

**MINUTES OF A WORK SESSION MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON OCTOBER 9, 2018 AT 210 NORTH GROVE STREET, EAST ORANGE, NEW JERSEY.**

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

The meeting was called to order at 6:30 PM by Chairperson Shaw. The Open Public Meeting Act was read by the Recording Secretary.

**PRESENT:**

Chairperson Fred Shaw  
Vice-Chairman W.G. Harris  
Commissioner Wanda Watson  
Commissioner Walter Waters  
Commissioner Cassandra Chatman

**ABSENT:**

Commissioner Joshua Brown

**ALSO PRESENT:**

Mr. Wilbert Gill, Executive Director  
Ms. Elena Coley, Director of Operations  
Ms. Kassem Jones, Project Manager  
Ms. Yadira Duran, Esq., Legal Counsel

**2. OPEN DISCUSSION**

Commissioner Harris asked about check #8811 for a fence and he thought the authority just paid for a fence. Mr. Gill explained it is on the other lot at North Walnut.

Chairman Shaw asked about South Jersey Energy. Mr. Gill explained it is a state coalition.

Commissioner Waters asked about AFLAC services provided and why is there a difference in New York.

Ms. Coley explained the differences about what is offered in which state.

Commissioner Harris asked about check #8849, Housing Authority Risk Retention Group and is it for the RAD. Mr. Gill explained it is their regular insurance carrier.

Chairman Shaw asked about the FSS program and the percentages of people who went through the homeownership program who have kept their houses. Ms. Coley explained the program and the income

Commissioner Harris asked about the \$582 it cost to move the copier machine. Mr. Gill explained that there were three that were moved.

### **3. ADJOURNMENT**

Work Session adjourned at 6:59 PM.

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON OCTOBER 9, 2018 AT 210 NORTH GROVE STREET, EAST ORANGE, NEW JERSEY.**

The Board of Commissioners of the Housing Authority of the City of East Orange met in a Regular Meeting at 210 North Grove Street, East Orange, New Jersey, on the 9<sup>th</sup> day of October, 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 Wanda Watson  
Commissioner Joshua Brown  
Commissioner Cassandra Chatman  
Commissioner Walter Lewis Waters

**ABSENT:**

None

**ALSO PRESENT:**

Mr. Wilbert Gill, Executive Director  
Ms. Elena Coley, Director of Operations  
Ms. Kassema Jones, Project Manager  
Ms. Yadira Duran, Esq., Legal Counsel  
Mr. William Jones, Consultant (arrived 7:13 PM)

**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, October 9, 2018, at 7:00 p.m. at the 210 North Grove Street, East Orange, New Jersey for the purpose of acting upon:

**2018-51 RESOLUTION AUTHORIZING THE EAST ORANGE HOUSING AUTHORITY TO TRANSFER THE PROPERTIES ON EATON PLACE AND AMHERST STREET TO EAST ORANGE HOUSING & COMMUNITY DEVELOPMENT CORPORATION FOR SINGLE FAMILY DEVELOPMENT FOR \$1.00 EACH**

**2018-53 AUTHORIZING OR RATIFYING PAYMENT OF THE BILL LIST FOR THE MONTH OF SEPTEMBER 2018**

**2018-54 LOCAL FINANCE BOARD SUBMISSION OF 2017 AUDIT REPORT**

**2018-55 RESOLUTION AUTHORIZING THE SUBMISSION OF THE 2019 ANNUAL PLAN OF THE HOUSING AUTHORITY OF THE CITY OF EAST ORANGE TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**2018-56 RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF EAST ORANGE TO ENTER INTO A ONE (1) YEAR AGREEMENT FOR GENERAL LEGAL SERVICES WITH HUNT, HAMLIN & RIDLEY**

**2018-57 RESOLUTION TO RENEW MEMBERSHIP IN THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND**

**2018-58 RESOLUTION AUTHORIZING KEVIN CHILDS AND JORGE PENAFIEL TO ATTEND NAN MCKAY SEMINAR AND IN-CLASS EXAM ON HCV HOUSING QUALITY STANDARDS**

(HQS) IN CHARLOTTE, NC, OCTOBER 30 - NOVEMBER  
1, 2018

2018-59 RESOLUTION AUTHORIZING WILBERT O. GILL,  
EXECUTIVE DIRECTOR FOR ATTENDING MRI  
INTERNATIONAL USERS CONFERENCE 2018 IN  
ATLANTA, GA, OCTOBER 14-17, 2018

2018-60 RESOLUTION RATIFYING THE EXECUTIVE DIRECTOR  
ACTION TO ENTER INTO A 15 MONTH LEASE  
AGREEMENT WITH 7 GLENWOOD AVE. ASSOC. LLC FOR  
THE HOUSING AUTHORITY MEETING ROOM FOR THE  
PERIOD OCTOBER 4, 2018 TO DECEMBER 31, 2019,  
WITH A MONTH TO MONTH OPTION THEREAFTER, FOR  
\$1,000 PER MONTH FOR THE FIRST 12 MONTHS AND  
\$1,030 FOR THE 2ND YEAR FOR OR \$14,993 PLUS  
LEASEHOLD IMPROVEMENT

2018-61 ADOPTING THE NEW JERSEY PAID-SICK-LEAVE LAW

2018-62 2019 EAST ORANGE HOUSING AUTHORITY BUDGET  
RESOLUTION

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 Wanda Watson  
Commissioner Joshua Brown  
Commissioner Cassandra Chatman  
Commissioner Walter Lewis Waters

**ABSENT:**

None

**ALSO PRESENT:**

Mr. Wilbert Gill, Executive Director  
Ms. Elena Coley, Director of Operations  
Ms. Kassem Jones, Project Manager  
Ms. Yadira Duran, Esq., Legal Counsel  
Mr. William Jones, Consultant (arrived 7:13 PM)

2. **MINUTES**

**MOTION:** Commissioner Waters moved to approve the minutes of the previous meeting in June of 2018. Commissioner Harris seconded.

Commissioner Chatman corrected the minutes and said her absence was "excused" last month.

ROLL CALL:

Ayes: Waters, Watson, Harris, Brown, Chatman,  
Shaw.

Nays: None.

Abstentions: None.

The Resolution was approved 6-0-0.

### 3. APPROVAL OF THE BILLS

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

Commissioner Brown asked about checks #8825 and #8826 and should they be reversed on the bills list. Mr. Gill responded it is correct and explained the difference, that one is a registration fee.

#### ROLL CALL:

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

The Resolution was approved 6-0-0.

### 4. VISITORS

Natasha White, Apt. 2E. Ms. White spoke about the break-ins in the building and she felt they are inside break-ins. She asked about who has access to the keys of the tenants. She also asked about having guards in the building.

Ms. Kassema Jones explained the break-ins and that the police came and took fingerprints in one case. In another case the police said there didn't seem to be a break-in and that the tenant misplaced items. The keys for the apartments are in her office. She explained the work order process.

Muriel Weekes, Apt. 2D. She said her apartment was never broken into for 13 years. She has a lot of mice and she's tired of it. She's filled out many work

orders, but the mice are still coming in.

Joanne Young, Apt. 5C. She complained about the break-ins and said there are things that need to be improved in her apartment, but no one is fixing them.

Patricia Chamberlain, Apt. 6H. She said there are no work orders available in the office. She asked how tenants can be allowed in the building when they break all the rules.

Pinky Rutledge, Apt. 5E, (Ms. Jones' clerk). She said that she had nothing to do with break-ins into anyone's apartment and she didn't appreciate being accused. She explained about the sofa Ms. White brought into the building.

## 6. REPORTS

### COMMITTEE REPORTS

**REAL ESTATE DEVELOPMENT:** There was no report.

**FINANCE:** There was a meeting. Commissioner Watson said there was discussion and a report regarding the RAD operation budget.

**BUILDINGS & GROUNDS:** There was a meeting on 9/19/2018 and minutes are attached. Commissioner Brown said that the RAD conversion issues were discussed and the possibility of moving from books to iPads.

**BY-LAWS & PROCUREMENT:** There was a meeting. Commissioner Chatman said they talked about doing a retreat and discussing the conflict of interest and board ethics topics at that time, so all commissioners will be up to date with the



information. There was also discussion regarding converting to iPads.

**PERSONNEL:** There was no report.

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

#### **EXECUTIVE DIRECTOR**

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

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

There was no report.

#### **7. OLD BUSINESS**

There was no Old Business.

#### **8. NEW BUSINESS**

There was no New Business.

#### **9. RESOLUTIONS**

**2018-51 RESOLUTION AUTHORIZING THE EAST ORANGE HOUSING AUTHORITY TO TRANSFER THE PROPERTIES ON EATON PLACE AND AMHERST STREET TO EAST ORANGE HOUSING & COMMUNITY DEVELOPMENT CORPORATION FOR SINGLE FAMILY DEVELOPMENT FOR \$1.00 EACH**

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

ROLL CALL:

Ayes: Brown, Waters, Watson, Chatman, Harris, Shaw.

Nays: None.

Abstentions: None.

The Resolution was approved 6-0-0.

**2018-54 LOCAL FINANCE BOARD SUBMISSION OF 2017 AUDIT REPORT**

Commissioner Harris moved to approve.

Commissioner Brown seconded. There were no questions.

ROLL CALL:

Ayes: Brown, Waters, Watson, Chatman, Harris, Shaw.

Nays: None.

Abstentions: None.

The Resolution was approved 6-0-0.

**2018-55 RESOLUTION AUTHORIZING THE SUBMISSION OF THE 2019 ANNUAL PLAN OF THE HOUSING AUTHORITY OF THE CITY OF EAST ORANGE TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

Commissioner Harris moved to approve.

Commissioner Brown seconded. There were no questions.

ROLL CALL:

Ayes: Brown, Waters, Watson, Chatman, Harris, Shaw.

Nays: None.

Abstentions: None.

The Resolution was approved 6-0-0.

**2018-56 RESOLUTION AUTHORIZING THE HOUSING AUTHORITY  
OF THE CITY OF EAST ORANGE TO ENTER INTO A ONE  
(1) YEAR AGREEMENT FOR GENERAL LEGAL SERVICES  
WITH HUNT, HAMLIN & RIDLEY**

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

**ROLL CALL:**

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

The Resolution was approved 6-0-0.

**2018-57 RESOLUTION TO RENEW MEMBERSHIP IN THE NEW  
JERSEY PUBLIC HOUSING AUTHORITY JOINT  
INSURANCE FUND**

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

**ROLL CALL:**

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

The Resolution was approved 6-0-0.

**2018-58 RESOLUTION AUTHORIZING KEVIN CHILDS AND JORGE  
PENAFIEL TO ATTEND NAN MCKAY SEMINAR AND IN-  
CLASS EXAM ON HCV HOUSING QUALITY STANDARDS  
(HQS) IN CHARLOTTE, NC, OCTOBER 30 - NOVEMBER  
1, 2018**

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

ROLL CALL:

Ayes: Brown, Waters, Watson, Chatman, Harris, Shaw.

Nays: None.

Abstentions: None.

The Resolution was approved 6-0-0.

**2018-59 RESOLUTION AUTHORIZING WILBERT O. GILL,  
EXECUTIVE DIRECTOR FOR ATTENDING MRI  
INTERNATIONAL USERS CONFERENCE 2018 IN  
ATLANTA, GA, OCTOBER 14-17, 2018**

Commissioner Harris moved to approve.

Commissioner Brown seconded. There were no questions.

ROLL CALL:

Ayes: Brown, Waters, Watson, Chatman, Harris, Shaw.

Nays: None.

Abstentions: None.

The Resolution was approved 6-0-0.

**2018-60 RESOLUTION RATIFYING THE EXECUTIVE DIRECTOR  
ACTION TO ENTER INTO A 15 MONTH LEASE  
AGREEMENT WITH 7 GLENWOOD AVE. ASSOC. LLC FOR  
THE HOUSING AUTHORITY MEETING ROOM FOR THE  
PERIOD OCTOBER 4, 2018 TO DECEMBER 31, 2019,  
WITH A MONTH TO MONTH OPTION THEREAFTER, FOR  
\$1,000 PER MONTH FOR THE FIRST 12 MONTHS AND  
\$1,030 FOR THE 2ND YEAR FOR OR \$14,993 PLUS  
LEASEHOLD IMPROVEMENT**

Commissioner Harris moved to approve.

Commissioner Brown seconded. There were no questions.

ROLL CALL:

Ayes: Brown, Waters, Watson, Chatman, Harris, Shaw.

Nays: None.

Abstentions: None.

The Resolution was approved 6-0-0.

**2018-61 ADOPTING THE NEW JERSEY PAID-SICK-LEAVE LAW**

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

ROLL CALL:

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

The Resolution was approved 6-0-0.

**2018-62 2019 EAST ORANGE HOUSING AUTHORITY BUDGET  
RESOLUTION**

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

ROLL CALL:

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

The Resolution was approved 6-0-0.

**9. 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 Brown seconded. There were no questions.

**ROLL CALL:**

Ayes: Waters, Watson, Chatman, Brown, Chatman, Shaw.  
Nays: None.  
Abstentions: None.

The motion carried 6-0-0. The Commissioners went into Executive Session at 8:20 PM.

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

**ROLL CALL:**

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

The motion carried 6-0-0. The Commissioners returned to Open Session at 8:30 PM.

**10. ADJOURNMENT**

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

By unanimous acclamation, the meeting was adjourned at 8:33 PM.

