

Housing Authority of the City of New Bern

BOARD OF COMMISSIONERS MEETING

Monday, May 15, 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 April 17, 2017
5. Police Department Report
6. Fire Department Report
7. Finance Department Report – Alan Reese
8. Public Housing Report – Virginia Stanley
9. Old/ New Business
 - a. Consideration of plans/specifications of Charles Taylor building following consultation with the Boys and Girls Club
 - b. Consideration of salary adjustments to be effective June 1, 2017
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, APRIL 17, 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, April 17, 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
Peter T. Monte
Willie W. Newkirk, Sr.
Robert W. Overman
Denise H. Powell

Absent:

William A. Frederick, Jr.
Barbara Lee
Steven M. Strickland

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

Martin Blaney, Executive Director, James W. Norment, 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

There were no public comments made.

Minutes of March 20, 2017 Meeting

Commissioner Hardy made a motion to approve the minutes of the March 20, 2017 meeting of the Board of Commissioners. Commissioner Newkirk seconded the motion. The minutes were approved unanimously.

Police Department Report – Officer Hollowell

Officer Hollowell presented the police report which was distributed at the meeting. There were two Part 1 crimes in Trent Court in the last 30 days. A female visiting Trent Court was assaulted by her ex-boyfriend who pointed a gun at her. A female living in a Trent Court building was assaulted by someone she knew who lives in another Trent Court Building. Neither victim has

obtained a warrant and Officer Hollowell followed up on both incidents before the meeting. The Police Department and Realo at 1301 Commerce Drive are sponsoring Operation Pill Drop on April 29. Old medication may be dropped off.

Fire Department Report

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

Finance Report – Alan Reese, CPA

Mr. Reese reviewed the Finance Report which was included in the board information packet. Commissioner Becton made a motion to approve the Finance Report. Commissioner Overman seconded the motion. The motion was approved unanimously.

Public Housing Report – Virginia Stanley

Ms. Stanley presented the Public Housing Report which was included in the board information packet. Occupancy in Trent Court as of the end of March was 98% and New Bern Towers was 93%. There were sixty-nine termination letters done for March for Trent Court and six termination letters for New Bern Towers. There were six cases of nonpayment at the March 30, 2017 Court session. Five tenants paid the court charges and there is one writ to be served.

Old/New Business

1. Contract for Replacement of Trent Court Roofs – Mr. Blaney reported on the status of the bids for the replacement of some roofs in Trent Court which was included in the board information packet. Last year, the Authority spent \$76,000 in repairs on the roofs in the oldest section of Trent Court. There are twelve buildings in that section and the Authority would like to replace the roofs. Three bids were received in response to the advertisement. All procurement was done in accordance with applicable HUD regulations and the Authority's Procurement Policy. The low bid of \$286,185 was submitted by The Davis Company in Williamston, NC. The Authority and the architect, Stogner Architecture, are performing due diligence on The Davis Company right now.

Commissioner Anderson made a motion to award the contract for the replacement roofs on twelve buildings in Trent Court to The Davis Company for \$286,185 pending satisfactory due diligence inquiries. Commissioner Newkirk seconded the motion. The motion was approved unanimously.

2. Purchase of New Vehicle – Mr. Blaney reported on the purchase of a new vehicle which was included in the board information packet. The Authority currently has two vehicles available for trips and local use, a 2008 Chevrolet Uplander and a 2005 Ford Escape. The Board budgeted for the purchase of a vehicle in the current Capital Fund budget. There have been more problems with the Uplander than with the Escape so the Uplander will be traded in.

Commissioner Hardin made a motion to approve the purchase of the 2017 Ford Escape for \$17,011 and trade in of the 2008 Uplander. Approve purchase of 2017 Ford Escape and trade in of Uplander. Commissioner Anderson seconded the motion. The motion was approved unanimously.

Executive Director's Report

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

1. Choice Neighborhoods Initiative – The CNI Quarterly Meeting was held on April 6, 2017 and over thirty stakeholders attended. There were speakers from Craven Community College, City of New Bern Development office, Preservation Management, and the Real Resource Center. Captain Chandler Powell from the New Bern Police Department gave an update on criminal activity in the CNI footprint. Mark Straub from Pennrose reported on the status of Trent Court transformation efforts, challenges, and opportunities.
2. Pennrose Visit – Mr. Straub and James Royster visited April 6-7. Mr. Blaney, Mr. Straub, and Mr. Royster were able to meet with two realtors and Cindy Blot from the City's Development office. In addition, there were meetings with Mayor Outlaw and Aldermen Blackiston, Odham, and White. There were discussions about specific sites for construction of a new development and collaboration with Twin Rivers Opportunities, Inc. Both Mr. Straub and Mr. Royster thought it was a wise investment of time.
3. Boys and Girls Club – The Boys and Girls Club is excited about the possibility of using the Charles Taylor building for the younger kids. The Boys and Girls Club representatives will visit next Wednesday to discuss the initial drawings for the building. Some people have mentioned that a demolition of the existing building and construction of a pre-engineered metal building should be considered. Regardless of the appropriateness of this type of building, Mr. Blaney asked the Authority's engineer for a rough estimate which was \$440,000-\$525,000 for a 7,500 square foot building. Mr. Blaney would like to put together a committee of stakeholders including a couple of commissioners, Trent Court residents, and Boys and Girls Club representatives to look at the options.
4. New Bern Towers – The first computer class graduated on April 7, 2017. The class was taught by instructors from Craven Community College with an emphasis on email literacy. Thanks to Latahsha Simmons for organizing it. There will be other classes offered.
5. Summer Plans – Tawanna Smith has been busy planning activities for Trent Court children. The kids are participating in the Twin Rivers Y swim class this week and there will be week-long camps this summer with the New Bern Police Department, 4-H, and Twin Rivers Y. Mr. Blaney thanked Cheryl Reed for her assistance.

Closed Session

Commissioner Becton made a motion to move into closed session to discuss a personnel matter. Commissioner Hardy seconded the motion. The motion was approved unanimously.

No final action was taken in the closed session.

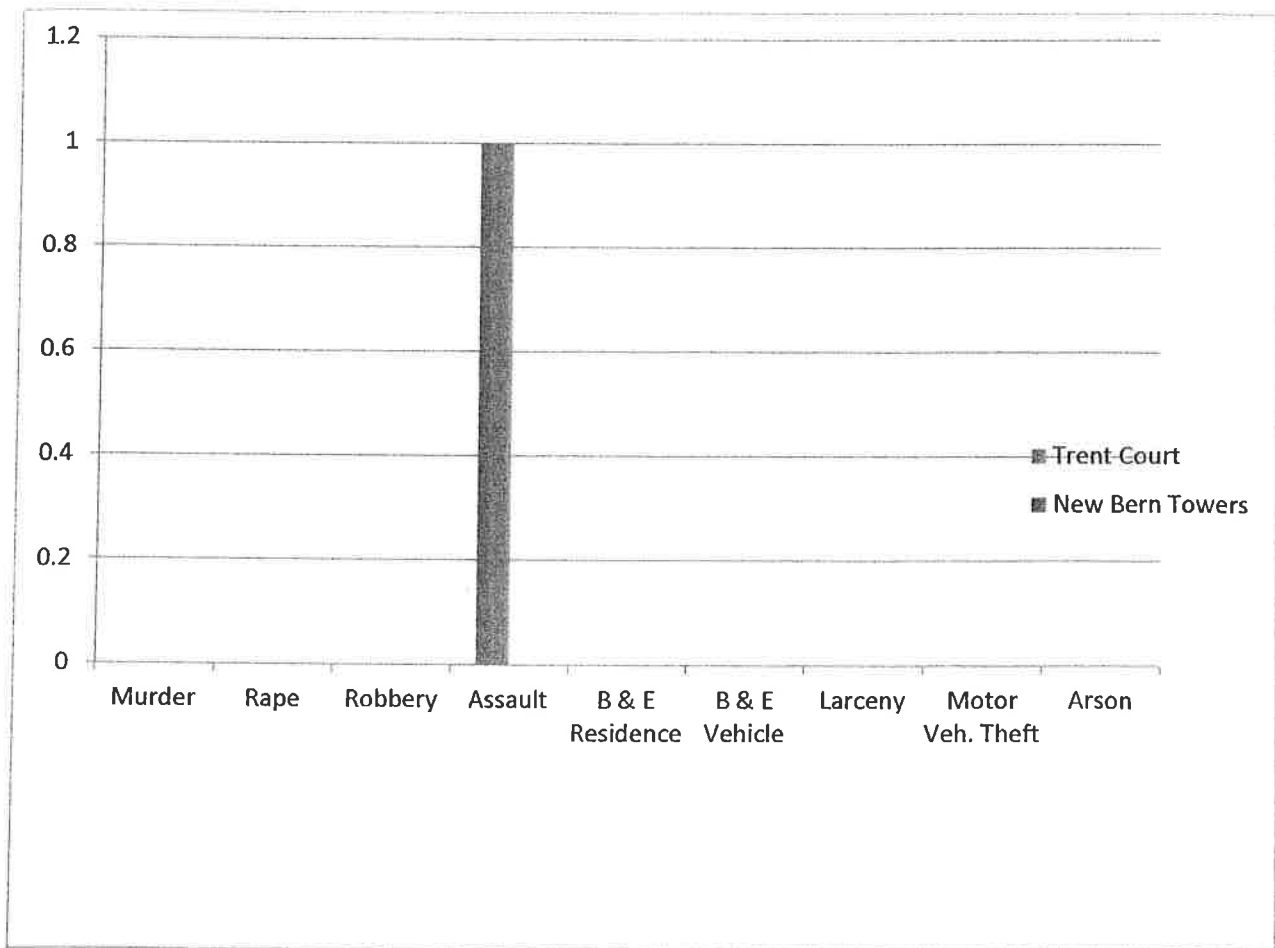
The Board returned to Open Session.

There being no further business, the meeting was adjourned at 5:10 p.m.

ND: 4851-5835-6551, v. 1

Part 1 Crimes April 12, 2017 Thru May 10, 2017

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



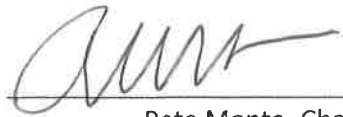
Noted Incidents

Trent Court:

On 04/21/2017, 2 b/m's assaulted a juvenile b/f tenant living in the "W" Building by pointing a gun at her. The suspects were identified. The victim has not obtained a warrant at this time.

New Bern Towers:

No activity reported



Pete Monte, Chair



Date



Martin Blaney, Executive Director



Date

New Bern Housing Authority

Income Statement

March 31, 2017

	Trent Court 1.01	Craven Terrace 1.02	Admin Cost 2	CHI Business Activity 4	NBT 9	Consolidated Income Statement Total
Dwelling Rental	\$ 137,095.90	\$ -	\$ -	\$ -	\$ 78,914.00	\$ 216,009.90
HAP from HUD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Excess Utilities	\$ 4,940.12	\$ -	\$ -	\$ -	\$ -	\$ 4,940.12
Revenues HUD PHA Grants	\$ 196,000.00	\$ -	\$ -	\$ -	\$ -	\$ 196,000.00
CFP Soft Cost Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on GF Investments	\$ 103.59	\$ -	\$ -	\$ -	\$ 60.87	\$ 164.46
Other Income	\$ 6,191.66	\$ -	\$ -	\$ -	\$ (583.00)	\$ 5,608.66
Late Charges	\$ 3,630.00	\$ -	\$ -	\$ -	\$ 285.00	\$ 3,915.00
HAP to Craven Terrace I & II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income Pepsi Cola	\$ -	\$ -	\$ -	\$ -	\$ 46.09	\$ 46.09
Other Income laundry	\$ -	\$ -	\$ -	\$ -	\$ 1,119.00	\$ 1,119.00
Bad Debt Recovery	\$ 2,490.70	\$ -	\$ -	\$ -	\$ -	\$ 2,490.70
Hap Payment	\$ -	\$ -	\$ -	\$ -	\$ 145,458.00	\$ 145,458.00
Development Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NonDwelling Rent	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ 4,500.00
Operating Revenue	\$ 354,951.97	\$ -	\$ -	\$ -	\$ 225,299.96	\$ 580,251.93
Administrative Salaries	\$ 36,151.38	\$ -	\$ 40,743.93	\$ 19,150.72	\$ 15,793.50	\$ 111,839.53
Legal Expenses	\$ 813.75	\$ -	\$ 4,269.75	\$ 193.75	\$ -	\$ 5,277.25
Staff Training	\$ 4,225.48	\$ -	\$ 2,443.99	\$ -	\$ 512.20	\$ 7,181.67
Publications	\$ -	\$ -	\$ 1,099.00	\$ -	\$ -	\$ 1,099.00
Accounting Fees	\$ -	\$ -	\$ 17,818.78	\$ -	\$ -	\$ 17,818.78
Audit Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 1,960.06	\$ -	\$ -	\$ -	\$ 11,506.19	\$ 13,466.25
Payroll Taxes and emp. benefits	\$ 16,941.32	\$ -	\$ 17,724.60	\$ 8,723.67	\$ 7,646.41	\$ 51,036.00
Rent Expense	\$ -	\$ -	\$ 3,000.00	\$ 1,500.00	\$ -	\$ 4,500.00
Unemployment Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Expense	\$ 2,698.35	\$ -	\$ -	\$ 180.00	\$ 898.38	\$ 3,776.73
Sundry Admin Expense	\$ 1,345.34	\$ -	\$ 248.00	\$ 362.66	\$ 129.69	\$ 2,085.69
Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Resident Council	\$ 2,616.00	\$ -	\$ -	\$ -	\$ 161.68	\$ 2,777.68
Tenant Service Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consulting Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recreation/Pub/Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water	\$ 47,309.63	\$ -	\$ -	\$ -	\$ 26,609.81	\$ 73,919.44
Electricity	\$ 35,925.80	\$ -	\$ -	\$ -	\$ 31,604.46	\$ 67,530.26
Gas-building	\$ 43,357.24	\$ -	\$ -	\$ -	\$ 1,624.20	\$ 44,981.44
Lat. Salaries	\$ 39,959.00	\$ -	\$ -	\$ -	\$ 14,148.67	\$ 54,107.67
Casual Labor	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00

New Bern Housing Authority

Income Statement

March 31, 2017

	Trent Court 1.01	Craven Terrace 1.02	Admin Cost 2	CHI Business Activity 4	NBT 9	Consolidated Income Statement Total
Materials	\$ 14,366.76	\$ -	\$ -	\$ -	\$ 12,069.85	\$ 26,436.61
Materials - Capitalized	\$ -	\$ -	\$ -	\$ -	\$ 7,194.95	\$ 7,194.95
Computer Expense	\$ 2,809.33	\$ -	\$ -	\$ -	\$ 504.94	\$ 3,314.27
Repairs and Maintenance	\$ 7,332.24	\$ -	\$ -	\$ -	\$ 14,932.59	\$ 22,264.83
Repairs and Maintenance - Capitalized	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Garbage and Trash removal	\$ 7,904.40	\$ -	\$ -	\$ -	\$ 681.68	\$ 8,586.08
Extermination-Maintenance Expense	\$ 4,538.00	\$ -	\$ -	\$ -	\$ 636.00	\$ 5,174.00
Payroll Taxes and emp. benefits - Maint.	\$ 18,430.47	\$ -	\$ -	\$ -	\$ 8,086.86	\$ 26,517.33
Repairs and Maintenance Truck	\$ 1,249.92	\$ -	\$ -	\$ -	\$ 615.61	\$ 1,865.53
Heating and Air	\$ 334.67	\$ -	\$ -	\$ -	\$ -	\$ 334.67
Gas-Truck	\$ 490.28	\$ -	\$ 456.05	\$ -	\$ 241.49	\$ 1,187.82
Security System	\$ -	\$ -	\$ -	\$ -	\$ 2,667.27	\$ 2,667.27
Protective Services	\$ 5,616.00	\$ -	\$ -	\$ -	\$ -	\$ 5,616.00
Insurance	\$ 18,185.85	\$ -	\$ 551.07	\$ -	\$ 9,755.49	\$ 28,492.41
W/C Insurance Expense	\$ 3,098.19	\$ -	\$ 1,658.55	\$ 779.57	\$ 1,218.88	\$ 6,755.19
License, Taxes and Recycling Fee	\$ 185.93	\$ -	\$ -	\$ -	\$ 91.57	\$ 277.50
Collection Loss	\$ 15.42	\$ -	\$ -	\$ -	\$ 337.00	\$ 352.42
Eviction Expense	\$ 4,071.00	\$ -	\$ -	\$ -	\$ 181.00	\$ 4,252.00
App. Screening	\$ 529.77	\$ -	\$ -	\$ -	\$ 260.93	\$ 790.70
Uniforms	\$ 1,328.27	\$ -	\$ -	\$ -	\$ 898.07	\$ 2,226.34
Storage management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adm Cost Allocation	\$ 52,207.96	\$ -	\$ (90,013.72)	\$ 9,001.36	\$ 28,804.40	\$ -
Total Operating Expenses	\$ 375,997.81	\$ -	\$ -	\$ 39,891.73	\$ 201,313.77	\$ 617,203.31
Total Rev. & Oper. Expenses	\$ (21,045.84)	\$ -	\$ -	\$ (39,891.73)	\$ 23,986.19	\$ (36,951.38)
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	\$ 55,906.65	\$ -	\$ -	\$ -	\$ -	\$ 55,906.65
CFP 501-16 Rev. Soft Cost Contra	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Rev. & Expenses	\$ 55,906.65	\$ -	\$ -	\$ -	\$ -	\$ 55,906.65
Total Net Income (Loss)	\$ 34,860.81	\$ -	\$ -	\$ (39,891.73)	\$ 23,986.19	\$ 18,955.27

New Bern Housing Authority Vacancy Report

MARCH 2017 – APRIL 2017

Public Housing

	Ending MARCH Occupancy	APRIL Move Outs	APRIL Move Ins	Total APRIL Occupancy	# Vacant	Occupancy % APRIL
Trent Court 218 (*215)	214	4	2	212	6 (*4)	97%

*2 Units offline in Trent Court

Section 8 - New Construction

	Ending MARCH Occupancy	APRIL Move Outs	APRIL Move Ins	Total APRIL Occupancy	# Vacant	Occupancy % APRIL
NBT 106	99	0	4	103	3	97%

APRIL 2017

	Pending terminations for non-payment	Pending terminations for criminal lease violations	Pending terminations for other lease violations
Trent Court	66 (14-day)	0	0
New Bern Towers	9 (30-day)	0	0

Court Session held on MAY 2, 2017 9 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	9					
New Bern Towers	0	0	0	0	0	0

**** Residents must pay by May 12, 2017; update will be given at the BOC meeting.**

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director



RE: Charles Taylor Renovations

DATE: May 15, 2017

Attached please find the proposed floor plan for the Charles Taylor Building. This represents the culmination of several meetings with Boys and Girls Club, incorporates many of their suggestions and meets with their approval.

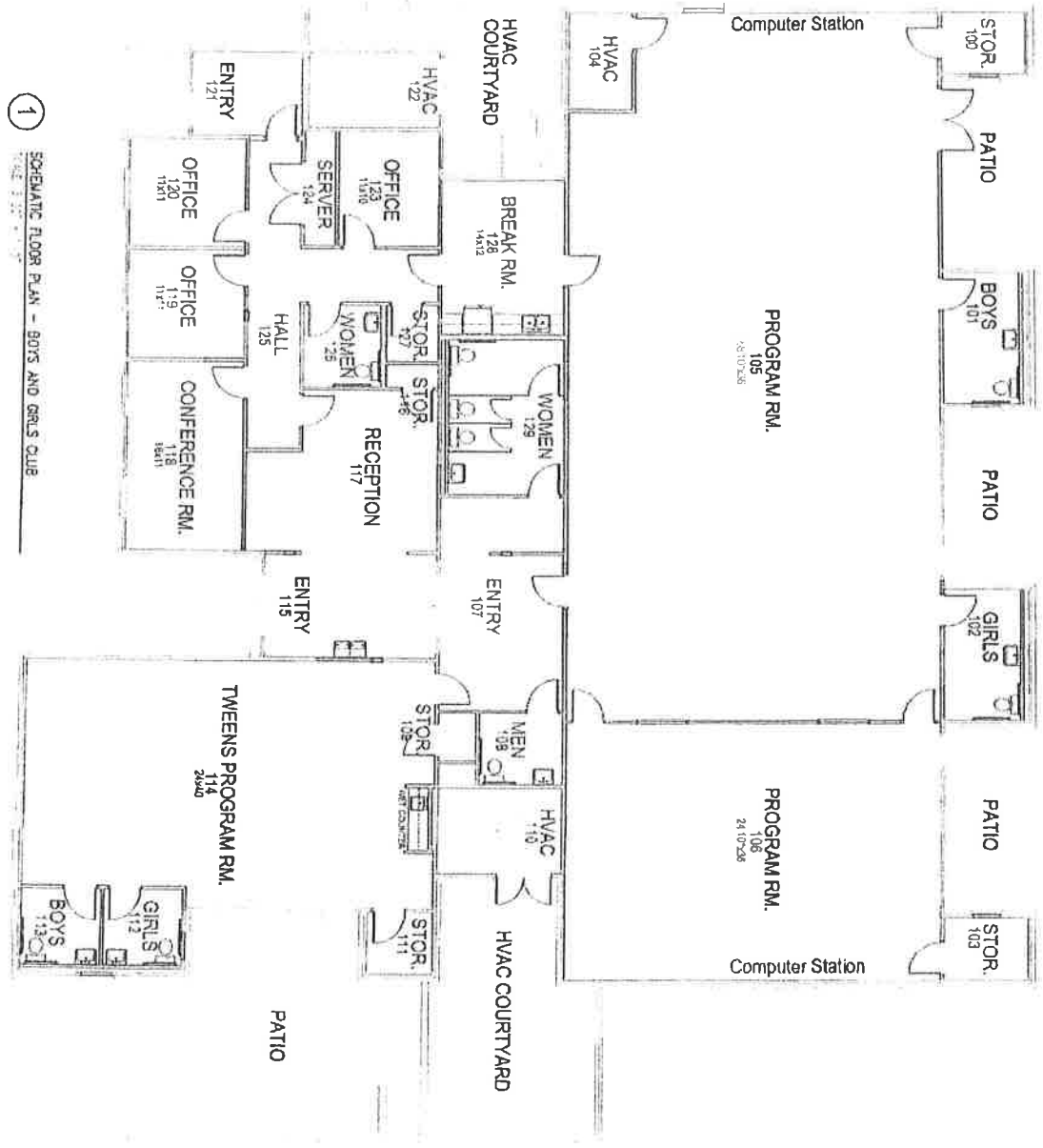
This is to ask for **your** approval. If you do so, our next step will be to prepare bid documents and to advertise. Concurrently, we will draft a proposed lease. The lease will be a standard commercial boilerplate adapted for our use. We have discussed our specific requirements with them and they have no objections.

Following receipt of bids, contractor proposals will be presented before the Board (assuming bids are reasonable and affordable).

Should we have smooth sailing, work could begin in September/October 2017.

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

Attachment



1 SCHEMATIC FLOOR PLAN - BOYS AND GIRLS CLUB



SHEET NO. A1.1	DATE DRAWN BY CHECKED BY DATE	HOUSING AUTHORITY OF THE CITY OF NEW BERN CHARLES TAYLOR BUILDING RENOVATION NEW BERN NORTH CAROLINA	Stogner Architecture, PA ARCHITECTURE - CONSTRUCTION MANAGEMENT - DESIGN BUILD 615 East Broad Avenue, Rockingham, North Carolina, 28379 Phone 810-895-8674 Fax 810-895-1811	<h1 style="text-align: center;">Not For Construction</h1>
REVISIONS				

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director



RE: Salary Adjustments

DATE: May 15, 2017

The last salary adjustment of 4% was given on July 1, 2016. At that time, staff had gone four years without an adjustment. Based on staff performance and professional growth, I believe a 2% adjustment is justified to reward their hard work these past twelve months. As a comparison, the City has included adjustments of 1 – 2.5% in its 2017 – 2018 budget.

Please note the following:

1. When preparing last year's recommendation, I confirmed that our compensation was consistent with that of other eastern North Carolina housing authorities.

State-wide comparisons showed we were somewhat low. These were from NCWorks and the comparisons were done by job title rather by industry. They include large metro areas where compensation would be expected to be much higher. Consequently, they were disregarded.

2. I understand the argument for merit, rather than across-the-board, adjustments. However, in our situation, it would be very difficult for me to implement. All employees have responded to last year's downsizing with energy, diligence and good attitude. Year-end evaluations were all "very good" to "excellent." Obviously, some employees outperform others, but the difference would be negligible. All, in their own way, have grown and become greater assets to the Authority.
3. We will be in a position to fund adjustments as the following attests (please note that these figures do not include the Executive Director).

2017 budgeted salaries		\$527,969
YTD expenditures	\$165,063	
annualized X 3		\$495,189
Application of 2% adjustment		\$505,092

This provides a cushion to cover any unexpected salary expense.

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

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director



RE: Executive Director's Report

DATE: May 15, 2017

Trent Court Roofs

Our pre-construction meeting with the contractor is scheduled for later this week.

Signage Committee

We have taken the lead in procurement and contracting for the African American Signs of History Committee and drafted a contract which we hope to execute with the designer on or about May 22. The contract is in the amount of \$14,910. With the cooperation of Mr. Bernard George, we will monitor the progress of the project. Thanks to Mr. Norment for helping me on the contract.

The Committee's "kick-off" will be on May 22, 2017 at 6:00 p.m. at the Craven Terrace Office, 601 Roundtree Street. All are invited.

Underground Storage Tanks

We plan to conduct a pre-bid conference with interested contractors within the next few weeks.

Trent Court Transformation

Our team continues to search for a developable site, based on the recommendations of our realtor.

Housing Choice Vouchers

I met with Twin Rivers Opportunities, Inc., to discuss areas of cooperation and mutual benefit.

We specifically discussed the relocation vouchers which will result from the Craven Terrace demolition. These will pass through the Authority to Twin Rivers for administration. Twin Rivers will project base as many as possible with the new Gaston Avenue low-income housing tax credit project. (To "project base" means to attach the vouchers to the property. Normally, the vouchers would be issued individually to program participants.) I submitted an application for the vouchers last week.