

Housing Authority of the City of New Bern

BOARD OF COMMISSIONERS MEETING

Monday, November 20, 2017

4:30 P. M.

Trent Court Auditorium

837 South Front Street

AGENDA

1. Call to Order
2. Roll Call
3. Public Comment period
4. Approval of Minutes – Board Meeting of October 16, 2017
5. Police Department Report
6. Fire Department Report
7. Finance Department Report
8. Public Housing Report
9. Old/New Business
 - a. Update on Trent Court Transformation
 - b. Update on Charles Taylor Building
 - c. Report on Board Composition
10. Executive Director's Report
11. Adjourn

HOUSING AUTHORITY OF THE CITY OF NEW BERN

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD ON MONDAY, OCTOBER 16, 2017

The Board of Commissioners ("Board") of the Housing Authority of the City of New Bern ("Authority") met at 4:30 p.m. on Monday, October 16, 2017, 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:

Joseph J. Anderson
Carol B. Becton
Thomas C. Hardin
Molichia Hardy
Barbara Lee
Peter T. Monte
Willie W. Newkirk, Sr.
Robert W. Overman
Denise H. Powell
Steven M. Strickland

Absent:

William A. Frederick, Jr.

Following roll call, Chair Monte determined that a quorum was present. Chair Monte said that Mr. Frederick's absence was excused.

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.

Public Comment Period

Isabel Moore announced that she is participating in the Grass Roots Leadership Academy and was encouraged to attend the meeting.

Minutes of September 18, 2017 Meeting

Commissioner Hardy made a motion to approve the minutes of the September 18, 2017 meeting of the Board of Commissioners. Commissioner Newkirk seconded the motion. The minutes were approved unanimously.

Police Department Report – Martin Blaney

Detective Hollowell was not present and Mr. Blaney presented the police report which was included in the board information packet. There was one Part 1 crime in the last thirty days which was an assault on a resident in Trent Court by his ex-wife when he tried to interfere in the discipline of their son. No warrants are on file at this time.

Fire Department Report

No report was submitted by the Fire Department and Mr. Blaney reported that there was no activity.

Finance Report – Arlene Livingston

Ms. Livingston reviewed the Finance Report which was included in the board information packet. Commissioner Lee made a motion to approve the Finance Report. Commissioner Hardy 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 in Trent Court as of the end of September was 90% and New Bern Towers was 94%. Mr. Blaney said that Pine Valley, which is a new low income housing tax credit location off of Pine Tree Drive, is pulling some of the residents. The Authority has sent out letters to everyone on the waiting list about vacancies. There were sixty-eight termination letters for non-payment done for August for Trent Court and nine termination letters for non-payment for New Bern Towers. In addition, there is one pending termination for a criminal lease violation for Trent Court and one pending termination for a lease violation (non-criminal) for New Bern Towers. There were eight cases of nonpayment heard at the September 28, 2017 court session and all were for Trent Court. One tenant vacated after the court date and seven tenants paid all court charges.

Old/New Business

1. Smoke Free Public Housing Policy and Related Lease Addendum – Mr. Blaney explained that this proposed policy has been talked about for over a year and the Authority has been encouraging dialogue and providing information to residents about stop smoking programs. The lease addendum will be incorporated into the lease and each current resident will sign the addendum when they recertify.

Commissioner Anderson made a motion to approve the Smoke-Free Housing Policy and the related Lease Addendum with an implementation date of February 1, 2018. Commissioner Strickland seconded the motion. The motion was approved unanimously.

2. 2018 Trent Court Capital Fund Program – The purpose of the capital fund program was to provide funding for deferred maintenance items but now it can be

used for operating issues. Mr. Blaney wants to keep it available for larger items like the renovation of the Charles Taylor building. The bid opening day, when any submitted sealed bids will be opened for the renovation of the Charles Taylor building will be October 24. Mr. Blaney would like to use the remaining 2016 money for the Charles Taylor building and any extra could be used for appliances.

Commissioner Lee made a motion to approve the 2018 Trent Court Capital Fund Program. Commissioner Hardy seconded the motion. The motion was approved unanimously.

3. 2018 Trent Court Annual Plan and Resolution No. 10.17.01 - Commissioner Strickland made a motion to approve the 2018 Trent Court Annual Plan and Resolution No. 10.17.01.

RESOLUTION NO. 10.17.01
ADOPTION OF THE 2018 ANNUAL PLAN FOR THE
HOUSING AUTHORITY OF THE CITY OF NEW BERN

WHEREAS, the Annual Contributions Contract between the U. S. Department of Housing and Urban Development (HUD) and the Housing Authority of the City of New Bern (NBHA) requires, and federal regulations also require, NBHA to review and update its Annual and Five-Year Plan as needed;

WHEREAS, the 2018 Annual Plan has been drafted and the NBHA desires adoption of the Plan as presented, and;

WHEREAS, a notice was posted in all Housing Authority site offices to actively seek public comment on the Plan and a public hearing was held on October 9, 2017 to gather public input, and the comments received were seriously considered by Housing Authority staff;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS, the governing body of the NBHA, that the Authority needs to adopt an updated Annual Plan every year to comply with HUD regulations. A copy of the 2018 Annual Plan is attached as Exhibit A. The 2018 Annual Plan is hereby adopted for use by the NBHA pursuant to the rules and regulations promulgated by HUD to include the Quality Housing and Work Responsibility Act of 1998 as amended and is effective January 1, 2018.

Commissioner Newkirk seconded the motion. The motion was approved unanimously.

Executive Director's Report

Mr. Blaney presented some items from the Executive Director's Report which was included in the board information packet.

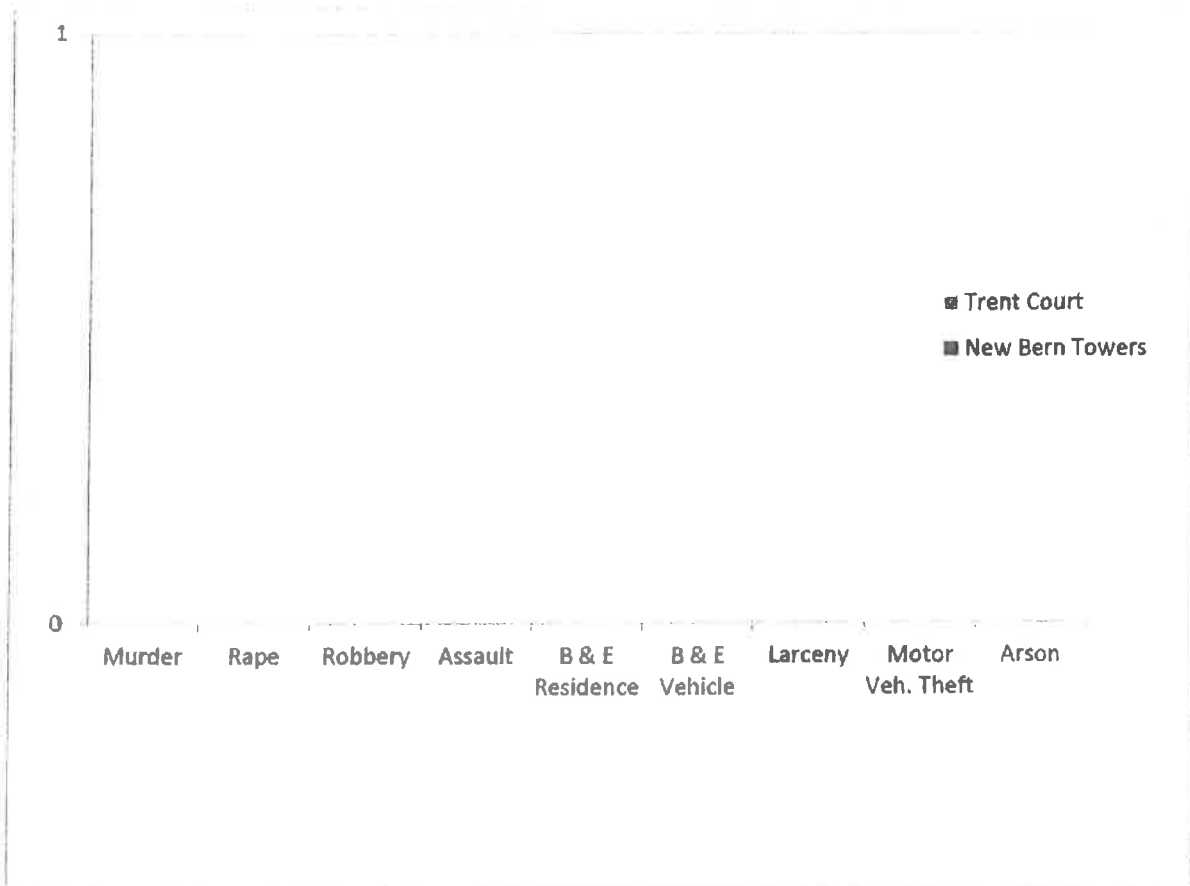
1. REAC Physical Inspection Score Appeal – The Authority received the final score report following the appeal and as expected the overall score is 74.
2. Charles Taylor Building – Bids are open for the renovation of the building and the bids are due by October 24.
3. Trent Court Transformation – The final draft of the Land Swap Agreement has been sent to the City Manager, City Attorney, and Director of Development for review prior to presenting it to the Aldermen. The final version will be presented to the Board for approval.

There being no further business, the meeting was adjourned at 5:17 p.m.

ND: 4844-5703-8161, v. 1

Part 1 Crimes October 10, 2017 thru November 14, 2017

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



Noted Incidents

Trent Court:

No reported activity.

New Bern Towers:

No reported activity.

New Bern Housing Authority

Income Statement

September 30, 2017

	Trent Court 1.01	Admin Cost 2	CHI Business Activity 4	NBT 9	Consolidated Income Statement Total
Dwelling Rental	\$ 402,812.90	\$ -	\$ -	\$ 242,331.00	\$ 645,143.90
HAP from HUD		\$ -	\$ -	\$ -	\$ -
Excess Utilities	\$ 28,436.17	\$ -	\$ -	\$ -	\$ 28,436.17
Revenues HUD PHA Grants	\$ 608,677.00	\$ -	\$ -	\$ -	\$ 608,677.00
CFP Soft Cost Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on GF Investments	\$ 266.48	\$ -	\$ -	\$ 199.74	\$ 466.22
Other Income	\$ 15,298.86	\$ -	\$ -	\$ 77.84	\$ 15,376.70
Late Charges	\$ 10,860.00	\$ -	\$ -	\$ 1,080.00	\$ 11,940.00
HAP to Craven Terrace I & II	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income Pepsi Cola	\$ -	\$ -	\$ -	\$ 122.49	\$ 122.49
Other Income laundry	\$ -	\$ -	\$ -	\$ 4,255.00	\$ 4,255.00
Bad Debt Recovery	\$ 3,154.39	\$ -	\$ -	\$ -	\$ 3,154.39
Hap Payment	\$ -	\$ -	\$ -	\$ 449,554.00	\$ 449,554.00
Development Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
NonDwelling Rent	\$ 13,500.00	\$ -	\$ -	\$ -	\$ 13,500.00
Total Operating Revenue	\$ 1,083,005.80	\$ -	\$ -	\$ 697,620.07	\$ 1,780,625.87
Administrative Salaries	\$ 107,898.13	\$ 126,667.07	\$ 52,081.83	\$ 47,801.66	\$ 334,448.69
Legal Expenses	\$ 5,472.50	\$ 14,301.00	\$ 193.75	\$ 1,200.00	\$ 21,167.25
Staff Training	\$ 5,654.82	\$ 3,971.61	\$ 5,115.85	\$ 673.40	\$ 15,415.68
Publications	\$ 655.83	\$ 1,099.00	\$ -	\$ 98.01	\$ 1,852.84
Accounting Fees	\$ -	\$ 36,943.76	\$ -	\$ -	\$ 36,943.76
Audit Fees	\$ 12,960.00	\$ 2,700.00	\$ 2,700.00	\$ 8,640.00	\$ 27,000.00
Telephone	\$ 5,849.13	\$ -	\$ -	\$ 34,519.82	\$ 40,368.95
Payroll Taxes and emp. benefits	\$ 51,082.50	\$ 53,919.85	\$ 25,920.12	\$ 23,254.82	\$ 154,177.29
Rent Expense	\$ -	\$ 9,000.00	\$ 4,500.00	\$ -	\$ 13,500.00
Unemployment Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Office Expense	\$ 4,274.10	\$ 4.90	\$ 231.61	\$ 1,617.88	\$ 6,128.49
Sundry Admin Expense	\$ 4,031.05	\$ 1,566.73	\$ 3,690.78	\$ 434.71	\$ 9,723.27
Development	\$ -	\$ -	\$ 302.50	\$ -	\$ 302.50
Resident Council	\$ 2,616.00	\$ -	\$ -	\$ 967.28	\$ 3,583.28
Tenant Service Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Consulting Expense	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
Recreation/Pub/Other	\$ 675.00	\$ -	\$ -	\$ 676.39	\$ 1,351.39
Water	\$ 165,285.86	\$ -	\$ -	\$ 71,202.51	\$ 236,488.37
Electricity	\$ 157,648.97	\$ -	\$ -	\$ 75,422.81	\$ 233,071.78
Gas-building	\$ 66,786.10	\$ -	\$ -	\$ 4,673.32	\$ 71,459.42
Labor Salaries	\$ 129,993.22	\$ -	\$ -	\$ 42,639.84	\$ 172,633.06

New Bern Housing Authority					
Income Statement					
September 30, 2017					
	Trent Court 1.01	Admin Cost 2	CHI Business Activity 4	NBT 9	Consolidated Income Statement Total
Casual Labor	\$ -	\$ -	\$ -	\$ 4,500.00	\$ 4,500.00
Materials	\$ 44,328.32	\$ -	\$ 371.97	\$ 27,613.49	\$ 72,313.78
Materials - Capitalized	\$ -	\$ -	\$ -	\$ 24,894.11	\$ 24,894.11
Computer Expense	\$ 6,229.57	\$ 390.00	\$ -	\$ 1,392.45	\$ 8,012.02
Repairs and Maintenance	\$ 22,528.45	\$ -	\$ -	\$ 45,258.34	\$ 67,786.79
Repairs and Maintenance - Capitalized	\$ -	\$ -	\$ -	\$ -	\$ -
Garbage and Trash removal	\$ 23,744.93	\$ -	\$ -	\$ 2,071.95	\$ 25,816.88
Extermination-Maintenance Expense	\$ 13,802.50	\$ -	\$ -	\$ 2,033.00	\$ 15,835.50
Payroll Taxes and emp. benefits - Maint.	\$ 61,281.56	\$ -	\$ -	\$ 24,886.98	\$ 86,168.54
Repairs and Maintenance Truck	\$ 1,559.74	\$ -	\$ -	\$ 768.18	\$ 2,327.92
Heating and Air	\$ 1,404.67	\$ -	\$ -	\$ -	\$ 1,404.67
Gas-Truck	\$ 2,262.13	\$ 1,315.60	\$ -	\$ 1,114.19	\$ 4,691.92
Security System	\$ -	\$ -	\$ -	\$ 7,994.75	\$ 7,994.75
Protective Services	\$ 8,721.00	\$ -	\$ -	\$ -	\$ 8,721.00
Insurance	\$ 53,843.85	\$ 3,113.64	\$ 1,624.41	\$ 26,151.39	\$ 84,733.29
W/C Insurance Expense	\$ 6,403.71	\$ 3,409.78	\$ 1,400.00	\$ 2,434.69	\$ 13,648.18
License, Taxes and Recycling Fee	\$ 9,598.53	\$ -	\$ -	\$ 3,907.57	\$ 13,506.10
Collection Loss	\$ 15.42	\$ -	\$ -	\$ 337.00	\$ 352.42
Eviction Expense	\$ 10,928.00	\$ -	\$ -	\$ 543.00	\$ 11,471.00
App. Screening	\$ 1,780.51	\$ -	\$ -	\$ 876.99	\$ 2,657.50
Uniforms	\$ 4,724.08	\$ -	\$ -	\$ 2,858.65	\$ 7,582.73
Storage management	\$ -	\$ -	\$ -	\$ -	\$ -
Adm Cost Allocation	\$ 149,873.70	\$ (258,402.94)	\$ 25,840.28	\$ 82,688.96	\$ -
Total Operating Expenses	\$ 1,143,913.88	\$ -	\$ 124,473.10	\$ 576,148.14	\$ 1,844,535.12
Total Rev. & Oper. Expenses	\$ (60,908.08)	\$ -	\$ (124,473.10)	\$ 121,471.93	\$ (63,909.25)
CFP NC19P005501-14	\$ -	\$ -	\$ -	\$ -	\$ -
CFP 501-14 Rev. Soft Cost Contra	\$ -	\$ -	\$ -	\$ -	\$ -
CFP NC19P005501-15	\$ -	\$ -	\$ -	\$ -	\$ -
CFP 501-15 Rev. Soft Cost Contra	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
CFP NC19P005501-16	\$ 286,928.40	\$ -	\$ -	\$ -	\$ 286,928.40
CFP 501-16 Rev. Soft Cost Contra	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Rev. & Expenses	\$ 286,928.40	\$ -	\$ -	\$ -	\$ 286,928.40
Total Net Income (Loss)	\$ 226,020.32	\$ -	\$ (124,473.10)	\$ 121,471.93	\$ 223,019.15

New Bern Housing Authority Vacancy Report

SEPTEMBER 2017 – OCTOBER 2017

Public Housing

	Ending SEPT Occupancy	OCTOBER Move Outs	OCTOBER Move Ins	Total OCT Occupancy	# Vacant	Occupancy % OCT
Trent Court 218 (*216)	196	6	2	192	26 (*24)	88%

*2 Units offline in Trent Court

Section 8 - New Construction

	Ending SEPT Occupancy	OCTOBER Move Outs	OCTOBER Move Ins	Total OCT Occupancy	# Vacant	Occupancy % OCT
NBT 106	100	2	0	98	8	92%

OCTOBER 2017

	Pending terminations for non-payment	Pending terminations for criminal lease violations	Pending terminations for other lease violations
Trent Court	74 (14-day)	0	0
New Bern Towers	10 (30-day)	0	0

Court Session held on November 2, 2017 6 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	6	0	6	0	0	0
New Bern Towers	0	0	0	0	0	0

Updated 11/17/17

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director



RE: Update on Trent Court Transformation

DATE: November 20, 2017

You may recall that Chair Monte and I had earlier met with six Aldermen (Alderman Taylor had a conflict) to present our proposal for Trent Court redevelopment and the land swap agreement. Following those discussions we were of the mind that most Aldermen were favorably disposed.

Subsequently and at their request, Vice-Chair Anderson, Treasurer Overman and I met with Aldermen E. T. Mitchell and Jeff Odham on November 2, 2017. They informed us that, after discussions with their colleagues, there was no support whatsoever for the land swap as proposed. They stated that, if it were presented now, the vote would be 0 – 7 against our proposal. Furthermore, our proposal was not in the “best economic interest of the City”. They implied that the incoming Aldermen felt the same.

They suggested that we trade all of Trent Court (not just the flood plain acreage – green space) for both of the Carolina Avenue parcels. This would remove the Authority from any and all involvement in the eventual transformation of Trent Court, as well as, any resultant financial reward.

Alderman Odham concluded their remarks by reminding us that the Board of Aldermen had the power to dissolve the Authority even though there was no political will to do so at this time.

The preceding is a brief summation of our meeting. I will be glad to answer your questions and to discuss further on Monday.

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director

REL: Update on Charles Taylor Building

DATE: November 20, 2017



Bid opening for Charles Taylor renovations was on October 24, 2017. Unfortunately, no bids were received. The Authority (nor I) has ever experienced this and, upon speaking with our architect/engineer (A/E), we were advised of the following:

1. This was not unusual prior to 2008. However, our A/E has not seen it happen since.
2. Construction activity is picking up and contractors are a little more choosy (renovation jobs such as ours are usually considered riskier and, therefore, less attractive).
3. Our job has environmental concerns and at least two potential bidders did not have the proper certifications.
4. General contractors are having difficulty recruiting and maintaining sub-contractors and sub-contractors are having trouble keeping their crews. Workers are moving to the areas hit by natural disasters (Houston, Florida and California) for better hours and greater pay.

After deliberation, we decided on a unique approach. Most solicitations require that contractors begin work within 30 – 45 days after bid opening. We published a new request for sealed bids with a construction start date of April 1, 2018. We are hoping that the additional time will give contractors time to complete current projects, plan for ours and obtain any required environmental certifications.

As always, we have advertised in the New Bern Sun Journal and five construction clearinghouses. In addition, we (through our A/E) will personally contact contractors in eastern North Carolina. Bid opening is December 12.

We will keep the Board informed and I will be glad to respond to any questions on Monday.

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director

RE: Report on Board Composition

DATE: November 20, 2017



HUD requires that at least one Board member be a resident of public or Section 8 housing. Ms. Lisa Hardy has served as Resident Commissioner for the past five years and her term is coming to a close.

Ten Commissioners are appointed by the Mayor. The Resident Commissioner, however, is to be elected by the Trent County and New Bern Towns Resident Councils. This procedure is allowed by North Carolina General Statutes and was adopted by the Authority's Board on October 22, 2012, in the Resident Commissioner Election Policy (copy attached). I have informed City officials of this asking that the information be passed on to the Mayor.

In accordance with our Policy, we informed all Residents of the Policy and invited all to complete a "Resident Commissioner Nomination Form" (copy attached). Deadline for submission was November 15, 2017. Two residents were nominated but one was not qualified as he is employed by the Authority and he elected to maintain his employment. The other was Ms. Hardy.

I will await your direction and I will be glad to respond to your questions on Monday.

Attachment



The City of New Bern Housing Authority

P.O. Box 1486
837 S. Front Street
New Bern, NC 28563

Phone (252) 633-0800
Fax: (252) 633-9496
Email: ha_newbern@hotmail.com

Resident Commissioner Election Policy

Requirements and Procedures

The Code of Federal Regulations (24 C.F.R. Part 964) requires the Housing Authority to have a Resident Commissioner on the Housing Authority's Board of Commissioners. North Carolina General Statutes § 157-5 allows the residents to elect the Resident Commissioner.

The intent of placing a resident on the Board of Commissioners is for the Resident Commissioner to provide input and perspective from a resident's point of view. In this capacity the Resident Commissioner elected to the Board of Commissioners represents all the residents of Trent Court, Craven Terrace, and New Bern Towers.

This policy is intended to ensure a fair and open opportunity for any qualified resident to be elected to the position of Resident Commissioner.

Term of Appointment:

The resident elected to the Board of Commissioners will serve a term of five years (consistent with the length of office of the other Commissioners) unless the resident resigns or is otherwise disqualified according to this policy or applicable law. The Resident Commissioner may run for re-election if approved by the Board of Commissioners according to this policy.

Election of Resident Commissioner:

The Resident Commissioner will be elected by the residents from a slate of candidates approved by the Board of Commissioners.

Any qualified resident may seek nomination by completing an information form. Information forms will be reviewed by the Board of Commissioners, the Executive Director, or a Board committee.

The Board of Commissioners shall solicit nominations to fill the Resident Commissioner seat within thirty calendar days prior to the expiration of the serving Resident Commissioner's term, or within ten working days of the Resident Commissioner's seat becoming vacant for any reason. All nominations, from any and all sources, must be submitted within fifteen calendar days of such solicitations to be considered valid submissions. Once the nomination period has closed, the Board of Commissioners shall review the nominees. Interviews may be held with those seeking nomination. The Board of Commissioners will publicly announce the slate of candidates

within thirty days after the deadline for nominations has passed, unless the Board of Commissioners delays the announcement for extenuating reasons, which such reasons must be recorded in the minutes of a meeting of the Board of Commissioners. If announcement is delayed, it must be made as soon as practicable.

[The Board of Commissioners shall allow those seeking nomination to run for the Resident Commissioner position unless the Board of Commissioners reasonably determines that the person is not qualified or suited to serve as a Resident Commissioner.] If a person is not allowed to run for Resident Commissioner, the reason for such decision shall be recorded in the minutes of the Board of Commissioners.

The Housing Authority shall provide at least two weeks notice of the time and location for the election. Each member of the Housing Authority's resident councils shall have one vote to cast for Resident Commissioner. Proxy voting will not be allowed. A majority of those voting will elect the Resident Commissioner from the nominees. The election shall be conducted through the use of written ballots. Any challenge to the election results or election process must be presented in writing as a complaint to the Board of Commissioners within fourteen days after the election. The Board of Commissioners will review the complaint and investigate the allegations to the extent the Board of Commissioners deems proper. The Board of Commissioners shall issue a final decision on the complaint, which can include dismissal of the complaint, validation of the election results, ordering a new election, or other remedial measure deemed by the Board of Commissioners to be appropriate.

Vacancies:

Whenever a Resident Commissioner resigns or becomes disqualified from serving, the Housing Authority's Board of Commissioners shall declare the position vacant and authorize a new nomination and election process to begin as soon as reasonably possible. The person elected to the vacant seat shall serve the remainder of the term.

Requirements: A Resident Commissioner:

- Must be named in a lease for an apartment in Trent Court, Craven Terrace, or New Bern Towers and reside there full-time.
- Must not be default on the lease or any other agreement with the Housing Authority.
- Must not be an employee of the Housing Authority.
- Must be at least eighteen years of age.
- Must not be arrested, charged, or indicted for any felony or misdemeanor involving a violent crime, drug use or distribution, theft, fraud, domestic battery, or other crime deemed by the Board of Commissioners to make the person ineligible for serving as a Resident Commissioner for at least two years prior to serving and continuously while serving.
- Agree to attend meetings of the Board of Commissioners and its committees. If a Resident Commissioner has more than three unexcused absences from meetings of the

Board of Commissioners during any calendar year, the person shall automatically be removed from office and the Board of Commissioners shall authorize a new nomination and election process.

Adopted 10/22/2012
ND: 4818-0385-8179, v. 5

ATTENTION ALL NEW BERN HOUSING AUTHORITY RESIDENTS

You are represented on the Authority's Board of Commissioners by a Resident Commissioner. The Resident Commissioner holds the same authority and responsibility as the other appointed Commissioners. The Resident Commissioner ensures that the interests of both Trent Court and New Bern Towers are considered in policy making decisions. Resident Commissioners serve five-year terms and the current seat is to expire in November.

Resident Commissioners are elected by a vote of individual Resident Council members. Any qualified resident may seek nomination by completing an application.

A "qualified" resident must:

1. Be named on a lease at New Bern Towers or Trent Court
2. Be lease compliant (not in default of lease)
3. Be at least 18 years old
4. Not be a Housing Authority employee
5. Not be charged, indicted or arrested for any drug-related or violent criminal activity for at least two years prior to serving as Resident Commissioner

Resident Commissioners must agree to attend monthly meetings of the Board as well as special meetings and committee meetings.

Any resident interested in running for Resident Commissioner must complete an application. These are available at both the Trent Court and New Bern Towers management offices. Completed applications must be returned to the management office by November 15, 2017. Elections are contemplated for early December.

Please feel free to contact this office if you have any questions.

Martin Blaney
Executive Director
October 30, 2017

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director

RE: Executive Director's Report

DATE: November 20, 2017



Personnel

Mr. Joseph Brice has been employed filling the vacant position of Maintenance Mechanic.

REAC

Trent Court's next Real Estate Assessment Center physical inspection will be on February 12, 2018. It seems like we just had an inspection but HUD can schedule them anytime during the calendar year.

Twin Rivers Opportunities

I had the opportunity to meet with Ms. Cynthia Dixon, Executive Director, and she re-confirmed her organization's commitment to working with us towards a more cooperative relationship.

Gaston Avenue Project

In 2014, the Authority agreed with Brody Investments to apply for Section 8 Tenant Protection Vouchers which HUD may make available following the demolition of the 42 flood plain units at Craven Terrace. These would then be "project based" at the new Gaston Low-Income Housing Tax Credit project which recently had groundbreaking. Since we have no Section 8 programs, the vouchers would be administered by Twin Rivers Opportunity. (I discussed this with Ms. Dixon during our meeting.)

HUD recently notified us that our application was not approved. They initially invited an application for 23 vouchers based on May 2017 occupancy. However, HUD explained that these vouchers are to be used to relocate tenants that will be displaced. All Craven Terrace residents were relocated within Craven Terrace. None were displaced. Consequently, HUD rejected the application.

Post Office Cluster Boxes

We were approached by the Postmaster wanting to consolidate our cluster boxes at Trent Court. We decided to place them on two sites, trying to minimize walking distance to each. Both sites are served by security cameras. This work will be of no expense to the Authority.

Holiday Party

This year's party will be on Friday, December 8, 2017 from 6:00 – 8:00 PM. Please see attachment. Please come with your guest and join us in fellowship.



New Bern Housing Authority

Office *Holiday* Party

Cordially invites you and a guest to gather with your colleagues and celebrate the joy of the holidays.

Friday, December 8th
6:00 p.m. to 8:00 p.m.

Trent Court Auditorium

Please RSVP by November 21st to
Arlene Livingston or Tawanna Smith
@252-633-0800

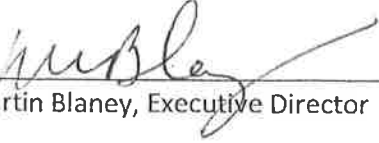
**Food,
Refreshments,
Friends and Fun!!!!**



Pete Monte, Chair

11-20-17

Date



Martin Blaney, Executive Director

11/20/2017

Date