

**WILMINGTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES**

400 N Walnut Street

6:00 p.m.

JULY 22, 2019

Present Representing the Board of Commissioners

James Spadola

Vincent White

Jane Vincent

Steven Washington

Maureene LaFate (via phone)

Matthew Heckles (arrived at 6:20 p.m.)

Earl Jeter (arrived at 6:23 p.m.)

Absent: Ben Cohen

Betty Pinkett

Barry Willoughby, General Counsel

Present Representing WHA (Executive Staff):

John Hill

Frank Eirich

Karen Spellman

Rosemarie Bizune

Sandra Rosmini

Donna Starkey-Ford

Denise Miller

Yolanda Durant

Irmina Williams

Nancy Clark, Scribe

***The meeting was called to order at 6:00 p.m. following Public Session and the Executive Director's Report, and established a quorum.***

**PUBLIC SESSION** - No comments.

**1. EXECUTIVE DIRECTOR'S REPORT**

Mr. Hill asked Ms. Rosmini to recognize the employees (Housing Managers, etc.) who assisted with the senior resident visits due to the extreme heat. Waters and fans were provided if needed.

Mr. Hill discussed his quarterly meeting with Mayor Purzycki on July 10 and reviewed his presentation (hiring update, policies, website, scattered sites, modernization, housing choice vouchers [HCV], etc.). Mr. Hill confirmed the new website and the electronic HCV waiting list will be ADA (American Disabilities Act) compliant. A discussion was held regarding the HCV waiting list application if someone cannot read or see. Commissioner Washington asked about IEP (Individualized Education Plan). It was suggested that someone contact the Delaware Disabilities Council and the Delaware State Housing Authority.

Another discussion was held regarding the Park View Sustainability Plan. The Chairman commended WHA for providing the large sign at Park View which states “Pardon Our Construction” so the neighbors are aware. Mr. Hill commented that we plan to do the same at Baynard. Commissioner V. White asked about the Park View governance issue. Ms. Spellman will obtain the minutes from the Park View Board Meetings.

## **2. MINUTES OF MEETING**

*The Chairman called for a motion to approve the Minutes of the June 24, 2019 Board meeting. Commissioner V. White made the motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions.*

Commissioner J. Vincent requested an amendment to include the purpose of the Executive Session.

*With no further questions from the Board, the Chairman called for the vote. Motion carried.*

***Minutes of the June 24, 2019 Board Meeting adopted as amended unanimously.***

## **3. RESPONSE TO INQUIRIES FROM PUBLIC COMMENTS**

Ms. Spellman had a discussion with Ms. Dunn regarding recertification. During recertification, residents are asked to sign an authorization so that if they should have their utility service disrupted, it authorizes the manager to contact Delmarva Power and Light (DP&L).

Ms. Dunn requested to be a member of the Disciplinary Committee. Ms. Spellman noted that we do not have such Committee. Ms. Spellman confirmed that Board Meetings begin at 6:00 p.m.

## **4. FINANCE REPORTS**

Ms. Bizune provided an overview of the Financial Statement which is included in the Board Book. The Chairman commented that Ms. Bizune will provide more graphic-friendly charts to include in future Finance Reports.

Commissioner White requested that a list of acronyms be included in each Board Book.

## **5. BOARD COMMITTEE REPORTS**

- a. Development Committee
  - i. No report.
- b. Finance Committee
  - i. No report.
- c. IT Committee
  - i. No report.
- d. Bylaws Committee
  - i. Commissioner V. White – A workshop was held on July 18, 2019. Many good comments were received. Minutes will not be distributed but are available on audio per request. A 2<sup>nd</sup> workshop will be held on August 7, 2019 to finish the document.

## 6. RESOLUTIONS

**Resolution 19-40** Authorizing Additional Funds for the Agreement between Wilmington Housing Authority and Robert Half International to Provide Temporary Professional Employment Services (presented by Mr. Hill)

Resolution 19-40 has been amended to reflect the correct dates for temporary employment services.

*The Chairman called for a motion to adopt Resolution 19-40. Commissioner V. White made a 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 19-40 adopted as amended unanimously.**

**Resolution 19-41** Adopting Revised Bylaws and Ethics Policy

**Resolution 19-41 was pulled by Commissioner V. White.**

## 7. OLD BUSINESS

- a. Resolution 18-19, Rental Demonstration Program (RAD) application for Lincoln Towers – Mr. Hill will discuss at the next Board Meeting. The Chairman reminded Mr. Hill that he would like a Town Hall Meeting scheduled at Lincoln Towers.

## 8. NEW BUSINESS – none

## 9. ADJOURNMENT

*With no further business to come before the Board, the Chairman called for a motion to adjourn the meeting. Commissioner V. White made the motion and Commissioner Washington seconded the motion. With no questions from the Board, the Chairman called for the vote. Motion carried.*

**The meeting was adjourned at 7:11 p.m.**

**ADOPTED August 26, 2019**

Respectfully submitted,

  
Steven Washington, Secretary

**WILMINGTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**AMENDED REGULAR MEETING MINUTES**

400 N Walnut Street

6:00 p.m.

JUNE 24, 2019

**Present Representing the Board of Commissioners**

James Spadola

Ben Cohen

Vincent White

Betty Pinkett

Jane Vincent

Steven Washington

Maureene LaFate (arrived at 6:14 PM)

Matthew Heckles (arrived at 6:28 PM)

Absent: Earl Jeter

Barry Willoughby, General Counsel

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

John Hill

Karen Spellman

Rosemarie Bizune

Donna Starkey-Ford

Sandi Rosmini

Kathi Sulsky

Yolanda Durant

Denise Miller

Tyrone Malcom

Irmina Williams

Nancy Clark, Scribe

**EXECUTIVE SESSION:**

- a. Collective Bargaining

The Executive Session commenced at 6:05 and adjourned at 6:18 PM.

The Board of Commissioners Meeting commenced at 6:20 PM.

***The Chairman called for the roll. A quorum was established to proceed with the Public Session.***

## **PUBLIC SESSION:**

Ms. Beatrice Dunn (Scattered Site resident) had the following comments/concerns:

- Ms. Dunn stated that there's a long list of things to be recertified. However, there is nothing on the recertification asking if anything has to be done with DP&L.
- Ms. Dunn would like to be part of the Disciplinary Committee.
- A discussion was held with the Chairman regarding the start time of the Board Meetings.

### **1. MINUTES OF MEETING**

*The Chairman called for a motion to approve the Minutes of the May 28, 2019 Annual 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.*

***Minutes of the May 28, 2019 Annual Meeting adopted unanimously.***

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

Mr. Hill provided highlights from his report. Commissioner V. White asked how Corporate Communications (website re-creation) were secured. Mr. Hill explained that it was done through a small purchase that HUD allows under \$10,000. The company is located in New York and is not a women or minority-owned business.

Mr. Hill pulled resolution 19-39 from the agenda and will add it to the next meeting.

Mr. Hill showed a video ("Who Moved My Cheese") which shows how to accept changes.

### **3. RESPONSE TO INQUIRIES FROM PUBLIC COMMENTS**

Ms. Spellman shared that Ms. Diana Dorn (Compton resident) commented that she witnessed a domestic violence incident in the hallway and complained the young people are being disrespectful. Ms. Dorn received a letter from management which was presented at the last Board Meeting. Ms. Spellman discussed with Commissioner Pinkett and shared that the letter is a standard appointment letter.

Ms. Spellman discussed that Ms. Tiffany Putney (Compton resident) had an incident with another resident four years ago. The situation was resolved.

Commissioner J. Vincent asked if both residents received a follow-up communication. Ms. Spellman confirmed that the Manager contacted each resident.

Ms. Spellman shared that Ms. Donna Smith (Compton resident) wrote an incident report about a maintenance employee and provided documentation from Management at the last Board Meeting. The Superintendent did an investigation and nothing was found. The Manager addressed the resident.

#### **4. FINANCE REPORTS**

Rosemarie Bizune provided an overview of the Financial Statement which is included in the Board Book.

Ms. Bizune discussed the Grants. Five (5) have been obligated and expended and four (4) have not. Commissioner V. White asked for an explanation. Ms. Bizune confirmed that the work has been done and we don't run a risk of not spending.

Ms. Bizune discussed Section 8 voucher issuance. HUD is concerned we are being too aggressive. Commissioner Cohen stated that the Section 8 budget was developed based on 900 vouchers, so since we significantly dropped that, both revenue and expenses from the Section 8 budget will be significantly lower than what they would have been. This is attributed to the lower number of vouchers (~500) we plan to issue this year.

Commissioner LaFate asked about the cause of the 8 vacancies at Park View. Ms. Bizune responded they are due to deaths or moved to nursing homes.

Commissioner Cohen asked if there is any movement on Park View refinancing. Ms. Bizune replied that we will close this week.

Per Mr. Willoughby, there is no update on the tax issue. Ms. Bizune stated that there was a letter sent to New Castle County and we are waiting for a response.

Ms. Sulsky provided an update on Madison Gardens insurance.

*The Chairman called for a motion to approve the Finance Report. Commissioner Cohen made the motion and Commissioner V. White seconded the motion. The Chairman asked for questions.*

*With no questions from the Board, the Chairman called for the vote. Motion carried.*

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

- a. Development Committee
  - i. Commissioner V. White – A Development Committee Meeting will be scheduled shortly.
- b. Finance Committee
  - i. Commissioner Cohen – The Finance Committee met on June 19, 2019 and discussed the finance report, as well as The Park View.
- c. IT Committee
  - i. Commissioner Cohen - The Technology Committee also met on June 19, 2019 and discussed transition/search for an IT Director, as well as the current state of technology and moving technology forward in the Housing Authority. The next meeting (Finance and Technology) will be held on July 17, 2019.

Commissioner Washington and Commissioner LaFate asked if the times for the meetings can be later to better accommodate schedules.

## 6. RESOLUTIONS

### **Agenda Resolutions:**

**Resolution 19-35** Authorizing the Wilmington Housing Authority to Sell Property Located at 1506 West 7th Street, Wilmington, DE 19805 Under the Section 32 Homeownership Program (presented by Ms. Williams)

A discussion was held regarding the purchase price. Wording of the contract will be discussed at an upcoming Development Committee Meeting.

*The Chairman called for a motion to adopt Agenda Resolution 19-35. Commissioner V. White made a 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.*

***Agenda Resolution 19-35 adopted unanimously.***

**Resolution 19-36** Authorizing a Wage Increase between the Wilmington Housing Authority and the American Federation of State, County and Municipal Employees, Local 563, and the Office and Professional Employees International Union, Local 32, and the Service Employees International Union, Local 32BJ (presented by Mr. Willoughby)

Commissioner V. White commented that Counsel is charged with presenting the Board with a memorandum regarding the summary of the resolution.

*The Chairman called for a motion to adopt Agenda Resolution 19-36. Commissioner V. White made a 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.*

***Agenda Resolution 19-36 adopted unanimously.***

**Resolution 19-37** Authorizing the Wilmington Housing Authority to Implement a Homelessness Initiative and an Offender Re-Entry Program (presented by Mr. Hill)

A conversation was held regarding the resolution, including the following:

Commissioner J. Vincent asked if the MOU will spell out the details of the program and be brought back to the BOC. Mr. Hill responded that it's not necessary unless the BOC wants it. Basically, the resolution is considered the policy. The MOU is what we are already doing on a day-to-day basis.

Commissioner V. White asked if we're treating this population the same as any other, then why do we need this resolution. Mr. Hill responded that he thought it be best to present this as a resolution. The resolution authorizes an update to the Admissions and Continued Occupancy Policy (ACOP).

The Chairman asked for the definition of an offender. Mr. Hill responded that it's a broad term. The Housing Authority can obtain certain background information, e.g. how long ago did something happen, etc. HUD has two (2) restrictions to prevent someone from coming into Public Housing/Section 8: 1) sex offender and 2) manufacturing of methamphetamines.

Commissioner Heckles commended the Housing Authority on this initiative.

*The Chairman called for a motion to adopt Agenda Resolution 19-37. Commissioner V. White made a 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.*

**AYES**

**NAYS**

**ABSTENTIONS**

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

Ben Cohen

***Agenda Resolution 19-37 adopted.***

**Resolution 19-38** Authorizing the Wilmington Housing Authority to Add Twenty-Five Energy Performance Contract (EPC) Scattered Site Units to the Section 32 Homeownership Program (presented by Mr. Hill)

*The Chairman called for a motion to adopt Agenda Resolution 19-38. Commissioner V. White made a 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.*

***Agenda Resolution 19-38 adopted unanimously.***

**Resolution 19-39** Authorizing the Wilmington Housing Authority to Dispose of Seventeen Scattered Site Properties

***Agenda Resolution 19-39 was pulled from the agenda at the request of Mr. Hill.***



**7. OLD BUSINESS**

- a. By-Law Ad Hoc Committee
  - i. 2<sup>nd</sup> Reading

A discussion was held regarding a separate meeting with the BOC to review the by-laws. **NOTE** – As of July 9, 2019, a Board By-Laws Committee Workshop has been scheduled on July 18, 2019 at 4:30 PM.

- b. Resolution 18-19, Rental Demonstration Program (RAD) application for Lincoln Towers – no update

**8. NEW BUSINESS**

**9. ADJOURNMENT**

*With no further business to come before the Board, the Chairman called for a motion to adjourn the meeting. Commissioner J. Vincent made the motion and Commissioner LaFate seconded the motion. With no questions from the Board, the Chairman called for the vote. Motion carried.*

***The meeting was adjourned at 7:47 p.m.***

**ADOPTED**

*JUNE 24, 2019*

Respectfully submitted,

  
Steven Washington, Secretary

**WILMINGTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**ANNUAL MEETING MINUTES  
400 N Walnut Street**

APRIL 22, 2019

Present Representing the Board of Commissioners

James Spadola  
Ben Cohen  
Steven Washington  
Betty Pinkett  
Jane Vincent  
Maureene LaFate (arrived at 6:05)  
Matthew Heckles (arrived at 7:00)

Absent: Vincent White  
Earl Jeter

Barry Willoughby, General Council

Present Representing WHA (Executive Staff):

John Hill  
Karen Spellman  
Rosemarie Bizune  
Kathryn Hoerner-McGinnes  
Kathi Sulsky  
LaVerne Hanson  
Sarah Babaian  
Darniece Hampton  
Vibhuti Talwar  
Yolanda Durant  
Denise Miller  
Nancy Clark  
Christine Arnold, Scribe

***The Chairman called for the roll. A quorum was established to proceed with the Public Session.***

**PUBLIC SESSION:**

Ms. Robin Bland, Compton Towers Resident, had two (2) concerns. First was there was a previous discussion about possibly having senior residents be desk monitors and how long does it take for a manager to address resident incident reports. Ms. Spellman will follow-up with these requests.

## **ANNUAL MEETING OF THE BOARD**

John Hill, Executive Director conducted the nomination and election for the position of Chairman of the Board:

### **CHAIRMAN OF THE BOARD**

Commissioner Vincent nominated Commissioner Spadola and Commissioner Spadola accepted the nomination. With no further nominations, Mr. Hill called for the vote.

*Commissioner James Spadola is elected Chairman of the Board unanimously.*

### **VICE CHAIRMAN OF THE BOARD**

Commissioner Vincent nominated Commissioner Cohen and Commissioner Cohen accepted the nomination. With no further nominations, the Chairman called for the vote.

*Commissioner Benjamin Cohen is elected Vice Chairman of the Board unanimously.*

### **TREASURER**

There was discussion if one person could serve two (2) seats on the Board. Mr. Willoughby shared that there is no reason under the bylaws that they could not but it is not the normal protocol. Commissioner Washington nominated Commissioner Cohen as Treasurer and Commissioner Cohen accepted the nomination. With no further nominations, the Chairman called for the vote.

*Commissioner Benjamin Cohen is elected Treasurer of the Board unanimously.*

### **SECRETARY**

Commissioner Pinkett nominated Commissioner Steven Washington and Commissioner Washington accepted the nomination. With no further nominations, the Chairman called for the vote.

*Commissioner Steven Washington is elected as Secretary of the Board unanimously.*

### **2019-2020 Officers of the Board**

James Spadola, Chairman  
Ben Cohen, Vice Chairman  
Ben Cohen, Treasurer  
Steven Washington, Secretary  
John Hill, Assistant Secretary

## REGULAR MEETING OF THE BOARD

Mr. Hill asked that the agenda be changed to reflect Resolution 19-29 moved out of the consent and be available for discussion when resolutions come up on the agenda. The Chairman agreed to the change.

### 1. MINUTES OF MEETING

*The Chairman called for a motion to approve the Minutes of the March 25, 2019 Board meeting. Commissioner Vincent made the motion and Commissioner LaFate seconded the motion. With no questions from the Board, the Chairman called for the vote. Motion carried.*

***Minutes of the March 25, 2019 Regular Meeting adopted unanimously.***

### 2. EXECUTIVE DIRECTOR'S REPORT

Mr. Hill shared a presentation on "Partnering to Reduce Homelessness in Wilmington". Commissioner Vincent shared her support with this initiative and offered her expertise to assist with accomplishing this goal.

Commissioner Washington recommended homelessness training that the Teachers Union, DSEA, has may be a good opportunity for the staff to take to help understand why it is urgent for those that are homeless to find shelter.

### 3. RESPONSE TO INQUIRIES FROM PUBLIC COMMENTS – No report

### 4. FINANCE REPORTS

Rosemarie Bizune provided the overview of the Financial Statement which is included in the Board Book.

Commissioner Cohen asked which capital grant years the 1.5 million dollar loan for Riverside will be obligated to. Ms. Bizune replied we are aware of that expense and we are waiting for the documentation to obligate the monies. If there is not enough money in 18 then we will obligate it in 19. Commissioner Cohen asked for an update regarding the vouchers; Ms. Hoerner-McGinnes provided the information:

Voucher Type	Total	Comments
HCV	155	Issued & on street searching. Additional 41 scheduled for 2nd & final appointments on 3/19/19
HCV	28	These are ready to be issued and will be on 2/27/2019
HCV	136	In interview process, working to make eligible, most waiting on criminals to be returned. Eligible with issuance on 3/29/2019
HCV	50	39 leased as of 1/1/2019. Remaining 11 will lease up 3/01/2019
VASH	6	On the street searching
Park View	2	
Luther Towers	35	35 issued, 98 under contract
<b>Total Vouchers</b>	<b>412</b>	

Mr. Hill added that there are still issues with Luther Towers leasing up the vouchers. Our team has gone above and beyond trying to complete this project. He asked Ms. Starkey-Ford to compose a letter to HUD requesting that those remaining vouchers go into the regular voucher population.

Mr. Hill also shared that the waiting list was scheduled to open on April 13<sup>th</sup> via telephone. He postponed that because he wants it automated via computer application for a smoother process. It is anticipated that the waiting list will be opened up within the next 6-8 weeks.

There was concern that some of the population may be left out because they may not be tech-savvy or have access to mobile devices or a computer to complete the application. It was suggested that kiosks be available and advertised to provide everyone the same level of access to apply.

Commissioner Vincent asked if there is data available to show how successful searches are with those that are issued or what percent of the applicants need extensions and what percent actually never locate a place. She shared that this is a concern of hers especially for those that are homeless. Mr. Hill replied that he had previously asked Ms. Starkey-Ford for this information and will forward it when it is received.

There was discussion about DSHA having a statewide waiting list. Commissioner Heckles shared that this was a previous initiative of the prior administration at DSHA. It was not completed because the other Housing Authorities were not interested in partaking in the project.

There was discussion about the Park View real estate taxes. Brent Shaffer shared that because of the way the project is currently titled, he does not believe it qualifies for the exemption because the title owner is Electra Arms Senior Associates, L.P. and it is a for profit entity. It was required to be for the tax credits that financed the project. In order to obtain non-profit status an exemption needs to be requested with New Castle County. A transfer of title is not an option because of the refinance. Commissioner Vincent suggested that contact be made to New Castle County to request that they waive or negotiate a reduced tax amount without transferring title. Mr. Shaffer and Mr. Hill will work together to compose a letter for this request.

## **5. RESOLUTIONS**

### **Consent Agenda Resolutions:**

**Resolution 19-28** Authorizing the Wilmington Housing Authority to Update its Purchasing Policy to Reflect the Revised Procurement Thresholds

**Resolution 19-30** Authorizing the Approval of a Line of Credit for Park View Apartments

*The Chairman called for a motion to adopt Consent Agenda Resolutions 19-28 and 19-30. Commissioner Cohen made a motion and Commissioner Vincent seconded the motion. The Chairman asked for questions on the motion. With no questions from the Board, the Chairman called for the vote.*

***Consent Agenda Resolutions 19-28 and 19-30 adopted unanimously.***

**Resolution 19-29** Authorizing the Approval of Wilmington Housing Authority's Revised Fiscal Year 2020 Operating Budget

Ms. Bizune presented the resolution. This is a resolution to revise the annual budget that was approved by the Board on February 25, 2019, resolution 19-18.

*The Chairman called for a motion to adopt Resolution 19-29. Commissioner Cohen made a motion and Commissioner Vincent seconded the motion. The Chairman asked for questions on the motion.*

Commissioner Cohen asked for an explanation of where the \$271,280 from Operating Reserves will come from to cover the costs. Ms. Bizune shared in the first budget we were budgeting over \$300,000 to be used; however, the admin fee increased reducing the amount down. It is the Section 8 program admin fee reserve that will be used.

Commissioner Cohen questioned if the operating subsidy funding percentage was published yet. Ms. Bizune replied we just know that there was a reduction in our calculation based on last year and what she budgeted. HUD has not published their pro-ratio rates. We are still hearing 95-99%. We did receive notification about Section 8. We will receive .99874 of last year's budget. There is no re-benchmarking this year.

There was discussion of the two (2) positions that were missed in the budget. Clarification was made that the previous budget that was approved was for nine (9) new positions and this revised budget has ten (10) new positions.

*With no further questions from the Board, the Chairman called for the vote.*

**Resolution 19-29 adopted unanimously.**

**Resolution 19-31** Authorizing HUD Required Amendments to Loan and Limited Partnership Agreements and to Grant a Parking Easement from Wilmington Housing Authority for the Benefit of the Park View

Mr. Brent Shaffer presented the resolution. This resolution pertains to refinancing the Park View with a new HUD insured loan by Harper Capital Partners. Principally it authorizes the general partner to proceed with agreement to the loan; it authorizes Karen Spellman as President of the general partner to sign the documents and authorizes an amendment that HUD requires to the limited partnership agreement of the owner, Electra Arms Senior Associates and it also authorizes the easement agreement for the parking lot.

*The Chairman called for a motion to adopt Resolution 19-31. Commissioner Cohen made a motion and Commissioner Vincent seconded the motion. The Chairman asked for questions on the motion.*

Commissioner Cohen asked if there is anything that we should be concerned about that would come back and cause an issue. Mr. Shaffer responded he does not believe so. It allows us to go through the process of refinancing. We have the commitment that was issued by HUD and it has been reviewed by

the Finance Committee and staff and they are comfortable with the terms of the 9.5 million dollar loan. He does not anticipate any problems in closing on refinance or needing to come back to the Board of Commissioners.

*With no further questions from the Board, the Chairman called for the vote.*

**Resolution 19-31 adopted unanimously.**

## **6. BOARD COMMITTEE REPORTS**

### **Finance**

Commissioner Cohen shared that the Finance Committee meeting was held. He was unable to attend; however, many commissioners did attend and asked many good questions about the resolutions that were just discussed. We are planning on the next meeting to be scheduled May 22, 2019. The time still needs to be determined.

### **Development**

The Chairman shared that Commissioner White is not present; however, he does have a note to appoint members of the committee. He recommends the following members be included on the committee:

Commissioner White - Chair  
Commissioner Vincent  
Commissioner Heckles  
Commissioner Pinkett

He asked that they communicate with Commissioner White about their decision. There was discussion about how members are appointed to the committees. The Chairman shared that he appoints the chair of each committee and that chair appoints its members. All BOC members are welcome and encouraged to attend any committee meeting that they desire to.

### **By-Law Ad Hoc**

Mr. Hill shared that all of the comments received from the commissioners were added to the document. Commissioner White will review the draft and it will be sent to the commissioners. There will be a combination Development/By-Law Ad Hoc Committee meeting scheduled for May 1<sup>st</sup>.

## **7. OLD BUSINESS**

Resolution 18-19, Rental Demonstration Program (RAD) application for Lincoln Towers – no update

## **8. NEW BUSINESS**

The Chairman shared that two (2) new committees are being added:

Commissioner Cohen suggested that a technology committee be developed to look into best practices and how to improve technology at WHA. Commissioner Cohen will be the Chair and Commissioner Spadola will be on the committee. Anyone else that is interested please let Commissioner Cohen know.

Mr. Willoughby confirmed that members of the committees are not limited to commissioners. We can bring in non-BOC members which are subject matter experts to assist. They would not be voting members.

Chairman Spadola is also composing an audit committee. Again, anyone that is interested in serving on the committee please let him know.

Mr. Hill asked that committee meetings be standardized to a set day and time each month to prevent scheduling conflicts.

There was discussion of when the May meeting will be held since the 4<sup>th</sup> Monday is Memorial Day. By-laws state it will be held the Tuesday after which is May 28<sup>th</sup>. Ms. Arnold will send the schedule to the Board.

## **9. EXECUTIVE SESSION**

*The Chairman called for a motion to go into Executive Session. Commissioner Cohen made the motion and Commissioner Pinkett seconded the motion. The Chairman asked for questions on the motion. With no further questions from the Board, the Chairman called for the vote.*

***The Board went into Executive Session at 7:51 p.m.***

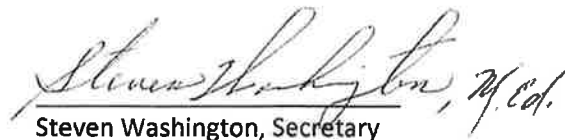
## **10. ADJOURNMENT**

*With no further business to come before the Board, the Chairman called for a motion to adjourn the meeting. Commissioner Vincent made the motion and Commissioner Cohen seconded the motion. With no questions from the Board, the Chairman called for the vote. Motion carried.*

***The meeting was adjourned at 8:00 p.m.***

**ADOPTED May 28, 2019**

Respectfully submitted,

  
Steven Washington, Secretary



**WILMINGTON HOUSING AUTHORITY  
REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS**

**March 25, 2019**

**400 N. Walnut Street  
6:00 p.m.**

**MINUTES OF MEETING**

**Present Representing the Board of Commissioners**

James Spadola, Chairman  
Steven Washington, Secretary  
Vincent White  
Jane Vincent  
Maureene LaFate  
Matthew Heckles (arrived 6:10)  
Ben Cohen, Treasurer (arrived 6:15)

Barry Willoughby, General Counsel

**Absent**

Earl Jeter  
Betty Pinkett

**Present Representing WHA:**

John Hill, Executive Director  
Karen Spellman, Deputy Executive Director  
Rosemarie Bizune, Finance Director  
Roger Turk, Development Director  
Sandi Rosmini, Housing Management Chief  
Kathi Sulsky, HR Chief  
Christine Arnold, Special Assistant/Scribe

Donna Starkey-Ford, Section 8 Chief  
Laverne Hanson, Procurement Chief  
Vibhuti Talwar, Finance  
Denise Miller, Manager  
Yolanda Durant, Security  
Darniece Hampton, Resident Services

***The Chairman called for the roll. A quorum was established to proceed with the Public Session.***

**PUBLIC SESSION – No comments**

**1. MINUTES OF MEETING**

*The Chairman called for a motion to approve the Minutes of the February 25, 2019 Board meeting. Commissioner White made the motion and Commissioner Vincent seconded the motion. With no questions from the Board, the Chairman called for the vote. Motion carried.*

***Minutes of the February 25, 2019 Regular Meeting adopted unanimously.***

**2. EXECUTIVE DIRECTOR'S REPORT**

Mr. Hill provided highlights from his report which is included in the Board Book.

Commissioner Washington suggested that we contact Kevin Kelley, Director of Parks and Recreation at the City of Wilmington regarding their summer youth program to assist with grass cutting.

Commissioner Vincent asked that the Board be updated on the HUD Correction Action Plans. Mr. Hill responded that HUD approved the CAP was approved by HUD and will be submitting the first CAP to them on April 15, 2019 and he will include it in the Board Report.

Commissioner Vincent asked if the write-off of vacated tenant accounts (TARS) amount of \$10,000 (Resolution 19-25) is a normal quarterly write-off figure. Ms. Bizune confirmed it is within the normal quarterly range.

*The Chairman called for a motion to accept the Executive Director's Report. Commissioner White made the motion and Commissioner Vincent seconded the motion. With no further questions from the Board, the Chairman called for the vote. Motion carried.*

***Executive Director's Report accepted unanimously.***

### **3. RESPONSE TO INQUIRIES FROM PUBLIC COMMENTS**

Ms. Spellman provided an overview of the report which is included in the Board Book. Ms. Rosmini provided a synopsis of what occurred during her visit on March 4<sup>th</sup> at Ms. Davis' apartment. She confirmed that the water in the buckets was clear, felt for damage and found none, had Ms. Davis dump out the water and asked her to make contact with the manager if water drips into the buckets. Neither Ms. Rosmini nor Ms. Patton has heard from Ms. Davis.

Commissioner LaFate asked if pictures were taken and if the follow-up was in writing and sent to Ms. Davis. Ms. Rosmini confirmed that pictures were taken and a letter was sent to Ms. Davis.

Commissioner White asked if the tone and manner of how the security guard treated Ms. Davis was addressed. Ms. Spellman responded that it is her understanding that Ms. Davis took offense to the response of "not now".

### **4. RIVERSIDE REDEVELOPMENT REPORT**

Ryan Bailey, Pennrose Properties, provided an update on the resolutions that are being presented tonight for the Riverside Redevelopment Project.

First is Resolution 19-20 authorizing WHA to set aside up to \$1.5 million for a development loan to Riverside Phase I. This would be \$1.5 million of the total \$18.8 million for the total construction costs of the first phase. This is a relatively small percentage of the total development costs. He has previously reviewed the other sources with the Board.

The second is Resolution 19-23 is for up to 35 project-based Housing Choice Vouchers which will help support \$2.5 million in debt that will be amortized down. The income from those vouchers will enable us to pay down the debt. This will allow the Housing Authority to add funds to the deal without using Capital Fund dollars.

The last is Resolution 19-27 to enter into a ground lease which is the site control document that is used when the Housing Authority will retain ownership of the land. This is an agreement to enter into a

ground lease and is the least restricted document that can be sent to the State to show that we have site control for the application. The ground lease was discussed in the executed term sheet. We will hopefully be awarded the tax credits in July and then will come back to the Board to get the final version of the ground lease approved prior to closing.

The importance of adopting these resolutions tonight is the tax credit application is due to Delaware State Housing Authority at the end of April and our internal deadline is April 15<sup>th</sup>.

Chris Lamb, Pepper Hamilton, provided an update on the Riverside Master Development Agreement which is an expansion of the term sheet that was approved in October 2018. He met with staff and provided comments, last week he met with RRDC and Kingswood and Purpose Built was on the phone. We are working on negotiating the 60 page document and will get the Board more actively involved with the document once it is flushed out a little bit more.

He was asked by Mr. Hill to review the ground lease resolution and he made comments which were incorporated into the document. In his professional opinion it is a satisfactory form to be approved if the commissioners deem appropriate.

## **5. FINANCE REPORTS**

Rosemarie Bizune provided the overview of the Financial Statement which is included in the Board Book.

Donna Starkey-Ford provided an update about the Housing Choice Vouchers. We have not issued the 700 vouchers yet; we were working with 462 and did manage to lease up 98 of the Luther Towers last week. We are working with 166 determining eligibility. We have a few for Park View, 7 VASH and the remaining Luther Towers. Currently there are 91 vouchers on the street. We are ready to schedule some of the 700 but we are waiting until the beginning of the fiscal year due to the workload.

Commissioner Cohen asked if the 98 vouchers for Luther Towers are included in the 462. Ms. Starkey-Ford confirmed that they are and should be subtracted from the 462 reducing the number to 364. There are roughly 50 that are ready to be put on the street. We have not had an opportunity this week because of workload so it will be done next week. Mr. Hill is making some recommendations for additional staff in the budget.

Commissioner White asked about the insurance rates at Madison. Kathi Sulsky shared the reason why the property insurance was increased at Madison. It went from approximately \$5,000 to \$19,000 because of losses. We had a series of frozen pipes that broke and the losses well exceeded the premiums that were being paid which were close to \$200,000. We had difficulty getting property insurance because of the losses so we had to go into the Assigned Risk pool. It is anticipated that we will stay in the pool 5-7 years. We recently had another claim for a frozen pipe.

Mr. Hill shared that maintenance is going to bring in a specialist because this has been three years running. The pipes have been wrapped and we need to find out what the root issue is. Mr. Turk added we have taken several measures to solve the problem but have not been totally successful. Some of the issues that were discovered were windows being left open during below freezing temperatures. The piping is in the attic space and it originated as a design problem. The CPVC piping cracks and some have been replaced with the proper piping. Mr. Hill added that a report will be provided to the Board through the Chairman.

*The Chairman called for a motion to accept the Finance Report. Commissioner Cohen made the motion and Commissioner White seconded the motion. With no further questions from the Board, the Chairman called for the vote. Motion carried.*

**Finance Report accepted unanimously.**

## **6. RESOLUTIONS**

### **Consent Agenda Resolutions:**

**Resolution 19-19** Authorizing an Additional Fifty-Thousand Dollars (\$50,000) from the Capital Fund to EJP Consulting to Conduct a Portfolio Assessment and Assist with Advising on Choice Neighborhood Initiative (CNI) for the Riverside Development

**Resolution 19-21** Authorizing the Wilmington Housing Authority to Sell Property Located at 2213 Eastlake Court, Wilmington, DE 19802 under the Section 32 Homeownership Program

**Resolution 19-22** Authorizing the Wilmington Housing Authority to Utilize Up to Seventy Thousand Dollars (\$70,000) from Public Housing Reserves to Fund Vacant Scattered Site Unit Clean Up Crew

**Resolution 19-25** Authorizing the Executive Director to Write-Off Vacated Tenant Accounts (TARs) Receivables in the Amount of \$10,000.99 for the Fiscal Year Period January 2019 to March 2019

*The Chairman called for a motion to adopt Consent Agenda Resolutions 19-19, 19-21, 19-22 and 19-25. Commissioner White made a motion and Commissioner Vincent seconded the motion. The Chairman asked for questions on the motion. With no questions from the Board, the Chairman called for the vote.*

**Consent Agenda Resolutions 19-19, 19-21, 19-22 and 19-25 adopted unanimously.**

**Resolution 19-18** Authorizing the Approval of Wilmington Housing Authority's Operating Budgets

*Commissioner White called for a motion to adopt Resolution 19-18 and Commissioner Cohen seconded the motion. The Chairman asked for questions on the motion.*

Commissioner Cohen asked Mr. Hill to provide any key points about the budget that he wanted to share. Mr. Hill provided a summary of why the budget should be adopted. He shared that the budget had the input of all the directors and then there were final decisions that were made after those budgets were provided by the departments. Mr. Hill determined that from an operational standpoint that there are several departments that are working under staffed. He provided some examples. He also shared the summaries of why the new positions are needed and went over the documentation of what those new positions will add to the departments.

Commissioner Cohen added that this budget does add 14.5 new positions to the staffing. There were two (2) questions that were raised by the commissioners which were (1) among the 14.5 new FTE, should any of these positions be contracted as opposed to hiring.

Mr. Hill responded that it is a misnomer that there are 14.5 new positions as some of positions are staffed by temporary employees and some are paid by grants. The number is closer to 11.5 positions. He believes that all positions should be new hires.

Mr. Hill added that the second question that Commissioner Cohen asked was the number Section 8 vouchers for each employee. He provided a breakdown of what the Case Manager's workload is and what is involved. He provided details of why the new positions in that department are needed. NAHRO and Nan McKay state that it is approximately 400 per case load.

Commissioner Heckles shared that in the State of Maryland there are limited full-time positions that are available and their capacity needs exceed the cap. They hire contractors with a renewable 12-month contract, establish performance and then convert them into a full time employee later on. It works better for positions with general skill sets. He suggested that WHA may want to do this with positions that are applicable to general skill sets.

Commissioner Vincent commented that she was the one that raised that question because if we have a backlog of vouchers to be able to get on the street and have a short window to do this, hiring contractual employees that are term limited might be a way to help catch up on a backlog without unnecessarily a commitment of an long-time employee. Particularly if we are concerned that the federal budget might not sustain itself and we would be looking at layoffs 2-3 years later.

Mr. Hill responded that currently we are already operating below margin for staff as the program has grown 250 vouchers over the past 2-3 years and we did not keep up with the volume; therefore, the additional full time employees are needed at this time.

Commissioner White asked that in the future a projection of hiring a FTE or a contractor in terms of cost and benefits should be provided to the Board to show that due diligence was performed. This also would allow the Board to see the options and perhaps provide some insight where possible.

*With no further questions from the Board, the Chairman called for the vote.*

***Resolution 19-18 adopted unanimously.***

**Resolution 19-20** Authorizing the Wilmington Housing Authority to Set Aside Up to One Million Five Hundred Thousand Dollars (\$1,500,000) for a Development Loan to the Riverside Phase I Development

*Commissioner White called for a motion to adopt Resolution 19-20 and Commissioner Vincent seconded the motion. The Chairman asked for questions on the motion.*

Commissioner Cohen asked what the sources of funds are. Mr. Turk responded they would be the capital fund grants 2018, 2019 and the RHF funds.

Commissioner White asked if the Finance Committee had a chance to review this and shares a recommendation to approve the resolution. Commissioner Cohen confirmed.

*With no further questions from the Board, the Chairman called for the vote.*

**Resolution 19-20 adopted unanimously.**

**Resolution 19-23** Authorizing the Wilmington Housing Authority to Allocate Up to Thirty-Five (35) Housing Choice Vouchers for Project Based Assistance to Support Phase I of the Riverside Redevelopment Project

*Commissioner White called for a motion to adopt Resolution 19-23 and Commissioner Vincent seconded the motion. The Chairman asked for questions on the motion.*

Commissioner Heckles commented it references the 20% cap for project-based vouchers. Where are we now? Mr. Hill responded the Housing Authority has 2,100 vouchers, allowing 420 vouchers to be set aside for project-based. So far we have project-based contracts for 172 units, leaving 248 units available for project-basing. Also, as we receive new vouchers that number will increase.

*With no further questions from the Board, the Chairman called for the vote.*

**Resolution 19-23 adopted unanimously.**

**Resolution 19-24** Authorizing the Approval to Implement a Mandatory Hiring Policy for Contractors to Hire Section 3 Workers Based Upon Contract Award Consistent with Requirements Contained in The Department of Housing and Urban Development Act of 1968 (Section 3) and 24 CFR, Part 85.36 and 135

*Commissioner White called for a motion to adopt Resolution 19-24 and Commissioner 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 19-24 adopted unanimously.**

**Resolution 19-26** Supporting the Wilmington Housing Authority's Resident Services Department One Stop Shop to Take the Lead on Section 3 Training and Job Placement at Riverside

*Commissioner White called for a motion to adopt Resolution 19-26 and Commissioner Vincent seconded the motion. The Chairman asked for questions on the motion.*

Commissioner White asked that Mr. Hill provide a summary of the resolution. The Resident Services department should take the lead on Section 3 training and job placement at Riverside because it involves WHA residents. He spoke with Mr. Herring and assured him that we will work with his organization to have them involved in the process. Mr. Herring agreed. Once this resolution is approved, Mr. Hill will send the letter to Mr. Herring.

Commissioner White added that this is an opportunity to clarify what collaboratively means.

*With no further questions from the Board, the Chairman called for the vote.*

**Resolution 19-26 adopted unanimously.**

**Resolution 19-27** Authorizing the Agreement to Enter into a Ground Lease Between the Wilmington Housing Authority and the REACH Riverside Partnership, LLP for the Property Identified as “Riverside” (Northeast) for the Purpose of Development

*Commissioner White called for a motion to adopt Resolution 19-27 and Commissioner Vincent seconded the motion. The Chairman asked for questions on the motion.*

Commissioner White asked with the effective date of the ground lease beginning June 30, 2020 does this mean that if Pennrose is denied the tax credits, is this an indication that there will be another submittal. The agreement to enter will be binding until 2020.

Mr. Lamb replied the commitment to enter into a ground lease runs until June 30, 2020 which is fairly typical of the timeframe it would take to close a tax credit deal if we are fortunate to receive it. Also a condition in the agreement is that they actually have a tax credit closing; therefore, effectively if they do not get tax credits there will not be a closing and there would not be a ground lease.

Commissioner White asked is it stated in the ground lease that it would be null and void. Mr. Lamb replied it is not. There was discussion about the agreement and what it should state.

*Commissioner Heckles made a motion to amend the resolution to accept the default language and defer to counsel to write the language. Commissioner White accepted the motion. With no further questions from the Board, the Chairman called for the vote.*

**Resolution 19-27 adopted the amended resolution unanimously.**

## **7. BOARD COMMITTEE REPORTS**

### **Finance**

Commissioner Cohen shared that there were two (2) budget workshops. He thanked Mr. Hill and Ms. Bizune for their authorship of the budget and the process ran much more smoothly from the Board’s side this year and it is appreciated. We will be moving forward and scheduling a meeting in April and considering all of the moving pieces including Park View, Riverside, etc.

### **Development** - No Report

### **By-Law Ad Hoc**

Commissioner White thanked staff for their work with the By-Law and Ethics workshops. The edits will be shared with the BOC for their consideration and comments.

## **8. OLD BUSINESS**

Resolution 18-19, Rental Demonstration Program (RAD) application for Lincoln Towers

The Chairman asked why this is on the agenda. Commissioner Heckles responded it is an ongoing reminder to get an update if there is progress on this.

## **9. NEW BUSINESS**

Commissioner White shared that he would like the BOC's to entertain an invitation to host Mr. Rodriguez from HUD to give a presentation on the Section 3 program. He would like to have this be a workshop at 5:30 before the April 22<sup>nd</sup> Board meeting.

## **10. ADJOURNMENT**

*With no further business to come before the Board, the Chairman called for a motion to adjourn the meeting. Commissioner Vincent made the motion and Commissioner White seconded the motion. With no questions from the Board, the Chairman called for the vote. Motion carried.*

***The meeting was adjourned at 7:37 p.m.***

**ADOPTED April 22, 2019**

Respectfully submitted,

  
Steven Washington, Secretary



**WILMINGTON HOUSING AUTHORITY  
REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS**

**February 25, 2019**

**400 N. Walnut Street  
6:00 p.m.**

**MINUTES OF MEETING**

Present Representing the Board of Commissioners

James Spadola, Chairman  
Steven Washington, Secretary  
Earl Jeter (arrived 6:08)  
Vincent White  
Betty Pinkett  
Maureene LaFate  
Matthew Heckles (arrived 6:40)  
Jane Vincent (arrived (6:10)  
Ben Cohen, Treasurer (via conference call)

Barry Willoughby, General Counsel

Present Representing WHA:

John Hill, Executive Director  
Karen Spellman, Deputy Executive Director  
Rosemarie Bizune, Finance Director  
Roger Turk, Development Director  
Sandi Rosmini, Housing Management Chief  
Kathi Sulsky, HR Chief  
Christine Arnold, Special Assistant/Scribe

Donna Starkey-Ford, Section 8 Chief  
Laverne Hanson, Procurement Chief  
Vibhuti Talwar, Finance  
Denise Miller, Manager  
Yolanda Durant, Security  
Irmina Williams, Resident Services Chief  
Darniece Hampton, Resident Services

***The Chairman called for the roll. A quorum was established to proceed with the Public Session.***

**PUBLIC SESSION:**

Ms. Lisa Davis, Crestview Resident, shared the following concerns:

- Apartment is leaking water
- Had a situation with the security guard after a fire incident occurred

Commissioner White asked that she provide information regarding the incident with the guard. She shared that a fire occurred in one of the apartments on the 5<sup>th</sup> floor on Friday, February 22<sup>nd</sup>. She is a floor captain and she was trying to make sure that everyone got off of the floor safely and Mr. Simpson, Security Guard cussed her out and gave her a hard time. The incident was reported and requested a meeting with Yolanda Durant. Ms. Rosmini will follow-up.

## **1. NOMINATION AND ELECTION OF CHAIRMAN OF THE BOARD**

Mr. Willoughby shared that Article 2 Section 7 of the by-laws states that if there is a vacancy during the term of an existing officer that at the next meeting that vacancy will be filled. This will fill the vacancy until the next Annual Board Meeting in April. The process that is used is to open up the nominations to the floor of the Board, if there is only one nomination we do a voice vote. If there is more than one, we do a roll call.

Commissioner White nominated Commissioner Spadola for Chair. Commissioner Spadola accepted the nomination.

*With no further nominations, the Chairman called for the vote. Motion carried.*

***Commissioner James Spadola is elected as Chairman of the Board.***

## **2. MINUTES OF MEETING**

*The Chairman called for a motion to approve the Minutes of the January 28, 2019 Board meeting. Commissioner White made the motion and Commissioner Pinkett seconded the motion. With no questions from the Board, the Chairman called for the vote. Motion carried.*

***Minutes of the January 28, 2019 Regular Meeting adopted unanimously.***

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

Mr. Hill provided highlights from his report which is included in the Board Book.

*The Chairman called for a motion to accept the Executive Director's Report. Commissioner White made the motion and Commissioner Washington seconded the motion. With no questions from the Board, the Chairman called for the vote. Motion carried.*

***Executive Director's Report accepted unanimously.***

## **4. RESPONSE TO INQUIRIES FROM PUBLIC COMMENTS**

Ms. Spellman and Ms. Rosmini provided an overview of the report which is included in the Board Book.

Commissioner White asked that a memo be provided to the Board sharing any additional information pertaining to these cases that is not included in the "Response to Inquiries from Public Comments". These complaints were made to the commissioners and a copy of the responses should be sent to the Board to have a complete record.

Commissioner White asked what is the policy regarding complaints and are they required to be put in writing. Ms. Spellman responded that there is an incident report form that the resident should complete and turn into their manager. If they are unable to write the report themselves we can provide assistance.

## 5. RIVERSIDE REDEVELOPMENT REPORT

Ms. Spellman provided an update sharing that the Community meeting that occurred last month was a success. We also met with the Community Engagement Board. Mr. Hill and all of the Resident Services staff attended that meeting that is chaired by Senator Margaret Rose Henry. She elected to take a vote to include all of the Resident Services staff to the Board to participate in the resident engagement and outreach activities at Riverside.

Ryan Bailey, Pennrose Properties, provided a presentation on the Riverside Redevelopment Project which is included in the Board Book.

Commissioner Washington commented that WHA is asked to put \$1,500,000 into the project. How much is Kingswood contributing. Mr. Bailey replied Kingswood is not contributing any monies; however, REACH Riverside has secured \$1,000,000 from the City for housing. WHA funds are not going towards anything that REACH Riverside or Kingswood is doing. The Housing Authority is not paying for their pre-development dollars. They are separate pots of money; they are raising all of the funds that they need to design and build Kingswood and the teen warehouse center. They have secured, including the donation by Capital One for the teen warehouse, \$8,100,000.

Commissioner Jeter asked if Mr. Bailey knows the projected size of the new Kingswood Community Center. Mr. Bailey replied he believes the current size is 17,000 square foot and they want it to be slightly larger than that, perhaps 20,000 – 22,000 square feet range. It will be located on their property. The Housing Authority has made it clear that they are not interested in a land swap. The master plan is focused on potentially putting them right next to where their building is now or on the northern most baseball field that they own.

Chairman Spadola asked what the projection date of the project is. Mr. Bailey replied that he anticipated receiving the tax credit award in July and close all of the financing this time next year as it takes several months with the State to close everything. We would start construction on Phase 1 this time next year in 2020 and it would 12-14 months of construction to complete that phase.

Commissioner Vincent asked if there are any investments going into the warehouse property. Mr. Bailey replied Christiana Care gave them \$1,000,000 as well. Mr. Hill added that in tab 4 of the Board Book it shows REACH Riverside's outreach and the results of those outreach end results of those in a letter from Mr. McDowell.

Commissioner Vincent asked if a market analyst has been engaged yet and if so, have the results been received yet. Mr. Bailey replied we have and anticipate the results for the submission of the LIHTC application in April.

Commissioner White mentioned in Mr. Lamb's email dated 2/11/2019 he asked about phase 1 development and requested who the consultant manager is for \$10,000, is that per month. Commissioner White would like to know who the consultant is and what he/she is doing. Mr. Bailey responded that he will look into it and get back to him regarding his question.

Commissioner White continued. It also states in that email that the operating expenses are conservatively underestimated. Mr. Bailey responded that a conservative number would be a higher operating expense. We wanted to come in with a realistic number. He does not want to show a very "skinny" budget that will not be able to properly operate the development. The biggest question mark

will be that we are going to the City to talk to them about a pilot. We are attempting to decrease operating expenses through a negotiation of a pilot with the City.

There were discussions about the potential land swap and Commissioner Washington asked about the browns field located in Riverside. Mr. Bailey assured him that if there are any issues with the browns field they will be addressed prior to construction. Mr. Hill asked that Mr. Turk provide a document to the Board about the browns field and that relationship with Kingswood and if there are any monies there to address the situation.

Chris Lamb, Pepper Hamilton, provided an update on the Riverside Pro forma. He received it mid-January and gave Mr. Bailey a number of comments. He addressed them except the one that Commissioner White brought up. A revised pro forma was provided. There are still a few concerns that he has about the pro forma and the operating expenses are a bit high and he would like to see them reduced. This would allow the project to borrow some additional money, perhaps take less of our money and ensure that we have a fully funded project when we get to the finish line.

Site work number is \$3,000,000+. It has been refined a little but in his opinion the number is high for the size of the site. Overall, the pro forma is competitive and in line with what he has seen in prior years with prior projects. The operating expenses will be higher because it is a partial public housing project and not just a straight low income tax credit project.

Commissioner White asked what the site improvement costs per acre are. Mr. Bailey replied the first phase it is 2.3 acres. We were able to decrease the site work from \$3.1 to \$2.8 million. He can break that down per acre.

Commissioner White continued. \$400,000 - \$500,000 per acre for site work is normal. Is there something in particular about the site work that will be above that number? Mr. Bailey replied that everything will be new including sidewalks, street lighting, landscaping. Absolutely nothing there can be reused. A big cost is storm water. Under the parking lots there will be underground infiltration beds, which are huge beds of stone that will collect the water before being put out into the sanitary. That is a huge number which is a hidden cost. On March 4<sup>th</sup> there is a design meeting scheduled where several designs will be discussed. There will also be plenty of time to attack that number. We will not close on the deal until it is right.

## **6. FINANCE REPORTS**

*Commissioner White made the motion to waive the reading of the Finance Report and Commissioner Heckles seconded the motion.*

Commissioner Cohen mentioned that we are not going to vote on Resolution 19-18 authorizing the approval of WHA's operating budgets; however, he asked Mr. Hill to leave it on the agenda and do the presentation highlighting the changes. Commissioner Cohen asks that the Board members review the budget and provide any questions. It will be reviewed at the next Finance Committee meeting which will be scheduled within the next few weeks where Ms. Bizune and Mr. Hill will be able to answer those questions.

Rosemarie Bizune provided the overview of the Financial Statement which is included in Board Book.

## 7. RESOLUTIONS

### Consent Agenda Resolutions:

**Resolution 19-12** Awarding a Contract to GE Appliances for Energy Efficient Appliances for the Implementation of the Scattered Site Retro-Fit Program Under the Approved Self-Directed Phase Three Energy Performance Contract

**Resolution 19-13** Awarding a Contract to American Cabinetry, LLC for Kitchen Cabinets, Countertops, and Vanities for the Implementation of the Scattered Site Retro-Fit Program Under the Approved Self-Directed Phase Three Energy Performance Contract

**Resolution 19-14** Awarding a Contract to Pierce Phelps, Inc. for HVAC Equipment for the Implementation of the Scattered Site Retro-Fit Program Under the Approved Self-Directed Phase Three Energy Performance Contract

**Resolution 19-15** Awarding a Contract to Ferguson Enterprises, Inc. for Tankless Water Heaters for the Implementation of the Scattered Site Retro-Fit Program Under the Approved Self-Directed Phase Three Energy Performance Contract

**Resolution 19-16** Awarding a Contract to Collins Supply Company, Inc. for Windows for the Implementation of the Scattered Site Retro-Fit Program Under the Approved Self-Directed Phase Three Energy Performance Contract

**Resolution 19-17** Awarding a Contract to N. Mallari G.C Corporation for Roof Replacement for the Implementation of the Scattered Site Retro-Fit Program Under the Approved Self-Directed Phase Three Energy Performance Contract

Mr. Hill provided a briefing about the “consent agenda” process. Commissioner White shared that he is in favor of consent agenda but not in favor of it without education on the part of the BOC’s. With discussion come clarity and there is accountability on our part that we would read the resolutions and be prepared to vote in the affirmative or the negative.

Chairman Spadola replied that he agrees that the introduction to the consent agenda and the matter of doing business could have been presented to the Board perhaps a little better; however, he believes that we have what we have now. He asked if anyone had any concerns about these specific consent agenda items.

*The Chairman called for a motion to adopt Consent Agenda Resolutions 19-12 to 19-17. Commissioner Heckles made a motion and Commissioner Spadola seconded the motion. The Chairman asked for questions on the motion.*

Commissioner White stated that at this time he would be voting against the motion because he feels that the BOC’s should get more education on the process and their responsibilities by agreeing to a consent agenda, understand that any item could be pulled out and discussed. He would like it to be

deferred for at least 30-days to give the BOC's an opportunity to make certain that we all understand our accountability.

The Chairman replied that he agrees with Commissioner White's sentiments; however, the reason he will vote for the motion is by looking at the specific agenda items he does not see a reason to prolong the vote.

*With no questions from the Board, the Chairman called for the vote. Commissioner White requested a roll call vote.*

**AYES**

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

**NAYS**

Vincent White

**ABSTENTIONS**

***Consent Agenda Resolutions 19-12 to 19-17 adopted.***

**Resolution 19-11** Amending Wilmington Housing Authority's Public Housing Smoke Free Policy

Ms. Rosmini provided a summary. This resolution is to amend the current Wilmington Housing Authority Public Housing Smoke Free Policy. The commissioners adopted the policy on April 23, 2018 which permitted smokers to smoke 25 feet from WHA property. The amendment will allow smokers to smoke 25 feet from all buildings and administrative offices. The change is not considered a substantial deviation and does not affect the non-smokers but is a more reasonable imposition to the smokers. This change is in compliance with the HUD mandated smoke free policy.

*Commissioner Heckles called for a motion to adopt Resolution 19-11 and Commissioner White seconded the motion. The Chairman asked for questions on the motion.*

Commissioner White asked if this policy is for everyone. Ms. Rosmini confirmed it is for all Public Housing properties and administration buildings. Commissioner White asked if it is for all smoking issues, no matter what people are smoking. Ms. Rosmini replied that marijuana is illegal. This policy is for cigarettes, vaping, hookahs, etc.

Commissioner LaFate asked who maintains the clean-up of cigarette butts 25 feet from the building. Ms. Rosmini responded WHA maintenance staff. We used to have urns for the smokers but took them up when this policy was adopted. We will need to put the urns back outside for them.

*With no questions from the Board, the Chairman called for the vote.*

***Resolution 19-11 adopted unanimously.***

## 8. BOARD COMMITTEE REPORTS

Finance - No Report

Development - No Report

### By-Law Ad Hoc

Commissioner White shared that this Agency, present company excluded, has a history of some BOC's acting in an unlawful, unethical manner and as a result as someone who sat through that process for two changes of BOC's it was very frustrating and embarrassing to myself and staff and very unprofessional. It casted a poor light on us, our residents, and our ability to serve our residents were hampered for almost 2-3 ½ years by the actions of some BOC's.

He made a proposal almost 18 months ago to start a by-laws revision and have made it every year since he has been on the Board serving on behalf of the Governor. Thanks to the current Chair we got the by-laws and ethics committee started. He thanked all of the BOC's for seeing that this is important. Commissioner Heckles and Commissioner White are on the committee and both have worked on by-law revisions for a couple State agencies.

He met with Mr. Hill over the course of the past three weeks to develop some proposed by-laws and a standard of conduct for the BOC's which includes non-disclosure requirements. He will be hosting a peer-to-peer workshop, inviting all of our stakeholders including our residents. The workshop is scheduled for March 12<sup>th</sup> and March 13<sup>th</sup>. Commissioner White passed out a flyer for the commissioners and encouraged them all to attend.

He shared that they have looked at Mr. Hill's and Commissioner White's past experiences, modeled the proposed by-laws and ethical conduct based on some other agencies. They are not reinventing the wheel. There is some fine tuning that needs to be done that is particular to us. These proposed by-laws were done directly and largely to keep us from going through what we have gone through for the last 8 years.

He provided some specific past experiences of the BOC which included:

- A Chair that publicized an employee's salary.
- Members of the Board who actively engaged in buying WHA assets after being told that they could not.
- BOC's who actively solicited payment from WHA for some of their events.
- Commissioners met in a quorum to discuss matters not in front of the public.
- BOC's that have intimidated or threatened employees.

The BOC members are only as good as their governance. We need to make certain that we have by-laws that ensure the integrity of the organization, the staff and our residents.

Chairman Spadola questioned what the formal method for approving the by-laws is. Commissioner White responded that he proposes that we do two (2) readings of the by-laws

and adopt them at the third meeting. The workshops will occur in March, brought up for discussion at the March BOC meeting and voted on in April.

The Chairman added that he sees this as "altering our constitution" and suggests to not just have a majority approval but 2/3 majority approval. Commissioner White responded that after this, that is the requirement; however, we do not have that requirement now. To clarify, after the adoption that is the requirement to change the by-laws.

## 9. OLD BUSINESS

Resolution 18-19, Rental Demonstration Program (RAD) application for Lincoln Towers

*Commissioner White called for a motion to waive discussion 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. Motion carried.*

## 10. NEW BUSINESS

Mr. Hill reviewed his presentation of the 2020 Budget which is included in the Board Book.

There was concern that there will not be enough time for the BOC's to review the budget, raise their questions and concerns, and be ready to approve it in March. This is only 30-days. The Chairman shared that there will be a Finance Committee meeting held prior to the March Board meeting.

Mr. Willoughby suggested that a Board Workshop be held which means there is discussion but no voting. The Budget Workshop could be held in lieu of the Finance Committee meeting so the entire Board could attend and ask questions. The Chairman agreed this is a good idea and that he would "Doodle" the BOC members to coordinate the workshop.


## 11. ADJOURNMENT

*With no further business to come before the Board, the Chairman called for a motion to adjourn the meeting. Commissioner Heckles made the motion and Commissioner LaFate seconded the motion. With no questions from the Board, the Chairman called for the vote. Motion carried.*

***The meeting was adjourned at 8:04 p.m.***

**ADOPTED March 25, 2019**

Respectfully submitted,

  
Steven Washington, Secretary