

**WILMINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

REGULAR MEETING MINUTES

400 N. Walnut St.
6:00 p.m.

JANUARY 27, 2020

Present Representing the Board of Commissioners

James Spadola
Steven Washington
Betty Pinkett
Vincent White
Jane Vincent
Matthew Heckles
Maureene LaFate
Earl Jeter (arrived at 6:30 p.m.)

Absent: Ben Cohen

Present Representing WHA (Executive Staff):

John Hill
Anthony Sampson
Yolanda Durant
Donna Starkey-Ford
Rosemarie Bizune
Bola Odueke
Andrew Johnson
Will Pass
Nancy Clark, Scribe

Other

Barry Willoughby (General Counsel – YCST)

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. Wanda Lytle (Crestview)

- Ms. Krisie Winters stepped down from the One Stop Shop. It was said that Darniece Hampton would take over. Speaking on behalf of the Crestview Resident Council Board, Ms. Lytle recommends that James Poole is considered as her replacement since he has worked with Ms. Winters. However, Mr. Poole is an Intern.

Ms. Stephanie Burgess-Golden (Crestview)

- Waiting for office space to become available. Understands that an efficiency became available and would like to be next in line.
- Issue with the low toilet seats and lifts/grab bars for the seats.
- Complaint regarding partying at the site and kids getting out of hand in terms of their behavior and overall rowdiness.

1. APPROVAL OF MINUTES

The Chairman called for a motion to approve the Minutes of the November 25, 2019 Board meeting. Commissioner V. White made the motion and Commissioner LaFate seconded the motion. The Chairman asked for questions. Commissioner J. Vincent would like minutes to include more context and include Executive Session adjournment.

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

2. EXECUTIVE DIRECTOR'S REPORT

- Mr. Hill introduced Mr. Will Pass (WHA Chief Operating Officer). Mr. Pass provided a brief background overview.
- Commissioner Washington asked about the plan for the 76ers Fieldhouse. WHA is looking at opportunities for children's activities, hopefully by this summer.
- Mr. Hill reviewed the following from his report:
 - HUD On-Site Monitoring on Labor Standards
 - Delaware Family Reentry Program (DFRP)
 - Long-Term Vacant Scattered Sites
- The Chairman requested that Mr. Hill provide a summary going forward of community meetings he has attended (including who, what, where...).

3. UPDATE TO PUBLIC COMMENTS FROM NOVEMBER 25, 2019 MEETING (SEE WHA RESPONSES IN *ITALICS*)

Ms. Stephanie Burgess-Golden (Crestview)

- Waiting for office space to become available. *Once an efficiency unit becomes available, the resident will be notified.*
- Doors were broken over the weekend during a party. Ms. Burgess-Golden was not notified of the party. *The broken doors have been addressed. The Property Manager had a discussion with the Resident Council President (Patrick Conaway) and a process will be created to notify of any parties.*
- Still having a problem with residents letting people in. *We address the resident offenders as we find them.*
- Having an issue with kids across the street coming over to the backyard at night. Is there anything that can be done, e.g. adding a "no trespassing" sign on the gate, talking to the parents, etc.? *Item has been addressed.*

4. ACTION ITEMS (RESOLUTIONS)

Resolution 20-02 Authorizing the Executive Director to Award a Contract in the Amount of \$229,830 to N. Mallari G.C. Corporation for Roof Replacement at Riverside (presented by Andrew Johnson)

Commissioner V. White made a motion to waive the reading and Commissioner J. Vincent seconded the motion.

It was asked if it's common that we only receive one bid. Mr. Hill replied that it is not uncommon to receive only 1 bid. Mr. Hill provided information on the bid process.

- WHA advertises twice (which most housing authorities do not) in the newspaper and the website, and WHA is looking at other possible sources (e.g. the state website).
- A question was asked if these are posted on social media.
- A process is being developed to help obtain more bids including Procurement Workshops. It was suggested to contact the Association of Builders and Contractors (ABC) in New Castle County.

The Chairman called for a motion to adopt Agenda Resolution 20-02. Commissioner V. White made a motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions on the motion. With no further questions from the Board, the Chairman called for the vote.

Agenda resolution 20-02 adopted unanimously.

Resolution 20-03 Authorizing the Executive Director to Award a Contract in the Amount of \$1,197,000 to A&A Elevator Corp. to Modernize Three (3) Elevators at Park View Apartments (presented by Andrew Johnson)

A question was asked about expending funds. Mr. Johnson responded that the funds need to be expended by June 26. If needed, an extension will be requested.

The Chairman called for a motion to adopt Agenda Resolution 20-03. Commissioner V. White made a motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions on the motion. With no further questions from the Board, the Chairman called for the vote.

Agenda resolution 20-03 adopted unanimously.

Resolution 20-04 Authorizing the Executive Director to Execute On-Call Contracts for \$200,000 to DC Easter for Vacant Unit Turn Services (presented by Mr. Hill)

A question was asked if this will violate our Labor Agreement. Mr. Hill replied that it will not.

A question was asked about the cost of unit turns. Mr. Hill responded that it depends on the unit. If it's a 3-bedroom in good condition, the cost could be ~\$5000.00. If it's in poor condition, it could be ~\$9000.00. For a 1-bedroom, the average time to turn the unit would be ~2 days.

The unit turn contractors are hired to provide additional skills on turning vacated units in a timely manner in order to put them back on-line for rental. Maintenance staff are often challenged by several things that reduce the challenges of turning the unit quickly, which includes the need to keep up with work orders on a daily basis and the skill capacity to work independently, whereas the unit turn contractors will turn units more efficiently and quicker because of their desire to continue business with WHA.

The Chairman called for a motion to adopt Agenda Resolution 20-04. Commissioner V. White made a motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions on the motion. With no further questions from the Board, the Chairman called for the vote.

Agenda resolution 20-04 adopted unanimously.

Resolution 20-05 Authorizing the Executive Director to Execute On-Call Contracts for \$75,000 Each to DC Easter and Moorway for Painting Services (presented by Mr. Hill)

Commissioner V. White made a motion to waive the reading and Commissioner J. Vincent seconded the motion.

It was recommended that if 2 companies are involved, 2 resolutions should be provided.

The Chairman called for a motion to adopt Agenda Resolution 20-05. 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 20-05 adopted unanimously.

5. NEW BUSINESS

Commissioner J. Vincent commented that we've talked about Section 3 businesses, opportunities and minority business contracting. As she looks at the construction contracts and some of the other professional services contracts, it's great to see the list of contracts. In the future, if we are able to start making a notation about if they are a minority business enterprise or Section 3 contract, it would be helpful.

Commissioner V. White suggested that any Board votes be in bold in the minutes or be separate action agenda items. At a minimum, it should include everything voted on last year. Mr. Hill will follow-up.

Commissioner Heckles suggested a turn time report be provided.

6. FINANCE REPORT

Commissioner V. White made a motion to waive the reading and Commissioner Heckles seconded the motion.

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

Section 8

Commissioner V. White asked about the amount of vouchers in 2020. Ms. Bizune responded that we have 1975 in inventory for HCV, 150 for Mainstream and 53 for SRO (includes project-based).

Commissioner V. White also asked about the use of disability vouchers. Ms. Bizune replied that we are at ~96%.

Park View

Ms. Bizune stated that the Park View and Madison Garden audit will occur on February 11, 2020.

Last week, Mr. Hill received an e-mail from Stephanie Hansen (Young Conaway) regarding the taxes. It does not appear that the NCC attorneys are willing to go all the way back to when WHA submitted its original request for an exemption in Feb. 2013. By Young Conaway's calculation, WHA is looking at ~\$450,000 (vs. \$680,000) but they are still working on it.

Commissioner V. White made a motion to approve and Commissioner J. Vincent seconded the motion.

Finance Report approved unanimously.

7. BOARD COMMITTEE REPORTS

- a. Audit Committee
 - i. No report
- b. Finance Committee
 - i. No report
- c. IT Committee
 - i. Anthony Sampson provided a summary from the January 22 meeting (minutes to be distributed)
- d. Development Committee
 - i. Commissioner V. White provided a summary from the January 14 meeting (minutes to be distributed)
- e. By-Law Ad-Hoc Committee
 - i. The Chairman and Commissioner V. White will get together to review the revised By-Laws

The Chairman called for a motion to move into Executive Session. Commissioner J. Vincent made the motion and Commissioner V. White seconded the motion.

The Executive Session commenced at 7:35 p.m.

8. EXECUTIVE SESSION

- a) Personnel Matter for Discussion
- b) Legal Advice Regarding Possible Litigation

The Executive Session adjourned at 8:07 p.m.

9. POSSIBLE ACTION ITEM ON PERSONNEL MATTER

10. ADJOURNMENT

With no further business to come before the Board, the Chairman adjourned the meeting.

The meeting was adjourned at 8:08 p.m.

ADOPTED February 24, 2020

Respectfully submitted,

Steven Washington, Secretary

**WILMINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

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It was recommended that if 2 companies are involved, 2 resolutions should be provided.

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Agenda resolution 20-05 adopted unanimously.

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Park View

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Commissioner V. White made a motion to approve and Commissioner J. Vincent seconded the motion.

Finance Report approved unanimously.

7. BOARD COMMITTEE REPORTS

- a. Audit Committee
 - i. No report
- b. Finance Committee
 - i. No report
- c. IT Committee
 - i. Anthony Sampson provided a summary from the January 22 meeting (minutes to be distributed)
- d. Development Committee
 - i. Commissioner V. White provided a summary from the January 14 meeting (minutes to be distributed)
- e. By-Law Ad-Hoc Committee
 - i. The Chairman and Commissioner V. White will get together to review the revised By-Laws

The Chairman called for a motion to move into Executive Session. Commissioner J. Vincent made the motion and Commissioner V. White seconded the motion.

The Executive Session commenced at 7:35 p.m.

8. EXECUTIVE SESSION

- a) Personnel Matter for Discussion
- b) Legal Advice Regarding Possible Litigation

The Executive Session adjourned at 8:07 p.m.

9. POSSIBLE ACTION ITEM ON PERSONNEL MATTER

10. ADJOURNMENT

With no further business to come before the Board, the Chairman adjourned the meeting.

The meeting was adjourned at 8:08 p.m.

ADOPTED February 24, 2020

Respectfully submitted,



Steven Washington, Secretary

**WILMINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

AMENDED REGULAR MEETING MINUTES

400 N. Walnut St.
6:00 p.m.

NOVEMBER 25, 2019

Present Representing the Board of Commissioners

James Spadola
Steven Washington
Betty Pinkett
Ben Cohen (arrived at 6:15 p.m.)
Vincent White
Jane Vincent

Absent: Maureene LaFate
Matthew Heckles
Earl Jeter

Present Representing WHA (Executive Staff):

John Hill
Anthony Sampson
Yolanda Durant
Sandra Rosmini
Donna Starkey-Ford
Rosemarie Bizune
Denise Miller
LaVerne Hanson
Bola Odueke
Nancy Clark, Scribe

Other

Barry Willoughby (General Counsel – YCST)
Timothy Houseal (General Counsel – YCST)
Ryan Bailey (Pennrose – via telephone)

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

The Chairman reminded everyone that each speaker is allowed 3-minutes to talk.

Ms. Stephanie Burgess-Golden (Crestview)

- Waiting for office space to become available.
- Doors were broken over the weekend during a party. Ms. Burgess-Golden was not notified of the party.
- Still having a problem with residents letting people in.
- Having an issue with kids across the street coming over to the backyard at night. Is there anything that can be done, e.g. adding a “no trespassing” sign on the gate, talking to the parents, etc.?

1. APPROVAL OF MINUTES

The Chairman called for a motion to approve the Minutes of the October 28, 2019 Board meeting. Commissioner V. White made the motion and Commissioner Pinkett seconded the motion. The Chairman asked for questions.

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

2. EXECUTIVE DIRECTOR'S REPORT

- Mr. Hill briefly discussed his November 21 quarterly meeting with Mayor Purzycki. It was well-received.
- Ms. Rosmini provided copies of the Barring Policy which was discussed at the last Board meeting.
- Mr. Hill provided final copies of the Portfolio Assessment. Please discard any prior versions.

3. UPDATE TO PUBLIC COMMENTS FROM PREVIOUS MEETING (SEE WHA RESPONSES IN *ITALICS*)

Ms. Brenda Saunders (Baynard)

- Police had to address an incident in the building. The resident was the victim, but the perpetrator is acting as though he is the victim. He won't move when the victim comes in. People feel like they are not safe in their home. *WHA Management is addressing the issue.*
- Need another key for the Resident Council office. *A key was provided.*
- Feel like they can't talk to Managers and sometimes they don't do anything. They need to learn to be customer/senior friendly. *WHA employees attend Customer Service training. Ms. Rosmini reinforces customer service weekly during her Staff Meetings.*

Mr. James Black (Baynard)

- Had an issue paying his rent with the Manager at Crestview. Not being treated well by the Managers. *Mr. Black is barred from Crestview so he was not able to pay his rent at that property. WHA followed-up with Mr. Black regarding the barred situation. Mr. Black should pay his rent at Baynard.*

4. ACTION ITEMS (RESOLUTIONS)

Resolution 19-42 Authorizing the Wilmington Housing Authority to Contract with Liberty Parks and Playgrounds, Inc. to Build a New Playground and Resurface an Existing Playground in the Southbridge Family Development at a Cost of \$99,991.00 (presented by Mr. Hill)

Mr. Hill provided a document from Liberty Parks that confirmed the playground is ADA accessible.

The Chairman called for a motion to adopt Agenda Resolution 19-42. Commissioner J. Vincent made a motion and Commissioner V. White 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 19-42 adopted unanimously.

Resolution 19-50 Authorizing the Wilmington Housing Authority's Executive Director to Negotiate a Lease Agreement with the Latin American Community Center to Lease Vacant Land Located at 1121 West Fourth Street in the City of Wilmington for Use as a Community Garden (presented by Mr. Hill)

The Chairman called for a motion to adopt Agenda Resolution 19-50. Commissioner Cohen 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 19-50 adopted unanimously.

Resolution 19-47 Authorizing the Wilmington Housing Authority to Increase its Predevelopment Loan for the Riverside Phase 1 Development to \$140,313 (presented by Mr. Hill and Mr. Bailey)

Mr. Bailey provided an explanation of the Existing and Proposed Predevelopment Budget.

The Chairman called for a motion to adopt Agenda Resolution 19-47. Commissioner Cohen 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 19-47 adopted unanimously.

5. NEW BUSINESS

Commissioner V. White motioned that the BOC offer a letter of support mirroring the letter from the developer for the laborer fees and copy the Delaware State Housing Authority (Anas Ben Addi). As soon as Commissioner White receives the letter, he will mirror it up and distribute.

The Chairman called for a motion. 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.

Motion carried for the BOC to offer a letter of support.

The Chairman motioned that the December 23 Board meeting be cancelled. Ms. Bizune mentioned the annual plan was to come to the Board for approval at the December meeting. The annual plan is due on January 15, 2020. Mr. Hill will request an extension and contact the Field Office tomorrow, so the annual plan will be presented at the January 27 Board Mtg. If anything needs to be dealt with beforehand, a special meeting will be scheduled. The next regular meeting will be held in January. A notice will be posted cancelling the December meeting.

The Chairman 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.

Motion carried to cancel the December Board meeting.

6. FINANCE REPORT

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

Public Housing Program

Revenue - Finance plans to receive the Capital funds (501-19 1406 and 1410) by February/March 2020 before the beginning of the new fiscal year.

Utility Expenses are 10% above the budget due to water and electric rate increases. The new rates will be picked up by HUD in 2020.

Section 8

Ms. Starkey-Ford provided an update on voucher issuance.

It was suggested to Mr. Hill that he contact Commissioner J. Vincent and Commissioner V. White regarding project-based initiatives.

Park View

There is no update on the taxes. Mr. Hill has been in contact with Young Conaway.

7. BOARD COMMITTEE REPORTS

- a. Audit Committee
 - i. Will meet quarterly in 2020. Next meeting is scheduled on January 17.
- b. Finance & IT Committees
 - i. Finance Committee met in November and discussed resolutions 19-42, 19-47 and 19-50 which were presented at the Board Meeting. Reviewed the finance report and discussed the audit report which was distributed at the meeting.
 - ii. Technology Committee met on the same day.
- c. Development Committee
 - i. No report
- d. By-Law Ad-Hoc Committee
 - i. No report

The Chairman called for a motion to move into Executive Session. Commissioner Cohen made the motion and Commissioner J. Vincent seconded the motion.

The Executive Session commenced at 6:46 p.m.

8. EXECUTIVE SESSION

- a) Personnel Matter for Discussion
- b) Legal Advice Regarding Possible Litigation

The Executive Session adjourned at 7:17 p.m.

9. POSSIBLE ACTION ITEM ON PERSONNEL MATTER


10. ADJOURNMENT

With no further business to come before the Board, the Chairman adjourned the meeting.

The meeting was adjourned at 7:18 p.m.

ADOPTED January 27, 2020

Respectfully submitted,


Steven Washington, Secretary

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OCTOBER 28, 2019

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Steven Washington

Matthew Heckles (arrived at 6:35 p.m.)

Betty Pinkett

Ben Cohen

Maureene LaFate (arrived at 6:10 p.m.)

Vincent White (arrived at 6:05 p.m.)

Absent: Earl Jeter

Jane Vincent

Present Representing WHA (Executive Staff):

John Hill

Andrew Johnson

LaVerne Hanson

Sandra Rosmini

Yolanda Durant

Anthony Sampson

Rosemarie Bizune

Donna Starkey-Ford

Tyrone Malcom

Denise Miller

Nancy Clark, Scribe

Other

Barry Willoughby (General Counsel - YCST)

Chris Lamb (Pepper Hamilton)

Eric Novak (Praxis – via telephone)

Nina Liou (EJP)

Ryan Bailey (Pennrose – via telephone)

The meeting was called to order at 6:00 p.m. Chairman Spadola called for the roll. A quorum was established at 6:10 p.m. to proceed with the Public Session.

PUBLIC COMMENT

Ms. Brenda Saunders (Baynard)

- Police had to address an incident in the building. The resident was the victim, but the perpetrator is acting as though he is the victim. He won't move when the victim comes in. People feel like they are not safe in their home.
- Need another key for the office.

- Feel like they can't talk to Managers and sometimes they don't do anything. They need to learn to be customer/senior friendly.

Mr. James Black (Baynard)

- Had an issue paying his rent with the Manager at Crestview. Not being treated well by the Managers.

Ms. Stephanie Burgess-Golden (Crestview)

- Provided information (including checks) regarding misappropriation of funds with the previous Crestview President. Commissioner LaFate suggests having 2 signatures, as well attend the bank in person with their ID's.

1. APPROVAL OF MINUTES

The Chairman called for a motion to approve the Minutes of the September 23, 2019 Board meeting. Commissioner Cohen made the motion and Commissioner Pinkett seconded the motion. The Chairman asked for questions.

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

2. EXECUTIVE DIRECTOR'S REPORT

Nina Liou provided a high level overview of the Portfolio Assessment.

3. UPDATE TO PUBLIC COMMENTS FROM PREVIOUS MEETING (SEE WHA RESPONSES IN ITALICS)

Ms. Susan Flowers (Crestview)

- Having problems with gnats, flies, and mosquitoes. *Work order has been created to address the issues.*
- Rails and floors are not clean and there are flies in the windows. *Maintenance cleans the floors daily and WHA is in the process of speaking with contractors to obtain pricing to get all floors in all high rises stripped/waxed. Maintenance was requested to clean the flies from the windows.*
- Main concerns are bites and repairs are not being completed.

Ms. Sharon James (Baynard)

- Some residents receive their Social Security checks on the 3rd Wednesday, but are being penalized and need to pay a late fee every month. It is WHA's current process that rents are due by the 5th working day or a late fee will be incurred. Ms. Rosmini suggested that if the residents need help with money management or budgeting, they can contact someone in the management office and will be referred to the One Stop Shop or budget counseling.
- Would like to see a tracking system in place for the voucher program. *Ms. Rosmini informed Section 8 to look into the system.*

Ms. Fannie Bacon (Scattered Sites)

- Finally received a new refrigerator today after 40 years.
- Roof is leaking in bedroom and kitchen. *Previous repair was completed but now is leaking in the rear bedroom and a work order has been cut to be addressed.*

Ms. Beatrice Dunn (Scattered Site resident)

- Her fence is torn up due to the house next door, which belongs to the City. Poison ivy is now coming over the fence in the alley way. The City needs to do something about it. *This is a City issue and needs to be addressed with them.*

Ms. Stephanie Burgess-Golden (Crestview)

- Discussed issues with the previous Crestview President. *The issue with him being out of office has been resolved.*
- She has leaks around her window, in the bedroom and the floor gets wet. There's mold inside and outside. *A work order has been created to address these issues.*

Ms. Wanda Lytle (Crestview)

- Trash chutes are located behind the apartments which are causing rodents. Something needs to be done to deal with this issue. *An extermination work order has been created.*

4. ACTION ITEMS (RESOLUTIONS)

Resolution 19-41 Authorizing Adoption of the Revised By-Laws of the Board of Commissioners of the Wilmington Housing Authority (presented by Mr. Hill)

The Chairman called for a motion to adopt Agenda Resolution 19-41. Commissioner Cohen made a motion and Commissioner V. White 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 19-41 adopted unanimously. However, the Secretary declined signature.

Resolution 19-42 Authorizing the Wilmington Housing Authority to Contract with Liberty Parks and Playgrounds, Inc. to Build a New Playground and Resurface an Existing Playground in the Southbridge Family Development at a Cost of \$99,991.00 (presented by Mr. Hill)

Agenda resolution 19-42 pulled at the request of Mr. Hill.

Resolution 19-46 Authorizing the Wilmington Housing Authority to Amend Its Fiscal Year 2019 Annual PHA Plan to Include HUD Required Rental Assistance Demonstration (RAD) Language (presented by Mr. Hill)

The Chairman called for a motion to adopt Agenda Resolution 19-46. Commissioner V. White made a motion and Commissioner Pinkett 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 19-46 adopted unanimously.

Resolution 19-47 Authorizing the Wilmington Housing Authority to Increase its Predevelopment Loan for the Riverside Phase 1 Development to \$140,313 (presented by Mr. Hill)

Agenda resolution 19-47 pulled at the request of the Chairman.

Resolution 19-48 Authorizing an Additional Seventy-Five Thousand Dollars (\$75,000) from the Capital Fund to EJP Consulting for Additional and On-Going Tasks (presented by Mr. Hill)

The Chairman called for a motion to adopt Agenda Resolution 19-48. Commissioner Cohen made a motion and Commissioner V. White 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 19-48 adopted unanimously.

Resolution 19-49 Authorizing the Wilmington Housing Authority to Dispose 9 Scattered Site Properties in West Center City Under Homeownership (presented by Mr. Hill)

The Chairman called for a motion to adopt Agenda Resolution 19-48. Commissioner Cohen made a 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.

Agenda resolution 19-49 adopted unanimously.

5. FINANCE REPORT

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

Park View - Mr. Hill mentioned that we do not have further information on the tax update. Additional information was requested and we need to extend escrow one more time.

Ms. Bizune presented a chart on Notes Receivable and Accrued Interest for Fiscal Year Ending March 31, 2019 which is located on the last page of the Finance Report

6. DEPARTMENT REPORT

Ms. Starkey-Ford provided an update on Section 8 Surveys and Electronic Waiting List. The online waiting list opened on 10/22/19. Public notice was issued by The News Journal on 10/13/19 and numerous agencies throughout the City. The notice and link to the application was issued on the WHA website. The last time the wait list was open was 7/11/15 (in person) with 2600 applications. The online application was very successful and received 7057 applications. Received compliments on how easy the process was.

7. BOARD COMMITTEE REPORTS

- a. Audit Committee
 - i. No report
- b. Finance & IT Committees
 - i. Met in October and will meet again on November 20.
- c. Development Committee
 - i. No report
- d. By-Law Ad-Hoc Committee

- i. No report

The Chairman called for a motion to move into Executive Session. Commissioner Cohen made the motion and Commissioner Pinkett seconded the motion.

The Executive Session commenced at 8:00 p.m.

8. EXECUTIVE SESSION

- a) Personnel Matter for Discussion
- b) Legal Advice Regarding Possible Litigation

9. POSSIBLE ACTION ITEM ON PERSONNEL MATTER


10. ADJOURNMENT

With no further business to come before the Board, the Chairman adjourned the meeting.

The meeting was adjourned at 8:32 p.m.

ADOPTED November 25, 2019

Respectfully submitted,


Steven Washington, Secretary

**WILMINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

REGULAR MEETING MINUTES

400 N. Walnut St.

6:00 p.m.

SEPTEMBER 23, 2019

Present Representing the Board of Commissioners

James Spadola
Steven Washington
Matthew Heckles
Betty Pinkett
Jane Vincent
Ben Cohen (arrived at 6:05 p.m.)
Maureene LaFate (arrived at 6:06 p.m.)
Vincent White (arrived at 6:36 p.m.)

Absent: Earl Jeter

Present Representing WHA (Executive Staff):

John Hill
Andrew Johnson
LaVerne Hanson
Karen Spellman
Sandra Rosmini
Yolanda Durant
Anthony Sampson
Rosemarie Bizune
Donna Starkey-Ford
Nancy Clark, Scribe

Other

Lauren Russell (General Counsel - YCST)

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

The Chairman reminded the public that each person has 3 minutes or less to present. WHA will look into the issues and respond the following month.

Ms. Susan Flowers (Crestview)

- Having problems with gnats, flies, and mosquitoes.
- Rails and floors are not clean and there are flies in the windows.
- Main concerns are bites and repairs are not being completed.

Ms. Sharon James (Baynard)

- Some residents receive their Social Security checks on the 3rd Wednesday, but are being penalized and need to pay a late fee every month.
- Would like to see a tracking system in place for the voucher program.

Ms. Fannie Bacon (Scattered Sites)

- Finally received a new refrigerator today after 40 years.
- Roof is leaking in bedroom and kitchen.

Ms. Beatrice Dunn (Scattered Site resident)

- Her fence is torn up due to the house next door, which belongs to the City. Poison ivy is now coming over the fence in the alley way. The City needs to do something about it.

Ms. Stephanie Burgess-Golden (Crestview)

- Discussed issues with the previous Crestview President.
- She has leaks around her window, in the bedroom and the floor gets wet. There's mold inside and outside.

Ms. Wanda Lytle (Crestview)

- Trash chutes are located behind the apartments which are causing rodents. Something needs to be done to deal with this issue.

1. APPROVAL OF MINUTES

The Chairman called for a motion to approve the Minutes of the August 26, 2019 Board meeting. Commissioner Cohen made the motion and Commissioner Washington seconded the motion. The Chairman asked for questions.

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

2. EXECUTIVE DIRECTOR'S REPORT

Mr. Hill provided highlights from his report.

3. UPDATE TO PUBLIC COMMENTS FROM PREVIOUS MEETING (SEE WHA RESPONSES IN *ITALICS*)

Ms. Beatrice Dunn (Scattered Site resident)

- Smoke detectors in her house were going off for a long time. She learned they had been in the house too long. A maintenance employee replaced the smoke detectors on Thursday so the problem has been addressed. *Ms. Spellman confirmed that all smoke detectors were replaced on Thursday.*
- Water leaking in basement and was being flooded. Had to contact someone to fix it on Saturday and they needed to shut off the water. She needs to be reimbursed ~\$140.00 since she had to pay him that day. *Ms. Spellman confirmed the water leak has been fixed and WHA Staff reviewed the work. Ms. Dunn will be reimbursed \$140.00.*

- Needs a new outside storm door and a new frame around the door. The porch deck is starting to come up. *A work order is in place to address the issues.*

Ms. Stephanie Burgess-Golden (Crestview)

- When will the alarm on the back door be completed? *Ms. Durant (Security Supervisor) will follow-up.*
- Opening and closing of the different doors? *Ms. Durant will follow-up.*
- What happened about the flowers, plants and shrubbery? *WHA will ensure that all sites have some landscaping completed.*
- Concerned about water leaks (Community Room and front of building). *Ms. Spellman visited Crestview on Friday and reported the issue to Maintenance.*
- Fire alarm went off 8 times beginning at 11:54 p.m. and had to go up and down 7 flights of stairs. Some residents were trying to use the stairs with their walkers. Can a safe place be found for these residents to meet? *Ms. Durant stated that a storm came through that night. Lightning hindered the alarm system which triggered the alarms. Ms. Durant contacted the security company. Everything was repaired by 8:30-9:00 AM the next morning. Ms. Spellman discussed a safe place for the residents. WHA recommends that the residents stay in their units. Handicap stickers are on the doors so staff and emergency personnel can assist them with exiting the building.*
- Concerned about the mold issues (in and around the building). *No issues with mold were found.*
- Since the HUD inspection, residents have started smoking again and defecating in hallways/stairwells. *No reports were received; violators are addressed as identified.*

Ms. Dolores Wharton (Herlihy)

- Regarding parking, will the gates be put down? *Yes.*
- Most of the time, Security Guards do not show up on the weekends. *Ms. Durant indicated WHA had a lot of turnover in security so there was a period of time where we were short.*
- Smoking (including marijuana) is still an issue. Suggests getting dogs to sniff for drugs. *If someone reports smoking, WHA management will check it out and address the issue.*

Ms. Brenda Saunders (Baynard)

- Floors are dirty/yellow (including the lobby). *A full-time maintenance employee was out and a temp assisted with cleaning the floors. The situation is under control at this time.*
- Smoking continues in apartments, front, back and on the property. *Managers will address as needed.*

4. ACTION ITEMS (RESOLUTIONS)

Resolution 19-42 Authorizing the Wilmington Housing Authority to Contract with Liberty Parks and Playgrounds, Inc. to Build a New Playground and Resurface an Existing Playground in the Southbridge Family Development at a Cost of \$100,091.95 (presented by Mr. Hill)

Agenda resolution 19-42 pulled from the agenda at the request of Mr. Hill.

Resolution 19-43 Requesting Approval to Increase the Amounts of Painting Contracts for Vacant Units

Agenda resolution 19-43 pulled from the agenda at the request of Mr. Hill.

Resolution 19-44 Authorizing the Wilmington Housing Authority Executive Director to Increase Approval Authority

Agenda resolution 19-44 pulled from the agenda at the request of Mr. Hill.

Resolution 19-45 Requesting Approval of Funding to Support Phase I of the IT Infrastructure Upgrades (presented by Mr. Hill)

The Chairman called for a motion to adopt Agenda Resolution 19-45. 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 19-45 adopted unanimously.

5. FINANCE REPORT

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

Commissioner Cohen called for a motion to accept the Financial Report. Commissioner J. Vincent made the motion and Commissioner V. White seconded the motion. With no further questions from the Board, the Chairman called for the vote.

The Finance Report accepted unanimously.

6. BOARD COMMITTEE REPORTS

- a. Audit Committee
 - i. No report
- b. Finance Committee
 - i. Met in September and discussed the Finance Report, and will meet again in October
- c. IT Committee
 - i. Met in September and discussed Resolution 19-45, and will meet again in October. Commissioner Cohen is looking forward to the 100-day report at that time.
- d. Development Committee
 - i. Met in September and reviewed the Master Development Agreement
- e. By-Law Ad-Hoc Committee
 - i. Plan to bring the full By-Laws to the next Board of Commissioners meeting.

7. OLD BUSINESS

Commissioner Heckles inquired about set aside for vouchers. WHA did not apply for any set aside. The Homelessness plan was approved and WHA is expecting the MOU.

8. NEW BUSINESS

Commissioner Heckles suggested a report for the Board would be helpful on the number of vouchers issued. How many requested 60/90/120 day extensions? How many were terminated after the 120? Categorize efforts to lease-up – for example, of the people who requested 60, couldn't find a large enough unit, etc. Commissioner Heckles requested a report at the next meeting.

The Chairman called for a motion to move into Executive Session. Commissioner Washington made the motion and Commissioner Cohen seconded the motion.

The Executive Session commenced at 7:20 p.m.

9. EXECUTIVE SESSION

- a) Personnel Matter for Discussion
- b) Legal Advice Regarding Possible Litigation

10. POSSIBLE ACTION ITEM ON PERSONNEL MATTER

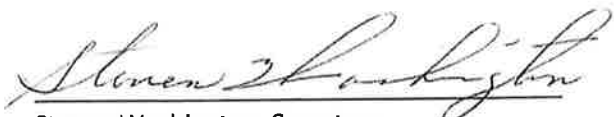
11. ADJOURNMENT

With no further business to come before the Board, the Chairman adjourned the meeting.

The meeting was adjourned at 8:29 p.m.

ADOPTED October 28, 2019

Respectfully submitted,


Steven Washington, Secretary

**WILMINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

REGULAR MEETING MINUTES
Kingswood Community Center
6:00 p.m.

AUGUST 26, 2019

Present Representing the Board of Commissioners

Ben Cohen
Steven Washington
Jane Vincent
Betty Pinkett
Matthew Heckles (arrived at 6:36 p.m.)

Absent: James Spadola
Earl Jeter
Maureene LaFate
Vincent White

Present Representing WHA (Executive Staff):

John Hill
Frank Eirich
Karen Spellman
Rosemarie Bizune
Donna Starkey-Ford
Denise Miller
Yolanda Durant
Anthony Sampson
Andrew Johnson
LaVerne Hanson
Nancy Clark, Scribe

The meeting was called to order at 6:00 p.m. Commissioner Cohen called for the roll. A recess was called until 6:10 PM. A quorum was established at 6:40 p.m.

PUBLIC COMMENT

Ms. Beatrice Dunn (Scattered Site resident):

- Expressed concern that the Public only receives 3 minutes to speak.
- Smoke detectors in her house were going off for a long time. She learned they had been in the house too long. A maintenance employee replaced the smoke detectors on Thursday so the problem has been addressed.
- Water leaking in basement and was being flooded. Had to contact someone to fix it on Saturday and they needed to shut off the water. She needs to be reimbursed ~\$140.00 since she had to pay him that day.
- Needs a new outside storm door and a new frame around the door. The porch deck is starting to come up.

Ms. Stephanie Burgess-Golden (Crestview):

- When will the alarm on the back door be completed?
- Opening and closing of the different doors?
- What happened about the flowers, plants and shrubbery?
- Concerned about water leaks (Community Room and front of building)
- Fire alarm went off 8 times beginning at 11:54 p.m. and had to go up and down 7 flights of stairs. Some residents were trying to use the stairs with their walkers. Can a safe place be found for these residents to meet?
- Concerned about the mold issues (in and around the building).
- Since the HUD inspection, residents have started smoking again and defecating in hallways/stairwells.

Dolores Wharton (Herlihy):

- Regarding parking, will the gates be put down?
- Most of the time, Security Guards do not show up on the weekends.
- Smoking (including marijuana) is still an issue. Suggests getting dogs to sniff for drugs.

Brenda Saunders (Baynard):

- Floors are dirty/yellow (including the lobby).
- Smoking continues in apartments, front, back and on the property.

1. APPROVAL OF MINUTES

Commissioner Cohen called for a motion to approve the Minutes of the July 22, 2019 Board meeting. Commissioner Washington made the motion and Commissioner J. Vincent seconded the motion. Commissioner Cohen asked for questions.

With no further questions from the Board, Commissioner Cohen called for the vote. Motion carried.

Minutes of the July 22, 2019 Board Meeting adopted as amended unanimously.

2. EXECUTIVE DIRECTOR'S REPORT

Mr. Hill provided highlights from his report.

3. UPDATE TO PUBLIC COMMENTS FROM PREVIOUS MEETING

None.

4. ACTION ITEMS (RESOLUTIONS)

Resolution 19-42 Authorizing the Wilmington Housing Authority to Contract with Liberty Parks and Playgrounds, Inc. to Build a New Playground and Resurface an Existing Playground in the Southbridge Family Development at a Cost of \$100,091.95 (presented by Mr. Hill)

Commissioner Cohen called for a motion to adopt Resolution 19-42. Commissioner J. Vincent made a motion and Commissioner Pinkett seconded the motion. Commissioner Cohen asked for questions on the motion. With several questions from the Board, Commissioner Cohen tabled the resolution.

Resolution 19-42 tabled.

5. FINANCE REPORT

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

Commissioner J. Vincent inquired since we have so many vouchers on the street in searching status, how is the success rate and do we have any market concerns? Ms. Starkey-Ford responded that we don't see any market concerns at present. They are finding units within their voucher term of 60-90 days. We had been successful with leasing new applicants, however, we have had a high number of end of participation. Commissioner J. Vincent wanted to note that voucher holders could exercise their right with portability by porting to neighboring housing authorities.

6. BOARD COMMITTEE REPORTS

- a. Audit Committee
 - i. No report
- b. Finance Committee
 - i. Met in August and will meet again in September
- c. IT Committee
 - i. Met in August and welcomed our new IT Director, and will meet again in September
- d. Development Committee
 - i. No report
- e. By-Law Ad-Hoc Committee
 - i. No report

7. OTHER BUSINESS

None.

8. ADJOURNMENT

With no further business to come before the Board, Commissioner Cohen adjourned the meeting.

The meeting was adjourned at 7:08 p.m.

ADOPTED September 23, 2019

Respectfully submitted,


Steven Washington, Secretary

**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 2nd 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