NEWARK, DELAWARE
NEWARK HOUSING AUTHORITY
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Temporary Address

Approved

Newark Housing Authority
Board of Commissioners Meeting
June 10, 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/85826503567?pwd=S3JAjbuUixrCMKRc9tJthvRLaEbkOV.1

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

I. Roll Call

Commissioners present were Chairperson Lane (virtual), Commissioner Tillman (virtual), Commissioner Tompkins joined (virtual) at 5:04 pm, Commissioner Moone joined (virtual) at 5:09 pm, and Commissioner O'Neal (in-person), Commissioner Brown joined (in-person) at 5:11 pm and logged in virtual at 5:01 pm. Also, present was the Executive Director, Marene Jordan (in-person) and Attorney, Don Gouge (virtual).

II. Approval of Minutes
(a). Revised Meeting Minutes of April 8, 2026
(b). Meeting Minutes of May 13, 2026

Chairperson Lane requested approval of the revised meeting minutes of April 8, 2026. **Commissioner O'Neal** made a motion to approve the minutes of April 8, 2026. The motion was seconded by **Commissioner Brown**.

Aye 5 (Tillman, Brown, Tompkins, Moone and O'Neal)
Nay 0
Motion passed, Vote: 5 to 0

Chairperson Lane requested approval of the meeting minutes of May 13, 2026. **Commissioner O'Neal** made a motion to approve the minutes of May 13, 2026. The motion was seconded by **Commissioner Brown**.

Aye 5 (Tillman, Brown, Tompkins, Moone and O'Neal)
Nay 0
Motion passed, Vote: 5 to 0

III. Report of the Executive Director
(a). Staff Report for the month of May 2026

Before the Executive Director presented her Staff Report, she reminded everyone that there would be no meeting for the month of July.

George Read Village update:

The tour of GRV on Tuesday, May 26, 2026, was a success. The Ingerman Management Team was able to walk us thru resident units on several floors, the community room, the fitness center and staff offices. The crew acknowledged the construction appears to be on schedule with the completion of Phase I contingent upon the installation of the elevators.

Release of Security Deposits for Lease-up at George Read Village:

Residents received information regarding their security deposit(s) being held with NHA. All were made aware at the George Read Village informational meeting held on April 23, 2026, that NHA would check into information regarding the return of their security deposits. NHA determined it is best to return their security deposits directly to them. The notice informed residents that if monies are owed to NHA prior to the return of their security deposit, those monies owed will be deducted from their security deposit. Once they are approved by MRK Partners, it will then be determined by MRK Partners as to how much their security deposit will be, when it will be due, and to be paid directly to MRK.

Alder Creek Update:

The exterior lighting outage at Alder Creek appears to have been resolved. Ryan Straub, Lead Property Maintenance Inspector - City of Newark Code Enforcement, received confirmation on May 12, 2026, that the exterior lighting issue was resolved.

Year End Close 3/31/2026:

BDO submitted the unaudited financial reports electronically to HUD on May 28, 2026. The reports will be reviewed and if there are any questions, HUD will reach out. As part of the annual review process, HUD has established 4 indicators to determine how well NHA is administering the Public Housing Program as it relates to compliance performance. The indicators are as follows:

1. Physical (NSPIRE onsite Inspections)	Maximum Score 40
2. Financial	Maximum Score 25
3. Management	Maximum Score 25
4. Capital Fund	Maximum Score 10
Total Eligible points 100	

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The projected scoring is as follows; for Financial, we project 25 out of 25 points to be earned and for Management we project 17 out of 25. As far as Physical and Capital Fund scores are concerned, HUD will determine.

Vacancies:

NHA is inviting families off the Public Housing waiting lists to fill 2-and 3-bedroom vacancies. As of today, we have one 3-bedroom vacancy and one 2-bedroom vacancy. We anticipate having a 4-bedroom vacant as of June 1st. To fill 2- and 3-bedroom vacancies, NHA is inviting families off the centralized waiting list. NHA has exhausted the wait list for these bedrooms under the traditional lists.

IV. Committee Reports

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

B. Report on Development Committee:
Chairperson – (Position Vacant)
(a). Committee Report – Nothing else to report

C. Report on Finance Committee:
Chairperson – (**Paul Tillman**)
(a). Committee Report – Year End Reporting

Commissioner Tillman reported that everyone should have the financial reports from a week ago. "The reports basically follow the same pattern as before. We're showing surpluses in all three areas: Public Housing, Section 8, and business activities. The one thing that may have caused some eyebrows to raise was in the business activities area where we did have an input and output of a very large amount of $4.1 million. This created a big surplus on income, but it came back out as an expense. The net was less dramatic than those two amounts, and that was basically ARPA funds that came in and then came back out. There is a surplus in all three areas. If you have to have a variance versus budget, a surplus is better than having a deficit."

D1. Strategic Planning Committee:
Chairperson – (**Nikki Lane**)
(a). Committee Report – Nothing to report

D2. Greeting Sub-committee:
Chairperson (**Kelly Tompkins**)
(a). Committee Report – Newsletter

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Commissioner Tompkins will be working on the next newsletter to be generated for June/July. If anyone has any information to include in the newsletter, please let **Commissioner Tompkins** know.

V. Attorney Issues – Nothing to report

VI. Old Business

A. From the other Commissioners – Nothing

B. From the Executive Director – Nothing

C. From the Attorney - Nothing major.

Attorney Gouge reported that we had a couple of routine court cases with money past due. One was resolved from a couple of months ago where the participant paid up.

VII. New Business

A. From the other Commissioner – **Chairperson Lane** acknowledged that the CDBG application process will begin soon and asked Ms. Jordan if are we thinking about submitting an application. Ms. Jordan responded, "Yes, NHA has planned to submit an application for consideration of our 501(c)3. Details are still being worked on."

B. From the Executive Director – Nothing

C. From the Attorney – "We have cases coming up for two participants that owe a significant amount of money. They're coming up on June 24th. Both are represented by Legal Aid. I will inform the Board of the results at our next meeting.".

Attorney Gouge also mentioned that we should congratulate the reappointment of one of our commissioners. The notice came through today. **Commissioner Tompkins** was congratulated by all in attendance and thanked for re-upping.

VIII. Visitors and/or Petitions:

None

IX. Adjournment

Chairperson Lane asked for a motion for the meeting to adjourn. **Commissioner O'Neal** made a motion for the meeting to adjourn. The motion was seconded by **Commissioner Brown**. The meeting adjourned at 5:17 pm.

Aye 5 (Tillman, Brown, Tompkins, Moone and O'Neal)
Nay 0
Motion passed, Vote: 5 to 0

Meeting Minutes submitted by Marene M. Jordan, Executive Director

Approved