

**WILMINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

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

SEPTEMBER 28, 2020

Present Representing the Board of Commissioners

James Spadola
Ben Cohen
Jane Vincent
Matthew Heckles

Present Representing WHA (Executive Staff):

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

Other

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

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

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

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

3. BUDGET & FINANCE REPORT

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

4. BOARD COMMITTEE REPORTS

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

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

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

ADOPTED: October 9, 2020

A handwritten signature in blue ink that reads "Steven Washington, M.D." The signature is written in a cursive style and is positioned above a horizontal line.

**Steven Washington
Secretary, Board of Commissioners**

**WILMINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

REGULAR MEETING MINUTES

6:00 p.m.

AUGUST 24, 2020

Present Representing the Board of Commissioners

James Spadola
Ben Cohen
Vincent White
Jane Vincent

Steven Washington
Betty Pinkett
Maureene LaFate

Present Representing WHA (Executive Staff):

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

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

Other

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

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

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

PUBLIC COMMENT

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

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

1. APPROVAL OF MINUTES

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

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

Mr. Hill added the following presentations to the agenda:

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

3. EXECUTIVE DIRECTOR'S REPORT

Mr. Hill reviewed the following:

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

4. BUDGET & FINANCE REPORT

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

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

5. ACTION ITEMS (RESOLUTIONS)

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

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

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

Resolution 20-46 adopted.

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

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

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

Resolution 20-47 adopted unanimously.

6. BOARD COMMITTEE REPORTS

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

7. ANNOUNCEMENT & ADJOURN MEETING

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

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

ADOPTED: October 9, 2020



**Steven Washington
Secretary, Board of Commissioners**

**WILMINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

REGULAR MEETING MINUTES

6:00 p.m.

JULY 27, 2020

Present Representing the Board of Commissioners

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

Present Representing WHA (Executive Staff):

John Hill	Anthony Sampson
Rosemarie Bizune	Will Pass
LaVerne Hanson	Bola Odueke
Taleia Collins	Irmina Williams
Andrew Johnson	Sandra Rosmini
Nancy Clark, Scribe	

Other

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

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

PUBLIC COMMENT

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

1. APPROVAL OF MINUTES

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

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

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

3. EXECUTIVE DIRECTOR'S REPORT

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

4. BUDGET & FINANCE REPORT

Ms. Bizune provided a summary.

Public Housing

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

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

5. ACTION ITEMS (RESOLUTIONS)

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

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

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

AYES

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

NAYS

ABSTENTIONS

Vincent White

Commissioner Washington approved as Executive Secretary.

Resolution 20-22 adopted.

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

Pulled by the Chairman.

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

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

Resolution 20-34 adopted unanimously.

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

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

Resolution 20-35 adopted unanimously.

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

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

Resolution 20-36 adopted unanimously.

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

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

Resolution 20-37 adopted unanimously.

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

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

Resolution 20-38 adopted unanimously.

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

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

Resolution 20-39 adopted unanimously.

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

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

Resolution 20-41 adopted unanimously.

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

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

Resolution 20-42 adopted unanimously.

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

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

Resolution 20-43 adopted unanimously.

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

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

Resolution 20-44 adopted unanimously.

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

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

Resolution 20-45 adopted unanimously.

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

Pulled by Executive Director.

6. BOARD COMMITTEE REPORTS

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

7. ANNOUNCEMENT & ADJOURN MEETING

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

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

8. EXECUTIVE SESSION

Personnel Matter, Update on Collective Bargaining

The time of commencement and adjournment was not noted.

ADOPTED: July 27, 2020


Steven Washington
Secretary, Board of Commissioners

**WILMINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

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

JUNE 22, 2020

Present Representing the Board of Commissioners

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

Absent: Maureene LaFate
Earl Jeter

Present Representing WHA (Executive Staff):

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

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

Other

Barry Willoughby, Lauren Russell – General Counsel, YCST

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

PUBLIC COMMENT - NONE

1. APPROVAL OF MINUTES

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

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

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

3. BUDGET & FINANCE REPORT

Ms. Bizune provided a summary.

Park View

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

MASS Score

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

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

4. ACTION ITEMS (RESOLUTIONS)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Not discussed

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

Not discussed

5. BOARD COMMITTEE REPORTS

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

6. OTHER BUSINESS

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

7. ADJOURNMENT

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

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

ADOPTED: July 27, 2020



John Hill, Executive Director/Secretary

**WILMINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

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

MAY 26, 2020

Present Representing the Board of Commissioners

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

Absent: Steven Washington
Earl Jeter
Betty Pinkett

Present Representing WHA (Executive Staff):

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

Other

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

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

PUBLIC COMMENT - NONE

1. APPROVAL OF MINUTES

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

2. EXECUTIVE DIRECTOR'S REPORT

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

3. BUDGET & FINANCE REPORT

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

Ms. Bizune provided a brief summary.

Park View

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

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

4. ACTION ITEMS (RESOLUTIONS)

Consent Agenda

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

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

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

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

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

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

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

Resolutions

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

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

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

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

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

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

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

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

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

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

5. BOARD COMMITTEE REPORTS

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

6. OTHER BUSINESS - NONE

7. ADJOURNMENT

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

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

ADOPTED: June 22, 2020



John Hill, Executive Director/Secretary

**WILMINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

REGULAR MEETING MINUTES

6:00 p.m.

APRIL 27, 2020

Present Representing the Board of Commissioners

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

Absent: Matthew Heckles

Present Representing WHA (Executive Staff):

John Hill
Anthony Sampson
Yolanda Durant
Rosemarie Bizune
Andrew Johnson
Will Pass
Sandra Rosmini
Irmira Williams
LaVerne Hanson
Bola Odueke
Tyrone Malcom
Nancy Clark, Scribe

Other

Barry Willoughby, Stephanie Hansen, Lauren Russell, Brent Shaffer (General Counsel – YCST)
Chris Lamb – Pepper Hamilton
Ryan Bailey – Pennrose

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. Rachele Grimes (Herlihy)

- How can we get someone to go to the high rises to test for COVID-19? Mr. Pass reached out to Christiana Hospital representatives last week and will partner with them to have someone come out to each site. Should have a plan by Wednesday and will follow-up with Ms. Grimes.

1. ELECTION OF OFFICERS

Nominations

- Position of Chair – Commissioner J. Vincent nominated Commissioner Spadola. Commissioner Jeter seconded the nomination.
- Position of Vice-Chair – Commissioner Spadola nominated Commissioner Cohen. Commissioner J. Vincent seconded the nomination.

Nominations approved unanimously.

2. APPROVAL OF MINUTES

The Chairman called for a motion to approve the Minutes of the February 24, 2020 Board meeting. Commissioner J. Vincent made the motion and Commissioner Pinkett seconded the motion. The Chairman asked for questions.

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

3. ACTION ITEMS (RESOLUTIONS)

Resolution 20-14 Authorizing the Wilmington Housing Authority to Advance an Additional \$800,000 of the \$1,500,000 Riverside Phase 1 Development Loan (presented by Mr. Lamb)

Motion made by Commissioner Cohen to discuss and seconded by Commissioner J. Vincent.

Mr. Lamb stated that there is a request from Pennrose for an additional advance of \$800,000. The purpose is to satisfy the 10% test so Pennrose can make application to DSHA by the end of this month for Phase 2. Mr. Lamb recommends the resolution be approved. There is a lot to be done in the next couple of days to make sure that Pennrose can satisfy the 10% test. Mr. Pass has a call with HUD on Friday to gain approval to proceed. Mr. Lamb stated that would be 1-day too late. Mr. Hill mentioned he has a call with HUD tomorrow and will ask them if they can do anything to assist. Mr. Lamb stated that this just came to light ~10-14 days ago. Mr. Pass has been in touch with HUD almost every day to impress upon them the importance of HUD getting back to WHA. There's a concern if we didn't obtain HUD approval. Commissioner J. Vincent asked if DSHA was aware of this issue. Mr. Lamb mentioned a call with DSHA is scheduled tomorrow at 9:00 AM and will have more information at that time. Commissioner J. Vincent asked if we put a contingency on this, will it impact our ability to apply for tax credits which are due this week. Mr. Lamb responded that passing the resolution with the contingency does not affect the ability to put the application in this week. However, if the contingency is not satisfied, then we would probably miss the submission for Phase 2 this year. Unless DSHA changes its mind tomorrow, we will not be able to satisfy the 10% test unless we make the \$800,000 advance, but we don't have HUD's approval to make that advance as of yet. According to Mr. Bailey, we do not need to make that advance by the 30th. Mr. Lamb will follow-up with Pennrose's counsel tomorrow.

The Chairman called for a motion to adopt Agenda Resolution 20-14 with the contingency. Commissioner J. Vincent 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

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

NAYS

ABSTENTIONS

Vincent White

Resolution 20-15 Authorizing the Wilmington Housing Authority to Commit 25 Housing Choice Project Based Vouchers to Phase 2 of the Riverside Development (presented by Mr. Hill)

The Chairman called for a motion to adopt Agenda Resolution 20-15. 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 20-15 adopted unanimously.

Resolution 20-16 Authorizing the Wilmington Housing Authority to Commit 25 Rental Assistance Demonstration Units to Phase 2 of the Riverside Development (presented by Mr. Hill)

The Chairman called for a motion to adopt Agenda Resolution 20-16. 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 20-16 adopted unanimously.

Resolution 20-17 Authorizing the Wilmington Housing Authority to Enter Into an Agreement to Ground Lease Phase 2 of the Riverside Development (presented by Mr. Hill and Mr. Lamb)

The Chairman called for a motion to adopt Agenda Resolution 20-17. 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 20-17 adopted unanimously.

Resolution 20-18 Authorizing the Wilmington Housing Authority to Set Aside Up to \$1,350,000 (One Million Three Hundred Fifty Thousand Dollars) for a Development Loan to the Riverside Phase 2 Development (presented by Mr. Hill)

Commissioner Cohen mentioned this was discussed last week at the Finance Committee Meeting. There were concerns about the funding. Mr. Hill replied that as of now, the funds are available. The Chairman asked how it would impact Phase 2 if the resolution wasn't approved. Mr. Hill responded that it would put Phase 2 at some risk unless the partners were able to raise the funds from other sources.

The Chairman called for a motion to adopt Agenda Resolution 20-18. 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 20-18 adopted unanimously.

Resolution 20-20 Authorizing the Executive Director to Sign the Settlement Agreement with New Castle County Regarding Taxes Owed to WHA in the Amount of \$763,857.83 (presented by Mr. Hill)

Commissioner J. Vincent asked that all future resolutions spell out the acronyms (e.g. EASA). Also, the language was a little hard to follow (not clear if a check is coming directly to WHA). The Chairman asked about the money. Mr. Shaffer stated that most of the money is in their escrow account, which will be refunded upon receipt of the settlement agreement signed by Matt Meyer. Some of it is being escrowed by the current lender for taxes.

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

Resolution 20-21 Authorizing the Executive Director to Update the Annual Plan and the Admissions and Continued Occupancy Policy (ACOP) of the Wilmington Housing Authority (WHA) and to Sign the Memorandum of Understanding for Participation in the State-Wide Family Reentry Pilot Program (presented by Mr. Hill)

Commissioner V. White had a couple questions re. the Addendum. Regarding Referrals, it says applicants may be identified and referred to the FRP by representatives of Delaware or the DOC. Are they the only ones who can make referrals? Mr. Hill confirmed. Regarding Admission, it says the applicant will meet with a WHA representative, but it doesn't give a timeline. Ms. Rosmini responded that a timeline hasn't been set up yet. Commissioner V. White mentioned that we need a clear definition of "successful completion". Ms. Rosmini responded that the manual for the entire program is still in draft form, but she will make sure a clear definition is included. The Chairman asked about Resident Council feedback. Ms. Rosmini replied that resident meetings were scheduled at each site but had to be postponed due to COVID-19. Ms. Rosmini received no comments from the 45-day comment period. The RAB meeting was conducted as scheduled and the Public Hearing was also held. Mr. Hill stated that the Resident Council leaders were contacted via mail and phone regarding the RAB meeting

on April 17. However, no one attended the RAB meeting and 2 constituents from outside attended the Public Hearing. Ms. Rosmini mentioned that once we are released from the quarantined state, Town Hall Meetings could be scheduled with the residents to get their input, but we are moving forward at this point. Commissioner J. Vincent suggested that another RAB meeting be scheduled.

The Chairman called for a motion to adopt Agenda Resolution 20-21. 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 20-21 adopted unanimously.

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

Per Mr. Willoughby, since this is the first reading, the vote should be taken at the next Board Meeting.

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

Per Mr. Willoughby, since this is the first reading, the vote should be taken at the next Board Meeting.

Resolution 20-24 Authorizing the Wilmington Housing Authority to Enter Into a Lease or License for Storage of Construction Materials for Phase 1 of the Riverside Development (presented by Mr. Lamb)

Commissioner V. White asked if anyone from WHA visited the site today (in addition to Mr. DiSabatino). Mr. Hill stated that several WHA Staff members visited and met with the 2 principals of the construction company. They are ready to go pending approval of the resolution. Commissioner Washington asked if it's a high crime area. Mr. Johnson believes it is pretty secure since the entire area is fenced off, and gates and storage trailers will be locked.

The Chairman called for a motion to adopt Agenda Resolution 20-24. 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 20-24 adopted unanimously.

Resolution 20-25 Authorizing the Wilmington Housing Authority to Enter into a Ground Lease for Phase 1 of the Riverside Development (presented by Mr. Lamb)

The Chairman called for a motion to adopt Agenda Resolution 20-25. 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 20-25 adopted unanimously.

Resolution 20-26 Governing Compliance with State of Emergency (presented by Chairman Spadola and Mr. Willoughby)

The Chairman called for a motion to adopt Agenda Resolution 20-26. 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 20-26 adopted unanimously.

a) Consent Agenda:

- i. **Resolution 20-11** Authorizing the Executive Director to Award a Contract to Honeywell Building Solutions Inc. in the Amount of \$588,740 for a Five-Year Term Agency-Wide Preventive Maintenance Services of Wilmington Housing Authority's Mechanical Equipment (presented by Mr. Johnson)

Commissioner Cohen had one outstanding question from the Finance Committee regarding the \$588,740 over the five-year term. Mr. Johnson replied that the resolution takes care of all the high-rises/mid-rises/rooftop unit's preventive maintenance of mechanical equipment. The 1st year is ~\$113,000, with small increments added over the following years, for a total of \$588,740 for 5 years.

- ii. **Resolution 20-12** Authorizing the Award of Contract for Insurance Broker Services for the Wilmington Housing Authority
- iii. **Resolution 20-13** Authorizing the Executive Director to Execute On-Call Contract for \$350,000; a Multi-Year to Knight Brothers for Tree Trimming and Removal Services
- iv. **Resolution 20-19** Authorizing the Executive Director to Execute On-Call Contract for \$350,000; a Multi-Year to Davey Tree Expert Company for Tree Trimming and Removal Services

Consent Agenda resolutions 20-11, 20-12, 20-13 and 20-19 adopted unanimously.

End Consent Agenda

4. ADJOURNMENT

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

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

ADOPTED: **MAY 26, 2020**

 6/3/20

John Hill
Executive Director/Secretary