

HOUSING AUTHORITY OF THE CITY OF NEW BERN

BOARD OF COMMISSIONERS MEETING

Monday, October 21, 2019

4:30 P. M.

Fifth 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 September 16, 2019
5. Police Department Report
6. Fire Department Report
7. Finance Department Report
8. Public Housing Report
9. Old/New Business
10. Executive Director's Report
11. Closed Session
12. Adjourn

HOUSING AUTHORITY OF THE CITY OF NEW BERN

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD ON MONDAY, SEPTEMBER 16, 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, September 16, 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:	Absent:
William A. Frederick, Jr.	Carol B. Becton
Molicia Hardy	
Peter T. Monte	
Robert W. Overman	
Denise H. Powell	
Steven M. Strickland	

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

Several Authority staff members, James W. Norment, 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 July 15, 2019 and August 19, 2019 Meetings

Commissioner Monte made a motion to approve the minutes of the July 15, 2019 and August 19, 2019 meetings of the Board of Commissioners. Commissioner Frederick seconded the motion. The minutes were approved unanimously.

Police Department Report

A representative of the Police Department presented the Police Department Report which was included in the Board information packet. There were eight case reports generated in the last thirty days including a disturbance and shots fired at the old office location. This means that it was written up there but may not have occurred on Authority property. Commissioner Powell

said that the Commissioners needed to look at the type of report that was being written and not just the number of reports.

Fire Department Report

No report was submitted by the Fire Department.

Finance Report

Chair Overman 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 and distributed to the Board. Ms. Hoyle reported that the audit resulted in a clean, unmodified opinion. There were no adverse findings this year that had to be included. The decrease in capital assets is due to writing off the Trent Court units which have been approved for demolition. Ms. Hoyle said that the tenant files were destroyed in Hurricane Florence so they could not test the files to make sure that tenants qualify. However, in all of the years that she has been working on the audit, she has never had a tenant file that was not complete so she felt confident that procedures had been followed. She asked everyone to please see the note on page 35 of the report.

Commissioner Monte made a motion to approve the draft Audit and authorize the Chair to move forward with submitting. Commissioner Hardy seconded. The motion was approved unanimously.

Mr. Reese presented the Finance Report that was included in the Board information packet. The Board already had reviewed the Finance Report from the August 19, 2019 meeting. Commissioner Monte made a motion to approve the Finance Report. Commissioner Strickland seconded the motion. The motion was approved unanimously.

Commissioner Hardy made a motion to approve the August 19, 2019 Finance Report. Commissioner Frederick seconded the motion. The motion was approved with Commissioner Strickland voting against because he was not present at the August 19th meeting and did not have the August 19th Finance Report in front of him at this meeting.

Public Housing Report – Dee Meadows

Ms. Meadows presented the Public Housing Report that was included in the Board information packet. Occupancy in Trent Court as of the end of June was 99% and New Bern Towers was 92%. There were thirty-two termination letters done for Trent Court and fourteen termination letters for New Bern Towers. There were four cases for Trent Court heard at the August 29, 2019 Court Session. All four tenants paid all charges.

The eight units that are vacant in New Bern Towers are being worked on so new tenants can move in. The one vacant unit in Trent Court needs a lot of work and will require a contractor.

Mr. Jedrey said that the flooded units that are scheduled for demolition are secured but occasionally someone breaks in.

Executive Director's Report

In Mr. Blaney's absence, Chair Overman said that the demolition of the 108 flooded units is going out for bid. In addition, the City is working on the Riverwalk walkway.

The Authority now has a formalized hurricane and state of emergency plan.

Chair Overman thanked the staff for all they have done in Mr. Blaney's absence.

Alderman Bengel thanked Ms. Livingston, Ms. Smith, and Ms. Simmons for their work leading up to Hurricane Dorian.

There being no further business, the meeting was adjourned at 5:06 pm.

ND: 4825-3941-6486, v. 1

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director



RE: Police Report

Date: October 21, 2019

Unfortunately, the police report could not be provided due to computer issues (see attached email).

However, this report is not the only tool by which we measure activity on our properties. Attached, please find:

1. The report prepared by officers following their extra-duty patrol. The one I attached is for August 30, 2019 and shows very little activity (this is normal).
2. The Daily Neighborhood Watch Report is a computer-generated report based upon data entered by the NBPD. The one I attached is for October 16, 2019 and shows no activity. This, too is the norm.

Attachments

Martin Blaney

From: Paul Douglas Brown <BROWNP@newbernnc.gov>
Sent: Wednesday, October 16, 2019 1:27 PM
To: Martin Blaney
Cc: Bobby Jones; Toussaint E. Summers, Jr.
Subject: October Housing Authority Report

Importance: High

Mr. Blaney,

I will not be able to provide the monthly Housing Authority Report this month. We are currently going through some upgrades with our report software. I apologize for any inconvenience. I will provide the stats for this month on next month's report.

Thank you for your understanding.

Paul D. Brown

Detective Sergeant
New Bern Police Dept.
Forensic Evidence & Property
Desk (252) 672-4247
brownp@newbernnc.gov

NOTE: Please be advised, City of New Bern email addresses changed to user@newbernnc.gov as of October 23rd 2018. Please update your address book accordingly. Thank you for your assistance with this change. -----

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Martin Blaney

From: Jan Myers <myersj@newbernnc.gov>
Sent: Tuesday, September 3, 2019 1:23 PM
To: Dee Meadows
Cc: Arlene Livingston; Martin Blaney
Subject: Security invoice 8/30
Attachments: 09 - Sep Invoice -262 Housing Authority.pdf

Good afternoon Dee,

I am attaching the invoice for security from last Friday and the officer's report is below. Apparently the officer that was scheduled for Saturday was unable to find a partner and I had no one signed up, therefore services were not provided. I'd also like to inform you that we most likely will not be able to provide coverage this weekend because of the hurricane and the MS Bike Tour.

Have a good day,

Jan

From: Steven Garity <garitys@newbernnc.gov>
Sent: Saturday, August 31, 2019 2:02 AM
To: Jan Myers <myersj@newbernnc.gov>
Cc: Joshua Gregoli <gregolij@newbernnc.gov>
Subject: Friday 08/30 Housing Report

Jan,

Below is the Housing Authority activity for Detective Gregoli and I.

Traffic Stop: 2019-00030287
Foot Patrol: 2019-00030297
Traffic Stop: 2019-00030301
Field Interview: 2019-00030314
Foot Patrol: 2019-00030318

Thank you,
Officer Garity

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Martin Blaney

From: Community Crime Map <no-reply-community-crime-map@lexisnexisrisk.com>
Sent: Thursday, October 17, 2019 10:05 AM
To: Martin Blaney
Subject: Daily Neighborhood Watch Report



Daily Neighborhood Watch Report

Crimes within 1000 feet of 800 S Front St. New Bern NC, New Bern, NC
OCTOBER 15, 2019 to OCTOBER 16, 2019

The quality of Neighborhood Watch Reports depends directly on the frequency agencies upload their data. If an agency does not upload data on a daily basis, then your report will not include all the crime that occurred in your area.

No crimes to report.

If you receive multiple empty Neighborhood Watch Reports in a row, then the agencies in your area may not be uploading data frequently enough. Try unsubscribing to this report and subscribing to a new report with a longer delivery period.

The quality of Neighborhood Watch Reports depends directly on the frequency agencies upload their data. If an agency does not upload data on a daily basis, then your report will not include all the crime that occurred in your area.

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New Bern Housing Authority

Income Statement

August 31, 2019

	Trent Court 1.01	Craven Terrace 1.02	Admin Cost 2	CHI Business Activity 4	NBT 9	Consolidated Income Statement Total
Dwelling Rental	\$ 164,814.23	\$ -	\$ -	\$ -	\$ 214,482.00	\$ 379,296.23
HAP from HUD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Excess Utilities	\$ 21,222.29	\$ -	\$ -	\$ -	\$ -	\$ 21,222.29
NonDwelling Rent	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 14,000.00	\$ 15,500.00
Revenues HUD PHA Grants	\$ 558,268.45	\$ 115,443.00	\$ -	\$ -	-	\$ 673,711.45
CFP Soft Cost Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on GF Investments	\$ 321.50	\$ -	\$ -	\$ -	\$ 485.53	\$ 807.03
Dividends	\$ 1,367.39	\$ -	\$ -	\$ -	\$ -	\$ 1,367.39
Other Income	\$ 16,560.08	\$ -	\$ -	\$ -	\$ 2,081.12	\$ 18,641.20
Late Charges	\$ 4,429.32	\$ -	\$ -	\$ -	\$ 1,735.00	\$ 6,164.32
HAP to Craven Terrace I & II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income Pepsi Cola	\$ -	\$ -	\$ -	\$ -	\$ 154.13	\$ 154.13
Other Income laundry	\$ -	\$ -	\$ -	\$ -	\$ 4,352.00	\$ 4,352.00
Bad Debt Recovery	\$ 5,024.39	\$ 893.02	\$ -	\$ -	\$ -	\$ 5,917.41
Hap Payment	\$ -	\$ -	\$ -	\$ -	\$ 436,013.00	\$ 436,013.00
Development Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supportive Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Revenue	\$ 773,507.65	\$ 116,336.02	\$ -	\$ -	\$ 673,302.78	\$ 1,563,146.45
Administrative Salaries	\$ 90,969.83	\$ -	\$ 132,621.89	\$ 33,863.08	\$ 40,752.86	\$ 298,207.66
Legal Expenses	\$ 1,722.50	\$ -	\$ 13,467.50	\$ -	\$ 2,583.75	\$ 17,773.75
Staff Training	\$ 5,537.73	\$ -	\$ 2,822.29	\$ 6,559.58	\$ 423.90	\$ 15,343.50
Publications	\$ 476.55	\$ -	\$ 32.83	\$ -	\$ 124.76	\$ 634.14
Accounting Fees	\$ -	\$ -	\$ 28,500.00	\$ -	\$ -	\$ 28,500.00
Audit Fees	\$ 7,296.00	\$ -	\$ 1,520.00	\$ 1,520.00	\$ 4,864.00	\$ 15,200.00
Telephone	\$ 4,249.90	\$ -	\$ -	\$ -	\$ 38,197.82	\$ 42,447.72
Payroll Taxes and emp. benefits	\$ 44,860.87	\$ -	\$ 44,134.98	\$ 14,766.57	\$ 19,553.74	\$ 123,316.16
Rent Expense	\$ 3,500.00	\$ -	\$ 8,000.00	\$ 4,000.00	\$ -	\$ 15,500.00
Unemployment Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Expense	\$ 25,842.80	\$ -	\$ 1,472.65	\$ 1,095.52	\$ 3,841.32	\$ 32,252.29
Sundry Admin Expense	\$ 11,902.67	\$ -	\$ 1,081.29	\$ 16,442.45	\$ 29.46	\$ 29,455.87
Temporary Employees Service	\$ -	\$ -	\$ -	\$ 3,407.85	\$ -	\$ 3,407.85
Development	\$ -	\$ -	\$ -	\$ 38.97	\$ -	\$ 38.97
Resident Council	\$ 2,616.00	\$ -	\$ -	\$ -	\$ 712.89	\$ 3,328.89
Recreation/Pub/Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tenant Service Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water	\$ 80,439.95	\$ -	\$ -	\$ -	\$ 20,355.52	\$ 100,795.47
Electricity	\$ 85,396.17	\$ -	\$ -	\$ -	\$ 67,918.23	\$ 153,314.40
Gas-building	\$ 44,236.75	\$ -	\$ -	\$ -	\$ 4,787.09	\$ 49,023.84

New Bern Housing Authority

Income Statement

August 31, 2019

	Trent Court 1.01	Craven Terrace 1.02	Admin Cost 2	CHI Business Activity 4	NBT 9	Consolidated Income Statement Total
Labor Salaries	\$ 74,954.64	\$ -	\$ -	\$ -	\$ 40,374.02	\$ 115,328.66
Casual Labor	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00
Consulting Expense	\$ -	\$ -	\$ -	\$ 4,800.00	\$ -	\$ 4,800.00
Materials	\$ 19,708.23	\$ -	\$ -	\$ 29.06	\$ 24,152.63	\$ 43,889.92
Materials - Capitalized	\$ -	\$ -	\$ -	\$ -	\$ 50,651.47	\$ 50,651.47
Computer Expense	\$ 3,828.77	\$ -	\$ 146.95	\$ -	\$ 2,171.93	\$ 6,147.65
Repairs and Maintenance	\$ 7,657.00	\$ -	\$ 108.97	\$ -	\$ 47,027.98	\$ 54,793.95
Repairs and Maintenance - Capitalized	\$ -	\$ -	\$ -	\$ -	\$ 29,483.11	\$ 29,483.11
Garbage and Trash removal	\$ 26,481.28	\$ -	\$ -	\$ -	\$ 2,517.78	\$ 28,999.06
Extermination-Maintenance Expense	\$ 5,103.00	\$ -	\$ -	\$ -	\$ 3,800.00	\$ 8,903.00
Payroll Taxes and emp. benefits - Maint.	\$ 45,435.96	\$ -	\$ -	\$ -	\$ 23,729.43	\$ 69,165.39
Repairs and Maintenance Truck	\$ 1,612.79	\$ -	\$ -	\$ -	\$ 741.94	\$ 2,354.73
Heating and Air	\$ 14,975.93	\$ -	\$ -	\$ -	\$ 2,156.00	\$ 17,131.93
Gas-Truck	\$ 2,131.23	\$ -	\$ 1,549.96	\$ -	\$ 1,049.71	\$ 4,730.90
Security System	\$ -	\$ -	\$ -	\$ -	\$ 9,139.46	\$ 9,139.46
Protective Services	\$ 8,949.07	\$ -	\$ -	\$ -	\$ 4,376.93	\$ 13,326.00
Landscaping	\$ 8,140.00	\$ -	\$ -	\$ -	\$ 3,840.00	\$ 11,980.00
Insurance	\$ 55,637.03	\$ -	\$ 1,460.96	\$ 470.24	\$ 27,739.20	\$ 85,307.43
W/C Insurance Expense	\$ 3,385.66	\$ -	\$ 2,699.44	\$ 679.39	\$ 1,654.29	\$ 8,418.78
License, Taxes and Recycling Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Compensated Absence	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Collection Loss	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Eviction Expense	\$ 3,118.00	\$ -	\$ -	\$ -	\$ 1,173.00	\$ 4,291.00
App. Screening	\$ 967.64	\$ -	\$ -	\$ -	\$ 531.41	\$ 1,499.05
Uniforms	\$ 3,519.19	\$ -	\$ -	\$ -	\$ 2,845.77	\$ 6,364.96
Storage management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adm Cost Allocation	\$ 138,979.43	\$ -	\$ (239,619.71)	\$ 23,961.98	\$ 76,678.30	\$ -
Total Operating Expenses	\$ 833,632.57	\$ -	\$ -	\$ 111,634.69	\$ 565,979.70	\$ 1,511,246.96
Total Rev. & Oper. Expenses	\$ (60,124.92)	\$ 116,336.02	\$ -	\$ (111,634.69)	\$ 107,323.08	\$ 51,899.49
Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Fund Activity:						
Proceeds from Insurance or Other	\$ -	\$ -	\$ -	\$ 94,656.16	\$ -	\$ 94,656.16
CFP NC19P005501-16	\$ 127,949.56	\$ -	\$ -	\$ -	\$ -	\$ 127,949.56
CFP NC19P005501-17	\$ 84,043.30	\$ -	\$ -	\$ -	\$ -	\$ 84,043.30
Insurance proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CFP 501-16 Rev. Soft Cost Contra	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Rev. & Expenses	\$ 211,992.86	\$ -	\$ -	\$ 94,656.16	\$ -	\$ 306,649.02
Total Net Income (Loss)	\$ 151,867.94	\$ 116,336.02	\$ -	\$ (16,978.53)	\$ 107,323.08	\$ 358,548.51

New Bern Housing Authority Vacancy Report August 2019-September 2019

Public Housing

Trent Court	Aug Ending Occupancy (info)	Sept Move Outs	Sept Move Ins	Sept Total Occupancy	Sept Vacant #	Sept Occupancy %
110	109	2	1	108	2	98%

Section 8 - New Construction

New Bern Towers	Aug Ending Occupancy (info)	Sept Move Outs	Sept Move Ins	Sept Total Occupancy	Sept Vacant #	Sept Occupancy %
106	98	1	1	98	8	92%

September 2019

	Pending terminations for non-payment	Pending terminations for criminal lease violations	Pending terminations for other lease violations
Trent Court (14 day letters)	25	0	0
New Bern Towers (30-day letters)	14	0	0

Court Session Sept. 26,2019

	# 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	1	0	1	0	0	0
New Bern Towers	1	0	1	0	0	0

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director



RE: Executive Director's Report

DATE: October 21, 2019

Boss Maintenance

You may remember that years ago we were one of many victims of a nationwide scam involving the purchase of maintenance supplies. The U. S. Department of Justice investigated and convicted several of the perpetrators for fraud. They have been serving time at the federal prison in Morgantown, West Virginia. We sought restitution but did not expect to receive any.

To our pleasant surprise, we received a check of over \$17,000 making us whole!

Property Manager

We said goodbye to Ms. Tawanna Smith who accepted the position of Executive Director at the Smithfield NC Housing Authority. While we will miss her smile and abilities, we are proud and confident that she will do an outstanding job. Recruitment of her replacement has already begun.

Carolina Avenue

We are proceeding through the pre-development site work in preparation for the submission of the initial site plan to the City. Also, we have created and registered BVHC Carolina Avenue LLC. As the initials suggest, we will develop Carolina Avenue through Better Vision Housing.

Trent Court Demolition – Phase One

The survey has been completed and forwarded to our engineer who is preparing the bid package for demolition. I have also consulted with the City's Department of Development and the NC Historic Preservation Office regarding our location in the City's historic area and the federal requirement that federally funded structures are "presumed" to be historic. I am certain that the State office will require some sort of "mitigation" as they did at Craven Terrace (the "Signs of History" project.) We should embrace this eventuality and work with our community partners to artistically display the friezes which are on the front facades of each Trent Court building.

New Bern Towers

The front of the Towers has been power washed and hallway repairs have been completed (following the July 4 water leak.) Also, work is proceeding on the Riverwalk.