

# **HOUSING AUTHORITY OF THE CITY OF NEW BERN**

## **BOARD OF COMMISSIONERS MEETING**

**Monday, June 17, 2019**

**4:30 P. M.**

**First Floor, New Bern Towers**

**1125 Walt Bellamy Drive**

### **AGENDA**

1. Call to Order
2. Roll Call
3. Public Comment Period
4. Approval of Minutes – Board Meeting of May 20, 2019
5. Police Department Report
6. Fire Department Report
7. Finance Department Report
8. Public Housing Report
9. Old/New Business
  - a. Consideration of request to rent office space
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, MAY 20, 2019

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 20, 2019, at New Bern Towers, New Bern, North Carolina, which is the place, hour, and date set forth in the notice announcing the meeting.

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

Roll call was as follows:

Present:

Carol B. Becton

Molicia Hardy

Peter T. Monte

Robert W. Overman

Denise H. Powell

Steven M. Strickland

Absent:

William A. Frederick, Jr.

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

Martin Blaney, Executive Director, other Authority staff members, Clifford P. Parson, attorney, and Stephanie Crosby, paralegal, from Ward and Smith, P.A. also were present. Members of the public also were present including Alderman Bengel.

### Public Comment Period

There were no public comments.

### Minutes of April 15, 2019 and May 6, 2019 Meetings

Commissioner Monte made a motion to approve the minutes of the April 15, 2019 and May 6, 2019 meetings of the Board of Commissioners. Commissioner Hardy seconded the motion. The minutes were approved unanimously.

### Police Department Report

Officer Jones presented the Police Department Report which was included in the Board information packet. There was one case report generated for a strong arm robbery in Trent Court. According to Officer Jones, a man came into Trent Court, took out some cash and three men stole the cash. The victim did not speak English. There also was a call for drug activity but the Police could not find any drugs when they searched the people. The extra duty officers continue to patrol the areas of Fleet Street and Walt Bellamy Drive.

### Fire Department Report

No report was submitted by the Fire Department.

### Finance Report – Arlene Livingston

Ms. Livingston presented the Finance Report that was included in the Board information packet. Commissioner Monte made a motion to approve Finance Report. Commissioner Strickland seconded the motion. The motion was approved unanimously.

### Public Housing Report – Mr. Blaney

Mr. Blaney presented the Public Housing Report that was included in the Board information packet. Occupancy in Trent Court as of the end of April was 100% and New Bern Towers was 98%. There were thirty-four termination letters done for Trent Court and nine termination letters for New Bern Towers. There are two pending terminations for criminal lease violations in New Bern Towers and both have vacated. There also is one pending termination for other lease violation and that person has vacated. There were three cases for Trent Court and one case for New Bern Towers heard at the April 30, 2019 Court Session. All three Trent Court tenants paid all charges. There is one writ to be served for a New Bern Towers resident.

### 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. There is a slight decrease in premiums but there is an increase in co-pays for primary care and specialist/urgent care visits. 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, 2019. Commissioner Becton seconded the motion. The motion was approved unanimously.

2. Office Space – Mr. Blaney explained that neither HUD nor FEMA will approve construction of an office (modular or otherwise) on the property owned by the Authority that is adjacent to New Bern Towers because it is in the flood plain. There are emergency relocation funds available from FEMA for moving and rent. The deadline to obtain the funds has been extended until August. Mr. Blaney is asking for the Board to make a decision on suitable office space to rent. He reminded the Board that the information on the two potential rental properties for the office were discussed in March and the information also is included in the Board information packet. Alderman Bengel asked if members of the public could speak on behalf of one of the properties. Jonathan Estry spoke on behalf of the owner of Property A (Fleet Street). Mr. Estry said that the Fleet Street property will be wired for phone and internet. In addition, off street parking will

be available with a handicapped ramp to the back door. Mr. Estry said he hoped those changes would adjust the points on the chart in favor of Property A. Mr. Blaney said that he was pleased to hear about the handicap ramp and the off street parking.

Commissioner Strickland suggested getting small groups of Commissioners together to look at both properties and then take a vote at the next meeting. All Commissioners present at the meeting were in favor of this. Mr. Blaney will schedule the visits.

3. Trent Court Demolition – The Demolition Application is complete. The application listed 108 units to be demolished immediately (those affected by Hurricane Florence) and 110 units to be demolished at a later date.

Commissioner Monte made a motion to adopt Resolution 05.19.02 as follows:

RESOLUTION OF  
THE HOUSING AUTHORITY OF THE  
CITY OF NEW BERN  
05.19.02

WHEREAS, the Housing Authority of the City of New Bern (the "Authority") in collaboration with the City of New Bern and the community at large acknowledges that revitalization of the area identified as Trent Court is critical to the future of New Bern and the residents;

WHEREAS, the Choice Neighborhood Initiatives' Greater Five Points Transformation Plan, which builds off the New Bern Gateway Renaissance Plan, provides a detailed roadmap with specific partners and timeframes for the implementation for the revitalization of that area;

WHEREAS, the entirety of Trent Court is located within the boundaries of the Greater Five Points Transformation Plan;

WHEREAS, the recent flooding and damage to many of the units and buildings at Trent Court caused by Hurricane Florence has made the units and buildings either uninhabitable or prone to further deterioration and damage;

WHEREAS, the Housing Authority Executive Director and staff have consulted with the residents of Trent Court, City Officials and the Department of Housing and Urban Development;

WHEREAS, the residents of Trent Court and the City Officials support the demolition of units and buildings at Trent Court and the plan for further the revitalization of the area; and

BE IT RESOLVED, by the Housing Authority of the City of New Bern that the Authority expresses its support of the request to demolish the Trent Court Public Housing units in two phases, 108 units and the office building in the first phase and the remaining 110 units in the second phase as other relocation units become available; and

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute documents and provide certifications and submit to HUD for approval a request to demolish the 218-unit Trent Court Public Housing development.

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

Executive Director's Report – Mr. Blaney presented the Executive Directors' report which was included in the Board information packet.

1. New Bern Towers – Mr. Blaney told the Board that the City's Parks and Recreation Department removed the downed tree which was blocking access to the dock. In addition, they have completed surveying for the construction of the Riverwalk extension. Mr. Blaney thanked Jordan Hughes and his team.
2. FEMA Reimbursements – The Authority has received over \$80,000 for clean-up and debris removal following Hurricane Florence. The State should be sending over \$20,000 after the specific FEMA projects are completed.

The Authority is waiting for FEMA's approval of the replacement housing application. Once that is approved, the Authority can begin developing a plan. Unfortunately, the City has no available land to develop that is not in the flood plain.

3. Twin Rivers Y – Only six Trent Court children participated in the annual swim lessons provided by Twin Rivers Y. The Authority partnered with Craven Terrace on this and the numbers from Craven Terrace were down as well. Mr. Blaney thanked Twin Rivers Y for offering the lessons and the City's Parks and Recreation Department for providing transportation.
4. Financial Audit – The Authority signed the engagement agreement with Thomas, Judy & Tucker to perform the 2018 audit. The auditors will be on site the beginning of June.
5. Trent Court Occupancy – There are seven residents remaining at Trent Court in damaged units. Four of them have definite plans to move in the immediate future. the remaining three have been issued vouchers and continue to search for a place to live.

6. Craven Terrace Payment – The authority has received reimbursements totaling \$59,840 for the Resident Service Coordinators serving Craven Terrace. In addition, Letisha Bell was recently recognized by Preservation Management as the Resident Service Coordinator of the year.
7. 703 Carolina Avenue – The application for 9% low income housing tax credits was submitted to the NC Housing Finance Agency on May 9, 2019. Funding decisions should be made in late August or early September. In the meantime, a team from the NC Housing Finance Agency will complete a site inspection over the summer.

Closed Session

Commissioner Monte made a motion to move into closed session to discuss a real estate acquisition and to consult with the Authority's attorney. Commissioner Hardy seconded the motion. The motion was approved unanimously.

No action was taken in the closed session.

The Board returned to Open Session.

There being no further business, the meeting was adjourned at 5:27 pm.

ND: 4834-5668-9815, v. 1

New Bern Police Department  
 Trent Court Housing Report  
 Incidents/Cases May 15, 2019 - June 14, 2019

New Bern Towers Calls for Service		
Type of Incident	# of Events	
Check on Welfare	1	
Drug Activity	1	
Foot Patrol	30	
Meeting	1	
Security Check Business	12	
Security Check Residential	3	
Susp Vehicle	1	
Unknown	3	
(blank)		
<b>Grand Total</b>	<b>52</b>	
Building		
A	0	
B	0	
C	0	
D	1	Unkown
G	0	
E	0	
F	0	
G	0	
H	0	
I	0	
J	1	Traffic Stop
K	1	Code 21 DOA

L	1	Medical Call
M		
N	1	Animal Complaint
	1	Disturbance
	1	Drug Complaint
O	0	
P	0	
Q	2	Disturbance
R	1	Disturbance
	1	Drug Complaint
	1	Trespassing
S	1	B&E
	1	Civil Stand By
	1	Distsurnbance
	1	Follow Up
T	1	Larceny
U	1	Follow Up
V	0	
W	0	
X	0	
Y	0	
A-2	0	
B-2	0	
C-2	0	
	0	
D-2	1	Domestic



837 S. Front St.		
	1	Citizen Assist
	5	Extra Duty Security
	1	Loud Noise
	1	Security Check
	1	Traffic Stop
<b>Grand Total</b>	<b>28</b>	
<b>Case Reports Generated</b>		
Buiding		
S	1	B&E
<b>Total Reports</b>		

**New Bern Housing Authority**

**Income Statement**

**April 30, 2019**

	<b>Trent Court 1.01</b>	<b>Admin Cost 2</b>	<b>CHI Business Activity 4</b>	<b>NBT 9</b>	<b>Consolidated Income Statement Total</b>
Dwelling Rental	\$ 79,603.55	\$ -	\$ -	\$ 109,436.00	\$ 189,039.55
HAP from HUD	\$ -	\$ -	\$ -	\$ -	\$ -
Excess Utilities	\$ 11,037.19	\$ -	\$ -	\$ -	\$ 11,037.19
NonDwelling Rent	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 8,000.00
Revenues HUD PHA Grants	\$ 268,635.34	\$ -	\$ -	\$ -	\$ 268,635.34
CFP Soft Cost Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on GF Investments	\$ 128.80	\$ -	\$ -	\$ 176.17	\$ 304.97
Dividends	\$ 1,367.39	\$ -	\$ -	\$ -	\$ 1,367.39
Other Income	\$ 3,586.81	\$ -	\$ -	\$ 862.12	\$ 4,448.93
Late Charges	\$ 2,217.86	\$ -	\$ -	\$ 790.00	\$ 3,007.86
HAP to Craven Terrace I & II	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income Pepsi Cola	\$ -	\$ -	\$ -	\$ 87.00	\$ 87.00
Other Income laundry	\$ -	\$ -	\$ -	\$ 2,466.00	\$ 2,466.00
Bad Debt Recovery	\$ 1,931.37	\$ -	\$ -	\$ -	\$ 1,931.37
Hap Payment	\$ -	\$ -	\$ -	\$ 221,871.00	\$ 221,871.00
Development Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Supportive Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Operating Revenue</b>	<b>\$ 368,508.31</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 343,688.29</b>	<b>\$ 712,196.60</b>
Administrative Salaries	\$ 46,817.22	\$ 64,572.12	\$ 14,971.42	\$ 21,479.16	\$ 147,839.92
Legal Expenses	\$ 662.50	\$ 8,358.75	\$ -	\$ 198.75	\$ 9,220.00
Staff Training	\$ 3,193.42	\$ 404.58	\$ -	\$ -	\$ 3,598.00
Publications	\$ 476.55	\$ 32.83	\$ -	\$ 124.76	\$ 634.14
Accounting Fees	\$ -	\$ 13,475.00	\$ -	\$ -	\$ 13,475.00
Audit Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 1,582.17	\$ -	\$ -	\$ 18,955.67	\$ 20,537.84
Payroll Taxes and emp. benefits	\$ 24,062.51	\$ 20,330.20	\$ 6,127.25	\$ 10,359.66	\$ 60,879.62
Rent Expense	\$ 2,000.00	\$ 4,000.00	\$ 2,000.00	\$ -	\$ 8,000.00
Unemployment Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Office Expense	\$ 14,287.75	\$ 1,098.90	\$ 874.18	\$ 3,374.12	\$ 19,634.95
Sundry Admin Expense	\$ 528.79	\$ 1,096.29	\$ 8,082.79	\$ 15.00	\$ 9,722.87
Temporary Employees Service	\$ -	\$ -	\$ 3,407.85	\$ -	\$ 3,407.85
Development	\$ -	\$ -	\$ -	\$ -	\$ -
Resident Council	\$ -	\$ -	\$ -	\$ 201.65	\$ 201.65
Recreation/Pub/Other	\$ -	\$ -	\$ -	\$ -	\$ -
Tenant Service Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Water	\$ 42,080.25	\$ -	\$ -	\$ 14,166.47	\$ 56,246.72
Electricity	\$ 33,263.05	\$ -	\$ -	\$ 37,380.45	\$ 70,643.50
Gas-building	\$ 31,114.44	\$ -	\$ -	\$ 2,782.63	\$ 33,897.07

**New Bern Housing Authority**

**Income Statement**

**April 30, 2019**

	<b>Trent Court 1.01</b>	<b>Admin Cost 2</b>	<b>CHI Business Activity 4</b>	<b>NBT 9</b>	<b>Consolidated Income Statement Total</b>
Labor Salaries	\$ 38,218.69	\$ -	\$ -	\$ 19,492.97	\$ 57,711.66
Casual Labor	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
Consulting Expense	\$ -	\$ -	\$ 2,400.00	\$ -	\$ 2,400.00
Materials	\$ 9,857.43	\$ -	\$ 29.06	\$ 6,814.67	\$ 16,701.16
Materials - Capitalized	\$ -	\$ -	\$ -	\$ 25,026.82	\$ 25,026.82
Computer Expense	\$ 2,198.79	\$ 146.95	\$ -	\$ 1,480.30	\$ 3,826.04
Repairs and Maintenance	\$ 3,893.77	\$ 108.97	\$ -	\$ 19,286.47	\$ 23,289.21
Repairs and Maintenance - Capitalized	\$ -	\$ -	\$ -	\$ 18,285.00	\$ 18,285.00
Garbage and Trash removal	\$ 13,196.00	\$ -	\$ -	\$ 1,210.56	\$ 14,406.56
Extermination-Maintenance Expense	\$ 2,469.00	\$ -	\$ -	\$ 1,900.00	\$ 4,369.00
Payroll Taxes and emp. benefits - Maint.	\$ 21,796.29	\$ -	\$ -	\$ 11,486.35	\$ 33,282.64
Repairs and Maintenance Truck	\$ 776.43	\$ -	\$ -	\$ 382.41	\$ 1,158.84
Heating and Air	\$ 2,669.36	\$ -	\$ -	\$ 2,156.00	\$ 4,825.36
Gas-Truck	\$ 1,133.80	\$ 648.34	\$ -	\$ 558.44	\$ 2,340.58
Security System	\$ -	\$ -	\$ -	\$ 549.51	\$ 549.51
Protective Services	\$ 4,758.49	\$ -	\$ -	\$ 2,273.51	\$ 7,032.00
Insurance	\$ 26,981.91	\$ 887.08	\$ 348.32	\$ 13,313.96	\$ 41,531.27
W/C Insurance Expense	\$ 1,812.89	\$ 1,376.31	\$ 312.07	\$ 873.54	\$ 4,374.81
License, Taxes and Recycling Fee	\$ -	\$ -	\$ -	\$ -	\$ -
Compensated Absence	\$ -	\$ -	\$ -	\$ -	\$ -
Collection Loss	\$ -	\$ -	\$ -	\$ -	\$ -
Eviction Expense	\$ 1,425.00	\$ -	\$ -	\$ 614.00	\$ 2,039.00
App. Screening	\$ 149.31	\$ -	\$ -	\$ 73.54	\$ 222.85
Uniforms	\$ 1,577.33	\$ -	\$ -	\$ 1,306.42	\$ 2,883.75
Storage management	\$ -	\$ -	\$ -	\$ -	\$ -
Adm Cost Allocation	\$ 67,591.06	\$ (116,536.32)	\$ 11,653.64	\$ 37,291.62	\$ -
<b>Total Operating Expenses</b>	<b>\$ 400,574.20</b>	<b>\$ -</b>	<b>\$ 50,206.58</b>	<b>\$ 276,414.41</b>	<b>\$ 727,195.19</b>
<b>Total Rev. &amp; Oper. Expenses</b>	<b>\$ (32,065.89)</b>	<b>\$ -</b>	<b>\$ (50,206.58)</b>	<b>\$ 67,273.88</b>	<b>\$ (14,998.59)</b>
Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Fund Activity:</b>					
CFP NC19P005501-16	\$ 17,523.61	\$ -	\$ -	\$ -	\$ 17,523.61
CFP 501-16 Rev. Soft Cost Contra	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Other Rev. &amp; Expenses</b>	<b>\$ 17,523.61</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,523.61</b>
<b>Total Net Income (Loss)</b>	<b>\$ (14,542.28)</b>	<b>\$ -</b>	<b>\$ (50,206.58)</b>	<b>\$ 67,273.88</b>	<b>\$ 2,525.02</b>

# New Bern Housing Authority Vacancy Report May 2019

## Public Housing

Trent Court	APRIL Ending Occupancy	MAY Move Outs	MAY Move Ins	MAY Total Occupancy	MAY Vacant #	MAY Occupancy %
110	110	2	0	108	2	98%

## Section 8 - New Construction

New Bern Towers	APRIL Ending Occupancy	MAY Move Outs	MAY Move Ins	MAY Total Occupancy	MAY Vacant #	MAY Occupancy %
106	104	6	1	101	5	95%

## Delinquencies

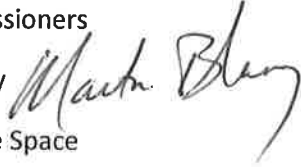
	Late Payment Letters	Pending terminations for criminal lease violations	Pending terminations for other lease violations
Trent Court (14 day)	44	0	0
New Bern Towers (30 day)	9	0	0

## Court Session of MAY 30, 2019

	# Cases to be heard	#Tenants vacated after court	# Tenants paid all court charges	# Writs filed/to be filed	#Writs served	#Writs served; 7- day writ or vacated
Trent Court	2	0	1	1	0	0
New Bern Towers	0	0	0	0	0	0

TO: Board of Commissioners

FROM: Martin Blaney



RE: Temporary Office Space

DATE: June 17, 2019

The Board has considered the temporary relocation of the Authority's main office for several months. Options considered have been the construction of a new office, the renovation of existing space and rentals. Several rental options were examined and two appear to be most feasible: 315 Fleet Street and 301 South Front Street. Commissioners and staff have had the opportunity to visit both locations. Staff prefers and recommends the Front Street property.

A decision is critical since time is running out to be eligible for FEMA's emergency temporary facilities assistance. A copy of their most recent communication is attached.

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

Attachment

## Martin Blaney

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**From:** support.pagrants@fema.gov  
**Sent:** Tuesday, June 11, 2019 1:18 PM  
**To:** Martin Blaney  
**Subject:** FEMA PA Notification - NEW REPLY - Temporary Facilities on Applicant: Housing Authority of the City of New Bern

Hello Martin,

## Temporary Facilities

### on Applicant: *Housing Authority of the City of New Bern*

has a new reply from **SANTIAGO, SANDRA L.**

*Hi Arlene/ Mr. Blaney,*

*I am back and was wondering if you have the decision concerning the temporary facilities. As you know we are basically out of time for the Cat B Emergency Temporary Facilities. Please advise.*

*Thank you,*

*Sandra*

**by SANTIAGO, SANDRA L. on 6/11/2019**

[Click here to join the discussion.](#)

-FEMA PA Support Team

[FEMA-PA-Grants@fema.dhs.gov](mailto:FEMA-PA-Grants@fema.dhs.gov)  
<https://grantee.fema.gov>

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director

RE: Executive Director's Report

DATE: June 17, 2019



### **Trent Court**

We will have an open meeting with residents later this month to provide updates. We will try to resurrect the Resident Council.

### **Florence**

Six individuals continue to reside in damaged Trent Court buildings. Two of these have definite housing opportunities which will become available soon leaving only four. However, we will submit the demolition application next week. Consequently, we are compelled to take possession and to secure these remaining units. (All remaining residents have had the opportunity to receive Tenant Protection Vouchers.)

We will terminate electric and water service on or about August 1. We will notify residents of this and continue to encourage them to vacate.

### **Audit, Fiscal Year Ending 12/31/2018**

Field work for the audit was completed during the week of June 7, 2019. This was difficult since many documents were lost during Florence and had to be retrieved. In some cases, the documentation we lost was also lost by our vendors who were similarly impacted by Florence. This may result in a finding "due to impairment."

Upon exiting, the auditors expressed no other concerns and we expect to otherwise have a good audit report.

### **Virginia's Retirement**

Virginia's retirement function was held on June 6. I believe everyone had a wonderful time and that Ms. Stanley was genuinely touched.

Considering the reality of our size, we will not fill her position. The job will be accomplished with existing staff.

### **New Bern Towers**

On May 2 we were subject to a management review of New Bern Towers. The review was conducted by North Carolina Quadel, a HUD contractor. We received a property rating of satisfactory.