

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON DECEMBER 11, 2018 AT 7 GLENWOOD AVENUE, SUITE 309, EAST ORANGE, NEW JERSEY.**

The Board of Commissioners of the Housing Authority of the City of East Orange met in a Regular Meeting at 7 Glenwood Avenue, Suite 309 East Orange, New Jersey, on the 11<sup>th</sup> day of December, 2018, the place, date and hour duly established for the holding of such meeting. Chairperson Fred Shaw called the meeting to order at 7:00 PM.

The Recording Secretary stated that this meeting is being conducted in conformity with the Open Public Meeting Act. Notice of this Regular Meeting was e-mailed to Worrell Community Newspapers (East Orange Record) and NJ Advance Media on Tuesday, December 15, 2017. The notice was also faxed to the City Clerk Office and Public Information Office of the City of East Orange on Wednesday, December 27, 2017. The notice was posted at the administrative office and the Authority's two public housing developments on Thursday, December 28, 2017.

**PRESENT:**

Chairperson Fred Shaw  
Vice-Chairperson W.G. Harris  
Commissioner Cassandra Chatman  
Commissioner Walter Lewis Waters

**ABSENT:**

Commissioner Wanda Watson (excused)  
Commissioner Joshua Brown (excused)

**ALSO PRESENT:**

Mr. Wilbert Gill, Executive Director  
Ms. Elena Coley, Director of Operations  
Ms. Yadira Duran, Esq., Legal Counsel  
Mr. William Jones, Consultant  
Ms. Aja Baldwin, Mayor's Liaison

**PUBLIC NOTICE OF REGULAR MEETING**

**TO: BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF EAST ORANGE, CITY CLERK OF EAST ORANGE, EAST ORANGE RECORD AND NEWARK STAR LEDGER**

Notice is hereby given pursuant to the Open Public Meetings Act, that a Regular Meeting of the Board of Commissioners of the Housing Authority of the City of East Orange, will be held on Tuesday, December 11, 2018, at 7:00 p.m. at the 7 Glenwood Avenue, Suite 309, East Orange, New Jersey for the purpose of acting upon:

**2018-63 AUTHORIZING OR RATIFYING PAYMENT OF THE BILL LIST FOR THE MONTH OF SEPTEMBER 2018**

**2018-69 RESOLUTION DESIGNATING WILBERT O. GILL AS A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.) FOR THE EAST ORANGE HOUSING AUTHORITY FOR THE YEAR ENDING 2019**

**2018-70 RESOLUTION APPOINTING WILBERT O. GILL AS ITS FUND COMMISSIONER FOR THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND FOR THE FUND YEAR 2019**

**2018-71 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW AN AGREEMENT FOR THE TEMPORARY MANAGEMENT OF THE PTGH-EO URBAN RENEWAL, LLC PROPERTIES FOR A PERIOD OF 6 MONTHS**

**2018-72 RESOLUTION AUTHORIZING RENEWAL OF A SHARE SERVICES AGREEMENT WITH THE HOUSING AUTHORITY OF THE CITY OF ELIZABETH TO PROVIDE DEVELOPMENT MANAGEMENT CONSULTING AND TECHNICAL ASSISTANCE SERVICES TO THE EAST ORANGE HOUSING AUTHORITY**

**2018-73 RESOLUTION APPOINTING WILBERT GILL AS THE QUALIFIED PURCHASING AGENT FOR THE EAST ORANGE HOUSING AUTHORITY AND TO SET THE BID THRESHOLD AT \$40,000**

2018-74 RESOLUTION AUTHORIZING PAYMENT OF 2018  
DISCRETIONARY PAYMENT TO STAFF IN AN AMOUNT NOT  
TO EXCEED \$20,000 IN AGGREGATE

2018-75 RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF  
THE CITY OF EAST ORANGE TO HOLD ITS ANNUAL END OF  
THE YEAR MEETING AND ALL RELATED EXPENDITURES AND  
ACTIVITIES

2018-76 RESOLUTION ELECTING COMMISSIONER W.G. HARRIS FOR  
THE POSITION OF CHAIRPERSON FOR THE BOARD OF  
COMMISSIONERS

2018-77 RESOLUTION ELECTING COMMISSIONER \_\_\_\_\_  
FOR THE POSITION OF  
VICE-CHAIRPERSON FOR THE BOARD OF COMMISSIONERS

2018-78 RESOLUTION ELECTING COMMISSIONER \_\_\_\_\_  
FOR THE POSITION OF TREASURER FOR THE BOARD OF  
COMMISSIONERS

And for the purpose of transacting any other business  
related hereto or which may properly come before each  
meeting.

1. **OPEN PUBLIC MEETING ACT and ROLL CALL**

**PRESENT:**

Chairperson Fred Shaw  
Vice-Chairperson W.G. Harris  
Commissioner Cassandra Chatman  
Commissioner Walter Lewis Waters

**ABSENT:**

Commissioner Wanda Watson (excused)  
Commissioner Joshua Brown (excused)

**ALSO PRESENT:**

Mr. Wilbert Gill, Executive Director  
Ms. Elena Coley, Director of Operations  
Ms. Yadira Duran, Esq., Legal Counsel  
Mr. William Jones, Consultant  
Ms. Aja Baldwin, Mayor's Liaison

2. **MINUTES**

**MOTION:** Commissioner Waters moved to approve the minutes of the previous meeting in October of 2018. Commissioner Chatman seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Harris, Chatman, Shaw.  
Nays: None.  
Abstentions: None.

The Resolution was approved 4-0-0.

3. **APPROVAL OF THE BILLS**

**MOTION:** Commissioner Harris moved to approve the payment of bills. Commissioner Waters seconded.

Commissioner Harris asked about check #9070 and the difference in the stationery and check #9071 for the copy paper. Mr. Gill explained the stationery was for various products.

Commissioner Harris asked about check #9038 regarding stipends. Mr. Gill explained the person in question is from the CWEB program.

Commissioner Harris asked if the auto liability insurance payments were annual. Mr. Gill responded that they are annual.

There was discussion regarding payments to hotels as apartments are being renovated.

**ROLL CALL:**

Ayes: Waters, Harris, Chatman, Shaw.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

**4. VISITORS**

There were no visitors.

**5. REPORTS**

**COMMITTEE REPORTS**

**REAL ESTATE DEVELOPMENT:** Meeting held Election Day November 6, 2018.

**FINANCE:** Meeting held on November 28, 2018. Report is attached.

**BUILDINGS & GROUNDS:** There was no meeting or

report.

**BY-LAWS & PROCUREMENT:** There was no meeting or report.

**PERSONNEL:** Meeting held Election Day November 6, 2018.

**NON-PROFIT COMMITTEE:** There was no report.

**EOHCDC BOARD OF DIRECTORS:** Meeting held on November 28, 2018. Report is attached.

#### **EXECUTIVE DIRECTOR**

The report stood. Mr. Gill highlighted his report and the reports of the departments.

#### **LEGAL REPORT (Board Attorneys)**

There was no report.

### **6. OLD BUSINESS**

1. **RAD Conversion** - Vista Village construction financing closed August 23, 2018. Renovations are in progress. The Concord Towers conversion has been delayed in order to apply for 9% Tax Credit financing to allow for greater scope of work. Tax credits not awarded. Will reapply in 2019.
2. **Halsted Street Update** - 9% tax credits not awarded on December 14, 2017. Relocation of Housing Authority from Halsted Street on July 31, 2018. City's Substance Abuse program vacated over the veteran's day weekend. Construction financing

- delayed due to RHF financing issue.
3. **Eaton Place Project** - Site control secured for six (6) Eaton Place. Construction/design drawings completed. Advertisement for contractor RFP issued December 12, 2017. Lowest bid was over budgeted cost of project and will be rebid. \$750K of unrestricted HCV funds approved by the board. CDGB \$300K grant approved by City Council on January 22, 2018. Demolition of two structures to be completed by December 31, 2018. Planning Board approval to be secured. Construction and permanent financing being arranged.
  4. **Walnut/William Street Project** - J.G. Petrucci Company and TD+ Partners selected as Development Partners. Weekly planning meetings being held with developer on project planning. Goal is to have City Council and Planning Board approval by March 31, 2018. A 9% LIHTC financing application will be submitted in Spring 2019.
  5. **Amherst Project** - Site control of four properties secured. Two by direct purchase from property owner and two by condemnation. Secured \$160K commitment from City of East Orange for renovation of two properties -four units. Construction and permanent financing being secured. RFP issued for general contractor. Work to commence in January 2019.

## 7. **NEW BUSINESS**

Commissioner Harris asked about the court sheet and the "promissory note" on it. Ms. Duran responded that it is the same list as last time.

## 8. **EXECUTIVE SESSION**

The following statement was read prior to Executive Session...

BE IT HEREBY RESOLVED that, pursuant to Chapter 231, P.L., 1975 of the laws of the State of New Jersey, the "Open Public Meeting Act", the East Orange Housing Authority meets in closed session for the purpose of matters of confidentiality and attorney/client privilege. It is expected that the matters discussed in this closed session can be made public at the time that the need for confidentiality no longer exists.

Commissioner Waters moved to go into Executive Session to discuss confidential personnel, contract and litigation issues. Commissioner Harris seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Chatman, Harris, Shaw.

Nays: None.

Abstentions: None.

The motion carried 4-0-0. The Commissioners went into Executive Session at 8:03 PM.

**MOTION:** Commissioner Chatman moved to return to open session, after discussing personnel and litigation matters. Commissioner Harris seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Chatman, Harris, Shaw.

Nays: None.

Abstentions: None.

The motion carried 4-0-0. The Commissioners returned to Open Session at 8:23 PM.



**8. RESOLUTIONS**

**2018-64 RESOLUTION APPROVING THE MEETING DATES FOR THE  
2019 CALENDAR YEAR OF THE BOARD OF  
COMMISSIONERS OF THE HOUSING AUTHORITY OF THE  
CITY OF EAST ORANGE**

Commissioner Harris moved to approve.  
Commissioner Chatman seconded. There were no  
questions.

**ROLL CALL:**

Ayes: Waters, Chatman, Harris, Shaw.  
Nays: None.  
Abstentions: None.

The Resolution was approved 4-0-0.

**2018-69 RESOLUTION DESIGNATING DUANGRAT SIMPKINS AS A  
PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.) FOR  
THE EAST ORANGE HOUSING AUTHORITY FOR THE YEAR  
ENDING 2019**

Commissioner Harris moved to approve.  
Commissioner Chatman seconded. There were no  
questions.

**ROLL CALL:**

Ayes: Waters, Chatman, Harris, Shaw.  
Nays: None.  
Abstentions: None.

The Resolution was approved 4-0-0.

**2018-70 RESOLUTION APPOINTING DUANGRAT SIMPKINS AS ITS  
FUND COMMISSIONER FOR THE NEW JERSEY PUBLIC  
HOUSING AUTHORITY JOINT INSURANCE FUND FOR THE  
FUND YEAR 2019**

Commissioner Harris moved to approve.  
Commissioner Waters seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Chatman, Harris, Shaw.  
Nays: None.  
Abstentions: None.

The Resolution was approved 4-0-0.

**2018-71 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO  
RENEW AN AGREEMENT FOR THE TEMPORARY MANAGEMENT  
OF THE PTGH-EO URBAN RENEWAL, LLC PROPERTIES FOR  
A PERIOD OF ONE YEAR**

Commissioner Waters moved to approve.  
Commissioner Harris seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Chatman, Harris, Shaw.  
Nays: None.  
Abstentions: None.

The Resolution was approved 4-0-0.

**2018-72 RESOLUTION AUTHORIZING RENEWAL OF A SHARE  
SERVICES AGREEMENT WITH THE HOUSING AUTHORITY OF  
THE CITY OF ELIZABETH TO PROVIDE DEVELOPMENT  
MANAGEMENT CONSULTING AND TECHNICAL ASSISTANCE  
SERVICES TO THE EAST ORANGE HOUSING AUTHORITY**

Commissioner Waters moved to approve.  
Commissioner Harris seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Chatman, Harris, Shaw.  
Nays: None.  
Abstentions: None.

The Resolution was approved 4-0-0.

**2018-73 RESOLUTION APPOINTING WILBERT GILL AS THE  
QUALIFIED PURCHASING AGENT FOR THE EAST ORANGE  
HOUSING AUTHORITY AND TO SET THE BID THRESHOLD AT  
\$40,000**

Commissioner Harris moved to approve.  
Commissioner Waters seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Chatman, Harris, Shaw.  
Nays: None.  
Abstentions: None.

The Resolution was approved 4-0-0.

**2018-74 RESOLUTION AUTHORIZING PAYMENT OF 2018  
DISCRETIONARY PAYMENT TO STAFF IN AN AMOUNT NOT  
TO EXCEED \$20,000 IN AGGREGATE**

Commissioner Waters moved to approve.  
Commissioner Shaw seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Harris, Shaw.  
Nays: None.  
Abstentions: Chatman.

The Resolution was approved 3-0-1.

**2018-75 RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF  
THE CITY OF EAST ORANGE TO HOLD ITS ANNUAL END OF  
THE YEAR MEETING AND ALL RELATED EXPENDITURES AND  
ACTIVITIES**

Commissioner Harris moved to approve.  
Commissioner Waters seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Harris, Shaw.

Nays: None.  
Abstentions: Chatman.

The Resolution was approved 3-0-1.

**NOMINATIONS FOR CHAIRMAN:**

Commissioner Shaw nominated Commissioner Harris to be Chairman of the EOHA Board of Commissioners. Commissioner Waters seconded.

As there were no other nominations, Commissioner Shaw moved to close the nominations. Commissioner Chatman seconded.

**ROLL CALL TO CLOSE NOMINATIONS FOR CHAIRMAN:**

Ayes: Waters, Chatman, Harris, Shaw.  
Nays: None.  
Abstentions: None.

The motion was approved 4-0-0.

**2018-76 RESOLUTION ELECTING COMMISSIONER HARRIS FOR THE POSITION OF CHAIRPERSON FOR THE BOARD OF COMMISSIONERS**

Commissioner Waters moved to approve. Commissioner Chatman seconded. There were no questions.

**ROLL CALL:**

Ayes: Waters, Chatman, Harris, Shaw.  
Nays: None.  
Abstentions: None.

The Resolution was approved 4-0-0.

**NOMINATIONS FOR VICE-CHAIRMAN:**

Commissioner Harris nominated Commissioner Waters to be Vice-Chairman of the EOHA Board of Commissioners. Commissioner Chatman seconded.

As there were no other nominations, Commissioner Shaw moved to close the nominations. Commissioner Chatman seconded.

**ROLL CALL TO CLOSE NOMINATIONS FOR VICE-CHAIRMAN:**

Ayes: Waters, Chatman, Harris, Shaw.

Nays: None.

Abstentions: None.

The motion was approved 4-0-0.

**2018-77 RESOLUTION ELECTING COMMISSIONER WATERS FOR THE POSITION OF VICE-CHAIRPERSON FOR THE BOARD OF COMMISSIONERS**

Commissioner Harris moved to approve. Commissioner Chatman seconded. There were no questions.

**ROLL CALL:**

Ayes: Waters, Chatman, Harris, Shaw.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

**NOMINATIONS FOR TREASURER:**

Commissioner Harris nominated Commissioner Shaw

to be Treasurer of the EOHA. Commissioner Chatman seconded.

As there were no other nominations, Commissioner Waters moved to close the nominations. Commissioner Chatman seconded.

ROLL CALL TO CLOSE NOMINATIONS FOR TREASURER:

Ayes: Waters, Chatman, Harris, Shaw.

Nays: None.

Abstentions: None.

The motion was approved 4-0-0.

**2018-78 RESOLUTION ELECTING COMMISSIONER SHAW FOR THE  
POSITION OF TREASURER FOR THE BOARD OF  
COMMISSIONERS**

Commissioner Harris moved to approve.  
Commissioner Chatman seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Chatman, Harris, Shaw.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

**9. ADJOURNMENT**

**MOTION:** Commissioner Waters moved to adjourn.  
Commissioner Harris seconded. There were no questions.

By unanimous acclamation, the meeting was adjourned at 8:46 PM.

**MINUTES OF AN EXECUTIVE SESSION MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON DECEMBER 11, 2018 AT 7 GLENWOOD AVENUE, EAST ORANGE, NEW JERSEY**

**1. ROLL CALL**

The Executive Session meeting was called to order at 8:03 PM by Chairperson Shaw.

**PRESENT:**

Chairperson Frederick Shaw  
Vice-Chairman W.G. Harris  
Commissioner Walter Lewis Waters  
Commissioner Cassandra Chatman

**ABSENT:**

Commissioner Joshua Brown (excused)  
Commissioner Wanda Watson (excused)

**ALSO PRESENT:**

Mr. Wilbert Gill, Executive Director  
Mr. William Jones, Consultant  
Ms. Elena Coley, Director of Operations  
Ms. Yadira Duran, Esq., Legal Counsel

**2. OPEN DISCUSSION**

There was discussion regarding the staff titles, responsibilities and salary.

**3. ADJOURNMENT**

The Executive Session was adjourned at 8:23PM.

