

Housing Authority of the City of New Bern

BOARD OF COMMISSIONERS MEETING

Monday, August 20, 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 July 16, 2018
5. Police Department Report
6. Fire Department Report
7. Finance Department Report
8. Public Housing Report
9. Old/New Business
 - a. Report on activity associated with Craven Terrace
 - b. Report on Trent Court transformation
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, JULY 16, 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, July 16, 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.

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

Roll call was as follows:

Present:

Carol B. Becton
William A. Frederick, Jr.
Thomas C. Hardin
Peter T. Monte
Willie W. Newkirk, Sr.
Robert W. Overman
Denise H. Powell

Absent:

Joseph J. Anderson
Molicia Hardy
Barbara Lee
Steven M. Strickland

Following roll call, Vice Chair Overman 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 wanted to bring a few things to the attention of the board:
1. Some of the outside lights at New Bern Towers had been out for a few weeks; 2. He suggested that cameras be placed outside the front door; and 3. The back door is not closing and securing properly. Mr. Blaney said that the lights have been ordered but have not arrived yet. Mr. Blaney also said that he will check on the back door and the cameras.

Minutes of June 18, 2018 Meeting

Commissioner Frederick made a motion to approve the minutes of the June 18, 2018 meeting of the Board of Commissioners. Commissioner Monte seconded the motion. The minutes were approved unanimously.

Police Department Report

A representative of the police department presented the police report which was included in the board information packet. There were calls for service in New Bern Towers and Trent Court but no case reports were generated. There were no incidents in Trent Court on July 4th and Mr. Blaney said that everything was cleaned up by early morning on July 5th. The Trent Court Residents Council used the parking lot on July 4th for paid parking as a fundraiser.

Fire Department Report

No report was submitted by the Fire Department.

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 Frederick seconded the motion. The motion was approved unanimously.

Mr. Blaney introduced Kristen Hoyle, CPA from Thomas, Judy & Tucker to present the draft audit report. Ms. Hoyle began by thanking the Housing Authority staff for their assistance. The report will be submitted to HUD and then finalized. Ms. Hoyle reported that the audit resulted in a clean, unqualified opinion. There were no adverse findings this year that had to be included.

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 June was 96% and New Bern Towers was 92%. There were seventy-three termination letters for non-payment done for Trent Court and eight termination letters for non-payment for New Bern Towers. There were eight cases of nonpayment for Trent Court heard at the June 28, 2018 court session. One tenant is vacating, six tenants have paid all fees, and one writ will be filed.

Executive Director's Report

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

1. Trent Court Transformation – Mr. Blaney, Mr. Straub, and Mr. Banks will present to the Board of Aldermen on July 24, 2018 and request that the Aldermen approve the sale to the Authority of approximately 8 acres at 703 Carolina Avenue. Mr. Blaney encouraged all Commissioners to attend.
2. Personal Injury Claim – A resident in Trent Court has hired the Kellum Law Firm to represent her in connection with claim against the Authority for a tile that fell

from her wall into her bathtub and broke her foot. The Authority's insurance carrier has been notified.

3. HUD Office of Inspector General – The Authority received a letter from the HUD Office of Inspector General regarding an audit that they are conducting of HUD's Oversight of Overhoused Families. Mr. Blaney provided the information requested in the letter. This is not something aimed at the Authority but a review of HUD's procedures.
4. Arabel Bryant – Mr. Blaney also mentioned that former Commissioner, Arabel Bryant, recently passed away.

There being no further business, the meeting was adjourned at 5:00 p.m.

New Bern Police Department
Trent Court Housing Report
Incidents / Cases July 11, 2018 until August 15, 2018

New Bern Towers Calls for Service	
Type of Incident	# of Events
Drug Activity	1
Drunk pedestrain	1
Fire Alarm	1
Follow Up	1
Foot patrol	33
Intel Information	1
Larceny	1
Suspicious vehilce	3
Trespassing	2
Traffic Stops	2
Grand Total	46

Trent Court Apartments Calls for Service		
Building	# of Events	Incident Type
A	1	Loud Noise Complaint
B		
C	1	Fraudulent Activities
	1	Harassment
D	2	Warrant Service
E	1	Citizen Assist
	2	Comm Threat
	1	Juvenile Complaint
	1	Larceny
	1	Trespassing
F	0	
G	0	
H	0	

I	0	
J	0	
K	1	Domestic Disturbance
L	0	
M	1	Comm. Threat
N	0	
O	0	
P	1	Animal Welfare
Q	0	
R	0	
S	1	Civil Stand By
	1	Warrant Service
T	1	Assault
	1	Juvenile
		Medical
	1	Trespassing
U	0	
V	0	
W	1	Damage to Property
Y	0	
A-2	0	
B-2	0	
C-2	0	
D-2	0	
837 S. Front St.		

	1	Alarm Business
	2	Welfare Check
	1	Community Meeting
	5	Directed patrol
	1	Disturbance
	1	Drug Activity
	6	Extra Duty Housing Patrols
	1	Fire Vehicle
	1	Information Intel
	1	Juvenile Complaint
	5	Loud Noise Complaints
	1	Shots Fired
	3	Vehicle Crash
Fleet & Walt Bellamy		
	19	Directed Foot Patrols
	1	Traffic Stop
Case Reports Generated		
Buiding	# of Reports	Type of Case Report
837 S. Front St	1	Disturbance
837 S. Front St	1	Veh Crash / Injury
A Building	2	Harassment
C Building	1	Fraudulent Activities
D Building	1	Warrant Service
E Building	1	Larceny
E Building	1	Comm Threat
H Building	1	Warrant Service
U Building	1	Assault
W Building	1	Damage to Property
Total Reports	11	

New Bern Housing Authority					
Income Statement					
June 30, 2018					
	Trent Court 1.01	Admin Cost 2	CHI Business Activity 4	NBT 9	Consolidated Income Statement Total
Casual Labor	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00
Consulting Expense	\$ -	\$ -	\$ 2,400.00	\$ -	\$ 2,400.00
Materials	\$ 31,429.26	\$ -	\$ -	\$ 20,925.15	\$ 52,354.41
Materials - Capitalized	\$ -	\$ -	\$ -	\$ 19,420.30	\$ 19,420.30
Computer Expense	\$ 3,210.12	\$ -	\$ -	\$ 790.99	\$ 4,001.11
Repairs and Maintenance	\$ 14,995.95	\$ -	\$ -	\$ 29,374.93	\$ 44,370.88
Repairs and Maintenance - Capitalized	\$ -	\$ -	\$ -	\$ 1,054.18	\$ 1,054.18
Garbage and Trash removal	\$ 16,847.79	\$ -	\$ -	\$ 1,780.20	\$ 18,627.99
Extermination-Maintenance Expense	\$ 9,662.00	\$ -	\$ -	\$ 1,272.00	\$ 10,934.00
Payroll Taxes and emp. benefits - Maint.	\$ 38,827.10	\$ -	\$ -	\$ 17,363.15	\$ 56,190.25
Repairs and Maintenance Truck	\$ 404.77	\$ -	\$ -	\$ 445.63	\$ 850.40
Heating and Air	\$ 2,916.24	\$ -	\$ -	\$ -	\$ 2,916.24
Gas-Truck	\$ 1,375.71	\$ 1,098.42	\$ -	\$ 677.60	\$ 3,151.73
Security System	\$ 200.16	\$ -	\$ -	\$ 5,284.78	\$ 5,484.94
Protective Services	\$ 1,560.00	\$ -	\$ -	\$ -	\$ 1,560.00
Insurance	\$ 36,679.56	\$ 1,785.52	\$ 862.08	\$ 18,176.44	\$ 57,503.60
W/C Insurance Expense	\$ 4,454.76	\$ 2,226.70	\$ 910.42	\$ 1,551.88	\$ 9,143.76
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	\$ 4,575.00	\$ -	\$ -	\$ 126.00	\$ 4,701.00
App. Screening	\$ 1,488.74	\$ -	\$ -	\$ 732.26	\$ 2,221.00
Uniforms	\$ 3,079.67	\$ -	\$ -	\$ 1,979.16	\$ 5,058.83
Storage management	\$ -	\$ -	\$ -	\$ -	\$ -
Adm Cost Allocation	\$ 88,798.46	\$ (153,100.79)	\$ 15,310.07	\$ 48,992.26	\$ -
Total Operating Expenses	\$ 740,447.94	\$ -	\$ 88,142.87	\$ 374,930.37	\$ 1,203,521.18
Total Rev. & Oper. Expenses	\$ (5,730.27)	\$ -	\$ (88,142.87)	\$ 100,408.78	\$ 6,535.64
Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Fund Activity:					
CFP NC19P005501-16	\$ 76,153.33	\$ -	\$ -	\$ -	\$ 76,153.33
CFP 501-16 Rev. Soft Cost Contra	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Rev. & Expenses	\$ 76,153.33	\$ -	\$ -	\$ -	\$ 76,153.33
Total Net Income (Loss)	\$ 70,423.06	\$ -	\$ (88,142.87)	\$ 100,408.78	\$ 82,688.97

New Bern Housing Authority					
Income Statement					
June 30, 2018					
	Trent Court 1.01	Admin Cost 2	CHI Business Activity 4	NBT 9	Consolidated Income Statement Total
Dwelling Rental	\$ 261,320.47	\$ -	\$ -	\$ 160,369.00	\$ 421,689.47
HAP from HUD	\$ -	\$ -	\$ -	\$ -	\$ -
Excess Utilities	\$ 14,825.35	\$ -	\$ -	\$ -	\$ 14,825.35
NonDwelling Rent	\$ 9,000.00	\$ -	\$ -	\$ -	\$ 9,000.00
Revenues HUD PHA Grants	\$ 435,816.00	\$ -	\$ -	\$ -	\$ 435,816.00
CFP Soft Cost Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on GF Investments	\$ 201.06	\$ -	\$ -	\$ 300.10	\$ 501.16
Other Income	\$ 5,902.78	\$ -	\$ -	\$ 456.99	\$ 6,359.77
Late Charges	\$ 6,315.00	\$ -	\$ -	\$ 975.00	\$ 7,290.00
HAP to Craven Terrace I & II	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income Pepsi Cola	\$ -	\$ -	\$ -	\$ 83.81	\$ 83.81
Other Income laundry	\$ -	\$ -	\$ -	\$ 3,114.25	\$ 3,114.25
Bad Debt Recovery	\$ 1,337.01	\$ -	\$ -	\$ -	\$ 1,337.01
Hap Payment	\$ -	\$ -	\$ -	\$ 310,040.00	\$ 310,040.00
Development Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Supportive Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Revenue	\$ 734,717.67	\$ -	\$ -	\$ 475,339.15	\$ 1,210,056.82
Administrative Salaries	\$ 73,482.49	\$ 82,717.83	\$ 33,820.72	\$ 32,218.74	\$ 222,239.78
Legal Expenses	\$ -	\$ 4,685.00	\$ -	\$ -	\$ 4,685.00
Staff Training	\$ 783.09	\$ 1,101.28	\$ 5,214.70	\$ 15.00	\$ 7,114.07
Publications	\$ 501.75	\$ 394.68	\$ -	\$ 146.19	\$ 1,042.62
Accounting Fees	\$ -	\$ 21,775.00	\$ -	\$ -	\$ 21,775.00
Audit Fees	\$ 5,760.00	\$ 1,200.00	\$ 1,200.00	\$ 3,840.00	\$ 12,000.00
Telephone	\$ 4,686.19	\$ -	\$ -	\$ 25,866.36	\$ 30,552.55
Payroll Taxes and emp. benefits	\$ 33,464.90	\$ 29,100.37	\$ 19,000.09	\$ 16,212.60	\$ 97,777.96
Rent Expense	\$ -	\$ 6,000.00	\$ 3,000.00	\$ -	\$ 9,000.00
Unemployment Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Office Expense	\$ 4,469.31	\$ -	\$ 387.87	\$ 2,855.47	\$ 7,712.65
Sundry Admin Expense	\$ 1,829.17	\$ 1,015.99	\$ 6,036.92	\$ 102.35	\$ 8,984.43
Development	\$ -	\$ -	\$ -	\$ -	\$ -
Resident Council	\$ 2,544.00	\$ -	\$ -	\$ 187.70	\$ 2,731.70
Recreation/Pub/Other	\$ -	\$ -	\$ -	\$ -	\$ -
Tenant Service Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Water	\$ 88,315.60	\$ -	\$ -	\$ 35,873.92	\$ 124,189.52
Electricity	\$ 95,421.42	\$ -	\$ -	\$ 54,384.70	\$ 149,806.12
Gas-building	\$ 69,021.89	\$ -	\$ -	\$ 3,735.51	\$ 72,757.40
Labor Salaries	\$ 92,007.67	\$ -	\$ -	\$ 25,428.59	\$ 117,436.26

New Bern Housing Authority Vacancy Report

JUNE 2018 – JULY 2018

Public Housing

	Ending JUNE Occupancy	JULY Move Outs	JULY Move Ins	Total JULY Occupancy	# Vacant	Occupancy % JULY
Trent Court 218	209	3	4	210	8	96%

Section 8 - New Construction

	Ending JUNE Occupancy	JULY Move Outs	JULY Move Ins	Total JULY Occupancy	# Vacant	Occupancy % JULY
NBT 106	98	2	2	98	8	92%

JULY 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	9 (30-day)	0	1

Court Session held on July 31, 2018 13 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	13	0	12	1	0	0
New Bern Towers	0	0	0	0	0	0

Updated 8/15/2018

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director

RE: Craven Terrace

DATE: August 20, 2018

A handwritten signature in black ink, appearing to read "Martin Blaney", is positioned to the right of the "FROM" line. The signature is written in a cursive, flowing style.

We have received payment of our developer's fee for the Craven Terrace RAD project. Tonight, I will provide a report on the payments.

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director

RE: Trent Court Transformation

DATE: August 20, 2018

A handwritten signature in black ink, appearing to read "Martin Blaney", is written over the "FROM" line of the memo header.

I have been told that the City's Board of Aldermen considered the sale of 703 Carolina Avenue during their closed session at the end of the August 14, 2018 meeting. I was also told to expect correspondence from the City regarding their decision.

At the time of this writing I have not received the correspondence. However, I will provide a report on Monday (even if it is not received.)

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director

RE: Executive Director's Report

DATE: August 20, 2018



CNI Meeting

Nearly forty concerned citizens attended our Choice Neighborhoods Initiative update on August 9. Attendees included representatives from many not for profit and governmental organizations. Those in attendance included Ms. Meghan Doyle, Craven County Schools Superintendent; Mr. Carr Ipock, Craven County Schools Board Member; Jeffrey Odham, City Alderman; Stuart Blount, Director of the University of Mount Olive; Ms. Foster Hughes, Director of New Bern Parks and Recreation; Chief Toussaint Summers, New Bern Police Department and Ms. Amanda Ohlensehlon, the City's new Manager of Community and Economic Development. In addition, twenty-three children from the Boys and Girls Club observed (and participated!).

Representatives of the many groups gave progress reports on their goals as stated in the Greater Five Points Transformation Plan. I provided a report on the status of our Trent Court transformation. Our Leadership Academy was mentioned by several groups. The Academy has generated a great deal of interest.

National Night Out

Community-wide celebrations were held at Trent Court and New Bern Towers on August 7. These annual events are intended to raise crime awareness in our developments. Both were highly attended with many NBPD officers participating.

Personnel

I have changed Ms. Livingston's job title from Finance Officer to Finance Director to more accurately reflect her job duties and responsibilities.

Summer Lunch Program

Our lunch program came to a close last week. We averaged over 20 children a day and often ran out of our allotment of 25 lunches. Thanks go to our partners at Craven Schools and, of course, the Trent Court Resident Council.