

Housing Authority of the City of New Bern

BOARD OF COMMISSIONERS MEETING

Monday, July 16, 2018

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 June 18, 2018
5. Police Department Report
6. Fire Department Report
7. Finance Department Report
8. Old/New Business
 - a. 2017 Audit Presentation, Ms. Kristen Hoyle. Thomas, Judy & Tucker
9. Public Housing Report
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, JUNE 18, 2018

The Board of Commissioners ("Board") of the Housing Authority of the City of New Bern ("Authority") met at 4:30 p.m. on Monday, June 18, 2018, 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 Anderson called the meeting to order at 4:30 p.m.

Roll call was as follows:

Present:

Joseph J. Anderson
Carol B. Becton (arrived after roll call)
William A. Frederick, Jr.
Thomas C. Hardin
Molicia Hardy
Peter T. Monte
Willie W. Newkirk, Sr.
Robert W. Overman
Denise H. Powell
Steven M. Strickland

Absent:

Barbara Lee

Following roll call, Chair Anderson 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. Alderman Bengel was present.

Members of the public and staff were present.

Public Comment Period

Tyechia Buck, at F-49 Trent Court, has concerns because she has been listening to City Talk radio show and feels that people are talking around the residents of Trent Court and not talking to the residents about possible changes to Trent Court. Alderman Bengel responded that she is willing to follow what the CNI plan set out and she is working with Alderman Harris because the proposed property on Carolina Avenue is in Alderman Harris' ward. Alderman Bengel understands that a transformation of Trent Court will require units to be built off site. Alderman Bengel said she is happy to attend a Trent Court Residents Council meeting. Cheryl Reed added that she feels like Alderman Harris is speaking for Trent Court residents and she has not talked to them about how they feel.

Cheryl Reed, President of Trent Courts Residents Council, gave an update on the Pink Power Academy. The group recently toured the police department.

Doris Dudley, at 6-E New Bern Towers, said that her air conditioning does not work. She said that the maintenance people have checked on it. Ms. Simmons will follow up with Ms. Dudley. In addition, Mr. Blaney and Mr. Jedrey will check on it.

Dennis Boskey, at 4-C New Bern Towers, complained that his key fob broke and he had to pay to replace it. Mr. Blaney asked Mr. Boskey to come see him so they could determine what was wrong with the fob.

Minutes of May 21, 2018 Meeting

Commissioner Monte made a motion to approve the minutes of the May 21, 2018 meeting of the Board of Commissioners. Commissioner Hardy seconded the motion. The minutes were approved unanimously.

Police Department Report

Officer Grinch and Sgt. Brown presented the police report which was distributed at the meeting. From May 17, 2018 through June 18, 2018, there were sixty-nine calls for service at New Bern Towers which includes sixty walk-throughs by officers. The other calls were for medical reasons, security checks, trespassing, and an animal complaint.

At Trent Court, the Police reported many calls for service including twenty-two medical calls. There were only three case reports written: two for domestic disturbance and one for assault.

Fire Department Report

No report was submitted by the Fire Department.

Finance Report – Arlene Livingston

Arlene Livingston reviewed the Finance Report which was included in the board information packet. Commissioner Monte made a motion to approve the Finance Report. Commissioner Frederick seconded the motion. The motion was approved unanimously.

Ms. Livingston also reported that there were no findings on the audit performed by Thomas, Judy and Tucker.

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 May was 95% and New Bern Towers was 92%. There were sixty-three termination letters for non-payment done for Trent Court and six termination letters for non-payment for New Bern Towers. There were five cases of nonpayment

for Trent Court heard at the May 1, 2018 court session. All five tenants paid all fees. There was one case of housekeeping issues and nonpayment for Trent Court heard at the May 15, 2018 court session. The tenant vacated the unit after court. There were seven cases of nonpayment for Trent Court heard at the May 31, 2018 court session. Six of the tenants paid all charges and there is one writ to be filed.

Old/New Business

1. Trent Court Transformation – Mr. Blaney met with Mark Stephens and asked to be put on the agenda for the June 26th meeting. The Board of Alderman moved it to the July 10th meeting because public comments are allowed at the first meeting of the month. Mr. Blaney would like to move it to July 24th meeting so Mr. Straub can attend. Alderman Bengel suggested that they ask the Board of Alderman for public comments to be allowed at the July 24th meeting. In addition, she asked to be kept advised of what the Authority would like to do.

Commissioner Monte made a motion that Mr. Blaney move forward with getting on the agenda for the Board of Aldermen meeting on July 24th and request that public comments be allowed. Commissioner Frederick seconded the motion. The motion was approved unanimously.

2. Report on Actions with Legal Aid – Mr. Blaney serves on the local Legal Aid Advisory Council and recently attended a meeting in Greenville. Mr. Blaney said that the Authority staff does a good job of conducting the affairs of the Authority fairly and consistently. Legal Aid routinely reviews client files to determine whether they should represent a perspective client. Legal Aid has only taken three cases since 2016 and there were fifty-nine cases that came into their office. The cases were not taken because the records of the Authority showed that it is treating residents fairly and there was no reason to take the case.

Executive Director's Report

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

1. 2017 Financial Audit – The field work on the audit has been completed and the auditor indicated that there were no findings. This is the third year in a row in which there were no findings. Mr. Blaney thanked Ms. Livingston and Mr. Reese for their hard work.
2. Fire Suppressors in Trent Court – The fire suppression canisters have been installed in all units.
3. African American Signs of History – John Wood at the State Historic Preservation Office has been very helpful with this project. The process has been slow but we appear to be getting close to a quality product.

There being no further business, the meeting was adjourned at 5:15 p.m.

4832-0078-2186, v. 1

New Bern Police Department
Trent Court Housing Report
Incidents / Cases June 18, 2018 until July 11, 2018

New Bern Towers Calls for Service	
Type of Incident	# of Events
911 Unknown	1
Citizen Assist	1
Foot Patrols	24
Medical	2
Recovered Property	1
Solicitation	1
Subject with Gun	1
Trepassing	1
Grand Total	32

Trent Court Apartments Calls for Service		
Building	# of Events	Incident Type
A	1	Check on Welfare
	1	Harrassment
	2	Trepassing
B	0	
C	6	Medical
D	1	Citizen Assist
	2	Medical
	1	Security Check
E	2	Assault
	1	Civil Stand by
	1	Follow up
	1	Medical
	1	Trepassing
F	1	Hit & Run
G	0	

H	3	Medical
I	1	Domestic Disturbance
J	1	Intel report
K	3	Traffic Stop
L	1	Domestic Disturbance
	1	Medical
M	0	
N	1	Trespassing
O	1	Drug Activity
P	0	
Q	0	
R	0	
S	1	Citizen Assist
T	0	
U	0	
V	1	Intel Reports
	1	Trespassing
W	1	Intel report
Y	1	Follow Up
	1	Medical
A-2	1	Parking problem
B-2	0	
C-2	1	Medical
D-2	0	

837 S. Front St.		
	19	Directed Foot Patrol
	1	Disturbance
	2	Drunk Pedestrian
	3	Extra Police Duty Patrols
	1	Fight
	1	Hit & Run
	1	Meeting
	1	Parking Problem
	1	Man with Knife
Liberty & Walt Bellamy		
	4	Traffic Satops
Case Reports Generated		
Buiding	# of Reports	Type of Case Report
No case reports generated	0	

New Bern Housing Authority					
Income Statement					
May 31, 2018					
	Trent Court 1.01	Admin Cost 2	CHI Business Activity 4	NBT 9	Consolidated Income Statement Total
Dwelling Rental	\$ 217,266.47	\$ -	\$ -	\$ 134,405.00	\$ 351,671.47
HAP from HUD	\$ -	\$ -	\$ -	\$ -	\$ -
Excess Utilities	\$ 11,771.30	\$ -	\$ -	\$ -	\$ 11,771.30
NonDwelling Rent	\$ 7,500.00	\$ -	\$ -	\$ -	\$ 7,500.00
Revenues HUD PHA Grants	\$ 363,219.00	\$ -	\$ -	\$ -	\$ 363,219.00
CFP Soft Cost Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on GF Investments	\$ 164.65	\$ -	\$ -	\$ 247.78	\$ 412.43
Other Income	\$ 4,756.89	\$ -	\$ -	\$ 456.99	\$ 5,213.88
Late Charges	\$ 5,085.00	\$ -	\$ -	\$ 840.00	\$ 5,925.00
HAP to Craven Terrace I & II	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income Pepsi Cola	\$ -	\$ -	\$ -	\$ 46.10	\$ 46.10
Other Income laundry	\$ -	\$ -	\$ -	\$ 2,544.49	\$ 2,544.49
Bad Debt Recovery	\$ 1,337.01	\$ -	\$ -	\$ -	\$ 1,337.01
Hap Payment	\$ -	\$ -	\$ -	\$ 260,969.00	\$ 260,969.00
Development Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Supportive Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Revenue	\$ 611,100.32	\$ -	\$ -	\$ 399,509.36	\$ 1,010,609.68
Administrative Salaries	\$ 61,737.21	\$ 69,039.90	\$ 28,296.37	\$ 26,848.95	\$ 185,922.43
Legal Expenses	\$ -	\$ 4,286.25	\$ -	\$ -	\$ 4,286.25
Staff Training	\$ 783.09	\$ 604.36	\$ 5,164.70	\$ 15.00	\$ 6,567.15
Publications	\$ 501.75	\$ 394.68	\$ -	\$ 146.19	\$ 1,042.62
Accounting Fees	\$ -	\$ 20,250.00	\$ -	\$ -	\$ 20,250.00
Audit Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 3,966.06	\$ -	\$ -	\$ 21,565.98	\$ 25,532.04
Payroll Taxes and emp. benefits	\$ 27,216.40	\$ 23,914.07	\$ 15,616.47	\$ 13,287.96	\$ 80,034.90
Rent Expense	\$ -	\$ 5,000.00	\$ 2,500.00	\$ -	\$ 7,500.00
Unemployment Benefits	\$ 1,721.86	\$ -	\$ -	\$ -	\$ 1,721.86
Office Expense	\$ 3,970.11	\$ -	\$ 387.87	\$ 2,806.13	\$ 7,164.11
Sundry Admin Expense	\$ 1,740.28	\$ 1,015.99	\$ 3,028.90	\$ 102.35	\$ 5,887.52
Development	\$ -	\$ -	\$ -	\$ -	\$ -
Resident Council	\$ 2,544.00	\$ -	\$ -	\$ 187.70	\$ 2,731.70
Recreation/Pub/Other	\$ -	\$ -	\$ -	\$ -	\$ -
Tenant Service Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Water	\$ 74,017.29	\$ -	\$ -	\$ 34,872.32	\$ 108,889.61
Electricity	\$ 68,243.49	\$ -	\$ -	\$ 47,194.50	\$ 115,437.99
Gas-building	\$ 62,422.70	\$ -	\$ -	\$ 3,195.87	\$ 65,618.57
Labor Salaries	\$ 74,049.95	\$ -	\$ -	\$ 21,779.51	\$ 95,829.46

New Bern Housing Authority					
Income Statement					
May 31, 2018					
	Trent Court 1.01	Admin Cost 2	CHI Business Activity 4	NBT 9	Consolidated Income Statement Total
Casual Labor	\$ -	\$ -	\$ -	\$ 3,250.00	\$ 3,250.00
Consulting Expense	\$ -	\$ -	\$ 1,800.00	\$ -	\$ 1,800.00
Materials	\$ 25,210.39	\$ -	\$ -	\$ 15,224.49	\$ 40,434.88
Materials - Capitalized	\$ -	\$ -	\$ -	\$ 19,420.30	\$ 19,420.30
Computer Expense	\$ 3,025.11	\$ -	\$ -	\$ 648.57	\$ 3,673.68
Repairs and Maintenance	\$ 14,874.40	\$ -	\$ -	\$ 24,348.29	\$ 39,222.69
Repairs and Maintenance - Capitalized	\$ -	\$ -	\$ -	\$ 1,054.18	\$ 1,054.18
Garbage and Trash removal	\$ 13,537.44	\$ -	\$ -	\$ 1,483.50	\$ 15,020.94
Extermination-Maintenance Expense	\$ 8,104.00	\$ -	\$ -	\$ 636.00	\$ 8,740.00
Payroll Taxes and emp. benefits - Maint.	\$ 29,905.13	\$ -	\$ -	\$ 13,977.78	\$ 43,882.91
Repairs and Maintenance Truck	\$ 312.40	\$ -	\$ -	\$ 400.13	\$ 712.53
Heating and Air	\$ 2,916.24	\$ -	\$ -	\$ -	\$ 2,916.24
Gas-Truck	\$ 1,080.81	\$ 872.61	\$ -	\$ 532.35	\$ 2,485.77
Security System	\$ 200.16	\$ -	\$ -	\$ 5,284.78	\$ 5,484.94
Protective Services	\$ 1,080.00	\$ -	\$ -	\$ -	\$ 1,080.00
Insurance	\$ 30,435.82	\$ 1,485.45	\$ 718.40	\$ 15,142.94	\$ 47,782.61
W/C Insurance Expense	\$ 3,655.20	\$ 1,858.50	\$ 761.71	\$ 1,309.09	\$ 7,584.50
Payment In Lieu Of Taxes	\$ 7,418.99	\$ -	\$ -	\$ -	\$ 7,418.99
License, Taxes and Recycling Fee	\$ 236.18	\$ -	\$ -	\$ 116.33	\$ 352.51
Compensated Absence	\$ -	\$ -	\$ -	\$ -	\$ -
Collection Loss	\$ -	\$ -	\$ -	\$ -	\$ -
Eviction Expense	\$ 3,512.00	\$ -	\$ -	\$ 126.00	\$ 3,638.00
App. Screening	\$ 770.33	\$ -	\$ -	\$ 378.42	\$ 1,148.75
Uniforms	\$ 2,698.19	\$ -	\$ -	\$ 1,709.08	\$ 4,407.27
Storage management	\$ -	\$ -	\$ -	\$ -	\$ -
Adm Cost Allocation	\$ 74,658.65	\$ (128,721.81)	\$ 12,872.17	\$ 41,190.99	\$ -
Total Operating Expenses	\$ 606,545.63	\$ -	\$ 71,146.59	\$ 318,235.68	\$ 995,927.90
Total Rev. & Oper. Expenses	\$ 4,554.69	\$ -	\$ (71,146.59)	\$ 81,273.68	\$ 14,681.78
Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Fund Activity:					
CFP NC19P005501-16	\$ 58,637.94	\$ -	\$ -	\$ -	\$ 58,637.94
CFP 501-16 Rev. Soft Cost Contra	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Rev. & Expenses	\$ 58,637.94	\$ -	\$ -	\$ -	\$ 58,637.94
Total Net Income (Loss)	\$ 63,192.63	\$ -	\$ (71,146.59)	\$ 81,273.68	\$ 73,319.72

New Bern Housing Authority Vacancy Report

MAY 2018 – JUNE 2018

Public Housing

	Ending MAY Occupancy	JUNE Move Outs	JUNE Move Ins	Total JUNE Occupancy	# Vacant	Occupancy % JUNE
Trent Court 218	208	1	2	209	9	96%

Section 8 - New Construction

	Ending MAY Occupancy	JUNE Move Outs	JUNE Move Ins	Total JUNE Occupancy	# Vacant	Occupancy % JUNE
NBT 106	98	0	0	98	8	92%

JUNE 2018

	Pending terminations for non-payment	Pending terminations for criminal lease violations	Pending terminations for other lease violations
Trent Court	73 (14-day)	0	0
New Bern Towers	8 (30-day)	0	0

Court Session held on June 28, 2018 8 cases - nonpayment

	# Cases to be heard	#Tenants vacated after court	# Tenants paid all court chgs	# Writs filed/ to be filed	#Writs served	#Writs served; 7- day wait or vacated
Trent Court	8	0	5	3	0	0
New Bern Towers	0	0	0	0	0	0

Report may be updated at the meeting on 7/16/18.

Updated 7/13/2018

TO: Board of commissioners

FROM: Martin Blaney, Executive Director

A handwritten signature in black ink, appearing to read "Martin Blaney", with a long horizontal flourish extending to the right.

RE: 2017 Audit Report

DATE: July 16, 2018

Ms. Kristen Hoyle of Thomas, Judy & Tucker will present the audit report for the Fiscal Year Ended December 31, 2017. Ms. Hoyle will provide copies of the audit report prior to her presentation.

We 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: July 16, 2018



Trent Court Transformation

It is my understanding that we will have an audience before the City's Board of Alderman during their meeting of July 24, 2018. At that time, we will request to purchase approximately eight acres of land identified as 703 Carolina Avenue. We hope to develop 80 units of affordable housing through Low-Income Housing Tax Credits upon the site. I will be accompanied by our development partner, Mr. Mark Straub, and our development counsel, Mr. Sherrod Banks. All commissioners are encourage to attend.

Civil Action

We have received notice from the Kellum Law Firm that they are representing a Trent Court resident in a (possible) claim against the Authority. The resident alleges that ceramic tile fell from the wall into her bathtub thereby breaking her foot. Our only contact with the resident was on the morning of the incident, June 26, when she approached staff in the parking lot claiming she had broken her foot, was going to the hospital and was then going to see her lawyer. Upon receipt of Kellum's representation letter, I notified Mr. Jamie Norment and submitted a notice of incident to our insurance carrier.

HUD Office of Inspector General (OIG)

We received the attached letter and responded within two days. I believe that the OIG is evaluating HUD's oversight responsibilities rather than our (public housing authority) compliance. Staff is not concerned about the documentation submitted.

Attachment



U.S. DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT
OFFICE OF INSPECTOR GENERAL

June 15, 2018

Martin Blaney, Executive Director
Housing Authority of the City of New Bern
837 S Front Street
New Bern, NC 28562

Dear Mr. Blaney,

Our office is conducting an internal audit of the U.S. Department of Housing and Urban Development's (HUD) Oversight of Overhoused Families in the Public Housing program. As part of our audit, we selected a sample of participants to review their file. The following participant was selected for review and showed to be located within your public housing authority:

[REDACTED]

We request that your office provide us the information disclosed in the attachment for the period of January 2016 to current for the named participant. Please provide the requested items within 7 days of receipt of this letter to either rpontes@hudoig.gov or the following address:

HUD – Office of the Inspector General
Attn: Richard Pontes
Richmond Field Office
600 East Broad Street
Richmond, VA 23219

Should you have any questions, please contact Richard Pontes, Senior Auditor, at (804) 822-4887, or Dana Young, Assistant Regional Inspector General for Audit, at (804) 822-4886.

Sincerely,

Richard Pontes
Senior Auditor
Richmond HUD OIGA Office

Requested Information

Audit Period: January 1, 2016 – February 28, 2018

1. The following policies and procedures:
 - a. Admission and Continued Occupancy Policy (ACOP)
 - b. Waiting list procedures
 - c. Reasonable Accommodation procedures
 - d. Any State or local laws addressing occupancy
2. Monitoring reports from HUD and any related correspondence
3. The following documents from the tenant file:
 - a. Application
 - b. HUD-50058s (Family Report) for the audit period
 - c. Inspection reports for the audit period
 - d. Waiting lists at the time when the tenant (1) applied to the authority, and (2) was selected from the waiting list.
 - e. Lease
 - f. Approval for reasonable accommodation, if applicable.
4. The tenant ledger for the audit period
5. The current waiting list
6. List of developments (AMPs) and the number of units by development
7. Current list of vacant units
8. Flat rent schedules for the audit period
9. Number of new admissions during the audit period. If possible, provide a breakdown by month.
10. Unit turnover ratio by bedroom size