

Housing Authority of the City of New Bern

BOARD OF COMMISSIONERS MEETING

Monday, June 18, 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 May 21, 2018
5. Police Department Report
6. Fire Department Report
7. Finance Department Report
8. Public Housing Report
9. Old/New Business
 - a. Report on Trent Court Transformation
 - b. Report on actions with Legal Aid
10. Executive Director's Report
11. Adjourn

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director

A handwritten signature in black ink, appearing to read "Mark Blay", is written over the printed name "Martin Blaney, Executive Director".

RE: Police Report

DATE: June 18, 2018

Due to a conflict with Departmental training, the Police Report could not be prepared for the Board Packet. It will be waiting for you on Monday.

New Bern Housing Authority

Income Statement

April 30, 2018

	Trent Court 1.01	Admin Cost 2	CHI Business Activity 4	NBT 9	Consolidated Income Statement Total
Dwelling Rental	\$ 173,136.47	\$ -	\$ -	\$ 107,838.00	\$ 280,974.47
HAP from HUD	\$ -	\$ -	\$ -	\$ -	\$ -
Excess Utilities	\$ 6,939.15	\$ -	\$ -	\$ -	\$ 6,939.15
NonDwelling Rent	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00
Revenues HUD PHA Grants	\$ 280,358.00	\$ -	\$ -	\$ -	\$ 280,358.00
CFP Soft Cost Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on GF Investments	\$ 127.31	\$ -	\$ -	\$ 194.46	\$ 321.77
Other Income	\$ 3,364.44	\$ -	\$ -	\$ 353.99	\$ 3,718.43
Late Charges	\$ 4,185.00	\$ -	\$ -	\$ 735.00	\$ 4,920.00
HAP to Craven Terrace I & II	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income Pepsi Cola	\$ -	\$ -	\$ -	\$ 31.49	\$ 31.49
Other Income laundry	\$ -	\$ -	\$ -	\$ 2,028.49	\$ 2,028.49
Bad Debt Recovery	\$ 1,072.01	\$ -	\$ -	\$ -	\$ 1,072.01
Hap Payment	\$ -	\$ -	\$ -	\$ 207,420.00	\$ 207,420.00
Development Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Supportive Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Revenue	\$ 475,182.38	\$ -	\$ -	\$ 318,601.43	\$ 793,783.81
Administrative Salaries	\$ 48,092.13	\$ 55,361.97	\$ 22,772.03	\$ 21,479.16	\$ 147,705.29
Legal Expenses	\$ -	\$ 4,021.25	\$ -	\$ -	\$ 4,021.25
Staff Training	\$ 724.00	\$ 604.36	\$ 4,430.19	\$ -	\$ 5,758.55
Publications	\$ 264.97	\$ 394.68	\$ -	\$ 146.19	\$ 805.84
Accounting Fees	\$ -	\$ 16,925.00	\$ -	\$ -	\$ 16,925.00
Audit Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 3,242.43	\$ -	\$ -	\$ 17,255.60	\$ 20,498.03
Payroll Taxes and emp. benefits	\$ 21,474.17	\$ 19,166.43	\$ 12,632.66	\$ 10,532.98	\$ 63,806.24
Rent Expense	\$ -	\$ 4,000.00	\$ 2,000.00	\$ -	\$ 6,000.00
Unemployment Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Office Expense	\$ 3,681.19	\$ -	\$ 387.87	\$ 2,723.63	\$ 6,792.69
Sundry Admin Expense	\$ 776.24	\$ 25.99	\$ 2,881.05	\$ 102.35	\$ 3,785.63
Development	\$ -	\$ -	\$ -	\$ -	\$ -
Resident Council	\$ 2,544.00	\$ -	\$ -	\$ 149.10	\$ 2,693.10
Recreation/Pub/Other	\$ -	\$ -	\$ -	\$ -	\$ -
Tenant Service Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Water	\$ 55,458.66	\$ -	\$ -	\$ 28,330.90	\$ 83,789.56
Electricity	\$ 47,347.96	\$ -	\$ -	\$ 41,146.37	\$ 88,494.33
Gas-building	\$ 59,176.52	\$ -	\$ -	\$ 3,038.62	\$ 62,215.14
Labor Salaries	\$ 58,140.57	\$ -	\$ -	\$ 18,443.36	\$ 76,583.93

New Bern Housing Authority

Income Statement

April 30, 2018

	Trent Court 1.01	Admin Cost 2	CHI Business Activity 4	NBT 9	Consolidated Income Statement Total
Casual Labor	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00
Consulting Expense	\$ -	\$ -	\$ 1,200.00	\$ -	\$ 1,200.00
Materials	\$ 20,977.28	\$ -	\$ -	\$ 12,953.12	\$ 33,930.40
Materials - Capitalized	\$ -	\$ -	\$ -	\$ 5,030.40	\$ 5,030.40
Computer Expense	\$ 2,206.39	\$ -	\$ -	\$ 473.16	\$ 2,679.55
Repairs and Maintenance	\$ 10,643.40	\$ -	\$ -	\$ 16,683.86	\$ 27,327.26
Repairs and Maintenance - Capitalized	\$ -	\$ -	\$ -	\$ 1,054.18	\$ 1,054.18
Garbage and Trash removal	\$ 10,883.09	\$ -	\$ -	\$ 1,186.80	\$ 12,069.89
Extermination-Maintenance Expense	\$ 7,979.00	\$ -	\$ -	\$ 636.00	\$ 8,615.00
Payroll Taxes and emp. benefits - Maint.	\$ 23,465.17	\$ -	\$ -	\$ 11,292.97	\$ 34,758.14
Repairs and Maintenance Truck	\$ 204.30	\$ -	\$ -	\$ 346.88	\$ 551.18
Heating and Air	\$ 2,916.24	\$ -	\$ -	\$ -	\$ 2,916.24
Gas-Truck	\$ 765.77	\$ 637.88	\$ -	\$ 377.18	\$ 1,780.83
Security System	\$ 200.16	\$ -	\$ -	\$ 5,284.78	\$ 5,484.94
Protective Services	\$ 1,080.00	\$ -	\$ -	\$ -	\$ 1,080.00
Insurance	\$ 24,192.08	\$ 1,185.38	\$ 574.72	\$ 12,109.44	\$ 38,061.62
W/C Insurance Expense	\$ 2,859.63	\$ 1,490.30	\$ 613.00	\$ 1,074.72	\$ 6,037.65
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	\$ 2,504.00	\$ -	\$ -	\$ 126.00	\$ 2,630.00
App. Screening	\$ 521.26	\$ -	\$ -	\$ 255.74	\$ 777.00
Uniforms	\$ 1,808.87	\$ -	\$ -	\$ 1,188.81	\$ 2,997.68
Storage management	\$ -	\$ -	\$ -	\$ -	\$ -
Adm Cost Allocation	\$ 60,211.68	\$ (103,813.24)	\$ 10,381.31	\$ 33,220.25	\$ -
Total Operating Expenses	\$ 481,996.33	\$ -	\$ 57,872.83	\$ 249,258.88	\$ 789,128.04
Total Rev. & Oper. Expenses	\$ (6,813.95)	\$ -	\$ (57,872.83)	\$ 69,342.55	\$ 4,655.77
Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Fund Activity:					
CFP NC19P005501-16	\$ 24,007.20	\$ -	\$ -	\$ -	\$ 24,007.20
CFP 501-16 Rev. Soft Cost Contra	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Rev. & Expenses	\$ 24,007.20	\$ -	\$ -	\$ -	\$ 24,007.20
Total Net Income (Loss)	\$ 17,193.25	\$ -	\$ (57,872.83)	\$ 69,342.55	\$ 28,662.97

New Bern Housing Authority Vacancy Report

APRIL 2018 – MAY 2018

Public Housing

	Ending APRIL Occupancy	MAY Move Outs	MAY Move Ins	Total MAY Occupancy	# Vacant	Occupancy % MAY
Trent Court 218	207	5	6	208	10	95%

Section 8 - New Construction

	Ending APRIL Occupancy	MAY Move Outs	MAY Move Ins	Total MAY Occupancy	# Vacant	Occupancy % MAY
NBT 106	102	6	2	98	8	92%

MAY 2018

	Pending terminations for non-payment	Pending terminations for criminal lease violations	Pending terminations for other lease violations
Trent Court	63 (14-day)	0	0
New Bern Towers	6 (30-day)	0	0

Court Session held on May 1, 2018 5 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	5	0	5	0	0	0
New Bern Towers	0	0	0	0	0	0

Court Session held on May 15, 2018 1 case Housekeeping/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	1	1	0	0	0	0
New Bern Towers	0	0	0	0	0	0

Court Session held on May 31, 2018**7 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	7	0	6	1	0	0
New Bern Towers	0	0	0	0	0	0

Updated 6/14/2018

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director



RE: Trent Court Transformation

DATE: June 18, 2018

Attached is a copy of my letter to the City Manager asking to be placed on the Board of Aldermen's Agenda for their meeting of June 26, 2018. I wrote this letter after meeting with the City Manager.

This matter came up during the Aldermen's meeting of June 12, 2018 at which time they decided to place our appearance the July 10, 2018 agenda. I was not aware that my request would be discussed. Our development partner, Mark Straub, and our development counsel, Sherrod Banks, were both committed to the 26th.

Unfortunately, Mr. Straub has another commitment and will not be able to attend. I consider his presence, as well as that of Mr. Banks, critical. At the time of this writing we are exploring our options. I will provide an update on Monday.

HOUSING AUTHORITY OF THE CITY OF NEW BERN

Administrative Office: Trent Court

P.O. Box 1486

New Bern, North Carolina 28563

Trent Court
837 South Front Street
252-633-0800
Fax: 252-633-9496

New Bern Towers
Walk Bellamy Drive
252-638-3663
Fax: 252-638-6733

June 5, 2018

Mark Stephens
City Manager
City of New Bern
300 Pollock Street
New Bern, NC 28560

Dear Mr. Stephens:

This is to request that the Authority's offer to purchase approximately 7 acres of land in a parcel identified as 703 Carolina Avenue be placed of the Board of Aldermen's Agenda for their meeting of June 26, 2018.

The Authority would like to obtain a two-year option with an extension for a third year. We are prepared to offer \$10,000 for the option with a purchase price of \$200,000.

We plan to submit an application for Low-Income Housing Tax Credits to the North Carolina Housing Finance Agency to construct approximately 80 units of affordable housing. To do so, we must have control of an eligible and competitive site. We believe this site satisfies all eligibility requirements and would be quite competitive.

This represents the next critical step in the implementation of the Choice Neighborhood Initiative's Transformation Plan. We would use the new facility to relocate many residents of the Trent Court public housing development.

I think that we would need approximately fifteen minutes of the Board's time on the 26th. I will be accompanied by our colleague, Mr. Mark Straub of Pennrose Properties, who will share a short Power Point presentation about Pennrose and our vision for 703 Carolina Avenue. Our development counsel, Mr. Sherrod Banks, will also be in attendance.

Please advise if you have any questions or require additional information.

Sincerely,




Martin Blaney
Executive Director

cc: Board of Commissioners
M. Straub
S. Banks

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director



RE: Legal Aid

DATE: June 18, 2018

I believe that Legal Aid provides a vital service to low-income North Carolina citizens. I also believe that their work is of greater benefit than harm to NBHA. First, we do not like to lose in Court so we conduct our affairs properly, fairly and consistently. They make us better. Second, it levels the playing field between us and some of our competitors. If we play by the rules, why shouldn't others?

I serve on the local Legal Aid Advisory Council and recently attended a quarterly meeting in Greenville. A listing of cases was presented identified by legal issue and county. Craven County's listing of their housing cases are as follow:

2016	16 cases
2017	27
2018 (thru 6/5/18)	16

We have had only three cases against them during that period. As reported last month, Legal Aid routinely reviews tenant files (with resident's permission) to determine whether to represent a perspective client. They declined in all instances except those three.

I will be glad to respond to your questions on Monday.

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director



RE: Executive Director's Report

DATE: June 18, 2018

2017 Audit

As mentioned in the financial report, field work on the audit has been completed. During the exit conference, the auditor indicated that they found no findings. She complimented us on the thoroughness and presentation of our financial records and tenant files. This is the third year in a row during which no findings were found. This is quite an accomplishment under routine circumstances. I believe it to be exceptional when the complexity of the Craven Terrace deal is taken into consideration. My thanks go to all staff but, particularly, Ms. Livingston and Mr. Reese.

Fire Suppressors

Installation of canisters has been completed throughout Trent Court.

African American Signs of History

This project remains ongoing and the Committee's next meeting is on Thursday, June 21. The process has been quite slow but, based on my review of the contractor's most recent submittal, it appears we are close to getting a quality product. This is something committee members want to get right the first time. There are no "mulligans." The NC State Historic Preservation Office has been of invaluable assistance, particularly their Eastern representative, Mr. John Wood.

Trent Court Resident Council

We will again make our parking lot available to the resident council on July 4 to charge for parking. Last year they raised over \$325. We will coordinate with the New Bern Police Department.

Summer Lunch Program

We will begin serving lunches to children next Monday, the 25th.

HOUSING AUTHORITY OF THE CITY OF NEW BERN

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD ON MONDAY, MAY 21, 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, May 21, 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
Thomas C. Hardin
Molicia Hardy
Barbara Lee (arrived after roll call)
Peter T. Monte
Robert W. Overman
Denise H. Powell
Steven M. Strickland

Absent:

William A. Frederick, Jr.
Willie W. Newkirk, Sr.

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

Travis Lewis from New Bern Towers said that neighbors are parking in the parking lot for New Bern Towers. Mr. Lewis suggested some additional signage to deter people from parking there. Mr. Blaney will look into it.

Mr. Lewis also said that there lots of new home health aides are coming in the building and many are not wearing name tags. It makes it hard to distinguish who should be there. Aides need to wear their name tags.

Finally, it was suggested that cameras be placed in front of the elevators to see where people are going in the building. Apparently, there are people with "no trespass" orders who are still showing up at the building and it is unclear where they are going.

Minutes of April 16, 2018 Meeting

Commissioner Monte made a motion to approve the minutes of the April 16, 2018 meeting of the Board of Commissioners. Commissioner Hardy seconded the motion. The minutes were approved unanimously.

Police Department Report

Detective Sanderlin presented the police report which was included in the board information packet. There were three Part 1 crimes: two shots fired calls and one subject with a knife. All events occurred in Trent Court.

Detective Sanderlin also noted the foot patrols at New Bern Towers and Commissioner Hardy said that the police officers coming inside make a big difference.

The Board asked Detective Sanderlin to tell Sgt. Brown that the Board is very appreciative of the extra information provided in the report.

Fire Department Report

No report was submitted by the Fire Department. Mr. Blaney reported that there was one fire at New Bern Towers last Sunday when a resident fell asleep while something was on the stove. The fire suppression system deployed and the damage was very minor.

Finance Report – Arlene Livingston

Ms. Livingston reviewed the Finance Report which was included in the board information packet. Commissioner Monte made a motion to approve the Finance Report. Commissioner Strickland 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 April was 95% and New Bern Towers was 96%. There were sixty-one termination letters for non-payment done for Trent Court and eleven termination letters for non-payment for New Bern Towers. There were five cases of nonpayment for Trent Court heard at the April 10, 2018 court session. Four of the tenants paid all fees, one writ was served for Trent Court, and that tenant has vacated their unit. In New Bern Towers, the tenant with the pending criminal lease violation has vacated their unit and a person with a non-criminal lease violation also has vacated their unit.

Old/New Business

1. Employee Health Insurance – Mr. Blaney presented the information about the employee health insurance renewal which was included in the board information

packet. Fortunately, the increase from Blue Cross was only four percent for the year. Aetna, Cigna, and United Healthcare also were examined as possible insurers. Mr. Blaney recommended that the Board move forward with renewing with Blue Cross.

Commissioner Monte made a motion to renew the health insurance policy with Blue Cross to be effective July 1, 2018. Commissioner Hardin seconded the motion. The motion was approved unanimously.

2. Personnel Policy Revision Regarding Smoking/Tobacco Use – Mr. Blaney presented the information which was included in the board information packet. The Smoke Free Housing Policy was implemented on February 1, 2018 but is in contradiction to the Authority's Personnel Policy which allows smoking in designated areas. Mr. Blaney presented the proposed change to the Personnel Policy.

Commissioner Monte made a motion to revise the Personnel Policy regarding Smoking/Tobacco Use as presented by Mr. Blaney. Commissioner Becton seconded the motion. The motion was approved unanimously.

3. Fire Suppression Canisters for Trent Court – Mr. Blaney recommended that the Authority purchase and install fire suppression canisters in Trent Court like was done in New Bern Towers. The canisters are relatively inexpensive and the installation can be handled by the maintenance crew. The canisters are installed in the hood over the stove. In the event of a fire, the canisters deploy and put out the fire. The canisters were installed in New Bern Towers and put out a stove fire on May 13 when the resident fell asleep while cooking something on the stove.

Commissioner Monte made a motion to purchase and install 440 canisters in Trent Court at a cost of no more than \$15,000 from the 2017 Capital Fund program budget. Commissioner Hardy seconded the motion. The motion was approved unanimously.

4. Trent Court Transformation – Due to City budget meetings, Mr. Blaney has not been able to meet with City officials. Once the budget has been approved, Mr. Blaney hopes to be able to schedule a meeting.

Executive Director's Report

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

1. Maintenance Salaries – Mr. Blaney made some minor adjustments in pay to three maintenance employees. Collectively these amount to \$2.01 per hour. The adjustments will go into effect on June 1, 2018.

2. Craven Terrace – Mr. Blaney said that an error was discovered in the amortization schedule in the original loan documents. This was corrected with the assistance of Ward and Smith, P.A. with no expense to the Authority. There is no adverse impact on the Authority.
3. Maintenance Mechanic – The Authority recently hired Mike Baker as a maintenance mechanic. Mr. Baker previously worked for Comfort Air, which recently closed, and did the initial installation of the air conditioning units at Trent Court. The Authority is happy to have Mr. Baker on board.
4. Summer Lunch for Children – Trent Court once again will participate in Craven County Schools Summer Lunch Program for Children. The training is next week and the program starts as soon as school is out for the year. Mr. Blaney hopes to feed more than the 18-20 students that were fed last year.
5. Evictions – Mr. Blaney said that vigorously enforcing lease regulations is important even as Trent Court faces occupancy issues. Three leases recently have been terminated for poor housekeeping, a drug violation, and noise disturbances. In two of the cases, Legal Aid was involved and after reviewing the documentation from the Authority, Legal Aid did not represent the tenants.

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



Joseph Anderson, Chair

Robert W. Orum Vice Chair

7/16/18

Date



Martin Blaney, Executive Director

7/16/18

Date