NEWARK, DELAWARE
NEWARK HOUSING AUTHORITY
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Temporary Address

Newark Housing Authority
Board of Commissioners Meeting
September 16, 2026
Revised Meeting Date – for this month only

APPROVED

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/86779621288?pwd=dLFZnWaaRDvcKSFrsHOuLdbWf7asOW.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 Tompkins joined (virtual), Commissioner Moone joined (virtual), and Commissioner Brown joined (in-person) at 5:24 pm. Also, present was the Executive Director, Marene Jordan (in-person) and Attorney, Don Gouge (virtual).

Note: **Commissioner O'Neal** was not present due to a prior planned commitment scheduled before the revised meeting date.

II. Approval of Minutes

(a). Meeting Minutes of August 12, 2026

Chairperson Lane asked for approval of the meeting minutes of August 12, 2026. **Commissioner Tompkins** made a motion to approve the minutes of August 12, 2026. The motion was seconded by **Commissioner Tillman**.

Aye 3 (Tillman, Tompkins, and Moone)
Nay 0
Motion passed, Vote: 3 to 0

III. Report of the Executive Director

(a). Revised Staff Report for the months of June and July 2026 – Approval tabled from last month

(b). Staff Report for the month of August 2026

Chairperson Lane called for the Staff Report from the Executive Director for the month of August 2026. The **Executive Director** reported the following:

George Read Village update:

- Management:

"The prequalification of our current tenants is well underway. We have our first move scheduled for August 31, 2026. This tenant is being provided with a hotel stay. NHA is paying for storage until tenant is relocated to the mid-rise. All off-site tenants were given a priority appointment (prequalification process) to avoid additional HAP payments to their landlords. As of August 25th, all current tenants completed their prequalification appointments and applications are being reviewed by MRK's compliance department. NHA learned on August 25, 2026, that eight out of seventy-two units are designated for special use occupancy which requires a referral from DSHA. These units are not ADA units but may have the same preference as some of NHA's existing applicants. The offsite tenant moves are scheduled. The first tenant move will take place on August 28, 2026."

- Construction

"NHA learned that the inspection of the elevators was completed and passed on August 25, 2026. The construction team plans to have everything for the TCOs by the end of the week or early next week. Our inspections have begun for the 36 PBV units as required by HUD regulations prior to leasing. All failed inspections will be re-inspected prior to leasing. Of the 36 units 22 failed for minor things (missing shelving, electrical sockets not secured to walls, a few dishwashers leaked, debris left in the shower area, a few areas required sanding and painting (to name a few observed deficiencies)) resulting in a failure status. There were also five electric stoves that needed repairs. When the oven and electrical burners on the stove were turned on the circuit breaker would trip. The construction team on site were provided with notice of deficiencies which included a reinspection date."

Year End Close 3/31/2026 Audited Financials:

Our auditing firm Whisman Giordano has prepared a draft of the audited financials for FY March 31, 2026. Once the review is completed, the draft will be provided for further review before it is finalized.

CDs Approaching Maturity Date:

NHA received confirmation from our banking institution of two CD's approaching a maturity date. they are;

- CD ending in #9373 – Proceeds from the sale of a scattered site-$863,198.76.
- CD ending in #7355 – Proceeds from the sale of a scattered site-$525,796.31.

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A request will be made to utilize $125,000 (from CD ending in #7355) to continue to make capital improvements to our scattered site rentals. The reason for this request is that NHA was not successful in its request for Community Reinvestment Funds from the Joint Committee on Capital Improvements Delaware General Assembly. Even though the request was supported by Senator Ed Osienski and State Representative Cyndie Romer, it was not approved due to budget cuts.

CDBG 53rd year and 2027 Revenue Sharing:

NHA submitted its application for consideration of receiving Revenue Sharing funding in the amount of $50,000. This request is made to support staffing capacity required to manage, maintain, and oversee the physical condition of the 16 scattered sites. NHA is engaged with Delaware Alliance for Nonprofit Advancement (DANA) under a consulting agreement aimed to help organize it as a newly created non-profit. The scattered sites continue to receive capital improvements so that the units' transition from Public Housing to the HCV program under our 501(c)3 are successful.

Delaware Housing Authority's Landlord Forum:

The five PHAs in Delaware held another landlord forum (remotely) on August 12, 2026. The purpose of this forum was to provide updates as to the process of landlords using the online portal to submit RFTA packets. The slides for the presentation can be found on the Delaware.affordablehousing.com website. The team will continue to hold quarterly landlord forums as a refresher to some landlords and to assist with new landlords.

Capital Improvements:

NHA continues to make capital improvements on vacant scattered site rentals. Funding will dictate if renovations can continue.

Chairperson Lane asked if there are 52 units in the building and if so, "How many do we oversee, and are they inspected using HUD quality standards?".

The **Executive Director** responded that there are 52 units and we oversee 36 which were inspected according to HUD quality standards. All must pass the pre-HQS move in before leasing.

Commissioner Tillman inquired about the first move-in date.

Executive Director Jordan replied, "The first move date is August 18th. We have two additional moves scheduled for the 22nd, another one scheduled for the 23rd, another one on the 24th, and then the final one on the 25. These are folks that were moved off site. We wanted to make these moves a priority, so we could get them in their units before September 30th when their leases expire. The remaining 18 units will be scheduled based on the movers' availability. MRK did provide a list of move-in dates that we are working with, but the moves are contingent upon the movers' availability."

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Chairperson Lane asked the number of residents we have to relocate. **Ms. Jordan** responded, "24 existing residents (6 offsite and 18 onsite)".

The **Executive Director** stated that audit is being reviewed by the management team of Whisman Giordano and she should have a final audit to be presented at the next meeting or the November meeting at the latest. She was provided with a preliminary report which is good news. The auditors reported nothing out of the ordinary and no audit findings were issued.

Commissioner Tillman asked as to when we anticipate that our offices are going to be ready to move into George Read Village.

The **Executive Director** replied, "Our offices are ready to move into. In fact, Ingerman, as of September 9th, when they started accepting applications for their LIHTC units, was the official date for them to start working out of GRV. For NHA, the lease at the temporary office doesn't expire until the end of November, but what we're going to do is make the transition slowly. As of today, I met with the IT person this morning and we will be working on the logistics as to what is needed at the temporary office to make sure that we are able to conduct the business of the authority without any interruption. This is regardless of what office we work out of until we are fully moved in."

The **Executive Director** directed attention to two CDs that she would like to discuss. One matured on August 28th and the other will mature on October 9th. The CD that ends in 9373 maturing on August 28th indicates that we are beyond the period where we can access funds without penalties. "Therefore, the CD ending in 7355 is what I would like to ask the board permission, once that CD matures, to utilize some funds to continue to make capital improvements (in part) since our application for Community Reinvestment Funds application was not selected for funding this year. This agenda item is under New Business by the Executive Director so I will discuss this a little later in the meeting."

Chairperson Lane asked for a motion to approve the Staff Report from August 2026. **Commissioner Tompkins** made a motion to approve the Staff Report of August 12, 2026. The motion was seconded by **Commissioner Tillman**.

Aye 3 (Tillman, Tompkins, and Moone)
Nay 0
Motion passed, Vote: 3 to 0

Chairperson Lane asked for a motion to approve the Staff Report from June and July of 2026 which was tabled from last month. **Commissioner Tillman** made a motion to approve the Staff Report of August 12, 2026. The motion was seconded by **Commissioner Tompkins**.

Aye 3 (Tillman, Tompkins, and Moone)
Nay 0
Motion passed, Vote: 3 to 0

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IV. Committee Reports

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

(a). Personnel Committee Report – Since **Commissioner Brown** was not present, at this time, the Chairperson of the board reported, "Commissioner Brown will be starting the annual review of our Executive Director and then proceed accordingly with giving commissioners the forms for input". **Chairperson Lane** acknowledged that Commissioner Brown is present for the record.

B. Report on Development Committee: Chairperson – (Vacant)

(a). Committee Report – Chairperson Lane expressed excitement about the move-ins for the upcoming week at GRV.

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

(a). Monthly Financials – Commissioner Tillman confirmed that everyone had seen the reports and reported the pattern is the same for the last several months. "We are generally in very good shape. We have a surplus on Public Housing and Section 8. We have a decent-sized deficit on business activities, but it is getting a little better each month. As reported last month, those deficits are from a combination of factors, including timing deficit from grants that are pending approval and HUD funding not yet available. Things are moving in the right direction."

Executive Director Jordan reiterated the need to utilize some funds from the CD that is maturing on October 9th since we do not have access to CFP 2026. She stated "There is a possibility of having long term vacancies or a delay in paying movers which are both approved eligible work items under CFP 2026. The Director of the Philadelphia HUD office is aware of the issue and is trying to expedite the availability of the funds. Since we have a CD maturing on October 9th, I am asking the board to allow me to move $125,000 into the general fund account and the remaining funds would be moved into a new CD."

Chairperson Lane confirmed that all had received documentation to support the **Executive Director's** request to move money from the CD to the general funds account. She added, "Looking at the documentation, we have five units that need renovations. We also received a copy of a contract for work associated with one of our scattered sites for $127,000." She also asked questions of the standard of work in all our units and how we learned of this contractor.

The **Executive Director** replied, "The scope of work needed outlined in the contract is standard and takes into consideration the age of unit and its condition once it's vacant. Like any other contract, a contractor does not know the condition of a unit when renovations begin, and the work needed to bring the unit into compliance with code (a change order may also be required). The quality of work of this (current) contractor is above NHA's standards. The workmanship is great, and work is completed on time. We have used contractors in the past who did not meet our expectations for various reasons and

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were pulled from the job. Before a contract is awarded, we check to make sure the individual, or contractor does not appear on the disbarred list to say the least. We also make periodic inspections while the work is ongoing and a final inspection when the job is complete before issuing final payment."

Chairperson Lane commented that one thing she would ask for is before and after pictures. She asked for clarity that the Director was requesting funds for relocation expenses as well as capital improvements.

The **Executive Director** responded, "Yes, When the unit is completely vacant, we take pictures with or without the tenant being present. Once the unit is ready for occupancy, we take pictures during the showing of the unit. This process will capture the before and after pictures. And yes, I am asking for board approval for funds for both; to allow the redirection of $125,000 to $225,000 to support rehabbing scattered sites (as appropriate) and resident relocation.

Commissioner Brown made a motion to allow for $225,000 to be moved from the CD maturing on October 9th into the general fund account. The motion was seconded by both **Commissioners Tompkins and Tillman.**

Aye 3 (Tillman, Tompkins, and Moone)
Nay 0
Motion passed, Vote: 3 to 0

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

(a). Committee Report - Chairperson Lane reported on the community garden plots planned for George Read Village. A meeting with the architect regarding layout is still pending. Once that is established, the collaboration with University of Delaware will begin to get residents involved in maintaining it.

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

(a). Committee Report – Status of upcoming quarterly Newsletter – **Commissioner Tompkins** that reported she is working on the next circulation of the Newsletter. If everyone could send her any information they would like to share in the newsletter by mid-October, that would be great. She stated that she will add tips for the changing of the season as the Fall/Winter season approaches.

Chairperson Lane said that we should add a sentence to welcome our new George Read Village residents back. **Commissioner Tillman** suggested that we also get a photo of the first resident to move in to include in the newsletter.

Commissioner Brown inquired into a date for ribbon cutting. The **Executive Director** responded that some MRK staff felt it is a liability issue to have an event on an active construction site. MRK staff are pushing for a grand opening to be held after Phase 2 is complete. **Chairperson Lane** feels that we should be able to put up barriers for any restricted areas.

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Commissioner Tillman commented on the concern from MRK of having an event on an active site where tenants will be living doesn't make much sense. Since the site is safe enough for the residents to live in, but it is not safe enough to have a ribbon cutting.

Chairperson Lane asked if all present agreed to have a grand opening for George Read Village. All commissioners in attendance (**Tillman, Tompkins, Moone, Brown and Lane**) unanimously agreed.

Commissioner Brown informed all that some U of D students are looking to assist with community needs (moving included). **Ms. Jordan** has responded to the email and is awaiting a reply.

V. **Attorney Issues – Attorney Gouge**, for the two court cases reported last month, both were successful. The one involving a senior with health issues was resolved with EMTs present who transported the person to a health center.

VI. **Old Business**

A. From the Commissioners – None
B. From the Executive Director – None
C. From the Attorney –

- Update – New Legislation S.B. 116 – No change from last report

VII. **New Business**

A. From the Commissioners – None
B. From the **Executive Director** –

- Scattered sites transition to 501(c)3 – Newark Housing Authority Development Corporation

"Some time ago we had special guests and consults discuss scenarios on converting our Public Housing platform to the Housing Choice Voucher program. As we know, capital funding dollars cannot be used on non-public housing units. Therefore, addressing these needs now is beneficial since we do not have any funds associated with our 501(c)3. Hopefully, our request for CDBG/Revenue Sharing funding is selected which would then allow for trainers from DANA to assist us further under a newly created 501(c)3. We, as a board, have also discussed keeping our scattered sites affordable under our 501(c)3. This means they would remain affordable since the city of Newark's rental market is centered around the college students. Now that we are halfway through the redevelopment of George Read Village, the time is now for us to start to think about the future of NHA as we transition from the public housing platform. HUD recently published Notice PIH 2026-23 which included updated info and clarification of provisions related to all Section 18 Demolition or Disposition processes, including RAD for very small agencies closing out their public housing program.

C. From the Attorney – None

VIII. Visitors and/or Petitions: None

IX. Adjournment

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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 5:57 pm.

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

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