NEWARK, DELAWARE
NEWARK HOUSING AUTHORITY
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Temporary Address

Newark Housing Authority
Board of Commissioners Meeting
August 12, 2026

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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/86902498996?pwd=dTiCvO7I3ukpGqDLEdOndtmrC99HW5.1

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

I. Roll Call

Commissioners present were Chairperson Lane (in-person), Commissioner Tillman (virtual), Commissioner Brown (in-person), Commissioner Tompkins (virtual), Commissioner O'Neal (virtual), Commissioner Moone joined (virtual) at 5:00 pm. Also, present was the Attorney, Don Gouge (virtual) and the Executive Director, Marene Jordan.

II. Approval of Minutes

(a). Meeting Minutes of June 10, 2026

Chairperson Lane requested approval of the meeting minutes of June 10, 2026. **Commissioner O'Neal** made a motion to approve the minutes of June 10, 2026. The motion was seconded by **Commissioner Brown**.

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

III. Report of the Executive Director

(a). Staff Report for the months of June and July

Chairperson Lane called for the Staff Report from the Executive Director.

George Read Village update:

Our current tenants received notification of their requalification appointments beginning as early as the week of July 13th from the management team, MRK (formerly Ingerman). NHA is assisting the tenants by providing them with requested copies of Birth Certificates and Social Security Cards. We had one tenant who expressed interest in remaining in his current unit. The landlord has agreed to allow him to stay and NHA will continue to subsidize his rent through the voucher program. The tenant was required to sign a waiver giving up his right to return to George Read Village.

- Construction Update
  - ✓ The elevators are about 95% complete. Once completed three inspections (various departments) need to be scheduled.
  - ✓ The first floor is not completely finished but furniture has arrived.
  - ✓ Site work is complete, DelDOT completed their inspection. There are no issues.
  - ✓ The digital sign is expected to be installed next week. If not, the delay will not impact on the building turnover to management.
  - ✓ The permits for phase 2 were requested.
  - ✓ The Grand Opening may not happen until Phase 2 is completed. Mainly because the site will be active with ongoing construction. The date is TBD.
- Relocation
  - ✓ A priority is given to the off-site seniors who are in a lease agreement with a private landlord. Due to construction delays, some landlords have agreed to extend their leases until 9/30. If the lease cannot be extended, we will arrange for the tenant to stay at a hotel, and personal belongings will be placed in storage at no cost to them.
  - ✓ Some tenants have reached out to HUD, Councilmembers, and State Representatives to complain about the process of them transitioning from their current location into GRV. We have explained that there is a process that must be followed regarding policy and procedures. We hope this relocation is as smooth as the first.

In filling these units at GRV, once MRK exhausts all applicants on NHA's existing wait list, they will be required to announce the public opening of the 1-bedroom PBV list. This list to be maintained at the site by their property manager.

Year End Close 3/31/2026:

The U.S. Department of Housing and Urban Development has approved our unaudited financial statements as of March 31, 2026.

Year End Close 3/31/2026 Audited Financials:

Our auditing firm of Whisman Giordano began their independent audit as of July 13, 2026. Field work is expected to take 1 week while they verify the unaudited financial statement submitted by BDO.

CFP 2026 Award:

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NHA was awarded $265,941.00 for this year (funding year). The funds are primarily earmarked for relocation costs, capital improvements, training (staff and/or board members) and operations. In the coming months, NHA will start the process of generating another 5-year action plan for the next cycle of 2027 – 2031 which includes a public hearing process. The process will also include policy updates.

CDBG 53rd year and 2027 Revenue Sharing:

NHA received notification as of June 30, 2026, from the City of Newark announcing their Public Hearing for this year's CDBG/Revenue Sharing Public Hearing scheduled for July 29, 2026. NHA plans to submit an application for our non-profit – Newark Housing Authority Corporation to help fund its next steps. The next steps may include training through DANA (Delaware Alliance for Nonprofit Advancement).

Vacancies:

NHA continues to invite families off the Public Housing waiting lists to fill 2, 3 and 4-bedroom vacancies. As of today, we have two 3-bedroom vacancies, one 2-bedroom vacancy and one 4-bedroom vacancy. The floor was opened for questions.

When the opportunity was presented for questions, **Chairperson Lane** inquired about the process of the return of the tenants' security deposits.

The **Executive Director** replied that once the tenants are approved, NHA will release the security deposit to the tenant. The tenant will be responsible for paying their security deposit directly to MRK.

The **Executive Director** requested a few more minutes to share two other topics.

Next Board Meeting Date:

Due to a scheduling conflict, the **Executive Director** asked all board members present to confirm their availability for Wednesday, September 16, 2026, for the next meeting. **Chairperson Lane** asked everyone to send an email of confirmation to **Marene** if they are available on September 16th instead of the 9th. The meeting will be held on September 16th if there is a quorum.

HUD Assessment of Programs:

NHA received written notification of HUD's assessment of programs administered by NHA. For the Housing Choice Voucher Program, HUD determined their assessment of the Section 8 Management Assessment Program (SEMAP) score for FYE 3/31/2026 to be 135. NHA's score of 135 points out of a possible 135 points (100%) gives the agency a **performance rating of HIGH**.

For the Public Housing Assessment (PHAS) Score NHA received 91 points out of 100 points thus **the performance rating is HIGH**.

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Chairperson Lane and all in attendance congratulated the **Executive Director** for achieving HUD's assessment of NHA's programs. Since there were no further questions, a request was made for a motion to approve the Staff Report. **Commissioner O'Neal** asked if the motion could be postponed, allowing for the Staff Report to be updated prior to approval. The **Chairperson** asked for a motion to table the approval of the Staff Report until the next meeting. **Commissioner Brown** made a motion to table the approval until updates are made. The motion was seconded by **Commissioner O'Neal**.

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

IV. Committee Reports

A. Report on Policies, Procedures, Compliance & Personnel Committee:
Chairperson – (**Emile Brown**)
(a). Committee Report – Nothing to report but the Annual Review process of the Executive Director will commence soon.

B. Report on Development Committee:
Chairperson – (position vacant)
(a). Committee Report – Report previously provided by **Executive Director**.

C. Report on Finance Committee:
Chairperson – (**Paul Tillman**)
(a). Committee Report – Monthly Financials

Commissioner Tillman – "Everybody received two months' worth of financials. The pattern that we've had in the past few months continues. We are now focusing on the June financials. We're showing a modest surplus on Public Housing. We're showing a small deficit in Section 8. Business activities is the one that has the most volatility from month to month because there are transfers in and transfers out. You'll see that as of June, there is a deficit of -$81,000. That's mostly a timing issue, and that's going to keep changing over time as the year progresses. I don't think it's anything to be particularly concerned about. **Marene** pointed out to me that that deficit has declined for each of the three months of this year. It started at -$95,000, and now it's down to -$81,000. The pattern in June is also observable in May. It's not worth going into much detail about May. It's basically following the same pattern, so I think we're in decent shape."

Chairperson Lane asked the **Executive Director** if we maintained any part of the management for GRV. The **Executive Director** responded, "No. MRK (formerly Ingerman) will manage GRV throughout the compliance period (tax credits) at which time, NHA can exercise its rights to regain control."

Commissioner Brown inquired about the church across the street as to whether we are going to be involved in that project. **Executive Director Jordan** responded, "We reached out to the Church prior to their selection of a developer partner (***HDC Mid Atlantic***) to express interest in utilizing vouchers for

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applicants who qualify. I know they are still in the planning process, but we will reach out when the time comes to reconnect."

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

D2. Greetings Sub-Committee
Chairperson – (**Kelly Tompkins**)
(a). Committee Report – Next newsletter will be circulated in October. All comments and/or information are needed by mid-September.

V. Attorney Issues: None

VI. Old Business

A. From the other Commissioners: None
B. From the Executive Director: None
C. From Legal Counsel:

Attorney Gouge reported, "We have had a couple of participants that were way behind on rent. We went through round one with Legal Aid, and they got the cases kicked out because of a technicality. We fixed the technicality and refiled. We had court a month or six weeks ago and our presiding judge was very good about strongarming one of the participants into a stipulated agreement. The other participant had agreed to a stipulated agreement, but we knew it was going to be a matter of time before the stipulated agreement was breached. It took less than 30 days. That participant was evicted. They still have a few days left to get their belongings out of the unit. That issue, thankfully, has been resolved. The second one is a little stickier. Not sure how that's going to play out but the stipulated agreement also got breached. Again, it's not surprising. We have submitted an affidavit for breach. The court has signed off on it and entered a judgment. We then filed the Writ of Possession. The Writ of Possession has been posted. My understanding is that the named participant has perhaps left the unit and left his ill wife behind. So, I'm not quite sure how that's going to play out. We need possession of the unit because that's going to be part of Phase 2 of the George Read Village Redevelopment."

The **Executive Director** responded to the attorney's comments with "The lockout is scheduled for tomorrow at 9 o'clock. I don't know if you checked your emails, but we have a veteran Constable who said that under no circumstances will there be any reason why he thought that the lockout would not take place. I know that staff earlier had had some conversations with the tenant who basically said she wasn't leaving. She stated that she wasn't opening the door, and they (constables) would have to carry her out. She's taking the same position she did before in January when that Constable did not complete the lockout because she had nowhere to go and was on oxygen."

Attorney Gouge replied, "Well, I think calling on the police is a good idea, and I think we're going to have to contact social services or whoever. I will send an email to her legal aid counsel as soon as we finish up here. I don't know what good it's going to do, but this is not a good situation."

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VII. New Business

A. From the other Commissioners: **Commissioner Brown** inquired about the furniture here in the temp office. The **Executive Director** replied, "We need to think about that being that our lease here is not up until November."

B. From the **Executive Director**: None

C. From Legal Counsel: **Attorney Gouge** stated, "I filed a routine debt case against a current participant due to damage to the unit, but it's just routine. The Delaware General Assembly, as they like to do, keeps the Landlord-Tenant Code fluid and everchanging. I understand they're trying to protect tenants, but at the same time, it's making it more difficult for landlords. The changes that they've made only affect NHA in one way. And even then, I can't fathom it's going to ever come into play. But it could, based on the required seven-day letters instead of five-day letters. You can't send a seven-day letter out now until the eighth day of the month after the late fee comes into play. You can't make a Reservation of Rights, which a lot of attorneys did. I did not do that in my sample letter. I never thought that was appropriate, but now a tenant has a Right of Redemption. The Constable can be at the front door with a locksmith present, and the tenant can come with a check, certified check, good funds, money orders, etc. for the entire balance due and owing. You can't evict. That's a fascinating development. I think it's an interesting change, but it's going to be rare. If the tenant is being evicted for non-monetary reasons, however, then that Right of Redemption doesn't come into play because no money is owed. It all kind of makes sense, but it's also kind of interesting. There are changes and the General Assembly is continuing to tinker with the Landlord Tenant Code.

Chairperson Lane asked for any questions or comments. **Commissioner Brown** stated that he just wanted to applaud **Marene** for her time, efforts, and passion put into this project. "I know the stress it can cause but it looks good having walked through. It looks amazing in there, and I can't wait until the tenants move in. Great job!"

VIII. Visitors and/or Petitions: None

IX. Adjournment

The **Chairperson** asked for a motion for the meeting to adjourn. **Commissioner Brown** made a motion for the meeting to adjourn. The motion was seconded by **Commissioner Tompkins**. Meeting adjourned by 5:39 pm.

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

Meeting Minutes submitted by Marene M. Jordan Executive Director

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