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Temporary Address

**Newark Housing Authority
Board of Commissioners Meeting
November 12, 2025**

Summary of (Hybrid) Meeting Minutes

- Per the hybrid meeting provisions as provided in 29 Del. C. §10006A, this meeting was held in person with remote access via Zoom Meeting at:

<https://us02web.zoom.us/j/89206443534?pwd=cV0pDwiWWBUVbGPmJHaSXSXNjh7QvaY.1>

Chairperson Lane opened the meeting at 5:05 pm with greeting and roll call.

I. Roll Call

Commissioners present were Chairperson Lane (in-person), Commissioner Tillman (virtual), Commissioner Brown (virtual), Commissioner Pollack (virtual), Commissioner Moone (virtual), Commissioner Tompkins (virtual) and Commissioner O'Neal (virtual). Also, present were Attorney Gouge (virtual) and the Executive Director, Marene Jordan (in-person).

II. Approval of Meeting Minutes

Chairperson Lane asked for approval of meeting minutes from October 8, 2025. A motion was made to approve the meeting minutes. The motion was seconded.

Aye 6 (Tillman, Brown, Tompkins, Pollack, Moone and O'Neal)
Nay 0
Motion passed, Vote: 6 to 0

III. Report of the Executive Director

(a). Staff Report for the month of October 2025

City of Newark – Utility Department Follow up:

A representative from the City of Newark confirmed that there is only one active water meter at George Read Village. NHA received reimbursement of water & sewer consumption overage based on invoices received so far. The construction crew informed Ms. Jordan that the water meter on Main Street was tested and once approved by the city, this water meter will be approved for construction purposes moving forward.

Resident Acknowledgement Notice - Building #5:

NHA is pleased to report that all residents who occupy a unit in building #5 have signed the acknowledgement notice.

George Read Village - Davis Bacon Oversight

Our Davis Bacon Oversight consultant determined that some deficiencies existed and corrective actions are needed to comply with Davis Bacon weekly payrolls and Section 3 requirements. A call is scheduled for Friday, September 25, 2025, to discuss corrective action that is due by Monday, September 29, 2025. If corrections are not received, we must follow HUD policies and implement HOLD on payments.

Potential Sale of Alder Creek

NHA's attorney, Marty Walsh, from Reno & Cavanaugh received the sale documents for Alder Creek. The documents are currently being reviewed.

Alder Creek Annual Inspection of Project Based Voucher Units:

The annual inspection for the PBV units at Alder Creek took place on October 22nd and October 23rd. All units passed except for five. They are set to be reinspected on November 19, 2025.

Newark Area Welfare Committee:

The Newark Area Welfare Committee's Holiday Pop Up Food Shop will be held on December 12th from 4-7 pm and on December 13th from 10 am – 1pm. Families in need can "shop at no cost" for groceries and holiday essentials.

Deliveries will be made on Saturday, December 16th to all NHA residents/participants who sign up for the event. The deadline to register is November 14th.

Public Housing Lead Base Paint Abatement Resident Notifications:

The abatement of interior and exterior work is complete for the ten scattered site properties owned by NHA. All five families that required to be relocated received a food allotment based on family size and were able to return to their units as planned once clearance was given for their return on 10/9/2025.

Results of Tenant Surveys for ACH Payments:

As a result of the tenant surveys for ACH payments, NHA received four (4) responses. Two residents were interested in direct ACH Payments while two were ok with dropping off the payments.

Approval of the Staff Report from October 2025 was requested. A motion to approve the Staff Report was made and seconded.

Aye 6 (Tillman, Brown, Tompkins, Pollack, Moone and O'Neal)
Nay 0
Motion passed, Vote: 6 to 0

- IV. Committee Reports:
 - A. Report on Policies, Procedures, Compliance & Personnel Committee:
(Chairperson – (Emile Brown)

- (a). Annual Review of Executive Director. Executive Session (Closed to the Public) held at 4:30 PM prior to this regularly scheduled meeting.

Commissioner Brown reported on the Executive Session and stated all information will be provided to the Executive Director. The annual review is completed based on the Board's approval and commitments to updates and changes based on the Executive Director's Report.

- B. Report on Development Committee: Chairperson - (Position Vacant)
 - (a). Committee Report – Report was provided with the staff report.
- C. Report on Finance Committee: Chairperson – (Paul Tillman)
 - (a). Committee Report - Monthly Financials

Commissioner Tillman reported on the August and September reports. Special focus was given to the September report due to month-to-month fluctuations. "We are doing fine in all three areas and show positive numbers. There are a fair number of large swings in both the income and expense lines. Ms. Jordan has been asked to be prepared to clarify."

Ms. Jordan provided the following:

BLI 3690.50 Other Income:

The swing here is primarily from the CDBG expense reimbursement, GRV reimbursements, ground lease payment for Alder Creek and some insurance rebates.

BLI 4170.00 Accounting Fees:

The invoice for August professional services from BDO is in QuickBooks as of 10/1. The billing process has been updated and that has caused some delays in sending invoices out but should be streamlined in the coming months.

BLI 4190.13 Vendor Contracts:

The larger expense here is the activity related to GRV for CSG and Ten Bears Environmental, Lead Base paint assessment, Insta Sign and scattered site renovations.

BLI 4420.02 Maintenance – Unit Turn Around:

The expenses are related to J&J Enterprise Group. Currently we have four vacancies and 4 pending court action.

BLI 4590.23 General Expense:

The expenses are related to Reno & Cavanaugh for Alder Creek and temporary office space.

The Section 8 Report posed no questions.

The Business Activities account had a Revenue of \$125,000 from the State of Delaware Community Reinvest Funds. The funds were deposited into the general fund account and moved into business activities.

- D1. Strategic Planning Committee: Chairperson – (Nikki Lane)
 - (a). Committee Report – No Report

- D2. Greetings Sub-Committee: Chairperson – (Kelly Tompkins)
 - (a). Committee Report

Commissioner Tompkins stated that the next newsletter would be in December for Christmas or January. She requested submissions for the Newsletter and stated she would set up a date and time to discuss with Ms. Jordan.

V. Attorney Issues-Delayed for later in the meeting.

VI. Old Business

A. From the Commissioners

(a). Commissioner Brown on the retreat. Tabled

B. From the Executive Director

(b). From the Executive Director

a. **Direct Landlord Payments** – Update: Commissioner Tillman and Ms. Jordan attended a successful and informative meeting at Fulton bank where ACH Payments were discussed. The fee will be \$15 a month and \$.19 cents for each transaction. The fees will be absorbed by then switching accounts set aside for ARPA funds for GRV into a sweep account that is going to allow NHA to earn interest to offset these fees. In fact, NHA has already started earning interest for the month of October.

b. **ACH Tenant Payments** – Update: Unfortunately, we only received four responses. Two were in favor of direct payments and the other two were ok with their current method of payment (drop off).

C. From Legal Counsel – Mr. Gouge shared his concern regarding a new attorney at legal aid from another jurisdiction who's gotten very creative in his argument that our 30-day notices aren't meeting standards. His argument is as follows:

A. We have to put more in it and combine it with a notice of termination.

B. We have to send out a 30-day rent notice because of the Cares Act and then send out another subsequent 30-day notice.

This is the first time for this concern, and it is currently under review. An update will be provided later. There are three active cases. One is where the tenant has passed and we'll get possession. The second one, they (Legal Aid) made the prior argument on the tenant's behalf. Said tenant has turned her in her keys and turned over possession. The third case is where the tenant owes a lot of money.

VII. New Business

- A. New business from the Commissioners – None
- B. New business from the Executive Director – None
- C. New business from Legal Counsel – None

VIII. Visitors/ or Petitions: None

IX. Adjournment

Chairperson Lane asked for motion to adjourn. A motion was made, seconded and carried.

Aye 6 (Tillman, Brown, Tompkins, Pollack, Moone and O'Neal)
Nay 0
Motion passed, Vote: 6 to 0

Meeting adjourned at approximately 5:56 P

Minutes submitted by Marene M. Jordan, Executive Director

Approved