem.

B. From the Executive Director:

(a). Commissioner Term Expiring (Chairperson Lane – City Appointment)

Ms. Jordan stated, “I let the city Secretary know of this upcoming vacancy. Chairperson Lane, are you going to accept another three-year term?”

Chairperson Lane responded, “I'm not discussing this right now, but I will discuss it with Jerry but not tonight. I have to look at my schedule. I know my focus is on George Read Village and seeing that through. So, I will get back to you and Jerry.”

C. From Legal Council: None.

IX. Visitor and/or petition:

Visitors, none.

X. Adjournment:

Motion to adjourn, please. Commissioner Brown made a motion for the meeting to adjourn, and Commissioner Tompkins 2nd the motion. All in favor? Yes. Any opposed? No. Motion carries approved.

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

Meeting adjourned at approximately 6:07pm

Minutes Submitted by, Marene M. Jordan, Executive Director