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Temporary Address

Newark Housing Authority
Board of Commissioners Meeting
February 11, 2026

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/88029921678?pwd=gRDFcjVsLK3TzDdWQfMDNr3eip4j1t.1>

Chairperson Lane opened the meeting at 5:00 pm with greeting and roll call.

I. Roll Call

Commissioners present were Chairperson Lane (in-person), Commissioner Tillman (virtual), Commissioner Brown (virtual), Commission 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. Guest Speaker

Chairperson Lane acknowledged the guest speaker, Ms. Prado, the utility billing manager from the City of Newark, who was in attendance to discuss the utility deposit requirements, the utility deposit billing and refund process, if applicable, as it relates to George Read Village. Ms. Prado introduced herself and began her presentation. She confirmed that the city requires a \$300 deposit for all new residents which is refundable after three years of excellent payment history. The deposit is put back onto the account as a credit after that timeframe. She referred to a part of Section 11-16 of the City Code where it addressed if a deposit had been refunded due to excellent payment history in the past, or if a resident is already a customer and they move from one property to the next, that deposit will transfer with them.

An example would be if a city resident has been a customer for years with excellent payment history and no late penalties within the last 12 months, and the city has returned their deposit, the city will not require a new deposit. This applies to NHA's tenants transferring into Geoge Read Village. However, the city's system is going to automatically require a set up for a new account, prompting a deposit. So,

she asked if there are any customers who are NHA clients having this issue to reach out directly to her and she could get them signed in. Also, any of the customer service reps can help them.

In closing, Ms. Prado was available for Q&A. She stated that she would check with her director regarding questions on those participants who had moved off site and would be returning.

III. Approval of Minutes

(a). Meeting Minutes of January 14, 2026

Chairperson Lane asked for a motion to approve the meeting minutes from January 14, 2026. The motion was made and seconded.

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

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

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

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

IV: Report of the Executive Director

Snow Removal:

Due to the Governor-issued State of Emergency, the Newark Housing Authority office was closed until weather conditions improved and the State- of -Emergency was lifted. The safety of our employees and program participants is a top priority as we want to ensure that no one is put at risk. During the most recent inclement weather event, NHA received calls from tenants advising the office on how to handle snow & ice removal, negative comments to the office staff, etc. We advised that there is a protocol as to how these items are addressed. Crews were actively working Monday, Tuesday, and Wednesday to mitigate the impact of the storm and continued to address all snow and ice affected areas (sidewalks, walkways, patios and common areas) of NHA properties. We strived to address and resolve these issues as quickly and as logically as we could. We had personnel out as quickly as they were available and contacted other resources seeking assistance to help us to resolve the situation. The conditions during and resulting from the last snowstorm were not normal for our area; therefore, creating situations unfamiliar and challenging to many.

NHA State of Emergency Notice/Standard Operating Procedure:

As a result of the most recent snowstorm, the NHA has implemented a standard operating procedure when there is a Governor-issued State of Emergency. The following notice has been added to our automated phone system (Option #6) and posted on the website under Public Notice.

“Due to the Governor-issued State of Emergency, the Newark Housing Authority office is closed and will remain closed until conditions improve and the State- of -Emergency has been lifted. We are closed for in-person meetings and drop-offs, inspections, phone interviews and non-emergency calls. The safety of our employees and program participants is a top priority as we want to ensure that no one is put at risk.

If you are experiencing an emergency maintenance situation (such as no heat, no water, etc.) in your unit, please contact our emergency number. Otherwise, other maintenance issues will be mitigated once the office returns to normal operations. We are grateful for your patience and understanding during the current situation and apologize for any inconvenience you may encounter. We can assure you that we are focused on getting our community and services back to normal as safely and quickly as possible.”

George Read Village Digital Sign update:

Representatives from Insta Signs who were contracted to manufacture a digital sign for NHA have started the process to install the sign off Main Street. A request for a permit was made. Once approved, a city inspector will need to visit the site.

NHA has also requested the remaining 32 Tenant Protection Vouchers for GRV as outlined in the Special Application Center approval notice received on September 30, 2021. These vouchers were requested in anticipation of the completion of Phase 1 which is expected in August of 2026.

The construction progress is going very well. It is anticipated that we may be able to begin relocating the seniors into the mid-rise in July or August. Whenever the relocation process begins, we will begin with the seniors who were moved off-site first and then move the remaining seniors.

Resident notifications were issued to the seniors who were relocated off-site. The notifications asked them to respond with their interest in returning to George Read Village.

Alder Creek Update:

It appears the sale of Alder Creek, from Ingerman to MRK, may take place on February 26, 2026, we are still waiting for HUD's approval. It is still unclear what the purchase price will be, but HUD understands that the parties have entered a reaffirmation of the Option and Right of First Refusal Agreement prior to their issuance of approval. The terms of which are to remain in effect and the approval is conditioned upon MRK and its affiliates taking no action that impedes NHA in exercising its rights to purchase the Project under the Option and Right of First Refusal Agreement. This includes

requiring NHA not to pay a purchase price that is greater than the terms set forth in the Option and Right of First Refusal Agreement. and Right of First Refusal Agreement.

Centralized Waiting List:

The centralized waiting list remains open for all to apply and be placed on the waiting list. Our partners are in the process of purging the list to make sure interested applicants' addresses and household information remains current.

All five PHA's have agreed to a streamlined Housing Choice Voucher Program Landlord Guidebook. The guidebook includes general information about the program, how to become an HCV program landlord, the leasing process, and Fair Housing and Landlord/Tenant Laws.

The Newark Housing Authority will officially adopt this guidebook after a Public Hearing is held. It will be used as part of the Annual Plan Process and will also become part of the Administrative Plan for the HCV program.

City of Newark Comprehensive Development Plan:

A representative from the City of Newark reached out to NHA about the use of Alder Creek's community room for a location for one of two Public Workshops to update the City's Comprehensive Development Plan. The idea is to have different locations and meeting times to ensure residents are able to attend the meetings. The city is looking to the possibility of having one workshop in the evening and another on Saturday morning.

Resident Complaint to HUD:

The Newark Housing Authority was notified by our HUD field office of a resident's complaint regarding snow removal, maintenance and contractors not identifying themselves, and NHA housing a sex offender at George Read Village. The HUD field office was made aware of the Governor issued State of Emergency for Sunday, January 25th and Monday, January 26th with it being lifted on Tuesday, January 27, 2026. NHA provided pictures of the snow removal. The HUD office was also provided with a copy of a narrative of NHA's standard operating procedures for maintenance and contractors when **entering tenant units**. Lastly, NHA provided documentation relating to the issue with a registered sex offender. This issue was brought up during the February 12, 2025, board meeting. At this meeting, Commissioner O'Neal was tasked with contacting the City of Newark Police Department to inquire into how residents are notified that a sex offender has moved into a property nearby. Documentation provided included a narrative from March 12, 2025, from Commissioner O'Neal's report as a follow up to the February 12th meeting. In February of 2025, NHA issued the tenant with a letter of violation. The unauthorized person left with proof being provided, therefore, resolving the issue. As of today, the program participant is no longer a participant for unrelated reasons. Subsequent to that, the HUD field office was made aware of a town hall meeting held in April of 2025 with representatives from the Newark Police Department attending to discuss safety and awareness as well the topic of registered sex offenders. The tenant making this complaint did not attend this meeting.

Extended Office Help:

NHA welcomed Monique Jackson who is an experienced property manager. NHA is also fortunate to have Greg Baldwin provide office assistance 2 days a week.

Chairperson Lane asked for a motion to approve the staff report from January of 2026. A motion to approve the staff report was made and seconded.

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

V. Committee Reports

- A. Report on Policies, Procedures, Compliance & Personnel Committee:
Chairperson – (Emile Brown)
(a). Committee Report – Nothing to Report

However, **Commissioner Brown** did report that council unammously approved the reappointments for another 3-year term of Commissioners Moone and Tillman.

- B. Report on Development Committee:
Chairperson – (Position Vacant)
(a). Committee Report – Previously Reported
- C. Report on Finance Committee:
Chairperson – (Paul Tillman)
(a). Committee Report – Monthly Financials

Commissioner Tillman reported, "We are 75% of the way through the year, and the financials look much as they did last month. For all the same reasons as in the last couple of months, we are still over on income and expenses for Public Housing. The good news is that even though we are over on income and expenses for Public Housing, we are still showing a \$70,000 surplus. That's down slightly from last month, when it was \$85,000. In looking at the Section 8 financials, we're showing a surplus of \$21,600 which is very much in line with where it was last month. On the third section (Business Activities) essentially, we are showing the same surplus of \$122,000 from last month."

- D1. Strategic Planning Committee:
Chairperson – (Nikki Lane)
(a). Committee Report – Nothing to Report
- D2. Greetings from Sub-committee:

Chairperson – (Kelly Tompkins)
(a). Committee Report – Newsletter

Commissioner Tompkins had nothing further to report. The Quarterly Newsletter was circulated for the month of February.

VI. Attorney Issues – Attorney Gouge had mothering to report.

VII. Old Business

- A. From the other Commissioners – None
- B. From the Executive Director
 - (a). Tour of George Read Village – Tabled
- C. From Legal Counsel – None

VIII. New Business

- A. From the other Commissioners – None
- B. From the Executive Director – None
- C. From Legal Counsel – Attorney Gouge reported on a couple things.

Attorney Gouge reported, “HUD staff made some changes as to what needs to be included in 30-day letters. Now, obviously, we fall into the Cares Act because we’re a public housing agency. We now have 31-day letters. We were challenged by Legal Aid, through a new attorney, who was familiar with this. So, there are three new things that you must put into a 31-day letter. We had a couple of participants that we went through the process with. We wound up losing because of the changes that weren’t made. We put up a good fight, but at the end of the day, it was a simple technicality. The judge said he had a termination letter instead of a request for payment. Since then, we have already updated our letters, sent out revised letters to the tenants, and have since refiled on both the participants that this affected. If you’re not a public housing agency, the new ruling is not applicable.”

IX. Visitors and/or Petitions: None.

X. Adjournment

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

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

Meeting Minutes submitted by **Marene M. Jordan, Executive Director**