



249 E. Main St. • Suite 103 • Newark, Delaware 19711 • Telephone/TDD 302-366-0826 • Fax 302-366-8212  
*Temporary Address*

**Newark Housing Authority Development Corporation  
Meeting of Officers - December 16, 2025**

I. Welcome, Kelly Tompkins, newly appointed officer.

II. Roll Call of Officers

Officers present were Donna Shand (President), Kelly Tompkins (Vice-President), and Marene Jordan (Secretary/Treasurer).

The meeting was called to order by the Ms. Shand, (President of the non-profit organization).

III. New Business-The Community Reinvestment Fund & The Joint Committee on Capital Improvements (the Committee)

A1. Grant 2024 – Energy Conversation Initiatives for the George Read Village Redevelopment – Award \$100,000.

The board meeting, attended by the aforementioned officers focused on the Newark Housing Authority Redevelopment Corporation's financial and project updates. Ms. Jordan explained the need to use a \$100,000 grant from the Delaware Community Reinvestment Fund for energy conservation initiatives at George Reed Village. She proposed accessing these funds to support ongoing construction, which is progressing ahead of schedule. The projected completion and leasing timeline is set for the fourth quarter of 2026. Ms. Jordan emphasized the importance of using the funds within the next three years, as per state guidelines, and requested board approval to begin utilizing the grant money.

Ms. Shand made a motion to approve the use of these funds. The motion was seconded by Ms. Thompkins.

A2. Grant 2025 – Capital Improvements at Scattered Sites – Award \$125,000.

Ms. Jordan informed all of receiving an award of \$125,000 to continue making capital improvements at scattered sites under the management of the Newark Housing Authority. She explained these funds would offset rising renovation costs due to aging sites and long-term tenant occupancies. The committee voted unanimously to release the funds.

Ms. Shand made a motion to approve the use of these funds. The motion was seconded by Ms. Thompkins.

B. Discussion of Future Draws on These Funds

Ms. Jordan informed the board that she would be submitting a similar application (similar to the 2025 grant) for grant year 2026.

IV. Visitors and/or Petitions – None

V. Adjournment

A motion was made for the meeting to adjourn. The motion was seconded and the meeting adjourned at approximately 11:20 am.

APPROVED