

**WILMINGTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES**

6:00 p.m.

OCTOBER 26, 2020

**Present Representing the Board of Commissioners**

James Spadola  
Jane Vincent  
Matthew Heckles  
Steven Washington

Betty Pinkett  
Vincent White  
Earl Jeter  
Maureene LaFate

**Present Representing WHA (Executive Staff):**

John Hill  
Rosemarie Bizune  
Tyrone Malcom  
Anthony Sampson  
Irmina Williams  
Nancy Clark (scribe)

Kathi Hoerner-McGinnes  
Taleia Collins  
Sandra Rosmini  
LaVerne Hanson  
Bola Odueke  
Andrew Johnson

**Other**

Barry Willoughby – General Counsel, YCST  
Lance Robbins – Urban Smart Growth

***The meeting was called to order at 6:00 p.m. Commissioner Spadola called for the roll. A quorum was established to proceed with the Public Session.***

**1. PUBLIC COMMENT**

Representative Nnamdi Chukwuocha mentioned the disturbing article and video at The Park View. The following questions were asked:

- What is the status of the ongoing work/renovations? Mr. Hill responded that some emergency things needed to be completed before receiving the loan, e.g. electrical panel, fix bathroom in common areas, put in 2 hot water holding tanks, replaced boiler, and are now working on elevators.
- What are the funding sources? Mr. Hill responded the rents were \$729 and that rent was not enough to support the facility. In May, the rent went up to \$984. The funding for subsidy comes through the rents we receive. We have 150 people there who are Section 8, another 33 who are tenant-based vouchers and 18 who are paying the money out of their pockets. Since 1998, Park View has not been cash-flowing. Audit reports will be provided to all the State Reps, as well as The Park View Sustainability Plan. Mr. Hill presented a resolution to the Board requesting a loan of \$10.5MM and the Board approved \$9.5MM. That loan is funding the project.
- Would like clarification on the way WHA utilizes CARES Act funding.
- What is the communication strategy for notifying elected officials? There seems to be a lack of information sharing. Mr. Hill stated that all of this will be documented and distributed to the State Reps. Mr. Hill responded that we will work on the communication chain.

- Would like to schedule a walk-through of The Park View and other high rises with the Executive Director.
- Spoke w/ Director Anas Ben Addi (Delaware State Housing Authority) who mentioned a Housing Development Fund where WHA could apply for some support for safety issues and emergencies. What is the process of going forward with that application? Mr. Hill is aware and will follow-up.

Ms. Beatrice Dunn (Scattered Sites) requested a meeting with the Executive Director to discuss a list of items (including Zoom and e-mail). Mr. Hill will follow-up.

## **2. APPROVAL OF MINUTES (from the Special Meeting of October 9, 2020)**

*The Chairman called for a motion to approve the Minutes of the October 9, 2020 Special Board meeting. Commissioner V. White made the motion and Commissioner LaFate seconded the motion. The Chairman asked for questions. With no questions from the Board, the Chairman called for the vote. Motion carried.*

## **3. EXECUTIVE DIRECTOR'S REPORT**

- Mr. Hill discussed the MTW program (Cohort #2 – Rent Reform). WHA has been working with Edgemere Consulting. There are ~32 other housing authorities competing with us, so WHA has a very good chance. Ten housing authorities will be awarded. Public Notice went out a couple days ago. Application is due on January 8.
- Going after other fundings. City mentioned there were ~\$89,000 and Public Housing cannot apply for those, but our DAHG system can which will allow us to make some repairs and add more units. We'd like to see that program grow to 35-40 in one year and up from there.
- Force Account – WHA will repair our units which are down (~13-15) on a monthly basis. WHA Staff will be hired (not contractors) so we will be spending less money.
- Last week, a call was held with the Federal Labor Department and the Field Office to discuss resident businesses, so residents with expertise will write a Business Plan and compete for some of those contracts that we have monies for, that we are now contracting out to other people.
- Section 3 – Introduced Michael Bell who is our new S3 Outreach worker as a "job developer".
- Mr. Hill and a group of staff members met with the United Way Director and plan to launch our own United Way campaign in ~1 month.

## **4. RESOLUTIONS**

### **CONSENT ITEMS FOR POSSIBLE ACTION ITEMS**

1. Authorizing the Executive Director to implement the revised Section 3 plan to ensure that WHA residents are offered living wage jobs through contracts that are issued for work at the Housing Authority. (Resolution 20-61)

*The Chairman called for a motion to adopt Agenda Resolution 20-61. Commissioner V. White made the motion and Commissioner Washington seconded the motion. The Chairman asked for questions on the motion.*

**Resolution 20-61 adopted unanimously.**

2. Authorizing the Executive Director to approve implementation of the Freedom of Information Act (FOIA) in accordance with state statute, which will allow persons seeking public documents to understand what WHA's process is for obtaining these documents. (Resolution 20-62)

*The Chairman called for a motion to adopt Agenda Resolution 20-62. Commissioner V. White made the motion and Commissioner Washington seconded the motion. The Chairman asked for questions on the motion.*

**Resolution 20-62 adopted unanimously.**

3. Authorizing the Executive Director to approve the Fixed Asset Disposition Policy and Procedures, which will allow WHA to sell all unused and unneeded equipment and supplies, with proceeds going to public housing. (Resolution 20-60)

*The Chairman called for a motion to adopt Agenda Resolution 20-60. Commissioner V. White made the motion and Commissioner Washington seconded the motion. The Chairman asked for questions on the motion.*

**Resolution 20-60 adopted unanimously.**

4. Authorizing the Executive Director to Increase the Number of Units in the Housing Choice Voucher Project-Based Contract Authorized at the Park View Apartments Located at 1800 N. Broom Street. (Resolution 20-53)

- Commissioner J. Vincent had an interest in adopting mixed-income properties. To take this step, it would make it an entirely subsidized building recognizing that mixed-income actually means subsidy and non-subsidy. However, after the recent Finance Committee Meeting, this might be difficult to achieve for senior buildings. Therefore, Commissioner J. Vincent is asking that this resolution *not* be removed from the Consent Agenda. Commissioner V. White asked if The Park View funding would remain the same way. Commissioner J. Vincent commented that the resolution proposes to take it to 100% project-based and we already have 150 of the 200 units that are project-based. Of the remaining 50, ~35 have residents in them who have tenant-based certificates.

*The Chairman called for a motion to adopt Agenda Resolution 20-53. Commissioner V. White made the motion and Commissioner Washington seconded the motion. The Chairman asked for questions on the motion.*

**Resolution 20-53 adopted unanimously.**

**END CONSENT AGENDA**

5. Authorizing the Executive Director to Negotiate the Fair and Reasonable Selling Price of the Vacant Scattered Site Buildings and/or Land that was approved through Resolution 20-06 on Monday, February 24, 2020. (Resolution 20-52)

**Note – the resolution was displayed incorrectly during the Zoom Meeting. The correct resolution was included in the Board Packet. The correct title is shown below:**

Authorizing the Executive Director to Negotiate the Fair and Reasonable Selling Price of Multiple Scattered Site Properties Owned by the Wilmington Housing Authority (WHA) to Urban Smart Growth that were Approved for Disposition by Resolution 20-06 on Monday, February 24, 2020. (Resolution 20-52)

*The Chairman called for a motion to adopt Agenda Resolution 20-52. Commissioner V. White made a motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions on the motion. After further discussion, the Chairman called for the vote.*

**AYES**

James Spadola  
Steven Washington  
Betty Pinkett  
Earl Jeter  
Maureene LaFate  
Vincent White  
Matthew Heckles

**NAYS**

Jane Vincent

**ABSTENTIONS**

**Resolution 20-52 is referred back to the Development Committee.**

6. Authorizing the Executive Director to Award a Contract to Mid Atlantic for Janitorial Services. Award to be for one (1) base year with four (4) one year option periods for a maximum total of five (5) years. Term & Budget: year one (1) fifty thousand dollars (\$50,000.00). The total aggregate amount of two hundred fifty thousand dollars (250,000.00) subject to the availability of funding. (Resolution 20-56)

**Resolution 20-56 pulled by Mr. Hill.**

7. Authorizing the Executive Director to Award a Contract to Pro Works Inc. for On- Call Plumbing Services. This award is for one (1) base year with four (4) one year option periods for a maximum total of five (5) years. Term & Budget: year 1 one hundred thousand (100,000.00). The total aggregate amount of five hundred thousand dollars (\$500,000.00) subject to availability of funding. (Resolution 20-57) – Presented by Mr. Hill.
  - Mr. Hill requested the Board authorize a conditional that if the vendor is committed to Section 3 and discussed at the Finance Committee, that we proceed and award. The resolution does not include the correct wording. Ms. Hanson stated that the vendor agreed to the Section 3 information which is included on the last page.

*The Chairman called for a motion to adopt Agenda Resolution 20-57. Commissioner V. White made the motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions on the motion.*

**Resolution 20-57 adopted unanimously.**

**8. No Confidence (20-64)**

*The Chairman called for a motion to adopt Resolution 20-64. Commissioner Heckles made the motion and Commissioner V. White seconded the motion. The Chairman asked for questions on the motion.*

**Resolution 20-64 adopted unanimously.**

**5. OTHER BUSINESS**

- Commissioner V. White proposed holding a Development Committee Meeting on November 5 and requested the Chairman's attendance.
- Commissioner V. White asked about the procedures for protecting staff regarding Covid (PPE supplies, positive tests, etc.). Mr. Hill responded that we are following protocol and reviewed our procedures. The Commissioners expressed concern that WHA haven't taken further steps re. staff and residents. The Chairman suggested that we revisit the Resolution to make sure the protocols are being followed.

*The Chairman called for a motion to enter into Executive Session. Commissioner J. Vincent made the motion and Commissioner Pinkett seconded the motion. Motion carried.*

**6. EXECUTIVE SESSION OF THE BOARD (7:45 PM)**

For possible action

1. To discuss outside general council's monthly legal report of legal matters.
2. To provide reporting of The State of The Agency and Staff Capacity.
3. To hear matters concerning Collective Bargaining Agreements.
4. Personnel matter.

Executive Session adjourned at 8:57 PM.

**7. ADJOURN MEETING**

*The Chairman called for a motion to adjourn. Commissioner J. Vincent made the motion and Commissioner V. White seconded the motion. Motion carried.*

***The meeting was adjourned at 9:00 PM.***

**ADOPTED: November 23, 2020**



Steven Washington  
Secretary, Board of Commissioners

**WILMINGTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES  
6:00 p.m.**

SEPTEMBER 28, 2020

Present Representing the Board of Commissioners

James Spadola  
Ben Cohen  
Jane Vincent  
Matthew Heckles

Present Representing WHA (Executive Staff):

John Hill	Rosemarie Bizune
Andrew Johnson	Sandra Rosmini
Irmira Williams	Taleia Collins
LaVerne Hanson	Anthony Sampson
Yolanda Durant	Tyrone Malcom
Nancy Clark (scribe)	Frank Eirich

Other

Barry Willoughby – General Counsel, YCST  
Katie Provencher – Housing Opportunities  
Lance Robbins – Urban Smart Growth

***The meeting was called to order at 6:00 p.m. Commissioner Cohen called for the roll. Since a quorum was not established, items requiring a vote will be discussed at an upcoming meeting.***

- 1. PUBLIC COMMENT – None**
- 2. EXECUTIVE DIRECTOR'S REPORT**

Mr. Hill introduced Mr. Lance Robbins. Urban Smart Growth is interested in purchasing 14 homes from WHA. Mr. Robbins provided information on the plan for these homes.

**3. BUDGET & FINANCE REPORT**

Ms. Bizune provided a summary of the August Financial Statement. Auditors presented at the Committee Meeting. We are currently going through FY20 audit. They expect to complete the audit by the end of October.

**4. BOARD COMMITTEE REPORTS**

- a) Audit Committee – A meeting was held a few weeks ago with the auditors and all went well.**
- b) Finance Committee – Met on Sept. 23 and discussed tonight's resolutions, as well the Financial Report and the audit summary. The Committee will meet again in October.**

- c) IT Committee – Met on Sept. 23 and discussed upcoming software changes/updates and will meet again in October.
- d) Development Committee – N/A

***The meeting was adjourned at 6:26 p.m.***

**ADOPTED:      October 9, 2020**

A handwritten signature in blue ink that reads "Steven Washington, M.D." with a horizontal line underneath the signature.

**Steven Washington  
Secretary, Board of Commissioners**

**WILMINGTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES**

6:00 p.m.

AUGUST 24, 2020

Present Representing the Board of Commissioners

James Spadola  
Ben Cohen  
Vincent White  
Jane Vincent

Steven Washington  
Betty Pinkett  
Maureene LaFate

Present Representing WHA (Executive Staff):

John Hill  
Rosemarie Bizune  
Bola Odueke  
Taleia Collins  
Andrew Johnson  
Nancy Clark, Scribe

Anthony Sampson  
Jean White  
Irmina Williams  
Sandra Rosmini  
Donna Starkey-Ford

Other

Barry Willoughby – General Counsel, YCST  
Scott Jepsen – EJP  
Ryan Bailey – Pennrose  
Chris Lamb – Troutman Pepper

Howard Starer – Urban Smart Growth  
Michael Johns – Mdesigns  
Dave Ford, Julie Bieber – REACH  
Charles McDowell - Potter Anderson

***The meeting was called to order at 6:05 p.m. Chairman Spadola called for the roll. A quorum was established to proceed with the Public Session.***

**PUBLIC COMMENT**

Ms. Mary Short (OPEIU) requested a meeting be scheduled with the BOC regarding the following:

- Membership issues
- Pandemic concerns with family members that need to stay home
- Essential employees at WHA
- Contract negotiation

**1. APPROVAL OF MINUTES**

*The Chairman called for a motion to approve the Minutes of the July 27, 2020 Board meeting. Commissioner J. Vincent made the motion and Commissioner Pinkett seconded the motion. The Chairman asked for questions. With no questions from the Board, the Chairman called for the vote. Motion carried.*



## **2. APPROVAL OF AGENDA WITH THE INCLUSION OF ANY EMERGENCY ITEMS AND DELETION OF ANY ITEMS (FOR POSSIBLE ACTION)**

Mr. Hill added the following presentations to the agenda:

- Dave Ford/Julie Bieber – Riverside Cradle-to-College/Career Pipeline
- Michael Johns – Discussed Properties (9) that the Authority is Planning to Sell and New Layouts to Assist in the Move of the HR Director to Park View

## **3. EXECUTIVE DIRECTOR'S REPORT**

Mr. Hill reviewed the following:

- Performance Evaluation for Senior Staff
- Beautification of Grounds and Offices
- Campaign to Empower Residents
- Section 3 Plan
  - Commissioner J. Vincent asked if HUD is offering small business/Section 3 nationwide registry. Mr. Hill responded that HUD still supports the registry, but residents need to meet the criteria of the businesses and they will not be hired if they don't have the qualifications. WHA is working with residents to obtain training and skills for the registry. Mr. Hill confirmed that this applies to Riverside as well. Commissioner V. White asked what education efforts have been done to inform the residents of these regulations that might benefit them. Mr. Hill is rolling out an initiative with the residents to help them obtain the necessary skills.

## **4. BUDGET & FINANCE REPORT**

Ms. Bizune provided a summary of the Budgetary Analysis and the CARES Act Budget.

*The Chairman called for a motion to approve the Budget & Finance Report. Commissioner Cohen made the motion and Commissioner J. Vincent seconded the motion. Motion carried.*

## **5. ACTION ITEMS (RESOLUTIONS)**

**Resolution 20-46** Authorizing the Wilmington Housing Authority to Award a Contract for Architectural & Engineering (A&E) to Architectural Alliance for Design and Engineering. This Award will be a Five Year Term. First Year Award to be \$200,000 (Two Hundred Thousand Dollars) and the Second Year \$200,000. Subsequent Years will be Determined. (Mr. Johnson presented.)

The Chairman asked if there were plans to increase diversity among their staff. Mr. Johnson responded that Architectural Alliance would use Section 3 if they could. We have used Architectural Alliance over the years and they have been a very good architect and engineer for WHA.

*The Chairman called for a motion to adopt Agenda Resolution 20-46. Commissioner Cohen made the motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions on the motion.*

**Resolution 20-46 adopted.**

**Resolution 20-47** Authorizing the Wilmington Housing Authority to Form a Subsidiary and to Execute Transaction Documents for Phase 1 of the Riverside Development Project. (Mr. Johnson presented.)

The Chairman asked Mr. Lamb if he had any comments. Mr. Lamb responded that WHA has the right to be a special member in the Phase 1 owner. In order for us to become a member in the Phase 1 owner, we have to form a subsidiary of the Housing Authority. WHA and its special member subsidiary will be required to execute documents.

*The Chairman called for a motion to adopt Agenda Resolution 20-47. Commissioner Cohen made the motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions on the motion.*

**Resolution 20-47 adopted unanimously.**

**6. BOARD COMMITTEE REPORTS**

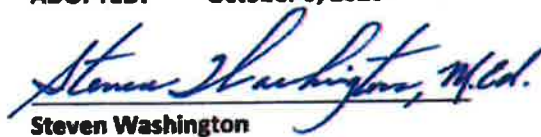
- a) Audit Committee – A meeting will be scheduled soon regarding the COVID funds.
- b) Finance Committee – Met in August and will meet again in September to discuss the resolutions and financial report.
- c) IT Committee – Met in August and will meet again in September. Discussion items included the status of technology systems, particularly related to e-mail systems, as well as the migration to the new data center.
- d) Development Committee – The Development Committee met in August and reviewed the resolutions. The Committee will meet the 3<sup>rd</sup> Tuesday of each month (time TBD).

**7. ANNOUNCEMENT & ADJOURN MEETING**

*The Chairman called for a motion to adjourn. Commissioner J. Vincent made a motion and Commissioner LaFate seconded the motion. With no further business to come before the Board, the Chairman adjourned the meeting.*

***The meeting was adjourned at 7:05 p.m.***

**ADOPTED: October 9, 2020**



**Steven Washington  
Secretary, Board of Commissioners**

**WILMINGTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES  
6:00 p.m.**

JULY 27, 2020

**Present Representing the Board of Commissioners**

James Spadola  
Matthew Heckles  
Ben Cohen  
Vincent White  
Jane Vincent  
Steven Washington  
Betty Pinkett  
Maureene LaFate  
Earl Jeter

**Present Representing WHA (Executive Staff):**

John Hill  
Rosemarie Bizune  
LaVerne Hanson  
Taleia Collins  
Andrew Johnson  
Nancy Clark, Scribe

Anthony Sampson  
Will Pass  
Bola Odueke  
Irmina Williams  
Sandra Rosmini

**Other**

Barry Willoughby – General Counsel, YCST  
Nina Liou, Scott Jepsen - EJP  
Eric Novak - Praxis  
John Melson – Security, Inc.  
Ryan Bailey – Pennrose  
Chris Lamb – Troutman Pepper

***The meeting was called to order at 6:00 p.m. Chairman Spadola called for the roll. A quorum was established to proceed with the Public Session.***

**PUBLIC COMMENT**

Ms. Grimes (Herlihy) asked when they can use the Community Room. Mr. Hill stated that it will be a staged approach with certain days and times. WHA staff will follow-up and keep the Board in the loop.

## 1. APPROVAL OF MINUTES

*The Chairman called for a motion to approve the Minutes of the June 22, 2020 Board meeting. Commissioner Cohen made the motion and Commissioner LaFate seconded the motion. The Chairman asked for questions. With no questions from the Board, the Chairman called for the vote. Motion carried.*

## 2. APPROVAL OF AGENDA WITH THE INCLUSION OF ANY EMERGENCY ITEMS AND DELETION OF ANY ITEMS (FOR POSSIBLE ACTION)

- Mr. Hill pulled Resolution 20-46.
- Mr. Hill requested that Mr. Bailey's report be moved up.

## 3. EXECUTIVE DIRECTOR'S REPORT

- Mr. Bailey provided an update on Riverside Development – Phases I & II.
- Mr. Hill provided an update on the Strategic Plan. Hoping to bring a draft to the Board in the next 60 days.
- Mr. Hill discussed beautification of sites. Last year, every AMP received \$25,000 and will receive between \$40,000-50,000 this year.
- Mr. Hill discussed Procurement.
- Mr. Melson (Security, Inc.) discussed security within the buildings.
- Ms. Williams announced that we have 4 graduates from the FSS program that are becoming homeowners.

## 4. BUDGET & FINANCE REPORT

Ms. Bizune provided a summary.

### Public Housing

Commissioner Cohen asked if we've received the appropriate amount of funds. Ms. Bizune replied that we have not received 100% of what we have budgeted. HUD usually waits until all the operating subsidy calculations comes in before the increase in subsidy. We will probably get fully obligated by December.

*The Chairman called for a motion to approve the Budget & Finance Report. Commissioner Cohen made the motion and Commissioner J. Vincent seconded the motion. Motion carried.*

## 5. ACTION ITEMS (RESOLUTIONS)

**Resolution 20-22** Authorizing Amendment of Article III of the Board of Commissioners' Bylaws.

*The Chairman called for a motion to adopt Agenda Resolution 20-22. Commissioner Cohen made the motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions on the motion.*

*The Chairman nominated Commissioner Washington to serve as Executive Secretary. The Chairman made the motion to adopt and Commissioner Pinkett seconded the motion. The Chairman asked for questions on the motion.*

**AYES**

James Spadola  
Ben Cohen  
Matthew Heckles  
Steven Washington  
Earl Jeter  
Betty Pinkett  
Jane Vincent  
Maureene LaFate

**NAYS**

**ABSTENTIONS**

Vincent White

***Commissioner Washington approved as Executive Secretary.***

***Resolution 20-22 adopted.***

**Resolution 20-23** Authorizing Amendment of Article IV of the Board of Commissioners' Bylaws.

***Pulled by the Chairman.***

**Resolution 20-34** Authorizing the Wilmington Housing Authority (WHA) to Award a Contract to GES Guardian Environmental in an Amount Not to Exceed \$550,000.00 for Concrete Repair/Replacement. Budget/Term (Renewal Annually up to 5 Years). Yr. 1 \$150,000, Yrs. 2-5 \$100,000. (Referred back to Finance from June Board Meeting)

*The Chairman called for a motion to adopt Agenda Resolution 20-34. Commissioner V. White made the motion and Commissioner Cohen seconded the motion. The Chairman asked for questions on the motion.*

***Resolution 20-34 adopted unanimously.***

**Resolution 20-35** Authorizing the Wilmington Housing Authority (WHA) to Award a Contract to Rock Solid Contracting in an Amount Not to Exceed \$550,000.00 for Concrete Repair/Replacement. Budget/Term (Renewal Annually up to 5 Years). Yr. 1 \$150,000, Yrs. 2-5 \$100,000. (Referred back to Finance from June Board Meeting)

*The Chairman called for a motion to adopt Agenda Resolution 20-35. Commissioner V. White made the motion and Commissioner Cohen seconded the motion. The Chairman asked for questions on the motion.*

***Resolution 20-35 adopted unanimously.***

**Resolution 20-36** Authorizing the Wilmington Housing Authority (WHA) to Award a Contract to Nelson Contracting in an Amount Not to Exceed \$550,000.00 for Concrete Repair/Replacement. Budget/Term (Renewal Annually up to 5 Years). Yr. 1 \$150,000, Yrs. 2-5 \$100,000. (Referred back to Finance from June Board Meeting)

*The Chairman called for a motion to adopt Agenda Resolution 20-36. Commissioner V. White made the motion and Commissioner Cohen seconded the motion. The Chairman asked for questions on the motion.*

**Resolution 20-36 adopted unanimously.**

**Resolution 20-37** Authorizing the Wilmington Housing Authority (WHA) to Award a Contract to P&C Roofing in the Amount of \$550,000.00 for Agency-Wide Roof Repair/Replacement Services. Term & Budget: Yr. 1 \$150,000, Yrs. 2-5 \$100,000 (Total \$550,000) (Renewal Annually up to 5 Years). (Referred back to Finance from June Board Meeting)

*The Chairman called for a motion to adopt Agenda Resolution 20-37. Commissioner Cohen made the motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions on the motion.*

**Resolution 20-37 adopted unanimously.**

**Resolution 20-38** Authorizing the Wilmington Housing Authority (WHA) to Award a Contract to G&J Delaware Homes in the Amount of \$550,000.00 for Agency-Wide Roof Repair/Replacement Services. Term & Budget: Yr. 1 \$150,000, Yrs. 2-5 \$100,000 (Total \$550,000) (Renewal Annually Up to 5 Years). (Referred back to Finance from June Board Meeting)

*The Chairman called for a motion to adopt Agenda Resolution 20-38. Commissioner Cohen made the motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions on the motion.*

**Resolution 20-38 adopted unanimously.**

**Resolution 20-39** Authorizing the Executive Director to Piggyback on Sourcewell Contract for Fleet Management Services with Enterprise Fleet Management.

*The Chairman called for a motion to adopt Agenda Resolution 20-39. Commissioner Cohen made the motion. The Chairman asked for questions on the motion.*

**Resolution 20-39 adopted unanimously.**

**Resolution 20-41** Authorizing the Wilmington Housing Authority to Award a Contract to Roofing Resources for Roofing Consulting Services. This Award will be a Five Year Term. First Year Award to be \$450,000 (Four Hundred Fifty Thousand Dollars) and Not to Exceed \$250,000 the Remaining Four Years.

*The Chairman called for a motion to adopt Agenda Resolution 20-41. Commissioner Cohen made the motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions on the motion.*

**Resolution 20-41 adopted unanimously.**

**Resolution 20-42** Authorizing the Executive Director to Work with Partners and Initiate the Process of Recommending a New Name for the Riverside Development Site.

*The Chairman called for a motion to adopt Agenda Resolution 20-42. Commissioner Cohen made the motion and Commissioner V. White seconded the motion. The Chairman asked for questions on the motion.*

**Resolution 20-42 adopted unanimously.**

**Resolution 20-43** Authorizing the Wilmington Housing Authority's Executive Director to Proceed with RAD Applications for Kennedy Apartments, Evans House, Crestview Apartments, Baynard Apartments and 1802 West Apartments.

*The Chairman called for a motion to adopt Agenda Resolution 20-43.*

**Resolution 20-43 adopted unanimously.**

**Resolution 20-44** Authorizing the Wilmington Housing Authority's Executive Director to Conduct Due Diligence and Hire Consultants as Necessary to Determine if the Southbridge Public Housing Development is a Good Candidate for Renovation and Preservation Under the RAD Program, Including the Feasibility of the WHA Applying for Historic Tax Credits.

*The Chairman called for a motion to adopt Agenda Resolution 20-44. Commissioner Washington made the motion and Commissioner V. White seconded the motion. The Chairman asked for questions on the motion.*

**Resolution 20-44 adopted unanimously.**

**Resolution 20-45** Authorizing the Wilmington Housing Authority's Executive Director to Conduct Due Diligence and Hire Consultants as Necessary to Review the Closing Documents for New Villages at Eastlake to Determine Investor and Co-Developer Exit Strategies and How WHA Should Pursue its Rights Under the Purchase Option and Right of First Refusal.

*The Chairman called for a motion to adopt Agenda Resolution 20-45.*

**Resolution 20-45 adopted unanimously.**

**Resolution 20-46** Authorizing the Wilmington Housing Authority to Award a Contract for Architectural & Engineering (A&E) to Architectural Alliance for Design and Engineering. This Award will be a Five Year Term. First Year Award to be \$200,000.00 and the Second Year will be \$200,000.00. Subsequent Years will be Determined.

***Pulled by Executive Director.***

**6. BOARD COMMITTEE REPORTS**

- a) Audit Committee – Plan to reschedule previous meeting.
- b) Finance Committee – Met in July and will meet again in August.
- c) IT Committee – Met in July and will meet again in August. If the Commissioners have any technical requests or issues, let Commissioner Cohen know.
- d) Development Committee – N/A

**7. ANNOUNCEMENT & ADJOURN MEETING**

*The Chairman called for a motion to adjourn. Commissioner J. Vincent made a motion and Commissioner V. White seconded the motion. With no further business to come before the Board, the Chairman adjourned the meeting.*

***The meeting was adjourned at 7:55 p.m.***

**8. EXECUTIVE SESSION**

*Personnel Matter, Update on Collective Bargaining*

***The time of commencement and adjournment was not noted.***

**ADOPTED: July 27, 2020**

  
**Steven Washington**  
**Secretary, Board of Commissioners**



**WILMINGTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES  
6:00 p.m.**

**JUNE 22, 2020**

**Present Representing the Board of Commissioners**

James Spadola  
Matthew Heckles  
Ben Cohen  
Vincent White  
Jane Vincent  
Steven Washington  
Betty Pinkett

Absent: Maureene LaFate  
Earl Jeter

**Present Representing WHA (Executive Staff):**

John Hill  
Rosemarie Bizune  
LaVerne Hanson  
Donna Starkey-Ford  
Andrew Johnson  
Juane Benjamin-Garlic

Anthony Sampson  
Will Pass  
Bola Odueke  
Tyrone Malcom  
Irmina Williams  
Nancy Clark, Scribe

**Other**

Barry Willoughby, Lauren Russell – General Counsel, YCST

***The meeting was called to order at 6:05 p.m. Chairman Spadola called for the roll. A quorum was established to proceed with the Public Session.***

**PUBLIC COMMENT - NONE**

**1. APPROVAL OF MINUTES**

*The Chairman called for a motion to approve the Minutes of the May 26, 2020 Board meeting. Commissioner V. White made the motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions. With no questions from the Board, the Chairman called for the vote. Motion carried.*

## **2. APPROVAL OF AGENDA WITH THE INCLUSION OF ANY EMERGENCY ITEMS AND DELETION OF ANY ITEMS (FOR POSSIBLE ACTION)**

- Mr. Hill discussed resolution corrections (20-13, 20-19, 20-28, 20-34, 20-35, 20-36, 20-37 and 20-38). Some of the amounts are incorrect in the titles (however, the resolution narrative is fine). Resolutions 20-13, 20-19 and 20-28 were previously approved. Commissioner Cohen recommends that the approved resolutions be amended, the other resolutions corrected and reviewed at the next Finance Committee Meeting to verify numbers. Mr. Hill mentioned that this will set projects back.
- Commissioner Washington mentioned that materials for some meetings are distributed late and requested that all correct information be sent in advance. Mr. Hill noted that this has only happened the last 2-3 Board Meetings and does not happen on a regular basis. The Board Meetings have run relatively smooth for a year and a half under Mr. Hill's leadership.
- Mr. Hill requested to include a discussion regarding the regular budget and the COVID budget.

## **3. BUDGET & FINANCE REPORT**

Ms. Bizune provided a summary.

### **Park View**

- Ms. Bizune confirmed that we received the escrow cash for the taxes and expect to transfer the funds this month to the COCC.

### **MASS Score**

- Ms. Bizune stated that we are trending below (7 out of 25 points) and are considered "Sub-Standard". As the months go by, there should be an improvement in the line items. Commissioner Cohen suspects that this is the result of tenants not paying because of COVID and the agency not able to receive funds. Commissioner Cohen does not feel the agency's score should be penalized as a result. Ms. Bizune agrees the score is low due to COVID. A meeting with HUD is scheduled and Ms. Bizune will provide an update next month. Commissioner Cohen offered to reach out to the regional office, as well as the Senate if necessary. Commissioner J. Vincent asked if we've received any indication from HUD if they will be modifying scores due to the fact that the scores are impacted given the economic conditions. Mr. Hill replied that we have not. Goal is to send a letter from the 5 Housing Authorities, Executive Directors and Congressional/State Delegates. Commissioner J. Vincent asked if we heard anything from NAHRO. Mr. Hill responded that we have not heard anything from NAHRO, PHADA, etc.

*The Chairman called for a motion to approve the Budget & Finance Report. Commissioner Cohen made the motion and Commissioner J. Vincent seconded the motion. Motion carried.*

#### 4. ACTION ITEMS (RESOLUTIONS)

**Resolution 20-22** Authorizing Amendment of Article III of the Board of Commissioners' Bylaws.

- Commissioner J. Vincent mentioned that some of the wording needs to be fixed (e.g. "his/her designee").

*Due to Commissioner V. White's absence, the Chairman pulled the resolution and will revisit at the next meeting.*

**Resolution 20-23** Authorizing Amendment of Article IV of the Board of Commissioners' Bylaws.

*Due to Commissioner V. White's absence, the Chairman pulled the resolution and will revisit at the next meeting.*

**Resolution 20-33A** Approving the Supplemental Funds, Awarded Coronavirus Aid, Relief, and Economic Security (a.k.a. "CARES ACT") Budget and Authorizes the Executive Director to Expend the Funds in Accordance with the ACT. (Presented by Mr. Hill.)

- Mr. Hill and Ms. Bizune reviewed the "CARES ACT SUPPLEMENTAL FUNDING BUDGET" chart.
- Commissioner Cohen asked if any of the IT numbers are reflective of discounts with 501c3 approval. Mr. Sampson replied they are not. Mr. Pass provided an update on 501c3. The 501c3 has been under review and the IRS will issue a letter of acceptance. Commissioner Cohen asked if the 501c3 is approved in a reasonable amount of time, can we run these costs through TechSoup and save a good bit of money. Mr. Sampson confirmed.
- Mr. Hill provided information on the recruitment process for the 4 new positions. The Chairman commented that we have plenty of talent locally right here in Wilmington and with the residents. Mr. Hill responded that we always look locally, but might not get the best candidates.
- Commissioner Cohen mentioned that Yardi was reviewed at the last Technology Committee meeting and the Committee was very impressed. He requested that Mr. Sampson provide a referral from another housing authority on Yardi.
- Commissioner Cohen commented that he and Commissioner Jeter reviewed the Budget in the last Finance Committee meeting. There's a lot of technology invested and we need to maintain enough funding for PPE, etc. in the future should there be resurgences.
- Commissioner Heckles mentioned the technology enhancements and asked if there is an ongoing cost that can be identified. Do any of these enhancements that we are doing now increase the budget going forward? Mr. Hill responded yes. Right now, we are paying ~\$79,500 for the annual license fee and Yardi is about \$135,000/year. That would be an increase every year for efficiency, reduction, and admin time which will help to be compliant in asset management for the first time in the history of the agency.

*The Chairman called for a motion to adopt Agenda Resolution 20-33A. Commissioner Cohen made the motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions on the motion. With no questions from the Board, the Chairman called for the vote. Resolution 20-33A adopted unanimously.*

**Resolution 20-34** Authorizing the Wilmington Housing Authority (WHA) to Award a Contract to GES Guardian Environmental in an Amount Not to Exceed \$450,000 for Agency-Wide Concrete Repair/Replacement Services. Term/Budget (renewal annually up to 5 years). Yr.1 \$150,000, Yrs. 2-5 \$100,000 each.

**Resolution 20-35** Authorizing the Wilmington Housing Authority (WHA) to Award a Contract to Rock Solid Contracting in an Amount Not to Exceed \$450,000 for Agency-Wide Concrete Repair/Replacement Services. Term/Budget (renewal annually up to 5 years). Yr.1 \$150,000, Yrs. 2-5 \$100,000 each.

**Resolution 20-36** Authorizing the Wilmington Housing Authority (WHA) to Award a Contract to Nelson Contracting in an Amount Not to Exceed \$450,000 for Agency-Wide Concrete Repair/Replacement Services. Term/Budget (renewal annually up to 5 years). Yr.1 \$150,000, Yrs. 2-5 \$100,000 each.

**Resolution 20-37** Authorizing the Wilmington Housing Authority (WHA) to Award a Contract to P&C Roofing in an Amount Not to Exceed \$450,000 for Agency-Wide Roof Repair/Replacement Services. Term/Budget (renewal annually up to 5 years).Yr.1 \$300,000, Yrs. 2-5 \$150,000 each.

**Resolution 20-38** Authorizing the Wilmington Housing Authority (WHA) to Award a Contract to G&J Delaware Homes in an Amount Not to Exceed \$450,000 for Agency-Wide Roof Repair/Replacement Services. Term/Budget (renewal annually up to 5 years).Yr.1 \$300,000, Yrs. 2-5 \$150,000 each.

*Resolutions 20-34, 20-35, 20-36, 20-37 and 20-38 will be discussed at the next Finance Committee Meeting due to the dollar amount change.*

**Resolution 20-39** Authorizing the Executive Director to Piggyback on Sourcewell Contract for Fleet Management Services with Enterprise Fleet Management.

*Not discussed*

**Resolution 20-41** Authorizing the Wilmington Housing Authority to Award a Contract to Roofing Resources for Roofing Consulting Services. This Award will be a Five Year Term. First Year Award to be \$450,000 (Four Hundred Fifty Thousand Dollars) and Not to Exceed \$250,000 the Remaining Four Years.

*Not discussed*

#### **5. BOARD COMMITTEE REPORTS**

- a) Audit Committee – N/A
- b) Finance Committee – Met in June and will meet again in July.
- c) IT Committee – Met in June and will meet again in July.
- d) Development Committee – N/A

**6. OTHER BUSINESS**

Commissioner J. Vincent requested a note whenever we have a DBE or Section 3 on future summary reports for Contracting and Procurement.

**7. ADJOURNMENT**

*The Chairman called for a motion to adjourn. Commissioner J. Vincent made a motion and Commissioner Cohen seconded the motion. With no further business to come before the Board, the Chairman adjourned the meeting.*

***The meeting was adjourned at 7:30 p.m.***

**ADOPTED: July 27, 2020**



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**John Hill, Executive Director/Secretary**

**WILMINGTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES**

6:00 p.m.

MAY 26, 2020

**Present Representing the Board of Commissioners**

James Spadola  
Matthew Heckles  
Ben Cohen  
Maureene LaFate  
Vincent White  
Jane Vincent

Absent: Steven Washington  
Earl Jeter  
Betty Pinkett

**Present Representing WHA (Executive Staff):**

John Hill  
Anthony Sampson  
Yolanda Durant  
Rosemarie Bizune  
Will Pass  
Sandra Rosmini  
LaVerne Hanson  
Bola Odueke  
Donna Starkey-Ford  
Tyrone Malcom  
Nancy Clark, Scribe

**Other**

Barry Willoughby, Lauren Russell – General Counsel, YCST  
Chris Lamb – Pepper Hamilton  
Ryan Bailey – Pennrose  
Charles McDowell – REACH Riverside

***The meeting was called to order at 6:05 p.m. Chairman Spadola called for the roll. A quorum was established to proceed with the Public Session.***

**PUBLIC COMMENT - NONE**

**1. APPROVAL OF MINUTES**

*The Chairman called for a motion to approve the Minutes of the April 27, 2020 Board meeting. Commissioner V. White made the motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions. With no questions from the Board, the Chairman called for the vote. Motion carried.*

## 2. EXECUTIVE DIRECTOR'S REPORT

- Mr. Hill reviewed the COVID activities. COVID has occupied a lot of WHA's time. Changes are made by HUD every other day. There hasn't been any disruption with regards to the residents. A Resident Advisory Board Mtg. was held (as requested at the last Board Meeting) but did not have any resident participation (not unusual). Several residents have tested positive and also affected some staff, but we have kept going very efficiently even with employees out of the office due to exposure...no stoppage of service. Every single week, we continue with doing bathrooms/hallways/common areas/rails every day. We have had 2 deep cleanings (through an outside company) including fabric, carpet, floors, tables, chairs, etc. over the weekend or over a day. This means no one can be in the office during this time. We are providing masks to every one of our employees and hazmat suits as needed. Last weekend, we launched a campaign to provide masks to all of our residents (18 and older).
- WHA have followed and complied with every one of HUD's guidance regarding the Reentry Program and the Board approved it last month. We are waiting on the State Housing Authority to let us know how to roll it out, but they did say that not all housing authorities have completely signed off on it because of some changes and new updates to the MOU. Depending on the changes, it might need to be signed by the Executive Director and reviewed by the Board again.

## 3. BUDGET & FINANCE REPORT

Commissioner Cohen moved that the reading be waived and moved for adoption as written, and asked for a few highlights from the Director of Finance.

Ms. Bizune provided a brief summary.

Park View

- Ms. Bizune confirmed that we received the taxes owed to WHA this month.

*The Chairman called for a motion to approve the Budget & Finance Report. Commissioner Cohen made the motion and Commissioner LaFate seconded the motion. Motion carried.*

## 4. ACTION ITEMS (RESOLUTIONS)

### Consent Agenda

The Chairman provided a quick overview of the 5 resolutions. Commissioner Cohen confirmed the resolutions were reviewed at the Finance Committee Meeting, but suggested that the Development Committee may wish to review (particularly 20-28, 20-29, 20-30, 20-31). Commissioner Cohen stated the Finance Committee is fine with the resolutions and highly recommends 20-32.

**Resolution 20-28** Authorizing the Wilmington Housing Authority (WHA) to Award a Contract to Generation Electrical Services in the Amount of \$250,000 for Agency-Wide Electrical Services. Term/Budget Breakdown: Yr.1 \$75,000, Yrs. 2-5 \$50,000 each \$250,000. Renewal annually for up to five years

**Resolution 20-29** Authorizing the Wilmington Housing Authority (WHA) to Award a Contract to Dependable Construction of Delaware in an Amount Not to Exceed \$500,000.00 for Demolition of Certain Scattered Sites and Other Services. Budget/Term (renewal annually up to 5 years). Yr. 1 \$300,000, Yr. 2 \$200,000, Yrs. 3 thru 5 based upon funding availability. Estimated Minimum Cost Per Structure is \$30,000.00

**Resolution 20-30** Authorizing the Wilmington Housing Authority (WHA) to Award a Contract to Rock Solid Contracting and Development in an Amount Not to Exceed \$500,000.00 for Demolition of Certain Scattered Sites and Other Services. Budget/Term (renewal annually up to 5 years). Yr. 1 \$300,000, Yr. 2 \$200,000, Yrs. 3 thru 5 based upon funding availability. Estimated Minimum Cost Per Structure is \$30,000.00

**Resolution 20-31** Authorizing the Wilmington Housing Authority to Award a Contract to Mardinly Industrial Power in the Amount of \$170,000.00 for Agency-Wide Preventive Inspection and Repair of Power Generator Services. Term & Budget Schedule: Yr. 1 \$50,000, Yrs. 2-5 \$30,000 (Total \$170,000) (Renewal Annually for up to Five Years)

**Resolution 20-32** Authorizing the Executive Director to Award a Contract to T-Mobile Cellular in the Amount of \$65,061.00 for Wireless and Cellular Services

*The Chairman called for a motion to approve the Consent Agenda. Commissioner J. Vincent made the motion and Commissioner LaFate seconded the motion. The Chairman asked for questions on the motion. With no questions from the Board, the Chairman called for the vote. Resolutions 20-28, 20-29, 20-30, 20-31 and 20-32 adopted unanimously.*

### **Resolutions**

**Resolution 20-33** Authorizing the Executive Director of the Wilmington Housing Authority to Implement the Plan to Utilize the COVID-19 Supplemental Funds Received from the Department of Housing and Urban Development (HUD) (presented by Mr. Hill)

- Mr. Hill stated that this is a “walk-on” resolution to issue a \$100 gift card to ~1400 heads of household in Public Housing by June 15 (excluding Riverside). Commissioner J. Vincent asked if these funds were just for Public Housing and not for Section 8. Mr. Hill responded that these funds are just for Public Housing.
- Commissioner Cohen asked if there are any legal issues or considerations. Ms. Russell has not looked at this issue and would require additional research off-line, but does not have any concerns since she feels comfortable with HUD’s interpretations and regulations.
- Commissioner V. White asked if this affects their income limits. Mr. Hill replied that this money is not counted against their income.
- Commissioner LaFate asked about the gift cards. Mr. Pass responded that it would be a shopping gift card (e.g. grocery store) similar to a Visa.
- Commissioner V. White asked about fees. Mr. Pass replied there are no fees associated from US Bank. The card for the residents will say US Bank but they will receive something that states it’s from WHA.



*The Chairman called for a motion to adopt Agenda Resolution 20-33. Commissioner J. Vincent made the motion and Commissioner LaFate seconded the motion. The Chairman asked for questions on the motion. With no questions from the Board, the Chairman called for the vote. Resolution 20-33 adopted unanimously.*

**Resolution 20-22** Second Reading: Authorizing Amendment of Article III of the Board of Commissioners' Bylaws

*This is the second reading; the vote should be taken at the next Board Meeting.*

**Resolution 20-23** Second Reading: Authorizing Amendment of Article IV of the Board of Commissioners' Bylaws

*This is the second reading; the vote should be taken at the next Board Meeting.*

**Resolution 20-27** Authorizing the Wilmington Housing Authority to Execute the Master Development Agreement for the Riverside Development Project (presented by Mr. Hill and Mr. Lamb)

*The Chairman called for a motion to adopt Agenda Resolution 20-27. Commissioner J. Vincent made the motion and Commissioner Cohen seconded the motion. The Chairman asked for questions on the motion. With no questions from the Board, the Chairman called for the vote. Resolution 20-27 adopted unanimously.*

**The Chairman signed-off from the meeting. Vice-Chair Cohen presided over the rest of the meeting.**

**5. BOARD COMMITTEE REPORTS**

- a) Audit Committee – N/A
- b) Finance Committee – Met in May and discussed many of the resolutions presented today. Will meet again in June.
- c) IT Committee – Met in May and discussed the T-Mobile resolution. Will meet again in June.
- d) Development Committee – N/A

**6. OTHER BUSINESS - NONE**

**7. ADJOURNMENT**

*The Vice-Chair called for a motion to adjourn. Commissioner J. Vincent made a motion and Commissioner LaFate seconded the motion. With no further business to come before the Board, the Vice-Chair adjourned the meeting.*

***The meeting was adjourned at 6:57 p.m.***

ADOPTED: June 22, 2020

  
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John Hill, Executive Director/Secretary