



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

Newark Housing Authority
Board of Commissioners Meeting
January 14, 2026

Summary of (In-Person) Meeting Minutes

Chairperson Lane opened the meeting at 5:01 pm with greeting and roll call.

I. Roll Call

Commissioners present were Chairperson Lane, Commissioner Tillman, Commissioner Pollack, Commissioner Tompkins, and Commissioner O'Neal. Also, present was the Executive Director, Marene Jordan.

Absent were Commissioner Brown, Commissioner Moone and Attorney Gouge.

II. Approval of Meeting Minutes

(a). Executive Session Meeting Minutes from November 12, 2025

Since the Executive Session meeting minutes from November 12, 2025, were circulated **Chairperson Lane** asked for a motion for these meeting minutes to be tabled until next month. The motion was made and seconded.

Aye 4 (Tillman, Tompkins, Pollack, and O'Neal)
Nay 0
Motion passed, Vote: 4 to 0

(b). Meeting Minutes from November 12, 2025

The Chairperson asked for a motion to approve the meeting minutes from November 12, 2025. The motion was made and seconded.

Aye 4 (Tillman, Tompkins, Pollack, and O'Neal)
Nay 0
Motion passed, Vote: 4 to 0

- III. Report of the Executive Director
(a). Staff Reports for November and December

City of Newark Turkey Dinner Boxes:

The City of Newark donated 35 Turkey Boxes to families in need. The meal boxes were delivered to the office on November 21, 2025, affording the families (who expressed interest) to pick up their meal box on the same day.

Newark Area Welfare Committee:

As part of the Annual Holiday event, The Newark Area Welfare Committee's Holiday Pop Up Food Shop was held on December 12th from 4-7 pm and on December 13th from 10 am – 1pm. Families in need could “shop at no cost” for groceries and holiday essentials. This event also provided holiday cheer for our Housing Choice Voucher participants and families at Alder Creek to receive holiday gift cards.

Alder Creek Annual Inspection of Project Based Voucher Units:

The re-inspection for the annual inspection of PBV units at Alder Creek took place November 19, 2025. All units passed the re-inspection.

Delaware Housing Task Force Presentation:

The Newark Housing Authority, along with the other four housing authorities, was notified on November 11, 2025, of a request for presentation in support of HCR 74 (Resolution to create a new Delaware Department of Housing) sponsored by Representative Harris and Senator Hoffner. Each PHA was asked to respond to a list of questions and provide a formal presentation. NHA specifically expressed how a future Department of Housing would be a support mechanism and that each operational function should continue to be administered by each individual housing authority rather than being centralized at the state level.

Chairperson Lane remarked that the task Force Power Point presentation to the state prepared by **Marene** and team was excellent. Kudos was given to **Commissioner Brown** for the great job of “representing” and presenting at Legislative Hall.

Board of Commissioners 3-year Term:

There are three board members whose terms are approaching expiration. Two expire in February of 2026 and one in April of 2026. The board members will be contacted to inquire as to their interest in serving another 3-year term.

HUD REAC Physical Inspections

The Newark Housing Authority received notification of physical inspections taking place on January 5, 2026, for NHA and on January 6, 2026, for Alder Creek. The inspections required that all tenants be notified of the upcoming inspections. In preparation for these inspections, notices were mailed to all tenants along with a checklist as a guide to help them prepare. Units to be inspected were selected randomly on the day the inspector arrived. The REAC inspections were completed and deficiencies were reported. Some of the deficiencies were repairs that should have been reported by the tenants. The deficiencies included both 24- and 30-day violations for both properties. Once the deficiencies are mitigated, documentation (pictures/work orders) were required to be uploaded onto the NSPIRE website to be reviewed and approved by HUD.

As part of the tenant's lease agreement, their failure to report repairs that are determined to be beyond normal wear and tear may become their financial responsibility. For repairs the tenants are responsible for, payment will be due within 30 days of notification. If payment cannot be made within 30 days, NHA will offer a repayment agreement based on policy.

Implementation of ACH Payments:

The implementation of ACH payments to landlords is delayed. The Newark Housing Authority provided correspondence as of November 1, 2025, requesting all landlords participating in the Section 8 program to complete and return the ACH direct deposit form. The office has not received all the forms. Until all the forms are received, ACH payments will be delayed.

Chairperson Lane chimed to say she had an opportunity to see the baskets first week that were donated from the city of Georgia and their partners. The baskets were fantastic. They had all the trimmings.

City of Newark Upcoming Workshops:

The City of Newark Planning Department is in the process of looking for two locations to hold two "Public Workshops" to update the City's Comprehensive Development Plan. The city is looking to have one Workshop in the evening (6 PM to 8 PM). For the second Workshop, they are looking at (experimenting with) SATURDAY morning starting around 10 AM. Confirmation will be made later.

Chairperson Lane asked for a motion to approve the staff reports from November and December 2025.

A motion to approve the reports was made and seconded.

Aye 4 (Tillman, Tompkins, Pollack, and O'Neal)
Nay 0
Motion passed, Vote: 4 to 0

IV. Committee Reports

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

Commissioner Brown was absent from the meeting. As previously stated, the Executive Session minutes are tabled and will be presented at the next meeting for approval.

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

The Executive Director reported that George Read Village is moving along and there is a strong possibility that we may receive the Certificate of Occupancy by the end of August or mid-September. Once received, we will notify the residents so we will start the relocation process. The relocation process will begin with moving the tenants relocated offsite first.

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

(a). Committee Report – Monthly Financials

Commissioner Tillman acknowledged receiving the financial reports for the months of October and November. He reported on November's financials since they were the most recent received and the board does not meet in the month of December. He reported that the financial, long-term numbers are still showing relatively large variances from post to post, but they are essentially the same ones that we have had and explained in the past. The same line by line variances need to be seen but the explanations are the same. More importantly the reports show a net gain in all three financial reports.

The Executive Director added the Newark Housing Authority Development Corporation, (our 501 c3), held a meeting on December 16, 2025. Part of the meeting was to welcome **Commissioner Tompkins** to the board as she was appointed to replace former board member, **Denise Forman-Gaines**, who resigned. During this meeting NHA was able to receive approval to utilize grants awarded from the legislators to do energy conservation initiatives in 2024 for George Raed Village (\$100,000) and a grant in 2025 to make capital improvements at scattered sites (\$125,000).

D1. Report of Strategic Planning Committee: Chairperson – (Nikki Lane)

(a). Committee Report – Nothing to report

D2. Greetings Sub-Committee: Chairperson – (Kelly Thompkins)

The next newsletter will be in February around Valentine's Day. If anyone has any information that they would like to include, please let me know by the end of January.

V. Attorney Issues – Attorney Gouge was not present.

VI. Old Business

- A. From the other Commissioners – None
- B. From the Executive Director – None
- C. From Legal Counsel – Attorney Gouge not present

VII. New Business

A. From the other Commissioners – **Commissioner Pollack** reported contacting Councilwoman Ford regarding a \$300 deposit required for tenants once they move in the new building. Confirmation was made that a current customer in good standing will **NOT** be required to pay a deposit when moving from current NHA housing in the new building at George Read Village.

- B. From the Executive Director:
 - a. Commissioners' term expiring – discussed earlier in the meeting
 - b. A request for commissioners to tour GRV. The date and time are yet to be determined.

C. From Legal Counsel – Attorney Gouge was not present

VIII. Visitors /or Petitions: - None

IX. Adjournment

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

Aye 4 (Tillman, Tompkins, Pollack, and O'Neal)
Nay 0
Motion passed, Vote: 4 to 0

Meeting Minutes submitted by Marene M. Jordan, Executive Director