

# **Housing Authority of the City of New Bern**

## **BOARD OF COMMISSIONERS MEETING**

**Monday, April 18, 2016**

**4:30 p.m.**

**Trent Court Auditorium  
837 South Front Street**

### **AGENDA**

1. Call to Order
2. Roll Call
4. Public Comment Period
5. Approval of Minutes – Board Meeting of March 21, 2016
6. Police Department Report
7. Fire Department Report
8. Finance Department Report – Alan Reese
9. Public Housing Report – Virginia Stanley
10. CNI Report – Mickey Miller
11. Old/ New Business
  - a. Selection of Independent Public Accountant to perform the audit of the Authority's books and records for the Fiscal Year Ended 12/31/2015
  - b. Consideration of Resolution 04.16.01 authorizing the Executive Director to open a new banking account
  - c. Update of bank signature cards by the addition of Commissioner Rob Overman, Treasurer
12. Executive Director's Report
13. Adjourn

# HOUSING AUTHORITY OF THE CITY OF NEW BERN

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD ON MONDAY, MARCH 21, 2016

A meeting of the Board of Commissioners of the Housing Authority of the City of New Bern ("Authority") was held at 4:30 p.m. on Monday, March 21, 2016, in the Authority's Administrative Office, New Bern, North Carolina, which is the place, hour, and date set forth in the notice announcing the meeting.

Chair Monte called the meeting to order at 4:30 p.m.

Roll call was as follows:

Present:

Carol B. Becton  
Cresswell Elmore  
Thomas C. Hardin  
Molichia Hardy  
Barbara Lee  
Rachelle Martin  
Etteinne Mitchell  
Pete Monte  
Willie W. Newkirk  
Robert W. Overman  
Joshua W. Willey, Jr.

Following roll call, Chair Monte determined that a quorum was present.

Martin Blaney, Executive Director, Clifford P. Parson, attorney, and Stephanie Crosby, paralegal, from Ward and Smith, P.A. also were present.

Members of the public and staff were present.

Chair Monte introduced the two new Craven Terrace Resident Services Coordinators, Latisha (Tish) Bell and Della Walley, who started last week.

### Special Presentation Regarding Craven Terrace Signage Required by State Historic Preservation Office

Mr. Bernard George was welcomed as the chair of the sign committee that will create and erect the signs required by the Memorandum of Understanding with the State Historic Preservation Office. John Miller, Mary Peterkin, Ethel Staten, Sue Cook, Lynne Harakal, and Nelson McDaniel also were present. Mr. George hopes that the signs that will be created will inform the public of the history and inspire young people. Commissioner Becton also attends the meetings about the signs. Commissioner Lee also would like to serve on the sign committee. Chair

Monte asked Commissioner Becton to keep the Commissioners informed about the meetings. The next sign committee meeting is scheduled for March 31 at 2:00 at the Attmore-Oliver House.

Public Comment Period

No public comments were made.

Minutes of February 15, 2016 Meeting

Commissioner Hardy made a motion to approve the minutes of the February 15, 2016 meeting of the Board of Commissioners. Commissioner Hardin seconded the motion. The motion was approved unanimously.

Police Department Report – Officer Hollowell

Officer Hollowell presented the report which was included in the board packet. There were three incidents in Trent Court.

Fire Department Report

No report was submitted by the Fire Department and Mr. Blaney reported that there were no incidents in the last month.

Finance Report – Alan Reese, CPA

Mr. Reese reviewed the Finance Report which was included in the board information packet. Mr. Reese reported that because the Authority has fewer than 250 units of public housing, it is required to use a cost allocation method for accounting so the report looks different this month. He explained the reasons for the change in the income statement. He pointed out that New Bern Towers had a loss but that is due to renovations being done. The costs for renovations will be separated in the next couple of months so it is obvious what is being used for renovations. Commissioner Becton made a motion to approve the Finance Report. Commissioner Willey seconded the motion. The motion was approved unanimously.

Public Housing Report – Martin Blaney

Mr. Blaney presented the Public Housing Report in Ms. Stanley's absence which was included in the board information packet. Occupancy for Trent Court for January was 97% and New Bern Towers was 92%.

Choice Neighborhoods Report – Mickey Miller

Ms. Miller presented the Choice Neighborhoods Report which was included in the board information packet.

Theresa Lee talked about the CNI Leadership Academy which was a success. Graduation was held at City Hall and the Mayor presented the certificates. Authority employees Tawanna Smith and Diane Richardson both graduated from the Academy.

The MOU with the Trent Court Developer, Pennrose, is in process. Pennrose will be on site on April 20th and Commissioners will be invited to participate.

#### Old/New Business

1. Executive Committee Minutes – The minutes of the February 17, 2106 and March 9, 2016 Executive Committee meetings were distributed to the Board.
2. Fire Alarm Upgrade – Mr. Blaney explained about the need for a fire alarm upgrade. The summary of the issue and the proposed upgrade were included in the board information packet.

Commissioner Hardy made a motion to approve the replacement of the heat detection system at a cost of \$23,171.00 with the work to be performed by Tyco Integrated Security, Inc. Commissioner Mitchell seconded the motion. The motion was approved unanimously.

3. TCG Development Advisors – The Executive Committee requested that Ward and Smith send a letter to TCG Development Advisors regarding the repayment of overhead advances. A copy of the letter was included in the board information packet. Chair Monte said that TCG has until April 15th to respond.

#### Executive Director's Report

Mr. Blaney presented the Executive Director's report which is included in the board information packet. He said that HUD is going to change the smoking policy at Section 8 and Public Housing properties. It is likely to occur in 2017 but it is not clear yet how it will be implemented or enforced.

There being no further business, the meeting was adjourned at 5:25 p.m.

*Pete Monte*

Pete Monte, Chair

5/16/2014

Date

*Martin Blaney*

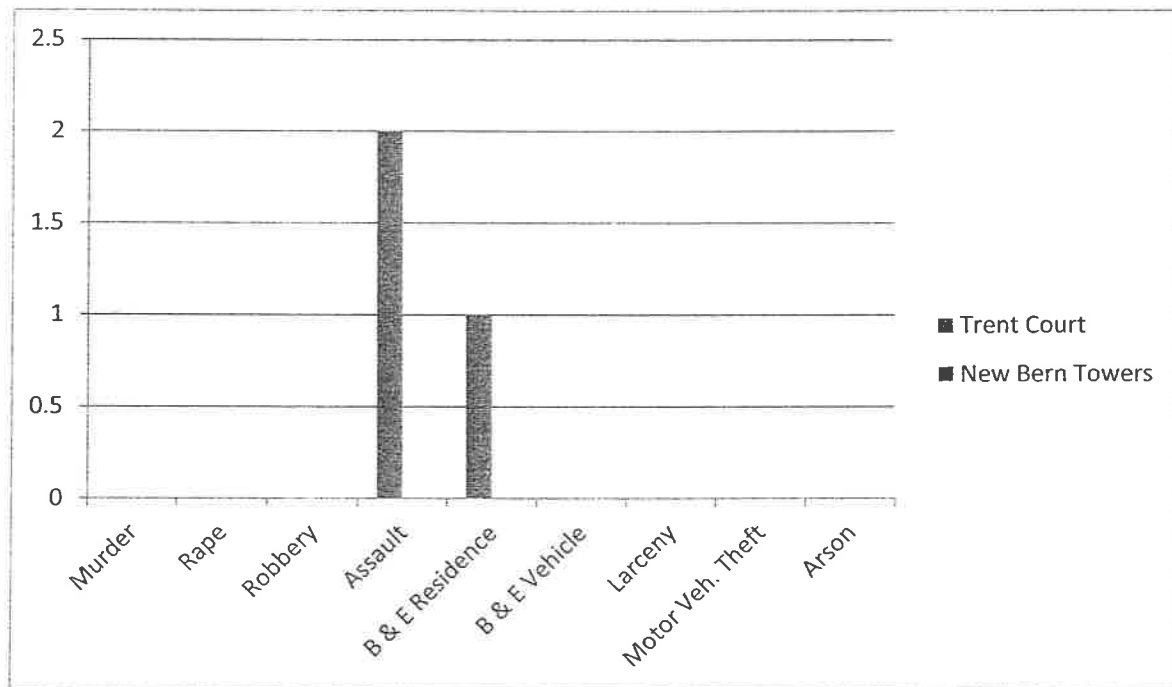
Martin Blaney, Executive Director

5/16/2016

Date

## Part 1 Crimes March 15, thru April 12, 2016

Offenses	Trent Court	New Bern Towers	TOTAL
Murder			
Rape			
Robbery			
Assault	2		2
B & E Residence	1		1
B & E Vehicle			
Larceny			
Motor Veh. Theft			
Arson			



## Noted Incidents

### Trent Court:

On 03/19/2016, a female tenant in the F Building was assaulted by her boyfriend after he entered her apartment without her permission. A warrant was issued and the boyfriend was arrested.

On 03/30/2016, a male and female tenant in the I Building had a verbal altercation with? that escalated into a physical assault. The male was hit with a blunt object but refuse to cooperate with the investigation. No warrants were obtained.

On 04/07/2016 a male tenant in the D Building reported a teenage male knocked on his door and walked into his apartment without permission and told him that he stole his bicycle. The teenage male departed before Officers arrived on scene. The teenage male was not located.

### New Bern Towers:

No reported activity

# New Bern Housing Authority Vacancy Report

## FEBRUARY 2016 – MARCH 2016

### Public Housing

	Total FEB Occupancy	MAR Move Outs	MAR Move Ins	Total MAR Occupancy	# Vacant	Occupancy %
Trent Court 218 (*216)	212 (*210)	5	4	211	7 (*5)	97%

\* 2 Units offline in Trent Court

### Section 8 - New Construction

	Total FEB Occupancy	MAR Move Outs	MAR Move Ins	Total MAR Occupancy	# Vacant	Occupancy %
NBT 106	98	2	2	98	8	92%

### MARCH 2016

	Pending terminations for non-payment	Pending terminations for criminal lease violations	Pending terminations for other lease violations
Trent Court	61 (14-day)	1	0
New Bern Towers	8 (30-day)	0	0

### Court Session MARCH 29, 2016 11 cases - nonpayment

	# Cases to be heard	#Tenants vacated after court	# Tenants paid all court chgs	# Writs filed/ to be filed	#Writs to be served	#Writs served; 7- day wait or vacated
Trent Court	10	2	7	1	0	0
New Bern Towers	1	0	0	1	0	0

Updated 4/13/16





Choice Neighborhoods Planning Update  
April 18, 2016

1. The Board of Commissioners authorized entry into a Memorandum of Understanding (MOU) with Pennrose Properties for the redevelopment of Trent Court under the CNI Transformation Plan. Currently under negotiation, the MOU will lay out goals, a general process, roles, and timetable leading to a future master development agreement. We anticipate presenting the Board with a final MOU by mid-summer.
2. Trent Court developer visit. The Pennrose team will visit New Bern on April 20-21. The team will consist of representatives from Pennrose; lead architect Wallace, Roberts and Todd; landscape architect ColeJeneet & Stone; and The Affordable Housing Group of NC. They will provide an overview of the way ahead to the Board of Aldermen, key leaders and stakeholders, and the CNI Implementation Committee (see attached). Commissioners who are unable to attend the stakeholders' lunch this Wed. are welcome to join any other session.
3. Legal Consultant RFP. On Feb. 24, NBHA issued an RFP for procurement of a legal consultant with mixed-income housing development experience to advise on the Trent Court redevelopment. Five responses were received. The review panel has met to score the proposals based on criteria laid out in the RFP. The panel will interview the top-scoring firms and anticipate making a recommendation to the Board at the next monthly meeting.

Mickey Miller  
CNI Grant Coordinator  
[mmiller@newbernha.com](mailto:mmiller@newbernha.com)  
ph. 252-626-0419  
[www.ChoiceNewBern.com](http://www.ChoiceNewBern.com)  
[www.facebook.com/ChoiceNewBern](http://www.facebook.com/ChoiceNewBern)

**Pennrose Team Kick-off Visit  
April 20-21, 2016**

**Pennrose team:**

Mark Straub, Pennrose (Lead)  
Woo Kim, WRT (Architect)

Cole Jenest rep (Local architect)  
Jimmy Royster, The Affordable Housing  
Group (TAHG)

<b>Wednesday, April 20</b>			
<b>Time</b>	<b>Event</b>	<b>Attendees</b>	<b>Location</b>
8:30 – 10:00 am	Pennrose overview	Aldermen Kinsey, Schaible, White	Development Services Conference Rm
10:00 am – 12:00 noon	Pennrose overview	Mayor Outlaw, Aldermen Blackiston & Odham	Development Services Conference Rm
12:30 – 2:00 pm	Working lunch & Pennrose overview	NBHA Board of Commissioners & key stakeholders*	Chamber of Commerce Conference Rm
2:00 – 5:00 pm	Staff time/ drive about	City & NBHA staff; others as needed	Development Services Conference Rm
6:00 – 7:30 pm	Pennrose overview	Alderman White, any make-ups	Development Services Conference Rm
<b>Thursday, April 21</b>			
8:30 – 10:30	Staff time / drive about	City & NBHA staff, others as needed	Development Services Conference Rm
10:30 – 12:00	Pennrose overview	CNI Implementation Committee	Trent Court

**\*Lunch Invitees:**

NBHA Board of Commissioners  
Chamber Chair & President  
Swiss Bear Exec Director  
Tryon Palace Chair & Exec Director  
County Commissioner Tyson

County Economic Development Dir.  
City Manager  
Trent Court & Craven Terrace Resident  
Council Presidents  
Duffyfield Resident Council President

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director



RE: Audit Bids

DATE: April 18, 2016

We received three responses to our RFP for audit services for the Fiscal Year Ended December 31, 2015:

	2015	2016	2017
T. Peter Oke-Bello, Raleigh	\$ 9,000	9,000	9,000
Rives & Associates, Raleigh	24,000	24,000	25,200
Thomas, Judy, Tucker, Raleigh	25,000	27,000	27,000

Responses reviewed and evaluated by a panel composed of Ms. Arlene Livingston, Mr. Tim Jedrey and me. A tally sheet recording the quantitative product of the process was created and will be maintained. In this type of procurement, fees and costs are an important factor but not the sole factor as in sealed, fixed-price procurement.

The RFP was properly advertised and all bid procedures were consistent with HUD procurement requirements as noted in 24 CFR 85.

The panel was concerned by the low bidder's submission. Mr. Oke Bello would perform the audit himself with no staff assistance. Also his estimate of the time necessary to complete the audit was only 120 hours, nearly half the estimate of his competitors. Based on prior experience, the panel considered this unrealistic.

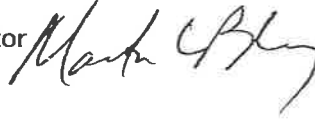
The panel also had concerns regarding Rives & Associates' lack of experience working with public housing authorities.

Accordingly, the panel recommends that Thomas, Judy, Tucker be retained for audit services for the fiscal year ended December 31, 2015. Since our physical inventory diminished significantly with the Craven Terrace transfer, Thomas, Judy, Tucker has agreed to negotiate terms for subsequent years. This will be brought before the Board at the appropriate time.

I will be glad to answer any questions you may have on Monday.

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director



RE: Resolution

DATE: April 18, 2016

Closing proceeds, reimbursements and other Craven Terrace funds should be maintained in a separate, distinct account. Accordingly, we recommend that the Board approve the opening of a new business activity account at First Citizens Bank. The suggested name of the account is

"\_\_\_\_\_."

This action must be approved by passage of Resolution 04.16.01, attached.

This matter was presented before and discussed by the Finance Committee and met with their approval.

Tonight, Mr. Alan Reese will discuss the purpose of the new account, its uses and reasons for its establishment.

Attachment

**RESOLUTION NO. 04.16.01**

**RESOLUTION AUTHORIZING THE OPENING OF A NEW BANKING ACCOUNT  
ENTITLED "BUSINESS ACTIVITY"**

WHEREAS, the Housing Authority of the City of New Bern, N.C., finds it appropriate and necessary to maintain a separate bank account for the proceeds from the Craven Terrace Rental Assistance Demonstration transaction; and,

WHEREAS, the Housing Authority of the City of New Bern has an established business relationship with First Citizens Bank and the First Citizens Bank has expressed willingness to provide banking services associated with the account; and,

WHEREAS, the Housing Authority of the City of New Bern's staff and Finance Committee recommend the opening of the bank account,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS IN A MEETING DULY ASSEMBLED, THAT THE EXECUTIVE DIRECTOR IS HEREBY AUTHORIZED TO OPEN A BUSINESS ACTIVITY ACCOUNT WITH FIRST CITIZENS BANK.

This Resolution becomes effective immediately upon adoption.

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director



RE: Update of Signature Cards

DATE: April 18, 2016

We have nine First Citizens Bank accounts for our programs (with the business activity account we would have ten). These are:

- Central Office – General Fund
- Cash – Modernization
- New Bern Towers – General Fund
- New Bern Towers Security Deposit
- Cash – General Fund (Main)
- Craven Terrace Escrow Security Deposit
- Trent Court Escrow Security Deposit
- Choice Neighborhoods Initiative – General Fund
- CD Proceeds (Acct #2155)

Commissioner Overman recently accepted the position as our Treasurer. As Treasurer, Mr. Overman should have the authority to sign checks, drafts or other orders on behalf of the Authority. To enable him to do so, signature cards for all accounts must be updated to include his name. Chair Monte, Vice-Chair Elmore and the Executive Director currently have this authority.

This is to request that the Board approve a motion adding Mr. Overman.

I will be glad to answer any questions on Monday.

Attachment

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director



RE: Executive Director's Report

DATE: April 18, 2016

### **Quail Forest Apartments**

Quail Forest is a proposed 9% low-income tax credit project for seniors to be located off Amhurst (behind Fuel Warehouse). This project would be similar to the proposed senior facility proposed for Gaston Avenue. In fact, they may be considered competitors for limited 9% funds.

The developer, Scott Redinger, asked if Twin Rivers and the Authority would provide letters of support for the project promising to consider project-basing 12 Section 8 vouchers with Quail Forest. This would have made his North Carolina Housing Finance Agency application more attractive. The letter of support would not constitute a firm commitment.

We could have offered the project-based vouchers as a housing choice option to residents at either Craven Terrace or Trent Court (should our vision for Trent Court come to fruition.)

I met with Ms. Cynthia Dixon, Twin Rivers Executive Director, to discuss Mr. Redinger's request. Due to their work load and the fairly quick turnaround time demanded by Mr. Redinger, she declined to participate.

### **Trent Court Playground**

Replacement of the playground has been in our Board-approved Capital Fund Program for several years. We were never able to act due to the fiscal demands of RAD. As development fees and reimbursements trickle into our coffers, we believe it is time to plan. Accordingly, Mr. Jedrey and I met with Mr. Thurman Hardison, Parks and Recreation Director. Mr. Hardison agreed to provide technical guidance and to maintain the facility once constructed. Our mutual goal is to develop a playground which would be attractive and compatible with both the City's vision for the river walk and our CNI Transformation Plan. As we proceed, we hope to enlist the input of Trent Court residents and their neighbors as well as other stakeholders.

### **New Bern Towers**

Following March's Board approval, we have executed a contract with Tyco Integrated Security, Inc., for

Executive Director's Report

April 18, 2016

Page Two

the replacement of heat detectors. We expect work to begin soon. Unfortunately, this job will require that our fire alarm system be down for up to a week. We will be on "fire watch" status during this time. When in "fire watch," an employee must walk each floor every hour, from evening till dawn. We have made arrangements with the night monitor to do this.

#### **Personnel**

We have hired a full-time, temporary grass cutter for the lawns maintenance season.

We have entered into a time and expense contract with Ms. Mickey Miller for services leading to the close-out of the CNI implementation grant and the execution of a Trent Court Master Development Agreement.



# New Bern Housing Authority

## Income Statement

February 29, 2016

	Trent Court 1.01	Craven Terrace 1.02	Admin Cost 2	Business Activity 4	NBT 9	Consolidated Income Statement Total
Dwelling Rental	\$ 88,450.50				\$ 49,902.00	\$ 138,352.50
Excess Utilities	\$ 3,504.50					\$ 3,504.50
Revenues HUD PHA Grants	\$ 177,245.00	\$ 201,090.00				\$ 378,335.00
Interest on GF Investments	\$ 162.20	\$ 1.58			\$ 35.23	\$ 199.01
Other Income	\$ 2,955.68				\$ 1,103.37	\$ 4,059.05
Late Charges	\$ 2,460.00				\$ 315.00	\$ 2,775.00
CFP Soft Cost Subsidy		\$ 106,598.64				\$ 106,598.64
Bad Debt Recovery		\$ 760.20				\$ 760.20
Hap Income/(Expense)		\$ (308,222.64)			\$ 90,392.00	\$ (217,830.64)
<b>Total Operating Revenue</b>	<b>\$ 274,777.88</b>	<b>\$ 227.78</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 141,747.60</b>	<b>\$ 416,753.26</b>
Administrative Salaries	\$ 22,143.66		\$ 32,296.34		\$ 10,040.40	\$ 64,480.40
Legal Expenses	\$ 66.25		\$ 2,752.50	\$ 1,109.41		\$ 3,928.16
Staff Training	\$ 417.00		\$ 2,672.67		\$ 55.00	\$ 3,144.67
Publications	\$ 377.38		\$ 215.98			\$ 593.36
Telephone	\$ 1,763.72				\$ 7,362.18	\$ 9,125.90
Payroll Taxes and emp. benefits	\$ 10,318.72		\$ 14,680.65		\$ 5,054.41	\$ 30,053.78
Office Expense	\$ 1,687.57		\$ 425.66		\$ 189.15	\$ 2,302.38
Laundry Admin Expense	\$ 724.49		\$ 488.92		\$ 106.78	\$ 1,320.19
Tenant Service Salaries	\$ 2,850.00			\$ 2,325.00		\$ 5,175.00
Recreation/Pub/Other					\$ 47.17	\$ 47.17
Water	\$ 29,916.17				\$ 15,955.22	\$ 45,871.39
Electricity	\$ 26,520.54				\$ 22,269.59	\$ 48,790.13
Gas-building	\$ 8,639.16				\$ 885.90	\$ 9,525.06
Labor Salaries	\$ 42,376.88				\$ 8,264.15	\$ 50,641.03
Casual Labor					\$ 666.67	\$ 666.67
Materials	\$ 6,805.49				\$ 14,116.86	\$ 20,922.35
Computer Expense	\$ 1,433.73		\$ 390.00		\$ 260.00	\$ 2,083.73
Repairs and Maintenance	\$ 2,520.00				\$ 22,352.36	\$ 24,872.36
Garbage and Trash removal	\$ 5,210.79				\$ 792.70	\$ 6,003.49
Extermination-Maintenance Expense	\$ 909.00					\$ 909.00
Payroll Taxes and emp. benefits - Maint.	\$ 21,021.72				\$ 5,207.57	\$ 26,229.29
Repairs and Maintenance Truck	\$ 46.42				\$ 5.16	\$ 51.58
Heating and Air	\$ 2,589.23					\$ 2,589.23
Gas-Truck	\$ 492.30		\$ 189.73		\$ 68.85	\$ 750.88
Security System	\$ 155.00				\$ 977.75	\$ 1,132.75
Protective Services	\$ 936.00					\$ 936.00
Insurance	\$ 11,267.93		\$ 392.94		\$ 6,271.98	\$ 17,932.85
W/C Insurance Expense	\$ 2,626.41		\$ 1,349.86		\$ 745.14	\$ 4,721.41
Eviction Expense	\$ 2,575.00					\$ 2,575.00
App. Screening	\$ 233.24				\$ 134.93	\$ 368.17
Uniforms	\$ 1,289.70				\$ 498.09	\$ 1,787.79
Accounting Fees			\$ 7,300.00			\$ 7,300.00
Storage management			\$ 35.00			\$ 35.00
<b>Adm Cost Allocation</b>	<b>\$ 42,234.26</b>		<b>\$ (63,190.25)</b>		<b>\$ 20,955.99</b>	<b>\$ -</b>
<b>Total Operating Expenses</b>	<b>\$ 250,147.76</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,434.41</b>	<b>\$ 143,284.00</b>	<b>\$ 396,866.17</b>