

Newark Housing Authority



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Newark Housing Authority Board of Commissioners November 9, 2011

Meeting Minutes for November 9, 2011 were tape recorded (1 tape cassette)

Opening:

The regular meeting of the Board of Commissioners was called to order by Chairperson, Syl Woolford on November 9, 2011 at 5:01 pm.

I. Roll Call:

Board of Commissioners present: Tim Barchak, Barbara Teter, Chris Locke, Paul Baumbach, and Syl Woolford. The Roll Call of the Commissioners was individually confirmed by an "I" response. NHA Staff present: Executive Director, Marene M. Jordan; Attorney, Don Gouge.

Absent:

Clinton Tymes & Lloyd Harris - Excused Absence

II. Approval of Minutes:

The Chairperson asked for approval of the October 12, 2011 Meeting Minutes. Mr. Barchak made a motion to approve the minutes. The motion was second by Mr. Baumbach

Aye 4 (Mr. Barchak, Ms. Teter, Mr. Locke & Mr. Baumbach)
Nay 0
Motion passed, Vote: 4 to 0

Note: Mr. Woolford (Chairperson of the Board) asked for an update on the website. With the assistance of Mr. Woolford, who assisted with internet access, all present was able to see the newly revamped website. A short overview of the website links, information and postings were viewed. The Executive Director informed all that the website went live on Monday, November 7, 2011. Mr. Gouge suggested that NHA upload the Delaware Tenant Landlord Code as a quick reference.

III. Report of the Executive Director:

(A). Staff Report:

The Chairperson asked for approval of the October 2011 Staff Report. Before the staff report was approved, Mr. Baumbach asked for the status of the FDIC limits on each of NHA's account and the subsequent notation of restricting funds for the re-development of Cleveland Heights. The Executive Director reported NHA's banking institution had provided written documentation stating that NHA's funds in excess of the FDIC limit are collateralized and the auditor received a copy of resolution #369 as a reference in noting the board's restriction of funds for the re-development of Cleveland Heights in the FYE audit. Ms. Teter made a motion to approve the staff report. The motion was seconded by Mr. Baumbach.

Aye 4 (Mr. Barchak, Ms. Teter, Mr. Locke & Mr. Baumbach)
Nay 0
Motion passed, Vote: 4 to 0

IV. Committee Reports:

A. Report of Mission, Policies and Procedures Committee:

Ms. Teter, Chairperson of this sub-committee, acknowledged that all commissioners received a copy of the proposal submitted by a facilitator who is interested in hosting the retreat scheduled for February 27, 2012. However, Ms. Teter suggested tabling any further decisions (cost, agenda items etc..) and/or planning regarding the retreat until the needs assessment is complete. The facilitator will need to know the outcome of the needs assessment to help the board plan for a strategic direction for the agency with specific achievable goals. Although the cost of and cost to fund the assessment is not known at this time, several phone calls were placed to determine such cost. Ms. Teter suggested contacting the University of Delaware's Urban Affairs Department and the Delaware Community Foundations.

B. Report of Cleveland Heights:

As Chairperson of the sub-committee, Mr. Locke updated the board on his meeting held on Wednesday, November 9, 2011 (prior to board meeting) with the development committee. Mr. Locke reported: "We are hopeful to have multiple offers on the OU#2 portion of the property by the end of this month along with the appraisal by the middle of December." Mr. Locke informed the board that the cost of the 2nd appraisal of OU#2 is about \$500.00 more. He asked that the board approve the additional cost to move forward. Mr. Locke also reported that once we receive the offers a decision will be made as to what is in the best interest of NHA. Once the decision is made, a plan will be submitted to HUD for their approval as to what particular path they feel is best. Mr. Locke asked for a motion to approve the additional cost of the appraisal. Mr. Barchak made a motion to approve the additional cost. The motion was 2nd by Ms. Teter.

Aye 4 (Mr. Barchak, Ms. Teter, Mr. Locke & Mr. Baumbach)
Nay 0
Motion passed, Vote: 4 to 0

C. Report of Finance Committee:

Chairperson of this sub-committee, Mr. Baumbach, had no report or update.

D. Report of Personnel Committee:

In the absence of Mr. Tymes (the Chairperson of the sub-committee), Mr. Barchak updated and gave a report of this committee. Mr. Barchak reported that it's that time of year to evaluate the Executive Director and the committee is engaged in that process. The committee did solicit input from the board and the Executive Director and received favorable responses. The committee is meeting on the 17th to discuss the next steps. The committee will prepare a report to meet with the Executive Director and the Chairperson to discuss the face to face evaluation. At the conclusion of that meeting a report will be generated for discussion with the full board.

E. Report of By-Laws, Compliance & Government Relations Committee:

Chairperson of the sub-committee, Mr. Barchak, had no report or update.

V. Attorney Issues:

A. **Court Matters:**

Mr. Gouge informed the board that NHA took possession of a unit for non-payment of rent.

B. **Section 8 Landlord:**

Mr. Gouge reported on the Section 8 Landlord who was overpaid in HAP subsidy and that NHA had received judgment on. Mr. Gouge stated that he was contacted by a buyer who is closing on the landlord's property. So hopefully, NHA will receive monies owed.

C. **Non-Disclosure Form:**

Mr. Gouge asked for comments relating to the Non-Disclosure Form the board received last month. This item was tabled until next month to allow for language revisions for clarification purposes.

VI. New Business:

- A. **From other Commissioners: No new business to report.**
- B. **From the Executive Director: No new business to report.**
- C. **From the Legal Counsel: No new business was reported.**

VII. Visitors or Petitions

The Chairperson opened the floor to the visitors. Ms. Warrington, president of the RAB, commented that she enjoyed the meeting and looks forward to the next. No other visitor had any other comments or remarks.

VIII. Executive Session:

No Executive Session held – Chairperson of sub-committee was not present.

IX. Adjournment:

Meeting adjourned at 6:02 PM

Minutes Submitted by: Marene M. Jordan, Executive Director